

Reference Sheet – Material Disposal for Specialty School Items

NYC Department of Education, Division of School Facilities

CATEGORY	MATERIAL TYPE	DISPOSAL INSTRUCTIONS
Automotive	Oil	CONTACT: Using the Passport System, Custodians should use Trade Code 75 for Universal Waste.
Air Conditioner (not working)	Out of Service AC Units	CONTACT: Call 311 to schedule an appointment for Freon removal and recycling pickup. Place the material out for Freon removal on the appointed day which is typically the day before the scheduled recycling day. Once the Freon is removed, the item will be stickered so that DSNY can pick it up for recycling the following day.
Ballasts	Ballasts	CONTACT: Using the Passport System, Custodians should use Trade Code 75.
Batteries	Nickel, Cadium, Nickel Metal Hydride, Lithium, Lithium Ion, Nickel Zinc, Small Sealed Lead Acid Batteries <i>ALL Rechargeable Batteries also fit within this criteria.</i>	STORAGE: Battery terminals are to be taped with duct tape and stored in an empty five gallon container sealed with a plastic lid. Container is to be labeled “Universal Waste – Discarded Batteries” with date of first disposed battery written on the label . Once the container is full or one year has passed since the first battery was disposed, a work request may be filled out. CONTACT: Using the Passport System, Custodians should use Trade Code 75. In the short description field indicate Custodian geographic district, Building ID, and “UW Battery Disposal.”
	Non-rechargeable Alkaline Batteries (AA, AAA, C, D)	Place in regular trash for collection by DSNY.
Books	Quantities of <u>less than</u> 1,000 books	Hardcover Books: i. Rip the hardcovers off. ii. Hardcover goes in the curbside refuse. iii. Soft paper binding and pages goes out with paper recycling. Softcover Books: i. Set out softcover books with your curbside paper recycling.
	Quantities of <u>more than</u> 1,000 books	The Department of Sanitation determines bulk book collection to DOE buildings. To request a book dumpster: Custodian emails wastesupport@schools.nyc.gov the following information* i. School Name and Building Code ii. Address iii. Building contact name/email/phone

(con't)		<ul style="list-style-type: none"> iv. Date special request needed v. Photo of books to be recycled vi. Quantity of hardcover books vii. Quantity of softcover books <p>*Requests that do not include all of this information cannot be processed.</p>
Bulbs	See Lamps	
Chemicals	<p>Unwanted Chemicals, Chemical Waste, Science Lab Chemicals, Photo Development Chemicals</p> <p><i>Biological specimens that are not properly sealed and are off gassing should be included with other unwanted chemicals.</i></p>	<p>Confer with the Assistant Principal and grade leaders/teachers to ascertain which chemicals and specimens need to be removed and disposed of properly. Use the Chemical Removal Form to complete the list, and be as specific as possible as to the number and sizes of containers to be removed. Any unidentified chemicals should be included on the list as “unknown” or waste.</p> <p>STORAGE: Do not pack or move the chemicals yourself. Identify the container for removal with a mark or tag. Once tagged/marked, the Assistant Principal and Custodian should be shown where these items are located.</p> <p>CONTACT: When the Chemical Removal Form is completed, the Custodian should prepare a PO 18 request for chemical removal, attaching the prepared list(s) of chemicals. PO 18 request should use Trade Code 75 Crew # 2274 Job type EB. Route to Bernard Orlan via Passport System.</p> <p>The Custodian then contacts the DOE Deputy Director of Facilities (DDF) to prepare a work order for removal.</p>
Electronic-Waste	<p>Fax Machines, Standard Size Copiers, VCR/DVD Players, Smartboards (ADDED: May 2016)</p>	<p>DOCUMENTATION: Principal must first indicate in writing that they are authorizing the Custodian to commence with disposal. They are to provide a description of the equipment, including the make, model and serial number. This document is to be kept on permanent file in Custodian office.</p> <p>PICKUP: Create a work request to have the equipment scheduled for removal by DSF Trucking Department. For tracking purposes, in the short description field of the work order, Custodian are to indicate geographic district, building ID and the phrase “DSF E-Waste Removal Program.” (Ex: K001 would provide the following information in the short description field; 15K001/DSF E-Waste Removal Program).</p> <p>On the work request Custodian are to indicate trade code 44 (Trucking) and include the job type “EW.” In the instruction field, provide an itemized list as well as a count of the equipment being discarded. (e.g., 3 Smartboards and 1 copier.)</p>
	<p>DAMAGED Computer Monitors</p>	<p>STORAGE: Place in a sealed corrugated carton, labeled: “Leaded Glass from Televisions or Computer Monitors – Do Not Mix with Glass Materials.” Store cartons indoors.</p> <p>CONTACT: The Principal or their designee may make arrangements for disposal by calling the Division of Information and Instructional Technology: (718) 935-5100.</p>
	<p>UNDAMAGED Televisions</p>	<p>DOCUMENTATION/PICKUP: Principal must first indicate in writing that they are authorizing Custodian to commence with disposal. They are to provide a description of the equipment, including the make, model and serial number. After this information is gathered, Custodian must create a work request to have the television scheduled for removal by DSF Trucking Department.</p> <p>For tracking purposes, in the short description field of the work order, Custodian are to indicate Custodian geographic district, Custodian building ID and the phrase “Television Removal Program.” (Ex: K001 would</p>

