

# Mandatory Reporting for City Agencies

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Local Law 36 (2010)

Executive Order 54 (2020)

Local Law 57 (2021)



DSNY's Technical Assistance & Training Unit

# Welcome!

- **Chat Introductions**
  - What agency are you representing?
  - On a scale of 1-10, how do you think your office is recycling?
- **Agency Reporting Requirement Chart**
- **Mandatory Reports**
  - Local Law 36 (2010)
  - Executive Order 54 (2020)
  - Local Law 57 (2021)
- **Online Reporting Process**
- **Live Demo**
- **Questions & Resources**

# Agency Reporting Requirements

Reporting Requirements			
Agency Full Name	LL36	EO54	LL57
Administration for Children's Services	x	x	x
Board of Correction	x	-	x
Business Integrity Commission	x	x	x
Civilian Complaint Review Board	-	x	x
Department for the Aging	x	x	x
Department of Buildings	x	x	x
Department of City Planning	x	x	x
Department of Citywide Administrative Services	x	x	x
Department of Consumer & Worker Protection	x	x	x
Department of Correction	x	x	x
Department of Cultural Affairs	x	x	x
Department of Design & Construction	x	x	x
Department of Education	-	x	-
Department of Environmental Protection	x	x	x
Department of Finance	x	x	x

Reporting Requirements			
Agency Full Name	LL36	EO54	LL57
Department of Health and Mental Hygiene	x	x	x
Department of Homeless Services (DSS)	x	x	x
Department of Housing Preservation & Development	x	x	x
Department of Information Technology & Telecommunications	x	x	x
Department of Investigation	x	x	x
Department of Law	x	x	x
Department of Parks and Recreation	x	x	x
Department of Probation	x	x	x
Department of Records and Information Services	x	x	x
Department of Sanitation	x	x	x
Department of Small Business Services	x	x	x
Department of Transportation	x	x	x
Department of Veterans' Services	x	x	x
Department of Youth and Community Development	x	x	x
Economic Development Corporation	x	-	x

Reporting Requirements			
Agency Full Name	LL36	EO54	LL57
Equal Employment Practices Commission	x	-	x
Financial Information Services Agency - Office of Payroll Administration	x	-	x
Fire Department	x	x	x
Human Resources Administration (DSS)	x	x	x
Landmarks Preservation Commission	x	x	x
Mayor's Office, City Hall	-	x	x
NYC Commission on Human Rights	-	x	x
NYC Emergency Management	x	x	x
Office of Administrative Tax Appeals	x	-	x
Office of Administrative Trials and Hearings	x	x	x
Office of Collective Bargaining	x	-	x
Office of Labor Relations	x	x	x
Office of Management and Budget	-	x	x
Office of the Actuary	x	-	x
Office of the Chief Medical Examiner	x	x	x
Office of the City Clerk	x	-	x
Police Department	x	x	x
Taxi & Limousine Commission	x	x	x

# Mandatory Reports

- Local Law 36 of 2010: Requires NYC agencies to create a Waste Prevention, Reuse and Recycling Plan, assign an agency-wide Sustainability Coordinator, and report on their progress annually.
  - All covered agencies have an initial plan on file.
- Executive Order 54 of 2020: Instructs NYC agencies to work towards eliminating the use and sale of single-use plastic beverage bottles under 21 fluid ounces. Agencies must report on progress annually.
  - All covered agencies have an initial reduction plan on file.
- Local Law 57 of 2021: Requires NYC agencies that have entered into a food purchase contract or purchase order exceeding \$100,000 to submit a Food Waste Prevention Plan. Agencies must report on plan annually.
  - Covered agencies may change on a yearly basis. Five agencies have plans on file (ACS, DOC, DOHMH, DSNY, DYCD). Plans must be on file in order to access annual reports.



