



2024-25 School Year

# NYC Guide

## to Clean & Green Schools

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# NYC Guide to Clean & Green Schools

The NYC Department of Sanitation (DSNY) and New York City Public Schools (NYCPS) work closely together to implement best practices for school recycling and sustainable waste management.

All schools in New York City, public and private, are crucial in helping to keep our city clean and reducing waste to landfills – and all schools must meet DSNY guidelines and NYCPS regulations for separating recyclables and setting out recycling and garbage for collection.

**Please note:** This guide is for *any* school receiving DSNY collection service.

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# Clean & Green Schools Overview

New York City schools generate more than 40,000 tons of trash per year. Of all the “trash” produced in a school building, a significant portion of it can be recycled, composted, or reused. In schools, proper waste management is achieved when all recyclable and compostable waste is diverted from landfills.

Schools work towards achieving proper waste management by:

- **Reducing** materials they use.
- **Reusing** materials instead of buying new materials.
- **Recycling** **clean paper & cardboard**, **metal, glass, hard plastic, and cartons**, and separating **food scraps & food-soiled paper** for composting and renewable energy.

## How to Use This Guide

- Learn how to properly set up waste sorting infrastructure, establish education and create lines of communication among key stakeholders in your school.
- Read all the sections in this guide to familiarize yourself with your role and responsibilities and the roles and responsibilities of other stakeholders in your school.
- Learn what to do if you have a missed collection or need more support.

## Legal Requirements

- 1. All schools are required by law to recycle.** Recycling in schools is mandated by Local Law 19 (1989), Local Law 41 (2010), DSNY Recycling Rules, and the NYC Public Schools Regulation A-850 (2013). Local Law 77 (2013) mandates Curbside Composting in participating schools.
  - Schools must recycle in cafeterias, classrooms, offices, entranceways, common areas, and anywhere else waste is discarded.
  - Recyclables must be sorted into separate bins (see “School Recycling Setup,” page 6).
  - Waste sorting stations and recycling areas must be maintained and clearly labeled.
- 2. To comply with recycling mandates, Principals are required to appoint a school Sustainability Coordinator annually in September.**
  - Sustainability Coordinators are responsible for encouraging schoolwide climate action, including promoting correct recycling and composting procedures among staff and students.
  - The role may be assigned to any staff member, excluding Custodian Engineers and Principals.
  - For details about appointing a Sustainability Coordinator, visit **NYC Public Schools InfoHub**.
- 3. Sustainability Coordinators are required to create an annual sustainability plan that includes waste reduction and recycling goals.**
  - Because school recycling requires coordination between various key staff members, this plan must be agreed upon and signed by Principals, Custodian Engineers, and Sustainability Coordinators every year.
  - For details about developing an annual sustainability plan and Climate Action Plan, email **sustainability@schools.nyc.gov**.



## What Happens to NYC's Recyclables?

**Clean paper & cardboard** are brought to local paper recycling facilities that separate and sell the baled paper, or brought directly to a paper mill on Staten Island.

**Metal, glass, hard plastic, and cartons** are brought to a local Materials Recovery Facility that sorts, bales, and sells the material. For more information on tours of the Brooklyn facility, please see page 14.

**Food scraps & food-soiled paper** are brought to regional facilities where the material is turned into compost, a natural soil fertilizer. Organic waste may also be turned into renewable energy.

For more information on recycling in NYC Schools, please visit: [nyc.gov/cleanschools](http://nyc.gov/cleanschools).



**6** Compost is used to grow food



**5** Food scraps & food-soiled paper are converted to compost or renewable energy



**1** Food makes its way across NYC



**2** Food is sorted in cafeterias



**3** DSNY dual-bin truck collects food scraps & food-soiled paper



**4** Food scraps & food-soiled paper are pre-processed at local facility

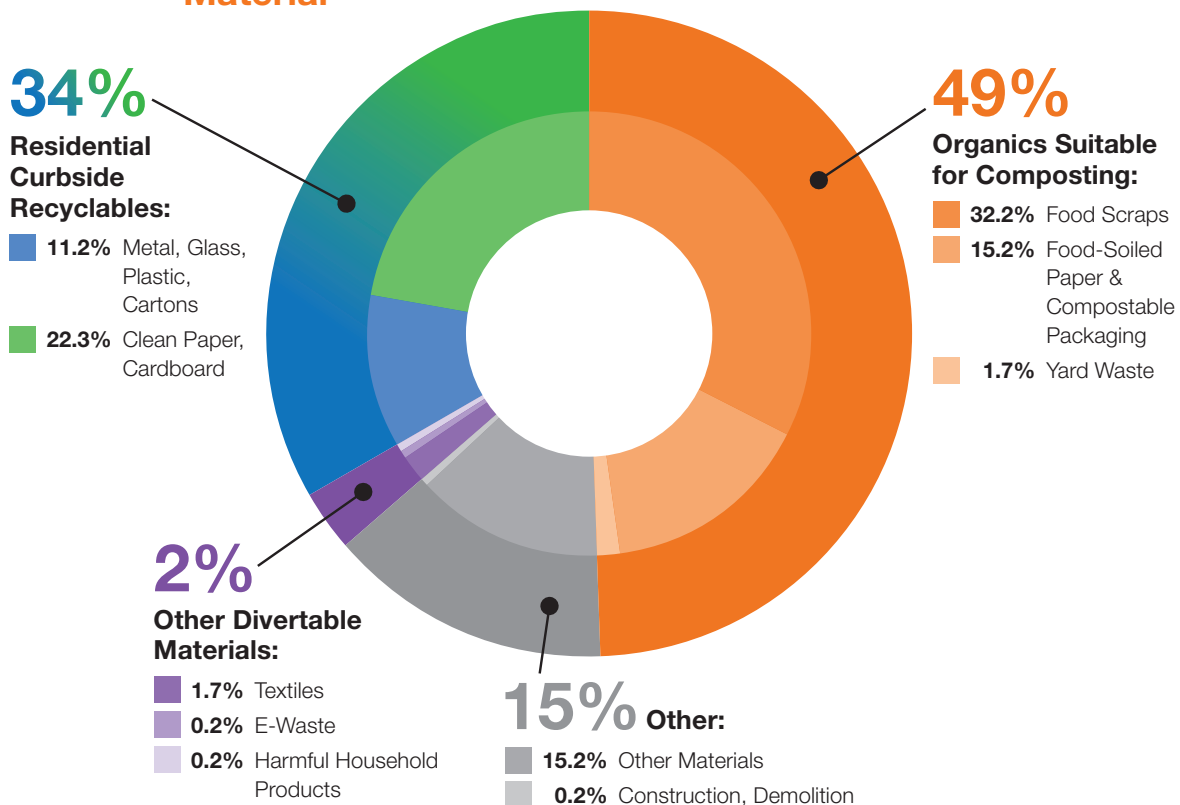


## 2023 Waste Characterization Study

Over 1,900 public schools in New York City receive DSNY collection. The 2023 Waste Characterization Study provides a breakdown of the waste generated by NYC schools.

The 2023 Study tells us...

- Nearly 34% of the waste generated from schools is made up of recyclable material, consisting of **clean paper & cardboard** and **metal, glass, hard plastic, and cartons**.
- Nearly 49% of school waste consists of **food scraps & food-soiled paper** that can be composted.
- Nearly 17% of school waste is made up of “other” materials that:
  - require special handling (e-waste and harmful products)
  - have alternative donation or recycling programs available, such as clothing & textiles (learn more about refashionNYC on page 33)
  - have no readily available alternative to date than being thrown away with trash.