Electronic-Waste (con't)		provide the following information in the short description field; 15K001/DSF Television Removal Program). On the work request Custodians are to indicate trade code 44 (Trucking) and include the job type "BP." In the instruction field, provide the total quantity of televisions to be disposed.
	DAMAGED Televisions (not including computer monitors)	<p>STORAGE: Place broken television and contents in a sealed corrugated carton. Label carton: "Leaded Glass from Televisions or Computer Monitors – Do Not Mix with Other Glass Material."</p> <p>DOCUMENTATION/PICKUP: Principal must first indicate in writing that they are authorizing Custodian to commence with disposal. They are to provide a description of the equipment, including the make, model and serial number. After this information is gathered, Custodian must create a work request to have the damaged television scheduled for removal by DSF Trucking Department.</p> <p>For tracking purposes, in the short description field, Custodian are to indicate Custodian geographic district, Custodian building ID and the phrase "Television Removal Program." (Ex: K001 would provide the following information in the short description field; 15K001/DSF Television Removal Program). On the work request Custodian are to indicate trade code 44 (Trucking) and include the job type "BP." In the instruction field, write "damaged televisions" and provide the total quantity of televisions to be disposed.</p>
	Desktop Computers, Loose Cables, Loose Hubs/Routers/Switches, Loose Keyboards/Mice, Loose Notebook Computer Accessories, Monitors (CRT & Flat), Notebook Computers, Netbooks, Printers	See Division of Instructional & Informational Technology disposal policy for e-waste
Freezers	Working & Non-Working Units	If units are <u>not working</u> , see the procedures for air conditioners. For working units, follow procedures for Furniture/Bulk Items.
Bulk Items	Desks, Couches, Tables, Chairs, etc.	<p>DSNY is no longer providing special bulk container pick-ups to schools at request. Please use the following options to get rid of your bulk material.</p> <p>Note: Bulk material cannot be placed in EZ Pack containers. EZ Pack containers that contain any bulk material will not be serviced by DSNY.</p> <p>1. Donation (For Bulk Material in Good Condition): After procedures were followed on page 16 of the process for Disposition of Obsolete Equipment, the <i>fastest option</i> for collection of bulk material in good condition (desks, chairs, tables) is to email DSNY for a donation request. Custodian emails schools@dsny.nyc.gov with the following information:</p>