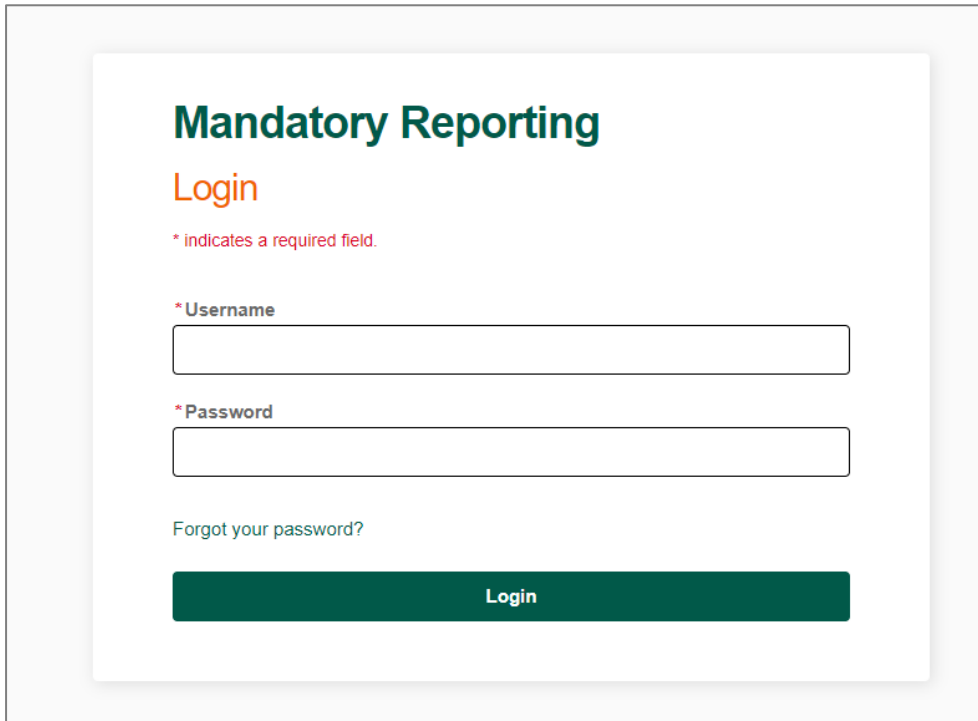
# Mandatory Reports: EO54

- **Executive Order 54: Single-use Plastic Beverage Bottles**
  - For reporting, gather the following information:
    - Did your agency purchase any single-use plastic bottles (21 oz or less)?
      - If no, you do not need to gather any more information. The annual report will ask for contact information and will ask you 1 question about purchasing.
      - If yes, the annual report will ask about quantity, cost, current stock, plans to reduce purchasing, agency-wide memos, and Necessary Use exemptions.

# Mandatory Reports: LL57

- **Local Law 57: Agency Food Waste Prevention Plans**
  - For reporting, gather the following information:
    - Did your agency enter into a food purchase contract or PO worth \$100,000 or more?
      - If no, you do not need to gather any more information.
      - If yes, DSNY needs an initial Food Waste Prevention Plan on file (one-time, template available on DSNY website).
        - The annual report will ask about contract amounts/dates, successful donations and donation methods, methods your agency reduces surplus food, any updates to your initial plan, and your agency's Food Waste Coordinator contact info.

# Salesforce Integration for Reporting



The screenshot shows a login page titled "Mandatory Reporting" in a dark green font. Below the title is the word "Login" in orange. A red asterisk followed by the text "\* indicates a required field." is positioned above the input fields. There are two input fields: the first is labeled "\*Username" and the second is labeled "\*Password". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a dark green button with the word "Login" in white text.

- All agencies are required to complete reporting using this new system.

<https://dsny.force.com/mandatoryreporting>



# Authenticated Users

- In Salesforce, we can only have one authenticated user per agency.
- We are using generic names: ACS Reporting, BIC Reporting, TLC Reporting.
- What's important is having a correct email on file.
  - Refer to calendar invite for an attachment containing agency contacts.
    - If you want to change the contact, email [agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov).
  - Emails can be updated as needed.
  - Agencies may want to use shared email addresses ([agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov))

A screenshot of a user profile navigation bar. It features a grey user icon on the left, followed by the text 'Reporting'. To the right of this, there are three orange links: 'Home | Account | Log Out'.