For more information on the 2023 Waste Characterization study: [nyc.gov/wastestudy](https://nyc.gov/wastestudy).

# School Recycling Setup

## What To Recycle

DSNY collects recyclables in two separate streams:

### GREEN BIN



- newspapers, magazines, catalogs
- white & colored paper
- mail & envelopes
- paper bags
- wrapping paper
- soft-cover books
- cardboard egg cartons & trays
- smooth cardboard
- corrugated cardboard boxes

### BLUE BIN



- metal cans
- aluminum foil wrap & trays
- metal caps & lids
- other metal items
- plastic bottles, jugs, and jars
- hard plastic caps & lids
- hard plastic containers, housewares & packaging
- food & beverage cartons & drink boxes

If your school receives Curbside Composting, DSNY also collects your school's **food scraps, compostable plates/utensils, & food-soiled paper** in a separate stream.

### BROWN BIN



- vegetables and fruit
- prepared foods
- baked goods
- cereal, flour, grains, pasta, and rice
- eggs and eggshells
- dairy products
- nuts, meat, fish, and bones
- paper towels and napkins
- paper plates
- coffee filters and tea bags
- paper bags
- paper trays and plant-based compostable plates/utensils
- paper food boats

### BLACK/GREY BIN



- soft plastics
- juice pouches
- facial tissues
- food wrappers
- disposable gloves
- condiment packets
- markers
- paper towels
- masks
- wet wipes

## Recycling Setup

**Recycling stations should be set up everywhere waste is discarded in your school**, including all classrooms, offices, and common areas (hallways, auditorium, gym, library, lobbies, and outdoor areas).

- **All classrooms** need a **trash** bin and a **clean paper & cardboard** recycling bin.
- **Any kind of bin** (even **cardboard boxes**) can be used for recycling, as long as they are labeled clearly. Order materials to label bins at [nyc.gov/recyclingmaterials](http://nyc.gov/recyclingmaterials).
- **Set up bins** for **metal, glass, hard plastic, and cartons** if eating is allowed in classrooms, or arrange to bring these materials to a central collection bin, such as a hallway recycling setup.
- **Remove** any standalone **trash** or recycling bins that are not part of a recycling station as lone bins attract contamination.
- **Schools are responsible** for purchasing their own bins. NYCPS schools: see Custodial SDI catalog.

## Classroom, Office, Common Area Setups

### Common Area Setup

Every recycling bin **must be labeled**.



### Classrooms and Offices Setup

Use clear plastic bags to line bins for **metal, glass, hard plastic, and cartons** and bins for **trash**. Bins for **clean paper & cardboard** do not need to be lined, though most schools do.





# Cafeteria Waste Sorting Station

## POSTERS



## DECALS

Note: Make sure the cafeteria waste sorting station is set up in the following order from left to right: **liquids** bucket, **metal, glass, hard plastic, cartons** bin, **trash** bin, and **brown** bin. Cafeterias should have bins for **clean paper & cardboard** recycling if these are commonly discarded here (example: if the room is used for meetings). Kitchens must have an area to collect **paper & cardboard**.

## Liquids

Provide a bucket with a strainer for students to pour liquids into before recycling bottles, cans, milk cartons, juice boxes, and cups.

## Metal, glass, hard plastic, cartons

Bottles, cans, milk cartons, foil, takeout containers, juice boxes, and yogurt cups are some of the items that go in the blue-labeled bin.

## Trash

**Trash** includes plastic bags, chip bags, plastic wrap, and foam plastics.

\*Non-NYCPS K-12 schools not receiving school organics service discard food scraps and soiled paper, including compostable plates and utensils, in trash.

## Food scraps, compostable plates/utensils, & food-soiled paper

Only schools with Curbside Composting use the labeled brown bins.

# Roles, Responsibilities & Tools

Achieving proper waste management in schools is a collaborative effort that requires communication and coordination between many different stakeholders.

- Schools are busy places where the primary mission is the education and safety of our students. In order to achieve proper waste management, everyone must be aware of recycling systems and collaborate with each other to address problems as they arise.
- Principals, Sustainability Coordinators, Teachers, Custodians, and Kitchen Staff all play key roles and have specific responsibilities relating to successful waste management.

Review the following pages for tips, guidelines, and responsibilities for Principals, Sustainability Coordinators, Teachers, Custodians, and Kitchen Staff.

Knowing more about your role and responsibilities, as well as those of your colleagues, is important and will help you communicate and efficiently manage your recycling program.



# Principals

By prioritizing diverting waste from landfills, Principals create and support a culture of sustainability, inspiring and guiding students, teachers, and staff.

## Recycling Planning Meeting

Principals and Sustainability Coordinators should hold a recycling planning meeting with key staff such as Assistant Principals, Custodians, Teachers, and Kitchen Staff to discuss procedures and staff roles. Discuss the following topics:

- Legal school recycling requirements.
- Your school's sustainability plan.
- What to recycle, including food scraps and food-soiled paper.
- Staff roles for setting up and maintaining recycling areas in classrooms, offices, hallways, and auditoriums.
- Staff roles for setting up monitoring, and maintaining waste sorting stations in cafeterias and kitchens.
- Proper storage and setout of material for Sanitation collection.
- Integrating sustainability into educational curriculums to increase success of school recycling and meet Common Core requirements. Staff should educate students outside of the curriculum as well, through assemblies and Green Team peer-to-peer education.
- Introduce and share contact information for key people so staff know how to report and resolve potential recycling issues.
- List next steps and create an action plan.
- For more information on school recycling, please visit: [nyc.gov/cleanschools](https://nyc.gov/cleanschools).





# Principal and Assistant Principal Checklist

## Recycling planning meeting

- ☐ Make sure you or your Sustainability Coordinator organizes a recycling planning meeting. Request key staff to attend: Principal, Assistant Principal, Sustainability Coordinator, Custodian Engineer, Kitchen Manager, and Teachers.
- ☐ Invite your assigned Sustainability Specialist from NYCPS's Office of Energy & Sustainability.
- ☐ Communicate recycling plans to teachers and staff.



P.S. 15, Patrick F Daly, Brooklyn

## Internal collection and storage

- ☐ Confirm that the Custodian and Kitchen Staff keep trash and recyclables separated as they collect from bins around the school.
- ☐ Make sure the Custodian has designated a secure location to store bags of trash and recyclables until they are set out at the curb for collection.

## Curbside setout

- ☐ You or your staff should spot check to make sure the custodial staff is setting out the materials at the curb **ONLY** according to the DSNY collection schedule. **It is illegal to store trash or recyclables at the curb.**
- ☐ Emphasize the importance of following your school's DSNY collection schedule to your Custodian. If you observe a large amount of materials curbside before 3 PM, speak with your Custodian Engineer to address these issues.

## Communicate

- ☐ At the beginning of the school year, explain recycling and organics separation procedures to students and staff.
- ☐ Throughout the school year, make announcements as needed to reduce contamination (items in the wrong bins) and improve your recycling program.

## Educate

- ☐ Encourage teachers to provide recycling education to students and support their efforts. This improves participation and reduces problems in your school recycling program. Visit the NYCPS resource page: [bit.ly/Waste-Compost-Recycle](http://bit.ly/Waste-Compost-Recycle)
- ☐ Support your assigned Sustainability Coordinator and Green Team by providing time for planning and meeting.

