



Recycling Plan

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Overview

The New York City Department of Environmental Protection (DEP) Recycling Plan, in conjunction with its already established Recycling and Pollution Prevention Policy, ensures that certain waste streams are captured as recyclable material rather than entering the regular municipal solid waste stream. Key personnel ensure that a recycling effort in all DEP facilities is effective and efficient, resulting in a maximum volume of covered material to be recycled in Agency owned and leased facilities.

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1 INTRODUCTION

The New York City Department of Environmental Protection (DEP) Recycling Plan, in conjunction with its already established Recycling and Pollution Prevention Policy, ensures that certain waste streams are captured as recyclable material rather than entering the regular municipal solid waste stream. Key personnel ensure that a recycling effort in all DEP facilities is effective and efficient, resulting in a maximum volume of covered material to be recycled in Agency-owned and –leased facilities.

2 KEY PERSONNEL

2.1 Agency Recycling Coordinator

The Assistant Commissioner of Environmental, Health and Safety shall serve as the Agency Recycling Coordinator:

Persis Luke, Assistant Commissioner
Office of Environmental, Health and Safety (OEHS)
718-595-5266 or lukep@dep.nyc.gov

Responsibilities for this individual include:

- ⓐ Submitting the Agency’s Recycling Plan to the Department of Sanitation (DSNY);
- ⓑ Updating the plan if any significant changes are required;
- ⓒ Supporting the Facility Recycling Coordinators as necessary.

2.2 Facility Recycling Coordinators

Bureau Management selects the Facility Recycling Coordinators within their own bureau. Responsibilities for the Facility Recycling Coordinators include:

- ⓐ Acting as the floor or functional area recycling coordinator. The individual may be responsible for more than one floor or functional area in a given facility;
- ⓑ Notifying employees of the recycling program;
- ⓒ Informing employees what designated recyclables are required to be separated and the proper procedures for recyclables prior to placement into appropriate containers;
- ⓓ Ensuring that separate containers are readily available for employees for the pre-collection of the designated recyclable materials;
- ⓔ Ensuring that the containers are clearly labeled;
- ⓕ Informing facility personnel about specific recycling procedures.

3 MATERIALS COVERED

Each facility regularly generates the recyclable items listed in sections 3.1 and 3.2 below. Periodically, bulky items are generated and may be relinquished through the Department of Citywide Administrative Services (DCAS).

3.1 Paper and Cardboard

The following paper and cardboard wastes shall be recycled by the Agency:

- ⓐ Newspapers, magazines and catalogs;
- ⓑ White and colored paper;

- Ⓞ Mail and envelopes (any color);
- Ⓞ Paper bags;
- Ⓞ Wrapping paper;
- Ⓞ Soft-covered books and telephone books (no spiral bindings);
- Ⓞ Smooth cardboard (food and shoe boxes, tubes, file folders, cardboard from product packaging);
- Ⓞ Corrugated cardboard (flattened and tied).

3.2 *Beverage Cartons, Bottles, Cans, Metal and Foil*

The following beverage cartons, bottles, cans, metals and foil shall be recycled by the Agency:

- Ⓞ Milk cartons and juice boxes;
- Ⓞ Plastic bottles and jugs;
- Ⓞ Glass bottles and jars;
- Ⓞ Metal cans;
- Ⓞ Aluminum foil wrap and trays;
- Ⓞ Typical household metal;
- Ⓞ Bulk metal.

3.3 *Bulky Items*

Materials that are too large to be placed within a recycling container or clear bag may be relinquished through DCAS. Bulky items include:

- Ⓞ Furniture;
- Ⓞ Predominantly-metal appliances and furniture (washing machines, water heaters and file cabinets).

Before discarding appliances containing CFC gas or Freon, an appointment for pickup shall be made with the hauler. The doors of refrigerators and freezers shall be removed as required by law, for public safety reasons.

DEP staff are trained and the Agency has procedures in place to identify and segregate metal equipment that might have toxic metals (mercury components, lead paint, etc).

