

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

March 28, 2013

**ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 2 – 2011/12**

**NOTE: All Circulars are to be kept in a permanent file**

**TO ALL CUSTODIAN ENGINEERS/BUILDING MANAGERS**

**THE NEW YORK CITY SAFE HANDLING OF UNIVERSAL & ELECTRONIC  
WASTE PROGRAM**

**This is to remind you that Circular No. 2 – 2011/12, The New York City Safe Handling of Universal & Electronic Waste Program, remains in full effect and is being modified to include specific information on the proper procedures to follow when disposing of batteries and/or mercury containing devices.**

**1) Battery Disposal**

**Presently, batteries are disposed of by entering a work request for their removal through trade code 75. Under this existing process, the Office of Environmental Health and Safety (EHS) schedules the removal of batteries from your building and has them disposed of in a method prescribed by law. Much of the existing process remains in effect but because certain types of batteries are to be handled as universal waste, specific modifications to our disposal program must be adhered to.**

**Effective immediately, batteries containing nickel cadmium, nickel metal hydride, lithium, lithium ion, nickel zinc and small sealed lead-acid types are to be handled in the following manner. When disposing of these type batteries, battery terminals are to be taped with duct tape and are to be stored in an empty 5 gallon plastic container sealed with a plastic lid. The container is to be labeled “Universal Waste-Discarded Batteries” and the date in which the first battery is disposed of in it, is to be written on the label. Attached is a sample of the label that you can print and place on the designated plastic container. In the description field of the label you are to enter the term “Discarded Batteries” and are to complete the “Generator Information” section with your building’s information. Please leave the Approval Code and Document No. sections blank.**

**Once the plastic container is either filled or is approaching it’s one year anniversary from the date the first discarded battery was placed inside the container, a work request, indicating trade code 75 must be entered in order to schedule the container’s removal from the building. For tracking purposes, in the short description field you are to indicate your geographic district, your building ID and the term UW Battery Disposal. As an example, X001 would enter 7X001/UW Battery Disposal in the short description field.**

**Note: Alkaline batteries no longer contain hazardous materials and may be discarded with regular trash.**

**2) Disposal of Mercury Containing Devices**

**Mercury containing devices, i.e. thermostats, medical devices, electrical switches, relays and other items that contain elements of mercury as part of their function are considered universal waste. These items are to be disposed of in an empty 5 gallon plastic container sealed with a plastic lid.**

**The container is to be labeled “Universal Waste-Discarded Mercury Containing Devices” and the date in which the first mercury containing device is disposed of in it, is to be written on the label. Utilize and print the attached sample label and place it on the designated plastic container. In the description field of the label you are to enter the term “Discarded Mercury Containing Devices” and are to complete the “Generator Information” section with your building’s information. Please leave the Approval Code and Document No. sections blank.**

**Once the plastic container is either filled or is approaching it’s one year anniversary from the date the first mercury containing device was placed inside the container, a work request, indicating trade code 75 must be entered in order to schedule the container’s removal from the building. For tracking purposes, in the short description field you are to indicate your geographic district, your building ID and the term UW Mercury Containing Device Disposal. As an example, X001 would enter 7X001/UW Mercury Containing Device Disposal in the short description field.**

**Storage of both discarded batteries and mercury containing devices is to be in the same area currently being utilized for discarded lamps containing heavy metals. Proper signage stating “Universal Waste Storage Area” is to be placed at the entrance to this area.**

**Note: It is illegal to dispose of electronic waste, batteries, mercury containing devices and lamps containing heavy metals directly into the regular waste stream.**

**In the event of a mercury release or battery discharge into the environment, vacate and ventilate the area where the release occurred, call in an emergency work request for the cleanup and removal of the material, and contact your deputy director of facilities to advise him/her of the occurrence.**

**Additionally, you may contact your deputy director of facilities if you have any questions regarding this information.**

***John T. Shea***  
*Chief Executive Officer*  
*Division of School Facilities*

**SC/ng**

# UNIVERSAL WASTE-

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GENERATOR INFORMATION:

TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

APPROVAL CODE \_\_\_\_\_

DOCUMENT NO. \_\_\_\_\_

## HANDLE WITH CARE!