## Requirements (Chancellors Regulation A-850)

- ☐ Each Principal shall be responsible for ensuring the completion of the Sustainability Plan and its implementation at their school.
- ☐ Each Principal shall designate a person from the school's administrative or teaching staff to be the Sustainability Coordinator for that individual school.

Inquiries relating to the A-850 regulation should be directed to the Director of Sustainability at [Sustainability@schools.nyc.gov](mailto:Sustainability@schools.nyc.gov).

# Sustainability Coordinators & Teachers

The Sustainability Coordinator plays an integral role in facilitating school awareness around established sustainability goals, including recycling procedures. To find out how schools can comply, refer to page 3 for Legal Requirements. To find out who the Sustainability Coordinator is for your school, email [Sustainability@schools.nyc.gov](mailto:Sustainability@schools.nyc.gov).

NYCPS Office of Energy & Sustainability supports schools and their Sustainability Coordinators by offering training and educational resources. Visit their **Sustainability Specialist** webpage to see which specialist is assigned to your district.

## Plan for Success

- **Make sure all staff and students are familiar with school recycling procedures.** This includes how waste sorting stations work in cafeterias and kitchens, where recycling areas are located throughout the building, and what items go in each bin.
- **Keep an open and collaborative dialogue with colleagues throughout the year.** Discuss what's working, and troubleshoot issues with the Principal, Teachers, Custodians and Kitchen Staff.
- **Read all the sections in this guide to familiarize yourself with your role and responsibilities,** and those of your colleagues, as well as the resources available.
- **Educate students about the importance of waste reduction and recycling.** Schools that show students why and how to reduce waste and recycle have more successful recycling programs.
- **Form a team of dedicated students to help implement the school's recycling program.** A student Green Team can educate the school community and monitor the school recycling bins.



# Sustainability Coordinator & Teacher Checklist

## Recycling planning meeting

- ☐ Educate yourself about your school's recycling plan; be a resource on what and how to recycle.
- ☐ Schedule and coordinate the recycling planning meeting. Request key staff to attend: Principal, Assistant Principal, Sustainability Coordinator, Custodian Engineer, Kitchen Manager, and Teachers.
- ☐ Invite your assigned Sustainability Specialist from NYCPS's Office of Energy & Sustainability.

## Recycling setup

- ☐ Survey your school throughout the year to make sure recycling areas are set up properly.
- ☐ Order free recycling decals, signs, and posters at [nyc.gov/SanitationMaterials](https://nyc.gov/SanitationMaterials).
- ☐ Be a model recycler. Set up your own room for recycling properly.

## Cafeteria and kitchen setup

- ☐ Make sure Custodial Staff and Kitchen Staff have everything needed to set up waste sorting stations (bins, posters, decals).
- ☐ Make sure waste sorting stations are set up properly.

## Maintain recycling areas

- ☐ Recruit Teachers, Green Teams, Cafeteria Aides, and/or Parent Volunteers to teach students how to separate recyclables and food scraps, and to help monitor waste sorting stations.
- ☐ Address any problems such as items being discarded in wrong bins or incorrect setups.
- ☐ If you see missing bins in classrooms, talk to your Custodian Engineer to get them replaced.
- ☐ Keep signage and recycling information in your room.

## Internal collection and storage

- ☐ Confirm that trash and recyclables are kept separated as they're collected from bins around the school.
- ☐ Check that bags of trash, recyclables and compostable material are stored in separate piles until they are set out at the curb for collection.

## Curbside setout

- ☐ Spot check to make sure materials are set out at the curb ONLY according to the DSNY collection schedule. It is illegal to store trash or recyclables at the curb.
- ☐ Check that **clean paper & cardboard, metal, glass, hard plastic, and cartons** are set out in separate piles or in NYC Bins and/or tilt trucks. **Trash** must be set out in NYC Bins or tilt trucks.
- ☐ Schools with Curbside Composting: Make sure bags of **food scraps & food-soiled paper** are in the brown bin and/or orange tilt trucks at the curb. Loose bags of compostable waste should not be left out.

## Communicate

- ☐ At the beginning of the school year, explain recycling procedures to all students and staff through memos, flyers, posters, assembly programs, and announcements. Green Teams can help.
- ☐ Put a sign on your door that lets students and fellow teachers know you are the Sustainability Coordinator.
- ☐ Schedule a meeting each semester to update your Principal on your current projects and priorities as Sustainability Coordinator.
- ☐ Meet with interested teachers to discuss how they can integrate sustainability into their curriculums.
- ☐ Take advantage of any existing communication channels in your school such as bulletin boards, school website, newsletters, or social media.

## Educate

- ☐ Ask teachers to make recycling a classroom expectation. Teachers can provide a recycling lesson and encourage proper sorting by assigning a student to monitor bins or by giving a class reward for great recycling.
- ☐ Faculty PL: Ask your Principal for time to speak with all staff.
- ☐ Start a Green Team! See "Strategies for Teacher & Sustainability Coordinator Engagement," page 14.

For information on NYCPS Sustainability Coordinator Trainings and Newsletters, email:

**[Sustainability@schools.nyc.gov](mailto:Sustainability@schools.nyc.gov)**



# Strategies for Student, Teacher and School Community Engagement

## GREEN TEAMS (ALL GRADE LEVELS)

As the Sustainability Coordinator or concerned teacher in your school, you don't have to do it alone! Recruit a Green Team to help your school improve its recycling. Green Teams are an integral part of reaching our proper waste management goals and can be beneficial to students in all grades, K-12.



### GREEN TEAM MEETINGS

Schedule regular meeting times for the Green Team to maximize participation.

## BIN SURVEY

Bin surveys help ensure there are enough properly labeled bins within any given area. Make sure to report any issues you find to your school's Custodian Engineer or Sustainability Coordinator.

## WASTE AUDIT

Conduct a waste audit to quantify the amount and types of waste generated by your school. Weigh your school's trash, paper, metal, glass, hard plastic, and cartons, and food scraps & food-soiled paper. Note the amount of contamination you find for each stream. The waste audit will allow you to develop a targeted plan using the data recorded.

## CAFETERIA MONITORS

Select a group of students to be Cafeteria Monitors and rotate the days they assist in the cafeteria. Monitors should ensure that all students are sorting properly and provide guidance when needed.

## ART

Have your Green Team channel their creativity to make recycling posters. Target specific items students seem to have trouble with. The Green Team can also decorate bins or create their own using recycled materials.

## RECYCLING GRADING SYSTEM

Have students create a grading system for recycling and trash bins. The grades can be based on the amount of contamination in each bin. Post the grades in the hallways to encourage proper recycling habits!

## BEAUTIFICATION PROJECTS

Beautify your school grounds! A long-term Green Team project could be the creation of a school garden. NYCPS schools can find grants for their projects by visiting the Office of Energy & Sustainability's webpage: [bit.ly/Sustainability-Grants](https://bit.ly/Sustainability-Grants).

## RECYCLING PSAS

Create public service announcements to encourage recycling around the school! Share your video or audio PSAs through the loudspeaker or during assemblies.

## WORM BINS

Having an in-class worm bin is a great hands-on way for students to learn about decomposition and composting!

