
DSS- Policy Bulletin #2017-04
Date: June 27, 2017

DISTRIBUTION: ALL STAFF

ENHANCED RECYCLING PROGRAM

Subtopic(s): Confidential and Non-Confidential Documents (Non-records)

■ INTRODUCTION

The purpose of this policy bulletin is to announce DSS' Enhanced Recycling Program and to provide guidance to staff of the New York City Department of Social Services (DSS), the Human Resources Administration (HRA), and the Department of Homeless Services (DHS) concerning the New York City Department of Sanitation (DSNY) new mandatory business recycling rules that will be enforced effective August 1, 2017.

■ POLICY

Consistent with Local Law, all businesses in NYC are required to recycle metal, glass, plastic, beverage cartons, paper, and cardboard. Certain businesses are required to recycle other items, depending on their size and type. Under the law, DSS is considered a business, and therefore, must adhere to the new mandatory business recycling rules.

■ BACKGROUND

Local Law No. 87 of 1992, as amended by the NYC Administrative Code, requires that all businesses in NYC recycle metal, glass, plastic, beverage cartons, paper, and cardboard. DSS implemented a recycling program and has been working since that time to ensure that staff recycles.

Most DSS/HRA/DHS offices/sites are housed in locations that are privately owned and operated. Owners/building management of those locations must notify tenants, at least annually, about their recycling and waste management policies. Those buildings' policies must be compliant with NYC rules, and copies of them must be available to DSNY upon request.

Since DSNY's new mandatory business recycling rules apply to all City Agencies, regardless of whether they are located in City or privately owned buildings, DSS is required to ensure that its overall recycling program is not only consistent with Local Law No. 87 of 1992, as amended by the Administrative Code of the City of New York, but with DSNY's new business recycling rules.

■ AGENCY REQUIREMENTS

This document represents the overall DSS procedure for implementing the Department's Enhanced Recycling Program, including all locations of HRA and DHS.

Each HRA and DHS program area is required to develop internal procedures, and implement program specific policies, that are appropriate to their operations, as necessary.

In order to comply with the DSNY's new business recycling rules, DSS will ensure staff:

1. Prominently post signs to inform staff/the public about what and how to recycle.
2. Remove trash containers from workstations, and place clearly labeled trash and recycling containers in designated areas where materials are routinely discarded, including but not limited to conference rooms, copy rooms, pantries, mailrooms, and client waiting areas.
3. Keep recyclables separate from trash and confidential non-records.
4. Work with cleaning staff to keep recyclables separate from trash and confidential non-records.

To accomplish this, HRA and DHS will:

1. **Post Signs** – Post the DSNY Official Notice of New Business Recycling Rules detailing how to recycle, how to comply, and what to recycle, as well as the Office of Communications and Marketing (OCM) advertising campaign material about DSS' Enhanced Recycling Program in designated areas where materials are routinely discarded, including but not limited to copy rooms, pantries, mailrooms, and client waiting areas, as well as on bulletin boards, in order to promote recycling and educate staff and the public.
2. **Trash and Recycling Containers** – Trash containers will be removed and replaced with clearly marked trash and recycling containers in designated areas where materials are routinely discarded, including but not limited to conference rooms, copy rooms, pantries, mailrooms, and client waiting areas.

Note: All staff must continue to discard confidential documents that are non-records using the locked bins designated for that purpose (see Procedure No. 07-05 Disposal of Printed HRA Confidential and Non-Confidential Documents (Non-records) [March 6, 2007] page 3).

Note: In DHS, Program Operations will develop new protocols for City operated and contractor operated shelters, in order to ensure that recyclable material, trash, and confidential non-records are appropriately handled, per the general guidelines of this overall procedure, as well as Procedure No. 07-05.

3. **Keep recyclables, trash, and confidential material separate**

- a. Program staff will:
 - i. Wipe off any food waste from metal, plastic, glass and carton recyclable material into trash containers, rinse off items, and place them into the appropriate recycling containers.
 - ii. Place mixed paper and cardboard into the appropriate recycling containers.
 - iii. Place food waste and all other non-recyclable, non-confidential material into trash containers.
 - iv. Place confidential non-records into locked, confidential bins.
- b. Staff responsible for the proper storage and removal of discarded material will make routine assessments of the adequacy, number, and location of containers for recyclable material, trash, and confidential non-records.

All staff of DSS/HRA/DHS will check containers as they dispose of items and inform their supervisors of any items that are present in the incorrect container(s) which they are unable/unwilling to transfer to the proper container(s). Supervisors will contact their Managers, who will follow-up appropriately.

4. **Work with cleaning staff to keep recyclables separate** – Day and Night Custodians/designated staff will work with contracted/other cleaning staff to ensure that items that can be recycled are kept separate from trash and confidential material, and properly disposed of.