<p style="text-align: center;">Bulk Items (con't)</p>	<p>Desks, Couches, Tables, Chairs, etc.</p>	<ul style="list-style-type: none"> i. School Name and Building Code ii. Photo of item/s for disposal iii. Description of items and quantity iv. Address v. Building contact name/email/phone vi. Date material needs to be picked up by <p>Letter from Principal on school letterhead stating that Division of Financial Operations, Standard Operating Procedures were followed and equipment has been properly decommissioned. Letter should describe the item(s) (including quantities) of broken/obsolete items to be collected by DSNY. *DSNY will be post material on DonateNYC, for donation to non-profits and institutions.</p> <p>2. Curbside Bulk Collection (For Broken/Unrepairable Items): After procedures were followed on page 16 of the process for Disposition of Obsolete Equipment:</p> <p><u>Curbside Setout:</u></p> <ul style="list-style-type: none"> 1) Bulk Curbside Recycling*: Set out up to 10 pieces per recycling collection day, of bulk items that are mostly metal and/or rigid plastic, on your Metal/Glass/Plastic recycling day. Continue to set out curbside on the corresponding recycling day, until all of your bulk material has been collected curbside. 2) Bulk Curbside Refuse: Set out up to 10 pieces of bulk wood and non-recyclable material per refuse collection day, for curbside refuse collection. Continue to set out curbside on the corresponding collection day, until all of your bulk material has been collected curbside. <p>NOTE: To dispose of broken or unrepairable, extra-large bulk items such as cafeteria tables and extra-large (non-student) desks and tables, contact your local DSNY garage for pick up.</p> <p>3. Emergency Bulk Collection (For emergencies*, as defined below, you may request a bulk pick-up at DSNY discretion) email: wastesupport@schools.nyc.gov</p> <p>* Emergency Bulk Collection: A bulk pick up that is needed to address an immediate, unexpected situation causing a health or safety issue, where the school cannot hold the material pending donation or curbside set out. Subject to DSNY approval.</p>
<p>Gas Cylinders</p>	<p>Spent Containers</p>	<p>CONTACT: Using the Passport System, Custodians should use Trade Code 75 Crew.</p>
<p>Lab Waste</p>	<p>Animal Parts in Formaldehyde</p>	<p>See "Chemicals"</p>
	<p>Science Lab Chemicals</p>	<p>See "Chemicals"</p>

Lamp (bulb)	<p><u>Bulbs containing heavy metal: compact fluorescent, fluorescent high intensity discharge (HID), neon, mercury vapor, high pressure sodium, metal halide lamps</u></p>	<p>STORAGE: Disposed lamps of different sizes are not to be placed together in the same fiber drum/corrugated carton. Lamps are to be stored in issued fiber drums or the same type of corrugated carton that the lamps were received in when new. A new fiber drum should be dropped off when a full one is picked up. If extra drums are needed, the request may be made in the Passport System. Signage that says “Universal Waste / Fluorescent Lamp Storage Area” is to be placed at the entrance to storage location.</p> <p>Fiber drums/cartons containing the lamps must be in sound and undamaged condition and kept closed at all times. Fiber drums/cartons must be stacked on pallets or chocks and must not be in direct contact with the ground/floor. Storage areas must be kept neat, clean, organized. Fiber drums/cartons must be labeled and dated with the first date the lamp was placed within it. All fiber drums/cartons must be clearly visible from the storage area aisle space.</p> <p>PICKUP: The fiber drums/cartons must be removed from the premises and disposed of within one year from time the first lamp was placed in the drum. Fiber drums/cartons must be sealed /closed in preparation for pickup and transport. Work requests for pickup should include: geographic district, building ID and the phrase “Bulb Recycling Program”, indicate Trade Code 44 (Trucking) and include Job Type “BP” (Bulb Program). In the instruction field, indicate the total quantity of containers to be disposed.</p> <p>DOCUMENTATION: Be prepared to verify that all Custodial staff handling universal waste lamps (including yourself), have been trained, with signed off certification available for review on site. Contact your DDF if you were not properly trained. All documentation pertaining to shipping, manifests and certificates for the safe disposal in handling universal lamp material is to be kept on file with the Division of School Facilities at 44-36 Vernon Blvd. Requests to review this documentation are to be brought to your DDF’s attention.</p>
	Incandescent Bulbs	Are not considered hazardous and should be disposed of in the regular trash. Bulbs are NOT recyclable glass and should NOT be placed for DSNY Collection with other glass bottles and jugs.
	Broken Bulbs	If lamp is broken, follow “Incidental Breakage Procedure for Lamps Containing Heavy Metals” outlined <u>Custodian Engineer Circular No.2 – 2011/12</u> (see pg. 3)
Mercury Containing Devices Mercury Containing	<p>Thermostats, Medical Devices, Electric Switches, Relays, and other items that contain elements of mercury</p> <p>Thermostats, Medical Devices, Electric Switches, Relays, and other items that</p>	<p>STORAGE: Mercury containing devices are to be stored in the same area as batteries and discarded lamps containing heavy metals. Proper signage stating “Universal Waste Storage Area” is to be placed at the entrance to this area. These items are to be disposed of in an empty 5 gallon plastic container with a sealed plastic lid. Container is to be <u>labeled</u> “Universal Waste – Discarded Mercury Containing Devices” and the date of the first disposed item. In the description field on the label, enter the term “Discarded Mercury Containing Devices” and complete the “Generator Information” section with your building information. Leave approval code and documentation number sections blank.</p> <p>DOCUMENTATION/PICKUP: Once container is filled or approaching the one year anniversary from the date the first mercury containing device was placed inside the container, a work request indicating track code 75 must be entered in order to schedule removal from your building. Trade Code 75. For tracking purposes, in the short</p>