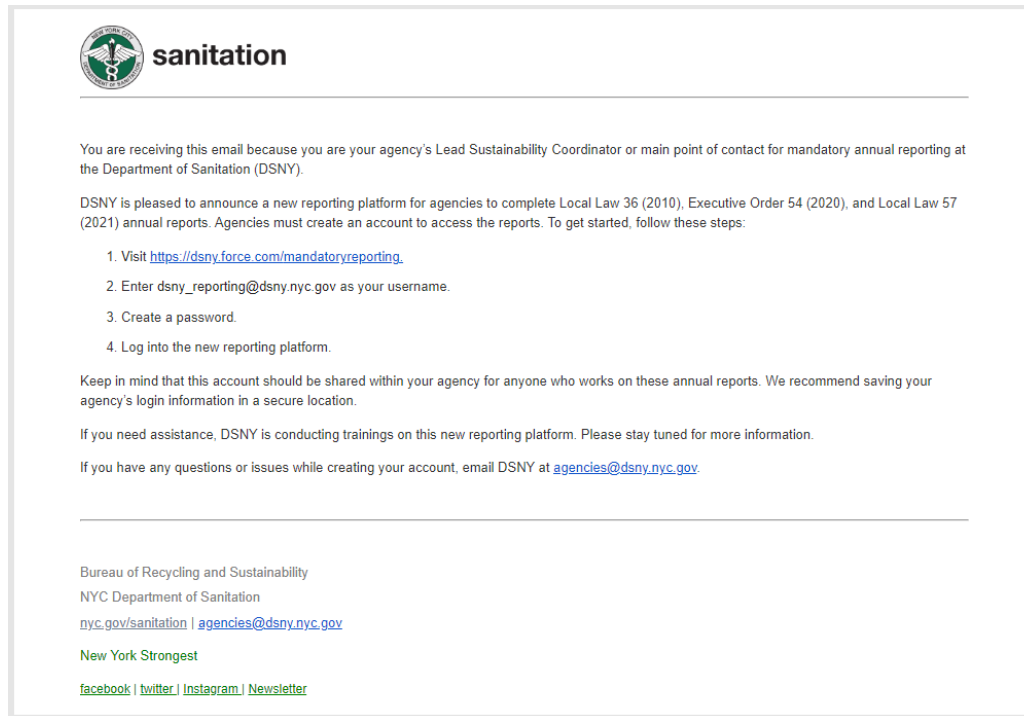
 Reporting    [Home](#) | [Account](#) | [Log Out](#)

# Authenticated Users

- As an authenticated user, you will:
  - Receive the welcome email
  - Set up your agency's shared account
  - Share and safekeep the login information
  - Share any emails that are relevant to others in your agency.
    - Yearly Reporting Reminders
    - Confirmation Emails
    - Changes Needed
  - The contact filling out the report will also receive confirmation emails for submissions but will not receive reporting reminders.

# Welcome Email

- Your agency's Authenticated User will receive a welcome email from DSNY with your username and a link to create your password.
  - This is your agency's shared account.
  - Save the login information in a secure location.



# Creating Your Account

**Mandatory Reporting**

Create an Account

\* indicates a required field.

\* Agency  
Department of Sanitation

\* Agency Address  
125 WORTH STREET

\* Username  
dsny\_reporting@dsny.nyc.gov

\* Password

\* Confirm Password

Submit

— Already have an Account —

Sign In

- Agency Name, HQ Address, and Username will be pre-populated fields.
  - If the address is incorrect, let us know by emailing [agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov).
- Create a password that you feel comfortable sharing with others in your agency.
  - 8 characters, at least one letter, one number, and one special character

# Logging In

The screenshot shows the 'sanitation' dashboard for 'Agency Recycling Reporting'. The user is logged in as 'Reporting'. The dashboard includes a 'Submit a Report' section with three buttons for 'LL36', 'LL57', and 'EO54'. Below this is a table with 0 items, sorted by 'Mandatory Reporting Name'. The table headers are: Mandatory Reporting Name, Record Type, Due Date, Date Submitted, Date Completed, and Status.