4 RECYCLING SET UP

The Facility Recycling Coordinators are responsible for acquiring the correct amounts and types of containers and bags for recyclables, including labels. Rigid containers will have a capacity between 18 and 32 gallons, have lids, and be properly labeled. Plastic bags will be clear and have a capacity between 13 and 55 gallons.

Recycling bins will be located wherever practical, including common areas, kitchens, and office areas. Signage will be posted in common areas highlighting the types of materials to be recycled and where recycling bins can be located within the facility.

DEP facilities have coordinated with DSNY on specific pick up times and locations. DEP personnel will make the recyclables available at the specified outside locations in adequate bags and/or containers.

4.1 *Outdoor*

Outdoor containers will be labeled on both sides and on the lid with the correct DSNY decals. Green decals will be affixed to containers that hold paper. Blue decals will be affixed to containers that hold bottles, cans and foil.

Containers may also be marked with a permanent marker with lettering at least four inches high. If a container is marked rather than labeled with a decal, the marking will be displayed as:

- ⓪ RECYCLING: MIXED PAPER
- ⓪ RECYCLING: BOTTLES, CANS & FOIL

4.2 *Indoor*

Recycling containers inside facilities will have the appropriate green and blue decals affixed to them in common areas. All facility based personnel, including contractors and visitors, will discard of their recyclable wastes into the appropriate receptacles in their common areas.

5 FACILITIES SERVICED BY DSNY

Agency facilities that are served by DSNY are required to recycle the same materials as residents. The materials are listed in Section 3 of this Recycling Plan.

If a private carter is used for recyclables in facilities that are normally serviced by DSNY, the Commissioner of DSNY must receive a notarized copy of the signed service agreement which must include:

- ⓪ Taxpayer identification information;
- ⓪ Agreed price terms;
- ⓪ Estimated quantity of recyclable material to be removed and the agreed removal days and times;
- ⓪ Duration of the agreement.

6 LEASED FACILITIES

For sites operating in Leased Facilities that fall under Business Recycling regulations, the following materials must be recycled:

Required Material to Recycle	Pre-Collection, Source-Separation Requirements	May be Commingled with:
High grade office paper, newspaper, magazines, catalogs, phone books <i>(includes material generated by visitors)</i>	Keep separate from: 1) trash and 2) designated construction waste	1) designated and non-designated paper, 2) wood materials, 3) textiles, and 4) bulk metal
Corrugated cardboard	Keep separate from: 1) trash and 2) designated construction waste	1) designated and non-designated paper, 2) wood materials, 3) textiles, and 4) bulk metal
Textiles	Keep separate from: 1) trash	1) designated and non-

Required Material to Recycle	Pre-Collection, Source-Separation Requirements	May be Commingled with:
<i>(if more than 10% of waste stream)</i>	and 2) designated construction waste	designated paper, 2) wood materials, and 3) bulk metal
Bulk metal	Keep separate from: construction waste	1) designated paper materials and textiles OR 2) non-designated materials
Construction waste <i>(excludes plaster, wall coverings, drywall, roofing shingles, wood and lumber, and glass window panes)</i>	-	1) other construction waste

In leased facilities, DEP is considered a tenant and will comply with the recycling rules for tenants. As the tenant, it is DEP's responsibility to:

- ❑ Source-separate designated recyclables;
- ❑ Notify employees and visitors of source-separation requirements through the posting and maintaining of signs that explain what and how to recycle;
- ❑ Post recycling signs in common areas that are routinely visited by employees and visitors;
- ❑ Clearly label recycling containers so that is clear what is to be recycled.

7 **BUREAUS**

Every facility in DEP receives curbside collection service. DEP facilities receive either DSNY service or private carter collection service through the facility landlord. Facilities outside of New York City limits receive service through private haulers.

7.1 *Bureau of Water and Sewer Operations*

The Bureau of Water and Sewer Operations (BWSO) has established recycling areas in all of its City owned facilities. DSNY outreach specialists visited each BWSO facility and provided recommendations for the numbers of areas and containers. BWSO has provided containers for paper; and for bottles, cans, metal and foil. The facility Safety Officer serves as the facility recycling coordinator for each location.