Effective Immediately

REFERENCES:

P-07-05 Disposal of Printed HRA Confidential and Non-Confidential Documents (Non-records) [March 6, 2007]

E-702 Confidentiality Policy [March 8, 2005]

RELATED ITEM:

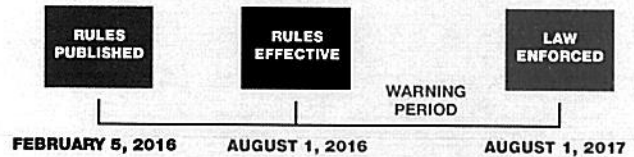
ATTACHMENT: NYC Department of Sanitation Official Notice of New Business Recycling Rules (CRN 1 DIG-English: Comm Recycling Notice English)



New Business Recycling Rules

All businesses in New York City are required to recycle certain materials and ensure to their best ability that those recyclable materials are properly handled by their private carter. Look inside for a description of the new recycling requirements and tips on how to comply. Please contact 311 or visit on.nyc.gov/business-recycling for more information.

RULES TIMELINE



HOW TO COMPLY:

1. **Contract with a licensed private carter and develop a plan for how waste will be collected and set out for your building. If your building management handles waste, work with them to be sure your business complies with their plan and the City's recycling rules. The plan should comply with one of the following: source-separated collection, co-collection, or single-stream collection (see diagrams).**

NOTE: It is never, under any circumstances, permitted for recyclable material to be collected in the same bag with garbage, or be placed in the same compartment of a truck or container with garbage.

- Your business must post a sign identifying all carters you utilize and what material they collect. For recyclables, the sign must indicate how those recyclables are collected (source-separated, co-collected, or single-stream). This sign should be posted in a window or somewhere visible from outside the building.
- If your business prefers to transport your own recyclables, a registration must be obtained from the NYC Business Integrity Commission.
- Property owners and building management must notify tenants, at least annually, about the recycling and waste management policies of the building. Policies must be compliant with NYC rules and a copy of this notification must be available upon request by DSNY.

2. **Set up customer and staff disposal areas.**

REQUIRED:

- All containers must have a label stating what material type the container is being used to collect.
- All recyclable material must be kept separate from garbage at all times (see diagrams).
- Post and maintain signs in maintenance areas or waste storage areas describing how recyclables and garbage should be separated.
- Post and maintain signs in public areas and staff areas describing how recyclables and garbage should be separated.

Tips on Interacting with Carters

- We encourage you to shop around for a carter that fits your needs and material types. Please visit nyc.gov/zerowastebusinesses for a list of some private carters and the services they provide.
- Businesses are required to comply with the rules in this notice. If you believe your carter or building management is not doing their part to recycle materials properly, file a complaint at: on.nyc.gov/dsny-complaints and DSNY will investigate.
- Know the rules. Sign up for a business recycling training or watch the webinar at: on.nyc.gov/zerowaste-business-resources.

What To Recycle

Metal, Glass, Plastic, and Beverage Cartons



Metal Cans,
Aluminum Foil



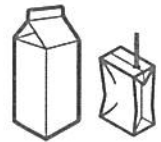
Glass Jars
and Bottles



Rigid Plastic

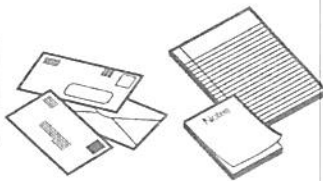


Mixed Metal/
Plastic Objects

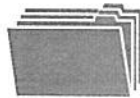


Beverage Cartons

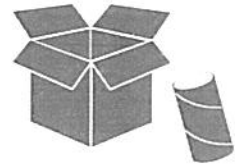
Paper



Receipts, Mail, Office Paper, Folders

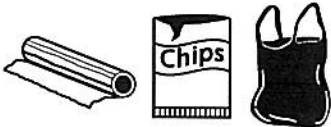


Newspapers, Magazines, Catalogs



Cardboard

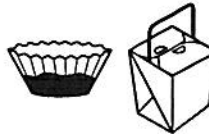
Garbage



Plastic Film and Wrap,
Plastic Bags*



Foam Products



Soiled or
Coated Paper



Food Scraps**



Furniture

*Unless your business is covered by NYS Plastic Bag and Film Wrap law

**Unless your business is covered by Commercial Organics law



Textiles

If textiles make up more than 10% of your business's waste during any month, you are required by law to separate and recycle all textile waste, including fabric scraps, clothing, belts, bags and shoes. You may be eligible for a free NYC textile recycling program; visit nyc.gov/refashion.



Yard or Plant Waste

If yard or plant waste makes up more than 10% of your business's waste during any month, you are required by law to separate and recycle all yard and plant waste, including grass clippings, garden debris, leaves, and branches. This material must be set out separately from all other material.



Organics

Certain large, food-waste generating establishments are required by law to separate organic waste for beneficial use. Find out if you are covered at on.nyc.gov/commercial-organics. This material must be set out separately from all other material.