**sanitation** Reporting [Home](#) | [Account](#) | [Log Out](#)

## Agency Recycling Reporting

[Home](#)

Submit a Report

LL36 LL57 EO54

All

0 items • Sorted by Mandatory Reporting Name • Filtered by All mandatory reportings

Mandatory Reporting Name <input type="button" value="↑"/>	Record Type <input type="button" value="↓"/>	Due Date <input type="button" value="↓"/>	Date Submitted <input type="button" value="↓"/>	Date Completed <input type="button" value="↓"/>	Status <input type="button" value="↓"/>
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- Agencies will only see reports they are mandated to complete.
- All agencies except DOE will have to complete LL57.

# Local Law 36

## Agency Recycling Reporting

### Reporting - Local Law 36

\* indicates a required field.

\*Please select your reporting year:

2022

Agency's Headquarters

Agency Name: Department of Sanitation

Street Address: 125 WORTH STREET

Floor/Suite/Apt:

City: New York

State: New York

Zip Code: 10013

\*Is the agency's headquarters the same as your work location?

Yes

[Save and Continue](#) [Save and Close](#)

## Agency Recycling Reporting

### Reporting - Local Law 36

\* indicates a required field.

#### Contact Information

Please enter your contact information.

\*First Name

\*Last Name

\*Title

\*Primary Phone Extension

Other Phone Extension

\*Email Address

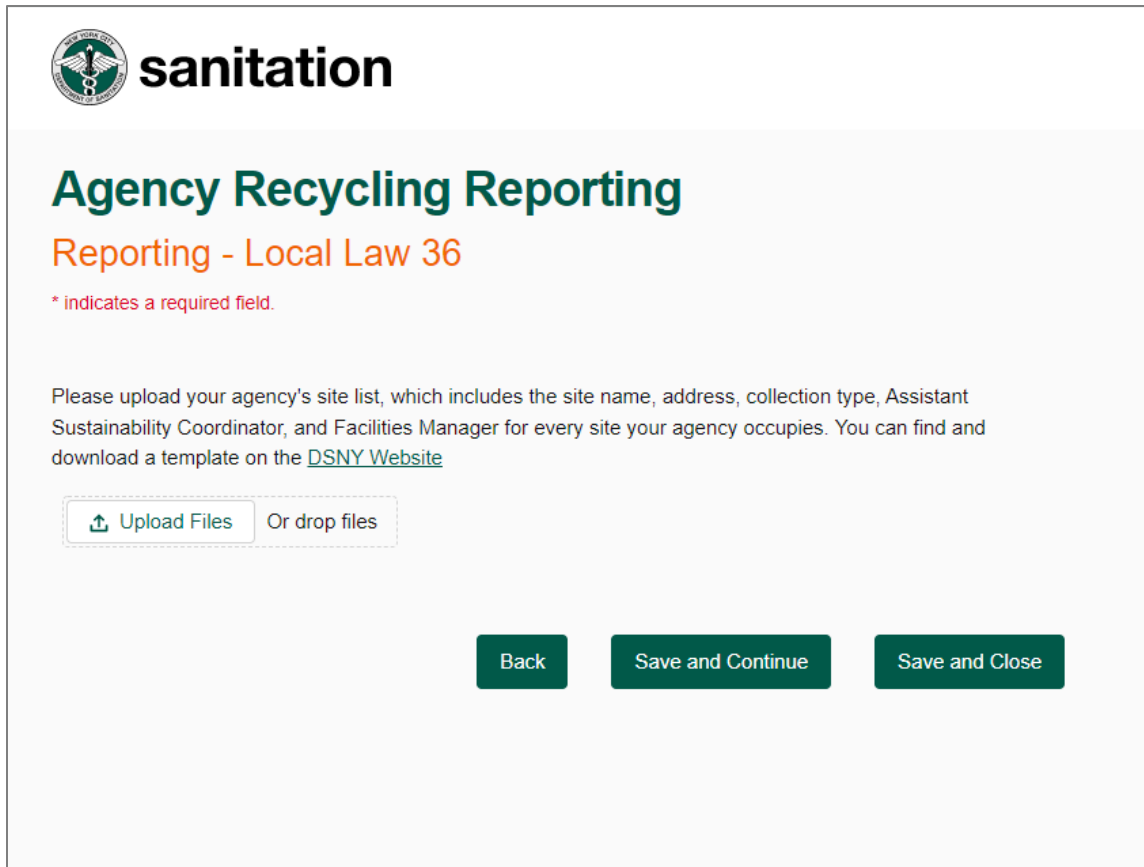
\*Are you the Agency's Lead Sustainability Coordinator?