The nearest DSNY facility to each BWSO facility was contacted to coordinate pick up schedules. Recyclables are put outside each facility in bags on the designated recycling day. During BWSO facility audits, the recycling program is checked for any program deficiencies.

7.2 *Bureau of Water Supply*

The Bureau of Water Supply (BWS) is outside the New York City limits in the upstate watershed and is required to adhere to specific recycling regulations for the county in which the facility is located. This applies to both leased and City owned buildings upstate since landlords should be complying with County regulations as well. BWS source-separates appropriately to accommodate the county rules and regulations.

In some locations, DEP staff transport recyclables to recycling facilities and will likewise adhere to requirements for collection and local source separating rules. Upstate facilities are located in any of the following counties: Delaware, Dutchess, Greene, Putnam, Schoharie, Sullivan, Ulster and Westchester. Upstate County recycling regulations can be found in the DEP Agency Recycling and Pollution Prevention Policy.

7.3 *Bureau of Wastewater Treatment*

The Bureau of Wastewater Treatment (BWT) has worked with DSNY outreach specialists to help establish the recycling program within the Bureau. The assistance DSNY has provided allows BWT to set up adequate recycling areas within their facilities. BWT and DSNY district offices are working together in order to coordinate pick up times and locations. The facility Safety Officer serves as the facility recycling coordinator for each location.

7.4 *Bureau of Customer Services*

The Bureau of Customer Services (BCS) occupies facilities that are leased by DEP. BCS coordinates with DEP's Facility Management and Construction (FMC) for recycling efforts. The chief clerk at each facility serves as the facility recycling coordinator for each location.

BCS coordinates all recycling efforts in conjunction with DEP's Facility Management and Construction (FMC), building owners and DSNY. BCS source-separates all materials to be recycled and the building landlord facilities personnel then coordinates final collection and placement for DSNY pick up.

7.5 *Bureau of Police and Security*

The Bureau of Police & Security (BPS) occupies facilities that are leased from BWS, BEDC, and BWSO. All recycling efforts are coordinated through the owning Bureau.

7.6 *Bureau of Environmental Compliance*

The Bureau of Environmental Compliance (BEC) occupies facilities that are leased by DEP. BEC coordinates with DEP's Facility Management and Construction (FMC) for recycling efforts.

7.7 *Bureau of Engineering, Design and Construction*

Contractors working routinely in DEP facilities utilizing the same trash and recycling mechanisms are required to follow the same practices as DEP employees. Each DEP facility should have identified a Recycling Coordinator who will assist the Responsible Individual in properly implementing the recycling programs. When encountered as part of work, the Contractor shall dispose of construction and demolition waste by recycling methods in accordance with the NYC Recycling Law.

Waste materials to be recycled include concrete, metals, and rock and earth. Contractors are to arrange for recycling of untreated wood (scrap wood, pallets, etc.) green wood (stumps and tree parts), asphalt, brick and concrete block. All material to be recycled shall be separated from normal refuse. Normal refuse and material not required to be recycled shall be disposed of by the Contractor as specified and in accordance with all State and Local codes and laws.

Outside of NYC: The Contractor must meet the requirements for recycling applicable to the location. The Contract Supervisor will confirm that Contractors comply with applicable recycling requirements during the contract.

7.8 *Lefrak*

The Agency headquarters based in Lefrak is a leased facility. DEP's Facilities Management and Construction (FMC) unit is responsible for coordinating the recycling program through the landlord. Lefrak houses over 2,000 DEP employees and its recyclables are hauled by Action Carting.

8 ANNUAL SUMMARY

DEP launched a pilot program on the 5th Floor of Lefrak's low-rise building to further recycling efforts. Previously, this floor had 250 individual black waste bins located in each cubicle and office. They were replaced with 17 centrally located recycling stations in order to improve recycling rates for employees in this area. Each recycling station has a green bin (metals), blue bin (paper) and beige bin (trash). A guide is also located within each recycling station to assist employees on where there waste should be discarded. Preliminary results show that recycling rates have increased significantly on this floor. The success of this pilot program will now result in the expansion of the program to the 4th Floor of Lefrak's low-rise building and the 11th Floor of its high-rise building.