## FIELD TRIPS TO RECYCLING FACILITIES

Recycling can be fun! See what happens to recyclables and compostable material after they leave your school or home by taking field trips to Sunset Park Materiel Recovery Facility in Brooklyn, Newtown Creek in Brooklyn, Pratt Industries in Staten Island, or Freshkills Park in Staten Island.

## COMMUNITY OUTREACH

Encourage the Green Team to think about environmental problems they see in their community. Conduct litter surveys in the neighborhood and come up with potential solutions. Have your students write letters to elected officials advocating for change!

## Testimonials/Green Team Success Stories

“ Give students a task such as collecting milk cartons, filling up a bag with recyclables, etc. It gives them a sense of accomplishment as well as a sense of how much waste is produced. Concrete, simple goals that are achievable and educational are best. ”

— **Marilena Marchetti**, P.S. 291, Bronx



*Marilena Marchetti and students from her Green Team at the 2017 ZWS Awards Event.*



*Christina Martin, Marc Rolla, and their Green Team at the 2017 ZWS Awards Event.*

“ Start with students first. They are the easiest ones to convince about the importance of sustainability, and they will eventually get adults to change their behaviors and thinking. Start small, educate the kids and give them agency. The kids will do the leg work. ”

— **Christina Martin**, P.S. 90, Brooklyn

“ Find something you’re passionate about. Once you have an idea, find one or two like-minded teachers. You need to start with strong ideas first, then get kids involved next. Kids need explicit directions, and regular meetings are important. ”

— **Rebecca Sommers**, P.S. 89, Queens



*Rebecca Sommers and her Green Team at the 2017 ZWS Awards Event.*



# Green Team Checklist

## Recycling planning meeting

- ☐ Schedule and coordinate a recycling planning meeting. Invite other school civic clubs, honor society, and interested teachers.

## Recycling setup

- ☐ Do a bin survey of every room and common area in your school: are there enough labeled bins for **paper & cardboard**; for **metal, glass, hard plastic, and cartons**; and for **trash**? Report your results to the Sustainability Coordinator and Custodian.
- ☐ Help label bins correctly: GREEN decals on bins for **paper & cardboard**; BLUE decals on bins for **metal, glass, hard plastic and cartons**; ORANGE decals for **food scraps and food-soiled paper**; and “Trash Only” decals for **trash**.
- ☐ Survey your school throughout the year to make sure recycling areas are set up properly.
- ☐ Take a moment when you enter a room or common area to check that there are properly labeled recycling bins. Fix or report any problems you find.

## Monitor recycling areas

- ☐ Award classrooms with a star or grade that are sorting their trash and recyclables properly.
- ☐ Post results publicly on a bulletin board in the lobby.

## Communicate

- ☐ Make reminder announcements about what and how to recycle at your school, the success of your school’s recycling program, and the importance of recycling.
- ☐ Notice and report any problems such as commonly misplaced items in bins or incorrect setups to the Sustainability Coordinator or Custodian.
- ☐ Order free recycling decals, signs, and posters at [nyc.gov/SanitationMaterials](http://nyc.gov/SanitationMaterials).

## Educate

- ☐ Retrain those that need more help, and reward the best recyclers.
- ☐ Rotate days to assist in the cafeteria during lunch. Monitor the waste sorting stations and demonstrate how to sort properly.
- ☐ Mentor younger—or older—classes, explain why and how to recycle.

## Measure

- ☐ Conduct a food and/or plastic waste audit to learn more about your schools waste contents. Use the data you analyze to launch an advocacy campaign.



Principal Rachel Staroba, Nicholas Linares and P.S. 329Q East Elmhurst Community School Green Team



# Custodians

Custodians are crucial to the success of Clean & Green Schools, and provide operational support that ensures the proper supplies, service, and materials are in place for collection and curbside setout.

## Internal Collection and Storage of Trash and Recyclables

- **Never combine recycling streams or trash in the same bag.** **Clean paper & cardboard** should never be mixed with **metal, hard plastic, glass, and cartons** in the same bag. **Trash** should never be mixed with any recyclables.
- **Using a dual-bin dolly helps to collect waste efficiently** and keeps waste streams separate.
- **Store trash and recyclables in a secure location.** Make sure to keep trash and recyclables in separate piles. For example, don't put bags of **clean paper & cardboard** in the same pile with bags of **trash**.



Dual-bin dolly recyclables and trash in separate piles.



Keep bags of recyclables and trash in separate piles.

## Materials

**Every bin should be labeled with a decal and the appropriate poster hung above it.** Replace bin decals and posters if they tear, become soiled, start to peel, etc.

To order FREE decals, signs, and posters, visit: [nyc.gov/SanitationMaterials](https://nyc.gov/SanitationMaterials).



Metal, glass, hard plastic, and cartons poster



Mixed paper & cardboard poster



Food scraps & food-soiled paper poster



Trash landfill poster for schools without Curbside Composting



Trash landfill poster for schools with Curbside Composting



Liquids poster

# Maintain Cafeteria and Kitchen Setup and Recycling Areas

Maintain waste sorting stations and recycling areas by keeping them clean and orderly.

- Custodians should consider traffic flow in the cafeteria and set up as many waste sorting stations as needed in cafeterias and kitchens that include: liquids bucket, blue-labeled recycling bin, trash bin and brown bin.
- Make sure all bins in the cafeteria are part of a waste sorting station. Remove any lone trash or recycling bins that are not part of a recycling area as standalone bins attract contamination.
- If trash or recycling bins need to be moved, always return them to their original location. This will help prevent people from discarding items in the wrong bins.
- Wash bins as needed. ***Washing of bins is a collaborative effort between Custodial Staff and Office of Food and Nutrition Services (OFNS) Staff (kitchen & cafeteria).***
- If your school does not have color specific bins, any kind of bins can be used to collect trash and recycling, as long as they are labeled clearly.
- Cafeterias should have bins for **clean paper & cardboard** recycling IF these are commonly discarded here (example: if the room is used for meetings). Kitchens must have an area to collect paper & cardboard.

## Cafeteria Waste Sorting Station



## Common Area Setup



## Classrooms and Offices Setup



# Custodian Tip Sheet for Curbside Composting

## INTERNAL COLLECTION

- ☐ Tie the food scraps bags closed and secure the lid of the bin shut.
- ☐ Do not double bag or place bags inside other bags. Line each bin in the waste sorting station with clear plastic bags. Make sure bag liners do not cover up bin decals.
- ☐ DO NOT use brown bins to transport bags of recyclables or trash.
- ☐ After emptying bins, always return them to original location.
- ☐ Store **clean paper & cardboard**, **metal, glass, hard plastic, and cartons**, and **trash** in three separate piles.
- ☐ Store bags of **food scraps & food-soiled paper** in the brown bins or orange tilt trucks.

## CURBSIDE SETOUT

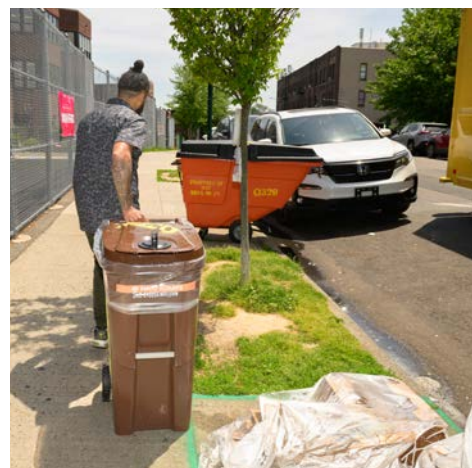
- ☐ Set bags of **paper & cardboard**, **metal, glass, hard plastic, and cartons**, and **trash** at the curb in NYC Bins or tilt trucks between 3 PM and 7 PM on your setout day.
- ☐ Set brown bins, NYC Bins and tilt trucks at the curb between 3 PM and 7 PM, every weekday.
- ☐ Retrieve bins and tilt trucks after they have been emptied.