Complete this field.

I attest that my agency's Commissioner is aware of this report submission.

[Back](#) [Save and Continue](#) [Save and Close](#)

# Local Law 36: Agency Site List



The screenshot shows the NYC Sanitation website interface for Agency Recycling Reporting. At the top left is the NYC Sanitation logo. The main heading is "Agency Recycling Reporting" in green, followed by "Reporting - Local Law 36" in orange. A red asterisk note states "\* indicates a required field." Below this is a paragraph of instructions: "Please upload your agency's site list, which includes the site name, address, collection type, Assistant Sustainability Coordinator, and Facilities Manager for every site your agency occupies. You can find and download a template on the [DSNY Website](#)". A file upload area contains a button with an upload icon and the text "Upload Files" next to the text "Or drop files". At the bottom of the interface are three dark green buttons: "Back", "Save and Continue", and "Save and Close".

- Download the Agency Site List Template from the DSNY website: **[on.nyc.gov/agency-recycling-report](https://on.nyc.gov/agency-recycling-report)**.
- You can use your existing site list, but make sure the column headers match up to the new template.

# Executive Order 54

## Agency Recycling Reporting

### Reporting - Executive Order 54

\* indicates a required field.

Our records indicate that your agency filed an Executive Order 54 (2020) Compliance Plan, originally due June 30, 2020. Please complete the required annual report below.

\* In the past fiscal year, did your agency purchase single-use plastic beverage bottles? Single-use is defined as 21 fluid ounces or less.

Complete this field.

Back

Submit

Save and Continue

Save and Close

- If no, that's the end of your annual report.
- If yes, click Save and Continue to access the annual report questions.



# Local Law 57

## Agency Recycling Reporting

### Reporting - Local Law 57

\* indicates a required field.

\* In the past fiscal year, did your agency enter into a food purchase contract valued over \$100,000? For more information about Local Law 57, visit the [DSNY Website](#).

Back

Submit

Save and Continue

Save and Close

- If no, that's the end of your annual report.
- If yes, the system will confirm if you have an initial plan on file. If you have a plan on file, you will be allowed to access the annual report. If there is no plan on file, you will be prompted to download the template from the DSNY website.

# Reports In Progress / Submitted



## sanitation

Thank you for submitting your agency's Executive Order 54 (2020) Single-Use Plastic Bottles Annual Report.

DSNY will review your report and let you know if any changes are required.

If you have any questions, email DSNY at [agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov).

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Bureau of Recycling and Sustainability  
NYC Department of Sanitation  
[nyc.gov/sanitation](http://nyc.gov/sanitation) | [agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov)

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- Report Statuses Include: Draft, Submitted, Under Review, Changes Needed, and Complete
- Reports can only be edited by agencies when they are in Draft or Changes Needed status.