9 AUDIT PROTOCOL

DEP will conduct periodic audits on the Recycling Plan implementation at each facility. If a compliance deficiency is noted, a corrective action will be provided with a timeframe for abatement. Findings will be stored in the Agency's centralized Action Item Tracking database (AIT) or equivalent database.

APPENDIX A: FACILITY SPECIFICS

Facility	Address	Serviced by	Coordinator	Office Title	Phone	# of Employees
179 St P.S.	179 St & Amsterdam Ave, New York	DSNY	Fernando Park	EHS Representative	718-595-5138	12
BCS Manhattan Office	1250 Broadway, 8th Floor, Manhattan	IESI - New York Corp.	Peter Graziano	Water Use Inspector	212-643-2177	42
BCS Bronx Office	1932 Arthur Avenue, Bronx	DSNY	Ann Casey	Senior Bldg. Custodian	718-579-6730	47
BCS Brooklyn Office	250 Livingston Street, Brooklyn	Armada Building Services	Helen Jarrett	Office Manager	718-923-2607	63
BCS Staten Island Office	60 Bay Street, 6th Floor, Staten Island	Gaeta Interior Demo	Isabella Burns	Chief Clerk	718-876-6809	24
BCS Plymouth Street	Meter Test Facility - 1-19 Washington St., Brooklyn	DSNY	Damion Linton	Administrative Cleric	718-330-3150	8
Bklyn South Sewer Maintenance (B-11)	1095 East 45th St., Brooklyn 11234	DSNY	Lal Sarju	EHS Representative	718-595-5525	24
Bronx Repairs	930 Zerega Ave., Bronx 10473	DSNY	Lal Sarju	EHS Representative	718-595-5525	35
Bronx Sewer Maint (BX-3)	3201 Jerome Ave., Bronx 10468	DSNY	Lal Sarju	EHS Representative	718-595-5525	23
Bronx Wtr Maint (East Bronx)	930 Zerega Ave., Bronx 10473	DSNY	Lal Sarju	EHS Representative	718-595-5525	19
Brooklyn North. Swr Maint (B-9)	22 North 15 St., Brooklyn 11205	DSNY	Lal Sarju	EHS Representative	718-595-5525	20
Brooklyn Repairs (Shop and Yard-Renssen Avenue)	855 Renssen Ave., Brooklyn 11236	DSNY	Lal Sarju	EHS Representative	718-595-5525	49
Brooklyn Wtr. Maint (N. 15 St)	22 North 15 St., Brooklyn 11205	DSNY	Lal Sarju	EHS Representative	718-595-5525	44
Central Repair Shop	30-03 Review Avenue, Queens	DSNY	Laddie VanderMaas		718-610-0800	63
Douglaston P.S.	65-10 Douglaston Pkwy, Queens	DSNY	Fernando Park	EHS Representative	718-595-5138	13
Jerome Park Reservoir	205 St & Goulden Ave, Bronx	DSNY	Fernando Park	EHS Representative	718-595-5138	3
Leak Detection	886 St. Nicholas Ave., Manhattan 11032	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	16
Lefrak	59-17 Junction Blvd. Flushing 11373	Action Carting	Patricia Turner	Deputy Director	718-595-4371	1022
Lefrak	95-06 Horace Harding, Corona	Action Carting	Patricia Turner	Deputy Director	718-595-4371	1017
Archives	38th Street & FDR Drive	DSNY	Patricia Turner	Deputy Director	718-595-4371	5
Manhattan Repairs	30 Pike St., Manhattan 10002	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	59
Manhattan Sewer Maint (M-1)	Temporarily located at 38th St.	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	20
Manhattan Wtr Maint (38th St)	3725 E. River Drive , Manhattan 10016	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	55