## ISSUES

- Missed collections are extremely rare if you adhere to your building's setout schedule. If you believe you experienced a missed collection, please notify your local DSNY Garage. See Communication Protocol on page 26.
- For night and weekend events, hold food scraps over until next collection day or discard food scraps with the regular trash.
- For operational needs inside the school building (NYC public schools only), email **WasteSupport@schools.nyc.gov**.
- Custodians with questions can contact their DDF, or their Sanitation garage (refer to page 29 for DSNY contact list).
- To get more information or order decals and literature, visit: **nyc.gov/cleanschools**.



Store clean paper & cardboard, metal, glass, hard plastic, and cartons, and trash in three separate piles.



Set food scraps bins at the curb between 3 PM and 7 PM on your setout day.

## CAFETERIA TIPS FOR CURBSIDE COMPOSTING

- **Brown bins** are provided by DSNY at initial rollout. Liquids bucket, trash, and recycling bins are purchased by the school. For NYCPS: see SDI Custodian Supply Catalog.
- **Food scraps & food-soiled paper** must be collected in the specially designed brown food scraps bins inside the school.



# Curbside Setout

## SCHOOLS WITH CURBSIDE COMPOSTING

MATERIAL TYPE	SETOUT DAY	SETOUT TIME
Food scraps & food-soiled paper	Monday, Tuesday, Wednesday, Thursday, Friday	Between 3 PM and 7 PM
Clean paper & cardboard	Monday, Wednesday, Friday	
Metal, glass, hard plastic, and cartons	Tuesday, Thursday	
Trash	Same as neighborhood schedule. Visit <a href="https://nyc.gov/dsny">nyc.gov/dsny</a> or call 311 for schedule.	Between 3 PM and 7 PM the day before collection (trash only)



Mon, Wed, Fri: Set out **brown bins or orange tilt truck** and **clean paper & cardboard** recycling in distinct piles or NYC Bins and/or tilt trucks.



Tue, Thu: Set out **brown bins or orange tilt truck** and bags of **metal, glass, hard plastic, and cartons** in distinct piles or NYC Bins and/or tilt trucks.

**Comply with setout regulations for each material stream** in accordance with the Department of Sanitation’s collection schedule. See pages 37 & 38 for a tearaway curbside setout schedule.

**Dumpsters:** Some large schools may use separate dumpsters for **trash** and **clean paper & cardboard**. However, **metal, glass, hard plastic, and cartons** are always collected curbside in distinct piles or in NYC Bins and/or tilt trucks as well as **food scraps & food-soiled paper** in brown bins or orange tilt trucks. Compostable waste must be containerized.

**Neighborhood schedule:** If your school is not on a daily collection schedule, your recycling and trash are collected on the same schedule as your local neighborhood. Visit [nyc.gov/dsny](https://nyc.gov/dsny) or call 311 for schedule.

**DSNY collection for schools generally begins at 7 PM on your setout day, with exception to trash that is collected on the neighborhood schedule.**



Set out trash and recyclables in distinct piles on the correct day.

### New Requirement:

**Beginning November 12, 2024, NYC schools must set out ALL trash in a bin.**

- To comply:
- Schools may procure **Official NYC Bins** to containerize all trash.
  - Schools may procure tilt trucks to containerize all trash.

## Universal Cafeteria Waste Sorting Stations

NYC Public Schools' Office of Energy and Sustainability provides every public school in NYC with a complete cafeteria waste sorting station. This setup enables schools to have a standard setup and reinforce student recycling habits.

### Front view



Schools will use existing trash bins and brown bins.

### Side view



If your cafeteria does not have space to accommodate a double-sided setup, this may be configured to use in single-sided setup.

## Implementation Instructions

### 1. Determine location.

Meet with the Custodian Engineer, OFNS Manager and Administrator who oversees the cafeteria to determine the best placement for the waste sorting station.

### 2. Arrange sign holders in the correct order (see image above).

A. Pour Liquids; B. Recycle (Blue); C. Trash (Gray) D. Food Scraps (Orange)

### 3. Place metal colander INSIDE of white bucket. (NOTE: purpose of colander is to prevent cereal, straws, and other debris from clogging drains once the liquid bucket is emptied).

### 4. Place blue lid on 44 gallon blue recycling bin along with blue DSNY recycling decal.

(NOTE: the hole in the blue lid is designed to keep other contaminants out of the blue recycling bin).

### 5. Place bins in front of the correct sign. Recommended Order: (1) Liquid Bucket, (2) Blue Recycling Bin, (3) Gray Trash Bin (4) Brown Bin

## SETUP TIPS

- Keep in mind student flow, exits, serving lines and other factors that determine best placement for your space.
- Discuss with the OFNS Manager which team (OFNS or Custodial) will maintain the sorting station.
- To maximize the benefits of this setup, remove all other trash bins from the cafeteria that are not associated with this setup as they will detract from students correctly sorting their waste.
- After setup is complete, notify your Sustainability Coordinator and School Aides so they can train students on how to properly sort their waste.

If you need replacement items or would like to purchase additional bins or sign holders you may do so via the SDI Custodial Supply catalog. Need on the ground support? Request assistance from the Office of Energy & Sustainability's Waste Support Team: [WasteSupport@schools.nyc.gov](mailto:WasteSupport@schools.nyc.gov).

# Custodian, Building Manager, or Facilities Manager Checklist

## Planning

- ☐ Identify your school's Sustainability Coordinator. Attend recycling planning meetings with the Sustainability Coordinator and the Custodian. Sustainability Coordinators can answer most questions about recycling setup and collection.
- ☐ Train your staff how to properly collect, store and set out recyclable and compostable materials.
- ☐ Custodians with questions can contact their DDF, Sanitation garage or email **Wastesupport@schools.nyc.gov**.
- ☐ To get more information, visit **nyc.gov/cleanschools**.

## Recycling setup

- ☐ Set up recycling areas in classrooms, offices, hallways, and other common areas.
- ☐ Place garbage and recycling bins together.
- ☐ Each bin should have at least one decal on the front of the bin, and one on the back of the bin.
- ☐ Use only clear plastic bags to line bins.  
*Note: **Clean paper & cardboard** bins do not need to be lined.*

## Cafeteria and kitchen setup

- ☐ Set up cafeteria waste sorting stations to include (from left to right): **liquids** bucket, blue-labeled **metal, glass, hard plastic, and cartons** bin, and **trash** bin.
- ☐ Set up the **brown bins** at each sorting station, next to the **trash** bin.
- ☐ Remove any trash or recycling bins that are not part of a waste station.
- ☐ Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and OFNS Staff (kitchen & cafeteria).**

## Bins, decals, and posters

- ☐ Recycling bins are available for purchase through the SDI catalog.
- ☐ Order additional bin decals and posters at **nyc.gov/SanitationMaterials**.