## Agency Recycling Reporting

Home

Submit a Report

LL36 LL57 EO54

All ▾ 

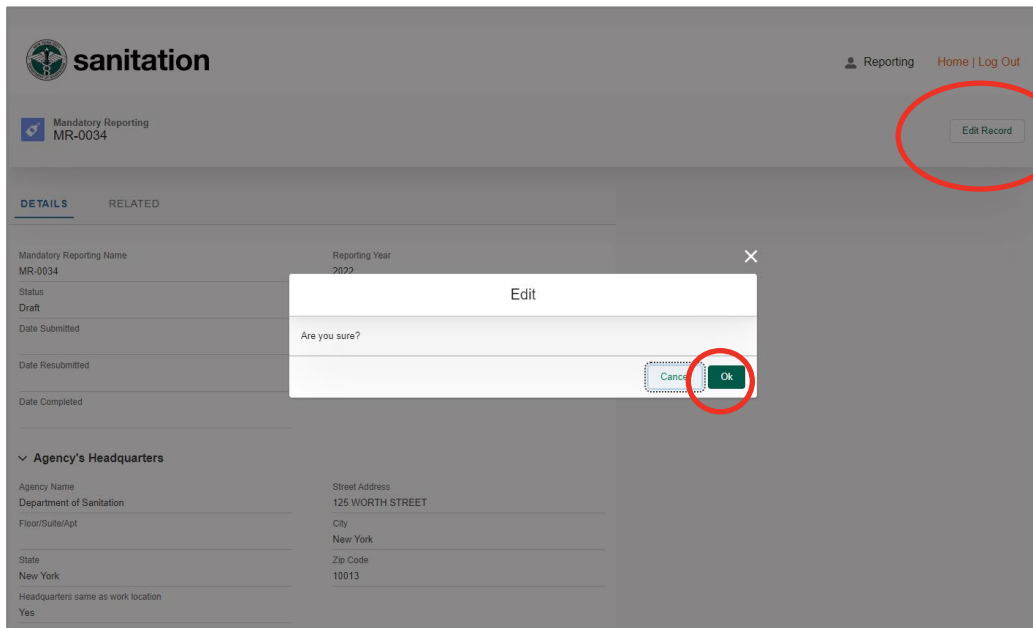
3 items • Sorted by Mandatory Reporting Name • Filtered by All mandatory reportings 

	Mandatory Reporting Name ↑ ▾	Record Type ▾	Due Date ▾	Date Submitted ▾	Date Completed ▾	Status ▾
1	<a href="#">MR-0034</a>	LL36	5/10/2022	5/17/2022		Under Review
2	<a href="#">MR-0035</a>	EO54	6/7/2022	5/17/2022		Under Review
3	<a href="#">MR-0036</a>	LL57	6/7/2022	5/17/2022		Changes Needed


# Editing Records



- If changes are needed to your report, you will receive an email describing the changes.
- Reports can only be edited by agencies when they are in Draft or Changes Needed status.



# Final Submission



**sanitation**

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We have reviewed your agency's Local Law 57 (2021) Food Waste Prevention Annual Report. Your agency's report is accepted and final.

Here is the link to your completed report <https://staging-dsny.cs223.force.com/mandatoryreporting/s/detail/a328K000000Cdol>.

Thank you for complying with Local Law 57 and for helping your agency reduce food waste.

If you have any questions, email DSNY at [agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov).

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Bureau of Recycling and Sustainability  
NYC Department of Sanitation  
[nyc.gov/sanitation](http://nyc.gov/sanitation) | [agencies@dsny.nyc.gov](mailto:agencies@dsny.nyc.gov)

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- Once DSNY accepts your report as final, the status will change to Complete.
- You will receive a confirmation email with a link to your report. You can also log in at anytime to download the file.