Maspeth Avenue Office	5852 Maspeth Avenue, Queens	DSNY	Patricia Turner	Deputy Director	718-595-4371	38
New Clove P.S.	1270 Victory Blvd, Staten Island	DSNY	Fernando Park	EHS Representative	718-595-5138	15
Night Operations	22 North 15 St., Brooklyn 11205	DSNY	Lal Sarju	EHS Representative	718-595-5525	20
Queens North Swr Maint (Q-7)	133-32 32Ave., Flushing 11354	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	24
Queens Pipe Yard	49-14 Fresh Meadows, Flushing 11365	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	3
Queens Repairs	176 St. & 109Th .Ave. Jamaica 11433	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	58
Queens South Swr Maint (Q-4)	149-40 134 St., Jamaica 11420	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	23
Queens Wtr Maint (3rd Ward)	49-14 Fresh Meadows, Flushing 11365	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	33
Reservoir Headquarters	415 E. Street, Bronx	DSNY	Fernando Park	EHS Representative	718-595-5138	28
S.I. Sewer Maintenance	288 Clove Rd., Staten Island 10310	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	19
S.I. Water Maint (Rich. North)	24 Ontario Ave., Staten Island 10301	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	20
Shaft Maintenance HQ	356 Flushing Avenue, Brooklyn	DSNY	Lal Sarju	EHS Representative	718-595-5525	26
Staten Island Repairs/Blue Belt	288 Clove Rd., Staten Island 10314	DSNY	Jaqueline Hincapie	EHS Representative	718-595-5336	36
Storehouse (GS-1)	1201 Metropolitan Ave., Brooklyn 11237	DSNY	Lal Sarju	EHS Representative	718-595-5525	9
Well Station 6	164-21 110 Avenue, Jamaica	DSNY	Jenny Lai	EHS Representative	718-595-7214	44
Port Richmond WPCP	1801 Richmond Terrace, Staten Island	DSNY	Steve Winrock	EHS SEE	718-447-1100	45
Gowanus Crew Quarters	201 Douglas Street, Brooklyn	DSNY	Anthony Boccia	EHS SEE	718-444-3224	17
Tallman Crew Quarters	127-01 Powell's Cove Boulevard, College Point	DSNY	Michael McGregor	EHS SEE	718-321-8540 ext. 226	32
Coney Island WPCP	Brooklyn	DSNY	Joe Franco	EHS SEE	718-743-0990	67
Owls Head WPCP	Brooklyn	DSNY	George Sullivan III	EHS SEE	718-743-5139	6
Flushing CSO	1131-01 Flower Ave. Flushing, NY 11355	DSNY	Michael McGregor	EHS SEE	718-321-8540 ext. 226	5
Hunts Point WPCP	Bronx	DSNY	Matt Visconti	EHS SEE	718-589-1120	78
Red Hook WPCP	Brooklyn	DSNY	Frank Ferone	EHS SEE	718-642-7705	105
Bowery Bay WPCP	Queens	DSNY	John Neske	EHS SEE	718-728-3975	80
Newtown Creek WPCP	Brooklyn	DSNY	Richard Kennedy Anthony Fisher	EHS SEE	718-389-2002	112
Oakwood Beach WPCP	Staten Island	DSNY	Phil Rocle	EHS SEE	718-748-3177	75

Jamaica WPCP	Queens	DSNY	Rudy Stegmayer	EHS SEE	718-529-1120	66
Wards Island WPCP	Manhattan	DSNY	Anthony Marchesano Paul Mancini	EHS SEE	212-860-1836	462
Rockaway WPCP	Queens	DSNY	Joe Morante	EHS SEE	718-474-3663	45
North River WPCP	Manhattan	DSNY	Fred Delaney	EHS SEE	718-474-3827	93
26th Ward WPCP	Brooklyn	DSNY	Fred Martin	EHS SEE	718-642-7705	90
Tallman Island WPCP	127-01 Powell's Cove Boulevard, College Point	DSNY	Bob Nainan	EHS SEE	718-353-5124	70
Paerdegat Crew Quarters	1887 Ralph Ave Brooklyn, NY 11234	DSNY	Anthony Boccia	EHS SEE	718-444-3224	29