## Internal collection and storage

- ☐ Identify a waste storage location for days you are not setting out recycling or trash.
- ☐ Keep trash and recyclables separated as they're collected from bins around the school.
- ☐ Keep the different recycling streams separated as they're collected from bins around the school (**metal, hard plastic, glass, and cartons**, **clean paper & cardboard**, and **food scraps & food-soiled paper**).
- ☐ Store trash and recyclables in a secure location. Place bags of **metal, glass, hard plastic, and cartons**, **clean paper & cardboard**, and **trash** in separate piles.
- ☐ For schools with Curbside Composting, tie bags of **food scraps & food-soiled paper** closed and store in the brown bin provided by DSNY or in orange tilt trucks provided by NYCPS.

## Curbside setout

- ☐ Know your collection schedule and post a copy where staff can refer to it. To get more information on collection schedules, visit **nyc.gov/cleanschools**.
- ☐ Set bags of recyclables at the curb in **separate piles** or in NYC Bins/tilt trucks according to your collection schedule. (Bags of **metal, glass, hard plastic, and cartons**, and **clean paper & cardboard**—should not touch.) **Trash** must be set out in NYC Bins and/or tilt trucks.
- ☐ For schools with Curbside Composting, set out **brown bins** and/or **orange tilt trucks** at the curb **between 3 PM and 7 PM**.
- ☐ Paint the setout area, separating different material types.
- ☐ Follow the NYCPS/DSNY Communication Protocol for any collection issues (see page 26).



# Lista de verificación para el personal de limpieza, administrador del edificio, o administrador de las instalaciones

## Planeación

- ☐ Identifique el coordinador de sostenibilidad de su escuela. Asista las reuniones de planeación sobre reciclaje con el coordinador de sostenibilidad y el personal de limpieza. Los coordinadores de sostenibilidad pueden contestar la mayoría de las preguntas que tendrá acerca de la preparación y recolección del reciclaje.
- ☐ Capacite a su personal sobre cómo recolectar, almacenar y distribuir correctamente los materiales reciclables y compostables.
- ☐ Los supervisores que tengan preguntas pueden contactar a su DDF, o su garaje de sanidad.
- ☐ Para obtener más información, visite: [nyc.gov/cleanschools](http://nyc.gov/cleanschools).

## Preparación del reciclaje

- ☐ Organice áreas de reciclaje en salones de clase, oficinas, pasillos, y otras áreas comunes.
- ☐ Coloque los recipientes para la basura y reciclaje juntos.
- ☐ Cada recipiente debe tener al menos una calcomanía en la parte delantera del recipiente, y una en la parte trasera del recipiente.
- ☐ Solo utilice bolsas plásticas transparentes para forrar los recipientes. *NOTA: los recipientes para **papel limpio y cartón** no deben estar forrados.*

## Organización en la cafetería y en la cocina

- ☐ Asegúrese que las estaciones de clasificación en la cafetería incluyan (de izquierda a derecha): un balde para **líquidos**, un recipiente con calcomanía azul marcado para **metal, vidrio, plástico duro y cartones**, y el recipiente para la **basura**.
- ☐ Organice los recipientes **marrones para desechos orgánicos** en cada estación de clasificación, al lado del recipiente para la **basura**.
- ☐ Retire cualquier recipiente para la basura o reciclaje que no sea parte de una estación de clasificación.
- ☐ Lave los recipientes según se requiera.  
***El lavado de recipientes es un esfuerzo colaborativo entre el personal de limpieza y el personal de OFNS.***

## Recipientes, calcomanías, y carteles

- ☐ Los recipientes para el reciclaje se pueden comprar a través del catálogo de SDI.
- ☐ Ordene calcomanías para recipientes y carteles adicionales en [nyc.gov/SanitationMaterials](http://nyc.gov/SanitationMaterials).

## Recolección y almacenamiento interno

- ☐ Identifique un lugar de almacenamiento de desechos para los días en que no esté preparando reciclaje o basura.
- ☐ Mantenga la basura y el reciclaje separados mientras son recolectados de los recipientes alrededor de la escuela.
- ☐ Mantenga las diferentes fuentes de reciclaje separadas mientras son recolectadas de los recipientes alrededor de la escuela (**metal, vidrio, plástico duro, papel limpio y cartón**, y **desechos orgánicos**).
- ☐ Almacene la basura y los materiales reciclables en un lugar seguro. Coloque bolsas de **metal, vidrio, plástico duro, papel limpio y cartón**, y **basura** en pilas separadas.
- ☐ Para escuelas con recolección de residuos orgánicos de NYC, cierre las bolsas de **sobras de comida y papel sucio de comida** y almacénelas en el recipiente marrón proporcionado por DSNY.

## Disposición en la acera

- ☐ Conozca su horario de recolección y publique una copia donde el personal lo pueda ver. Para obtener más información acerca de los horarios de recolección, visite: [nyc.gov/cleanschools](http://nyc.gov/cleanschools).
- ☐ Coloque las bolsas de materiales reciclables en la acera en **pilas separadas** o en los contenedores de la ciudad de Nueva York o contenedores inclinable según su calendario de recolección. (Bolsas de **metal, vidrio, plástico duro y cartones, y papel y cartón limpios** - no deben tocarse). La **basura** debe colocarse en los contenedores de la ciudad de Nueva York o contenedores inclinable.
- ☐ Para las escuelas con servicio de compostaje en la acera, coloque **contenedores marrones** y/o **contenedores inclinable naranja** en la acera **entre las 3PM y las 7PM**.
- ☐ Pinte la acera para separar los diferentes artículos.
- ☐ Siga el "Protocolo de Comunicaciones de NYCPS/DSNY" en caso de cualquier problema con su recolección (pagina 26).

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# Pest Management in Schools

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Rats contaminate food, have the potential to spread diseases, and reduce our quality of life. Their gnawing and burrowing can damage utilities and reduce the structural integrity of buildings. Rats can be a school, block, or neighborhood problem and require a coordinated response.

Proper waste management practices can prevent rats. Sanitation IS pest control.

## What Contributes To Rats & How to Prevent Them

Rats seek out places to live that provide them with everything they need to survive: food, water, shelter and safe ways for them to get around.

- Rats will choose to live within 100 feet of a food source, and uncontainerized, **loose bags of food scraps are attractive to rats.** Rats eat your waste.
- Any exposed trash, unrinsed recycling, spills, litter and debris will attract rats.

## Take These Steps To Keep Rats Out

### 1. PROPERLY STORE WASTE: Store all trash & food waste in hard plastic rat-resistant containers with tight fitting lids.

- Store food waste in containers with tight-fitting lids between DSNY pickups.
- Securely close the lid of your **Brown Bins** or **orange tilt trucks** if you have them.

### 2. DO NOT SET OUT FOOD WASTE ON or adjacent to EARTHEN SURFACES (dirt, grass, gardens).

Rats like to build nests or burrows in the earth and prefer traveling along the same paths over and over—often using building foundations walls, fences, and bushes to find their way.

- **Be sure to avoid placing garbage on any earthen surface (dirt, grass)** such as tree pits, gardens or grassy areas.

### 3. CLEAN UP: Grease stains and spills alone will attract rats.

- Sweep and wash the sidewalk after DSNY pick up.
- **Brown Bins and Trash bins have to be regularly washed to prevent pests inside the building.**
- Food Scraps and Trash left to sit out for long periods of time will lead to fruit flies inside the building.