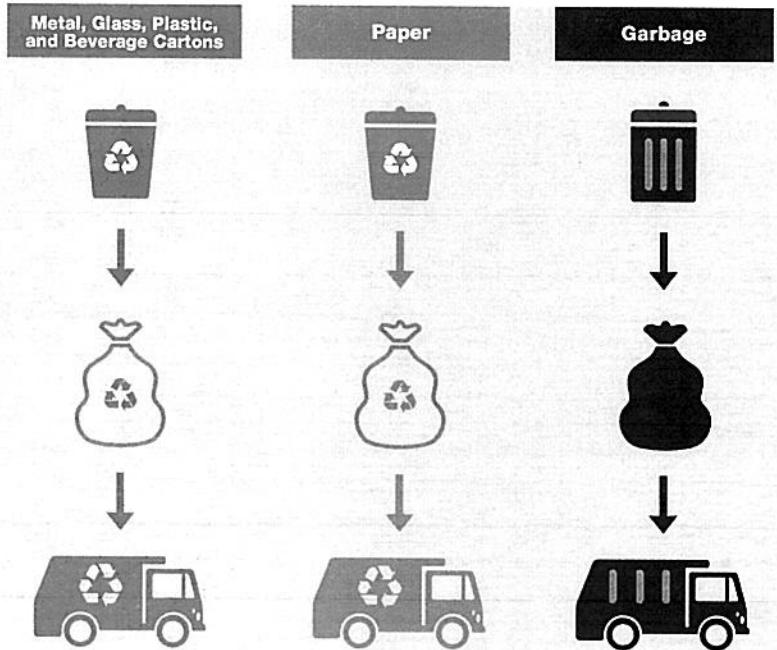
NOTE: Certain materials require special handling. To avoid violations, please review the complete list at nyc.gov/zerowastebusinesses

How To Recycle

IMPORTANT: It is illegal to mix recyclables with garbage in the same container or compartment in a truck.



Source-Separated Recycling



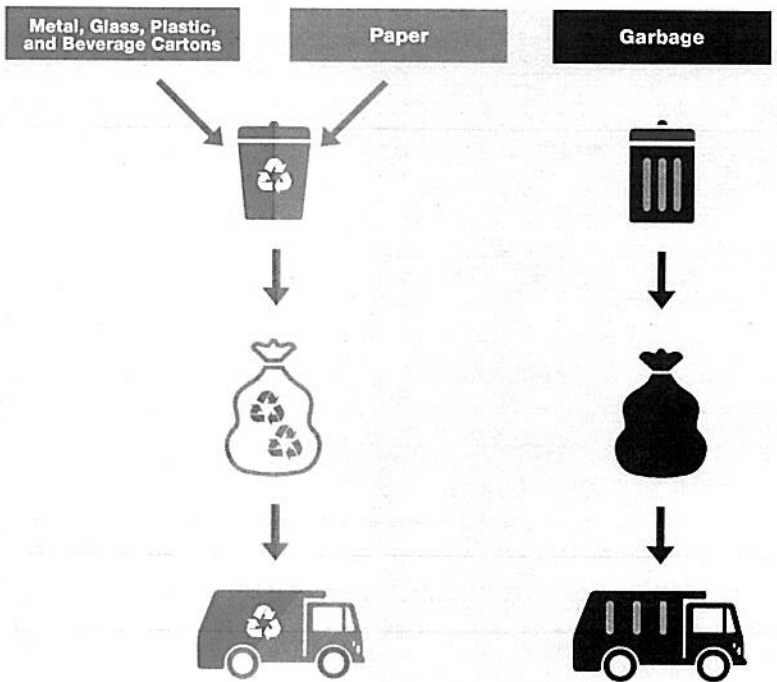
Staff and/or customer places material in the appropriate labeled container.

Building staff manages three waste streams. Clear bags of metal, glass, plastic and cartons are set out separately from clear bags of paper and bundles of cardboard. Garbage is set out separately from recyclables.

The three streams are collected by **THREE** separate trucks.

CO-COLLECTION: With proper documentation, a carter may be permitted to co-collect source-separated recyclables in one truck. In this case, the business must post a sign indicating that co-collection is used and the name of the carter that is authorized to co-collect the recyclables.

Single-Stream Recycling



Staff and/or customer places material in the appropriate labeled container.

Building staff manages two waste streams. Clear bags of metal, glass, plastic, cartons, paper and bundles of cardboard are set out for collection separately from garbage.

Recycling and garbage are collected by **TWO** separate trucks. Businesses must post a sign indicating single-stream recycling is used and that the carter is authorized to collect single-stream recycling.

Tips!

- Wherever there is a garbage bin, there should also be recycling bin(s).
- Color code your recycling program. Find examples of signage at: on.nyc.gov/zerowaste-business-resources.
- Know the rules. Sign up for a business recycling training or watch the webinar at: on.nyc.gov/zerowaste-business-resources.