

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF FIELD OPERATIONS**

**September 6, 2023**

**OFFICE OF FIELD OPERATIONS CIRCULAR NO. 1 – 2023/24**

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























**TO ALL CUSTODIAN ENGINEERS**

**Waste Collection Program, 23/24 School Year**

The Division of School Facilities recognizes the importance of responsible waste management as a fundamental component of our commitment to maintaining quality of life for neighboring communities as well as sustainability.

The New York City Department of Sanitation (DSNY) School collection route will resume service on Tuesday, September 5, 2023, for the 2023-2024 school year. Custodian engineers are required to adhere to their assignment’s setout schedule based on the type of service they receive (I.e., Curbside Composting or Traditional/Non-Composting).

Schools with Curbside Composting should set out waste according to the below schedule:

	MATERIAL TYPE	INSTRUCTIONS	SETOUT TIME	SET OUT MATERIALS ON*					
				MON	TUE	WED	THU	FRI	SAT
<b>School Route</b>	<b>Food Scraps</b>  <b>Food-soiled Paper</b>  <b>Compostable Utensils</b> 	In latched brown bins and orange tilt trucks	Between 3pm and 7pm						
	<b>Mixed Paper</b>  <b>Cardboard</b> 	In clear bags or bundles	Between 3pm and 7pm						
	<b>Cartons</b>  <b>Hard Plastic</b>  <b>Glass</b> <small>includes ketchup only</small>  <b>Metal</b> 	In clear bags	Between 3pm and 7pm						
<b>Neighborhood</b>	<b>Trash</b>  <b>Soft Plastics</b>  <b>Other Waste</b> 	In clear bags or black tilt trucks	Between 3pm and 7pm the day before collection	Trash is collected on the neighborhood route. To find your trash collection days, visit: <a href="http://nyc.gov/dsny">nyc.gov/dsny</a> . Enter your building address under “When is Collection at...”					

**Traditional / Non-Composting Schools:** All New York City Public School buildings that currently do not have Curbside Composting will convert to compost collection this school year. Custodian engineers will be notified of this service change and will be required to attend training prior to the new service start date. Until your school receives Curbside Compost collection, you will receive trash collection from Monday through Friday. Paper/cardboard collections on Monday, Wednesday, and Friday. Metal/Glass/Plastic/Carton recycling on Tuesday and Thursday. Setout is after 3 pm only. For questions, please email [WasteSupport@schools.nyc.gov](mailto:WasteSupport@schools.nyc.gov).

**NOTE:** Schools with separate EZ Pack/dumpsters for trash and clean paper/cardboard follow a separate collection schedule that is specific to each building; however, metal, glass, plastic, and cartons are always collected curbside in clear bags. If the school receives compost collection, this is also collected curbside in brown bins or orange tilt trucks (i.e., compost must be containerized in the same curbside location).

Please review and save the following DSNY protocols:

- **DSNY Collection Calendar:** All holiday service suspension days for the 2023 - 2024 school year.
- **DOE DSNY Communication Protocol:**  
Buildings must follow this protocol for any missed collections, illegal dumping, book recycling, or bulk collection issues. Please vet all missed collections complaints against your setout schedule prior to escalation.

Through collaborative efforts of all stakeholders, the Division of School Facilities aims to create a waste collection program that aligns with best practices, promotes sustainability, and eliminates rodent population. By adhering to the guidelines outlined in this circular, we demonstrate our commitment to creating a cleaner, greener, and more sustainable future.

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

## DSNY Collection Holiday Schedule, 2023-2024 School Year

Follow your regular school truck collection schedule, except for the following dates:

Date/s	Day	DSNY School Truck Service	Holiday / Service Change Reason
<b>September</b>			
7	Thursday	NORMAL SERVICE	First day of school for students. DSNY School Truck service begins
25	Monday	SUSPENDED	Yom Kippur, schools closed
<b>October</b>			
9	Monday	SUSPENDED	Italian Heritage/Indigenous Peoples' Day, schools closed
<b>November</b>			
7	Tuesday	SUSPENDED	Election Day, students do not attend
10	Friday	SUSPENDED	Veteran's Day, observed (No DSNY service)
23	Thursday	SUSPENDED	Thanksgiving Recess, schools closed
24	Friday	SUSPENDED	Thanksgiving Recess, schools closed
<b>December</b>			
25	Monday	SUSPENDED	NYCPS Winter Recess, schools closed
26	Tuesday	SUSPENDED	NYCPS Winter Recess, schools closed
27	Wednesday	SUSPENDED	NYCPS Winter Recess, schools closed
28	Thursday	SUSPENDED	NYCPS Winter Recess, schools closed
29	Friday	SUSPENDED	NYCPS Winter Recess, schools closed
<b>January</b>			
1	Monday	SUSPENDED	NYCPS Winter Recess, schools closed
15	Monday	SUSPENDED	Rev. Dr. Martin Luther King Jr. Day, schools closed
<b>February</b>			
12	Monday	SUSPENDED	Lincoln's Birthday (No DSNY service)
19	Monday	SUSPENDED	NYCPS Midwinter Recess, schools closed
20	Tuesday	SUSPENDED	NYCPS Midwinter Recess, schools closed
21	Wednesday	SUSPENDED	NYCPS Midwinter Recess, schools closed
22	Thursday	SUSPENDED	NYCPS Midwinter Recess, schools closed
23	Friday	SUSPENDED	NYCPS Midwinter Recess, schools closed
<b>March</b>			
29	Friday	SUSPENDED	Easter Weekend, schools closed
<b>April</b>			
1	Monday	SUSPENDED	Easter Weekend, schools closed
10	Wednesday	SUSPENDED	Eid al-Fitr, schools closed
22	Monday	SUSPENDED	NYCPS Spring Recess, schools closed
23	Tuesday	SUSPENDED	NYCPS Spring Recess, schools closed
24	Wednesday	SUSPENDED	NYCPS Spring Recess, schools closed
25	Thursday	SUSPENDED	NYCPS Spring Recess, schools closed
26	Friday	SUSPENDED	NYCPS Spring Recess, schools closed
29	Monday	SUSPENDED	NYCPS Spring Recess, schools closed
30	Tuesday	SUSPENDED	NYCPS Spring Recess, schools closed
<b>May</b>			
27	Monday	SUSPENDED	Memorial Day, schools closed
<b>June</b>			
6	Thursday	SUSPENDED	Anniversary Day/Chancellor's Conference Day, NYCPS students not in attendance
7	Friday	SUSPENDED	Clerical Day, NYCPS students not in attendance
17	Monday	SUSPENDED	Eid al-Adha, schools closed
19	Wednesday	SUSPENDED	Juneteenth, schools closed
26	Wednesday	NORMAL SERVICE	Last day of school

Please post this next to your collection schedule.

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# NYCPS / DSNY Communication Protocol

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## Missed Collections & Illegal Dumping

Custodian reaches out directly to the responsible DSNY District to notify of missed collection\* or to report illegal dumping (see: **DSNY District Garage List** on page 4).

If the problem is not resolved within 24 hours, email **[schools@dsny.nyc.gov](mailto:schools@dsny.nyc.gov)** and include the following:

- School Name, Building Code, Location Code(s)
- Address
- Exact Placement (include the street material is on and the cross streets)
- Building Contact: Name, Phone, Email
- Date and time of call(s) to DSNY District (name of who spoken to at District)
- Photograph(s) (if relevant)

**\*Note:** *Material set out after your school has been serviced for the day is not a missed collection.*

## DSNY POLICY: Bulk Material Service Options

**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.**

**Note:** *Bulk material cannot be placed in EZ Pack containers. EZ Pack containers that contain any bulk material will not be serviced by DSNY.*

### 1. Donation (For Bulk Material in Good Condition)

After procedures were followed on page 16 of the process for Disposition of Obsolete Equipment, the *fastest option* 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](mailto:schools@dsny.nyc.gov)** with the following information:

- School Name and Building Code
- Photo of item/s for disposal
- Description of items and quantity
- Address
- Building contact name/email/phone
- Date material needs to be picked up by
- 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 post material on **[nyc.gov/donate](http://nyc.gov/donate)**, for donation to non-profits and institutions.