### 4. MAINTAIN YOUR BUILDING:

- Keep landscaped areas around the school free of tall weeds and trim shrubs that are close to the ground.
- **Check for cracks or holes** in the foundation of your school, sidewalk, and under doors and repair them by filling and sealing them.
- Rats can enter openings as small as ½ inch. All openings around utility lines, hose, and gas lines into building should be sealed with high quality sealants.
- Exterior doors should have encased steel fabric or high density door sweeps installed.
- Remove conditions that attract rat: grounds should be properly drained, trash removed, and area kept clutter free. All garbage areas including dumpsters, sidewalk and trash cans should be washed regularly with soap and water.
- Garbage containers or dumpsters must be in good condition with no cracks or leaks.
- When storing garbage, lids must be tight fitting and in working condition.

## MANAGE GARDENS TO PREVENT RATS

- Well managed gardens may not attract rats—but MANY poorly managed school gardens do attract rats.
- **Control Weeds and Shrubs:** Rats are often found in burrows under bushes and plants.
- Keep tall grass, bushes, shrubs and mulch away from building foundations.
- Pull out ivy around burrows. Keep ground bare 6 inches from buildings, and trim under shrubs.
- Make space between plants, and avoid dense planting.

## Who To Contact For Help

NYC Public Schools has been working with schools to reinforce integrated pest management procedures (IPM) to remediate rats and other pests on school properties.

The Department of Health & Mental Hygiene (DOHMH), NYCPS Integrated Pest Management, and DSNY, work together in responding to rat and pest issues in the areas and neighborhoods surrounding schools.

Remediation of rats and pests inside school properties is handled by **NYC Public Schools Integrated Pest Management**.

For pest issues inside and around NYC public schools, please contact NYCPS Integrated Pest Management: **pestmanagement@schools.nyc.gov**, (718) 707-4493, (718) 707-4586.

For more information on how to prevent pests, and for additional resources, visit: **nyc.gov/rats**.



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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 29).

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](https://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](https://nyc.gov/dsny).

### MANHATTAN BOROUGH

Distr.	Telephone Number
1	212-886-5352
2	212-886-5367
3	212-227-4203
4	212-506-7402
5	212-886-5337
6	212-227-4206
7	212-506-7415
8	646-746-6682
9	212-277-4209
10	646-746-6700, 6702
11	212-360-3570
12	212-277-4212

### QUEENS WEST BOROUGH

Distr.	Telephone Number
1	718-334-9585
2	718-334-9070
3	718-334-9057
4	718-334-9061, 9077
5	718-307-0516
6	718-334-9420
9	718-847-8466

### QUEENS EAST BOROUGH

Distr.	Telephone Number
7	718-746-2440
8	718-835-7446, 3557
10	718-835-8916, 8833
11	718-217-8495
12	718-835-9066
13	718-525-7810
14	718-734-3711

### STATEN ISLAND BOROUGH

Distr.	Telephone Number
1	718-370-5496
2	718-370-5409, 5412
3	718-370-5480, 5482

### 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, 5051
6	347-565-2048
7	646-885-1037
8	646-565-2030
9	718-828-1014
10	718-828-5400
11	718-828-0681
12	718-325-6867

### BROOKLYN NORTH BOROUGH

Distr.	Telephone Number
1	718-571-6405
2	718-685-7021
3	718-571-6448
4	718-571-6415
5	718-649-3074
8	718-756-7040, 7041
9	718-284-2467
16	718-257-1520
17	646-885-0837, 1072

### BROOKLYN SOUTH BOROUGH

Distr.	Telephone Number
6	718-685-7321
7	718-685-7341
10	718-685-7361
11	718-714-2708, 2709, 2710
12	718-837-0802 or 718-236-2693
13	718-372-2961
14	718-629-6694
15	718-769-2333 or 646-885-1070
18	718-257-3547, 3562

As of 11/2024

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# Kitchen Staff

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Kitchen Staff help schools maintain proper waste management by setting up and maintaining the cafeteria and kitchen operations so that proper collection and diversion take place where students eat and where food is prepared.

## Kitchen Staff Tip Sheet

### CAFETERIA SETUP

- Waste sorting stations include:  
**liquids bucket with colander, blue-labeled recycling bin, trash bin, and brown bin.**
- Arrange the sorting stations in the same place every day. Make sure that they are orderly and neat.
- Remove any standalone trash or recycling bins that are not part of a station.

### MAINTENANCE

- Empty and rinse out the **liquids bucket and colander** when they are full.
- Wash bins as needed. ***Washing of bins is a collaborative effort between Custodial Staff and OFNS Staff (kitchen & cafeteria).***
- As usual, clean and sanitize cafeteria tables before and after lunch periods.

### BIN LINERS

- Line each bin in the waste sorting station with clear plastic bags. Make sure bag liners do not cover up bin decals.
- Do not double bag or place bags inside other bags.
- Tie bags before they become too heavy and can break. Approximately 2-3 bags should fit in a brown bin.  
**Do not fill a single bag all the way to the top of a brown bin.**

### IN THE KITCHEN

Every day after meal preparation, prepare trash and recyclables for collection. Tie bags of food scraps closed, and shut the lid of the bin securely. Stack full bags of food scraps in the brown bins. Don't place bags inside other bags.

### ISSUES

- For assistance, email **WasteSupport@schools.nyc.gov**.
- Questions? Contact your supervisor or visit **on.nyc.gov/organics-schools**.

### BREAKFAST IN THE CLASSROOM (BIC)

**OFNS Staff is responsible for collecting and sorting all waste and recyclable material related to the BIC program.** This includes providing a collection mechanism for the waste (plastic liner or insulated tote) that is used to transport all food service waste from the classroom to the cafeteria. Collected materials are sorted in the cafeteria by OFNS staff. For more information see page 32.



## Kitchen Staff Checklist

### Planning

- ☐ Identify your school's Sustainability Coordinator. Attend any recycling planning meetings with the Sustainability Coordinator, as well as the Custodian.
- ☐ Make sure to train all OFNS staff.

### Cafeteria setup

- ☐ Work with Custodial Staff to label bins and set up waste sorting stations.
- ☐ Ask your school's Sustainability Coordinator or Custodian for additional decals or posters if needed.

### Kitchen setup

- ☐ Set up a blue-labeled bin for **metal, glass, hard plastic, cartons**.
- ☐ Set up a green-labeled bin for **clean paper & cardboard**.
- ☐ For schools with Curbside Composting, set up brown bins for **food scraps & food-soiled paper** near food prep areas.
- ☐ Line bins with clear bags daily.
- ☐ Hang posters above each bin, where possible.

### Maintain recycling areas

- ☐ Line all bins with clear plastic bags. *Note: **Clean paper & cardboard** bins do not need to be lined.*
- ☐ Empty and wash liquid buckets and mesh colanders daily.
- ☐ Wash bins as needed. ***Washing of bins is a collaborative effort between Custodial Staff and OFNS Staff (kitchen & cafeteria).***
- ☐ Tie bags of **food scraps & food-soiled paper** closed. Stack full bags in the brown bins. Do not place bags inside other bags.

## Lista de verificación para el personal de cocina

### Planeación

- ☐ Identifique al coordinador de sostenibilidad de su escuela. Asista a cualquier reunión sobre planeación de reciclaje con el coordinador de sostenibilidad y el supervisor de limpieza.
- ☐ Asegúrese de entrenar a los trabajadores de OFNS.