Devices (Con't)	contain elements of mercury	description field, indicate your geographic district, building ID, and the term 'UW Mercury Containing Device Disposal' in the short description field.
Paint	Can / Bottles of Paint (Empty)	May be collected with Metal, Glass, Plastic, & Carton recycling by DSNY.
	Can / Bottles of Paint (Unused)	CONTACT/PICKUP: Using the Passport System, Custodians should use Trade Code 75.
	Paint Remover Cans & Soiled Paint Rags	
Printing Room Solutions	Toner, Ink Cartridges (Spent & Unused), Photo Development Chemicals	CONTACT/PICKUP: Using the Passport System, Custodians should use Trade Code 75. OPTIONAL PROGRAMS (<i>school must manage</i>): Office Depot Toner Recycling Program , Staples Ink & Toner Recycling Program
Refrigerators	Working & Non-Working Units	If units are <u>not working</u> , see the procedures for air conditioners. For working units, follow procedures for Furniture/Bulk Items.
Yard Waste	Grass Trimmings, Leaves	If the school is a DSNY Organics Collection Program participant, leaves and grass may be placed in the brown bins, in a regular bin with a "Yard Waste only" sticker, or in a brown paper lawn & leaf bag. Leaves may not be placed in plastic bags. Leaves in plastic bags will be collected as garbage. If the school is not enrolled in DSNY Organics Collection, leaves will be collected as trash and should be placed curbside on the appropriate collection day.
Yard Waste	Trees, Branches	Manhattan, Staten Island, and Bronx: Dispose of wood debris from yard waste by setting it out for curbside collection. Bundle tree branches into bunches that are 4 feet by 3 feet or smaller. Brooklyn and Queens: Call 311 or schedule an appointment with the NYC Parks & Recreation Department to dispose of wood debris that is more than a half-inch in diameter, including tree trimmings and firewood. Both boroughs fall under Federal and New York State quarantine zones meant to contain the invasive Asian Longhorned Beetle, thus special disposal procedures are required.

For questions about which common items are recyclable in NYC and collected by DSNY, read [DSNY's recycling and garbage laws for NYC DOE Schools](#).

[Order](#) free DSNY recycling decals and signage.

For questions with items related to Environmental, Health & Safety, email: Bernard Orlan [Borlan@schools.nyc.gov](mailto:borlan@schools.nyc.gov)

For questions related to DSNY collection, email the DOE Office of Sustainability at WasteSupport@schools.nyc.gov