## 2. Curbside Bulk Collection (For Broken/Unrepairable Items):

After procedures were followed on page 16 of the process for Disposition of Obsolete Equipment:

### Curbside Setout:

- a. **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.
- b. **Bulk Curbside Trash:** 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.

**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.

## 3. Emergency Bulk Collection (For emergencies, as defined below, you may request a bulk pick-up at DSNY discretion):

**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.

1. To request a Bulk Container pick-up due to an emergency, Custodian emails **WasteSupport@schools.nyc.gov** the following information:
  - School Name and Building Code
  - Photo of items for disposal
  - Description of items and quantity
  - Address
  - Building contact name/email/phone
  - Date special request needed
  - 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.
  - Reason why a bulk request is needed

**Requests that do not include all of this information cannot be processed.**

2. Submitted material will be reviewed and if approved, request will be sent to DSNY. NYCPS Office of Energy and Sustainability will communicate the status of this request.
3. DSNY will advise if material warrants a bulk container or a special pickup.

## Book Recycling

1. Quantities of *less than* 1,000 books:
  - a. **Hardcover Books:**
    - i. Rip off the hard covers and place the covers in the trash.
    - ii. Place interior book pages in paper recycling.
  - b. **Softcover Books:**
    - i. Place in paper recycling.
2. Quantities of *more than* 1,000 books:
  - a. Custodian emails **WasteSupport@schools.nyc.gov** the following information:
    - i. School Name and Building Code
    - ii. Address
    - iii. Building contact name/email/phone
    - iv. Date special request needed
    - v. Photo of books to be recycled
    - vi. Quantity of hardcover books
    - vii. Quantity of softcover books

**Requests that do not include all of this information cannot be processed.**

## DSNY District Garage Contact List

For missed collections, contact your DSNY District Garage. Ask for the District Superintendent or Supervisor. Find your Sanitation District # (same as your Community Board #) by entering the school address in the “When is Collection at...” box on the DSNY webpage: [nyc.gov/dsny](http://nyc.gov/dsny).

### MANHATTAN BOROUGH

Distr.	Telephone Number
1	212-886-5352
2	212-886-5367
3	212-886-5323
4	212-506-7402
5	212-886-5337
6	212-886-5324
7	212-506-7415
8	646-885-1019 or 212-360-3578
9	718-292-7531
10	646-564-4570
11	212-360-3570
12	646-885-1009 or 212-360-3579

### QUEENS WEST BOROUGH

Distr.	Telephone Number
1	718-334-9585
2	718-334-9070
3	718-334-9057
4	718-334-9062
5	718-334-9803, 9804
6	718-334-9420
9	718-847-8466

### QUEENS EAST BOROUGH

Distr.	Telephone Number
7	718-746-2440
8	718-835-7446
10	718-835-8916
11	718-217-8495
12	718-835-9066
13	718-525-7810
14	718-734-3711

### STATEN ISLAND BOROUGH

Distr.	Telephone Number
1	718-370-5430
2	718-370-5409, 5412
3	718-370-5480, 5481

### BRONX BOROUGH

Distr.	Telephone Number
1	718-993-0224
2	718-542-0850
3	718-993-0320
4	718-993-7629
5	718-293-5050
6	347-565-2048
7	646-885-1037
8	646-885-1038
9	718-828-1014
10	718-828-5400
11	718-828-1221
12	718-325-6867

### BROOKLYN NORTH BOROUGH

Distr.	Telephone Number
1	718-571-6405
2	718-768-4105
3	718-386-4726
4	718-571-6415
5	718-649-3074
8	718-756-7027
9	718-284-2467
16	718-257-1520
17	718-257-3874

### BROOKLYN SOUTH BOROUGH

Distr.	Telephone Number
6	718-714-2798 or 646-885-1062
7	646-885-1063, 1076
10	646-885-1007, 1065
11	718-714-2708, 2709, 2710
12	718-837-0802 or 718-236-2693
13	718-372-2961
14	718-629-6694, 6698, 6720
15	718-769-2333 or 646-885-1070
18	718-257-3547, 3562

As of 08/2023