NYC Agencies: Mandatory Annual Reporting to DSNY



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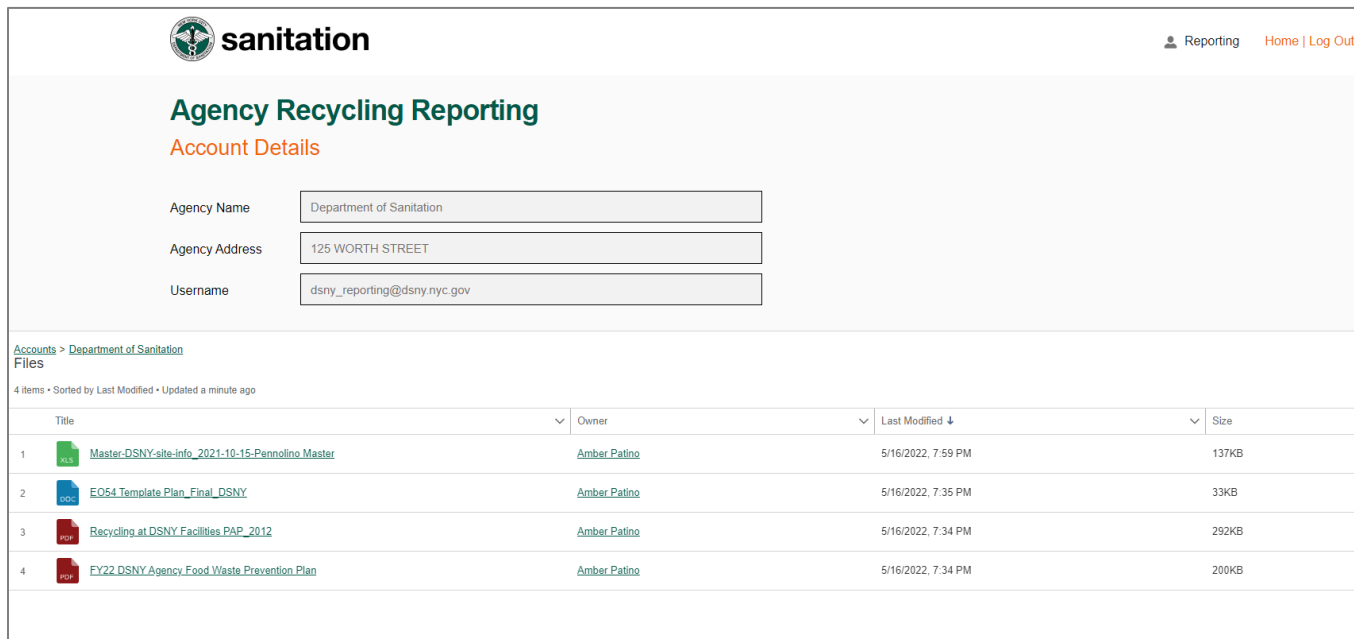
Agency Name: Department of Sanitation  
Report Type: Local Law 57 (2022)  
Date Submitted: 5/17/2022  
Date Resubmitted (if Applicable): 5/17/2022  
Date Complete: 5/17/2022

**Agency's Headquarters**

Please select your reporting year:	2022
Agency Name	Department of Sanitation
Street Address	125 WORTH STREET
Floor/Suite/Apt	
City	New York
State	New York
Zip Code	10013
Is the agency's headquarters the same as your work location?	Yes

# Viewing Historical Plans and Reports

- Once you log into your account, click on “Account” in upper righthand corner.
- You will be able to view/download files.
  - Including your site list.
  - If any issues accessing the files, email [agencies@d sny.nyc.gov](mailto:agencies@d sny.nyc.gov).



**sanitation** Reporting Home | Log Out

## Agency Recycling Reporting

### Account Details





Agency Name: Department of Sanitation

Agency Address: 125 WORTH STREET

Username: dsny\_reporting@d sny.nyc.gov

Accounts > Department of Sanitation Files

4 items • Sorted by Last Modified • Updated a minute ago

Title	Owner	Last Modified	Size
1  Master-DSNY-site-info_2021-10-15-Pennolino Master	<a href="#">Amber Patino</a>	5/16/2022, 7:59 PM	137KB
2  E054 Template Plan_Final_DSNY	<a href="#">Amber Patino</a>	5/16/2022, 7:35 PM	33KB
3  Recycling at DSNY Facilities PAP_2012	<a href="#">Amber Patino</a>	5/16/2022, 7:34 PM	292KB
4  FY22 DSNY Agency Food Waste Prevention Plan	<a href="#">Amber Patino</a>	5/16/2022, 7:34 PM	200KB

# Things to Keep in Mind

- Reporting Year = Fiscal Year
- Continuing a saved report
  - If you're continuing to work on a report, choose the report from the table by clicking "MR-0000." Do not open a new report.
- In lieu of required signatures, agencies must check off box attesting that agency Commissioner is aware of report submission for all reports.
- Any future reports collected by DSNY will be folded into this system.
- Confirmation Emails
  - Add [agencies@notifications.dsnyc.gov](mailto:agencies@notifications.dsnyc.gov) to your Safe Sender list.
  - Go to Authenticated User and Contact Email entered in report.
- We welcome any user feedback: [agencies@dsnyc.gov](mailto:agencies@dsnyc.gov).

# Website Live Demo

# Resources for City Agencies

## NYC Agency Recycling Guide



- **NYC Agency Recycling Guide**
  - A comprehensive guide on setting up effective recycling programs at city agencies. Copies are available for online orders.

[nyc.gov/agency-recycling](https://nyc.gov/agency-recycling)  
f t @ NYCsanitation • NYCzerowaste