### Organización en la cafetería

- ☐ Trabaje con el personal de limpieza para etiquetar los recipientes y organizar las estaciones de clasificación.
- ☐ Pídale al coordinador de sostenibilidad o al supervisor de limpieza de su escuela calcomanías o carteles adicionales si se requieren.

### Organización en la cocina

- ☐ Disponga un recipiente azul marcado para **metal, vidrio, plástico duro y cartones**.
- ☐ Disponga un recipiente verde marcado para **papel limpio y cartón**.
- ☐ Para las escuelas con compostaje en la acera, instale contenedores marrones para restos **de comida y papel sucio con comida** cerca de las áreas de preparación de alimentos.
- ☐ Forre los recipientes con bolsas transparentes, diariamente.
- ☐ Coloque carteles encima de cada recipiente, según sea posible.

### Mantenga las áreas de reciclaje

- ☐ Cubra todos los contenedores con bolsas de plástico transparente. *NOTA: los recipientes para **papel limpio y cartón** no necesitan ser forrados.*
- ☐ Vacíe y lave el balde para líquidos y el colador de malla todos los días.
- ☐ Lave los recipientes según se requiera. ***El lavado de los recipientes es un esfuerzo colaborativo entre el personal de limpieza y el personal de OFNS.***
- ☐ Cuando el recipiente marrón para **los desechos organicos** este lleno, cierre la bolsa plástica. Apile las bolsas llenas en los recipientes marrones. No coloque bolsas dentro de otras bolsas.



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# Guide to Eating in the Classroom

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In order to properly divert recyclable and compostable materials, prevent pest issues, provide a clean learning environment, and comply with DSNY collection services, it is important to properly manage waste generated from eating inside the classroom.

There are several “types” of classroom eating in NYC Public Schools. From Universal Pre-K (UPK), to Breakfast in the Classroom (BIC), to pizza parties, and after school programs, students, staff, and community members are often sharing meals in classrooms. Below is a guide to waste management with each of these types of classroom eating:

## Universal Pre-K (UPK) & Classroom Parties

For all other classroom eating, teachers should work with school administration and custodial staff to make sure they have the proper bins and signage in their classrooms and train students to properly sort their material in the classroom. **Custodians are responsible for collecting classroom waste materials and maintaining material separation.** However, it is **not the Custodian’s responsibility to sort the material.**

*It is the responsibility of school staff and students to properly sort recycling and waste materials in their school.*

For more information on school recycling, visit: [on.nyc.gov/schoolrecycling](https://on.nyc.gov/schoolrecycling).



## Breakfast in the Classroom (BIC)

**Breakfast in the Classroom (BIC)** is a breakfast service that provides free breakfast for elementary students. This program ensures that students receive the proper nutrients they need for their instructional day.

**OFNS Staff is responsible for collecting and sorting all streams of waste related to the BIC program.** This includes providing a collection mechanism for the waste (plastic liner or insulated tote), that is used to transport all food service waste from the classroom to the cafeteria. Collected materials are sorted in the cafeteria by OFNS staff.

If you have questions or concerns related to the waste management of BIC, please contact your OFNS Service Manager for that location. You may also reach out to your District Supervisor for additional assistance.

For more information on BIC, as well as roles and responsibilities, visit: [schools.nyc.gov/school-life/food](https://schools.nyc.gov/school-life/food)

## After School Programs

School Administration should ensure that all after school program managers are aware that their programs adhere to all NYCPS recycling protocols and follow the same procedures as established by the school during the normal school day.

# Special Waste, Reuse & Clothing Recycling

## Special Waste

Some school waste items require special handling. Electronics, fluorescent bulbs, rechargeable batteries, and other harmful products cannot go in regular recycling or trash, and schools must follow specific guidelines for disposal.

To find out more information on how NYC Public Schools dispose of special waste, please visit the Waste Section of the NYCPSS Office of Energy and Sustainability's website at: **[bit.ly/NYCDOESustainability](http://bit.ly/NYCDOESustainability)**.

For more information on Special Waste disposal for non-NYCPS schools, please visit DSNY's **Electronics and Harmful Waste** webpage.



## Donations & Reuse

In many cases, items that schools discard are still in good working condition and could be put to good use by other schools and nonprofits. By donating and reusing goods instead of discarding them, schools can greatly reduce waste, conserve energy and resources, save money, and help provide jobs and human services for New Yorkers in need.

As an alternative to disposal, look into donating working electronics, usable furniture, instruments, and other items through donateNYC, an online materials exchange: **[nyc.gov/donate](http://nyc.gov/donate)**.



## Clothing & Textile Recycling

Schools can now participate in **refashionNYC**, a free and convenient clothing donation and recycling service available to apartment, office, commercial, and school buildings. The service is provided by the NYC Department of Sanitation and the nonprofit organization, Housing Works.

### WHY JOIN?

**Help New Yorkers.** All proceeds from donations support the charitable mission of Housing Works to end the dual crises of homelessness and AIDS.

**Get tax deductions.** Tax receipts for up to \$250 are available directly on the bin.

**Keep valuable material from going to landfills.** Every year, New Yorkers throw away approximately 200,000 tons of clothing and textiles. refashionNYC ensures that none of your donations are sent to landfills.

### HOW TO ENROLL

Interested schools can complete an online inquiry form at **[nyc.gov/refashion](http://nyc.gov/refashion)**. A site visit will be conducted to confirm there is a suitable location available for the bin. Please email **[schools@dsny.nyc.gov](mailto:schools@dsny.nyc.gov)** with any questions.



*P.S. 90 The Magnet School for Environmental Studies and Community Wellness*

# Resources

## School Waste & Recycling Program Support

The NYCPS Office of Energy and Sustainability works to transform NYCPS into a more sustainable public entity regarding facility operation and student environmental education. To help achieve our mission, the Office of Energy and Sustainability partners with a variety of organizations, including DSNY and other non-profits, to provide a wide range of resources and training for students and teachers to help make NYCPS the greenest they can be. The Office of Energy and Sustainability has a team of Sustainability Specialists that will provide on the ground support to your school by engaging all stakeholders to increase participation and performance of recycling and waste-related programs. Please contact the NYCPS Sustainability Team for support or with any questions about school recycling and waste at **Sustainability@schools.nyc.gov**.

## Educational Materials & Resources

### FREE RESOURCES FROM SANITATION

Request FREE materials online, at: **nyc.gov/SanitationMaterials**.

- **Education materials:** RRRResource Guide: RRR You Ready? Designed to help educators implement the three R's (Reduce, Reuse, Recycle) in NYC schools (K – 12).
- **Coloring and comic books** (Literacy component to the RRRResource Guide. PreK – 6).
- **Decals and signage** to set up your recycling program (for both schools with and without Curbside Composting).
- **T-shirts, bookmarks and more!**

### RESOURCES FROM OUR PARTNERS



The official non-profit partner for the New York City Department of Sanitation, the Sanitation Foundation offer a wide array of waste education programs and resources for NYC schools: **sanitationfoundation.org/youth-education**.



**Materials for the Arts** offers field trips, professional development, and in-school residencies focused on creative reuse: **nyc.gov/mfta**.



**NYC Public Schools' Office of Energy and Sustainability** provides info on waste/recycling/compost programs, energy, and conservation for schools: visit **bit.ly/NYCDOESustainability** and/or contact **Sustainability@schools.nyc.gov**.



# Clean Buildings Training: Clean & Green Schools

The Clean Buildings Training is a FREE course designed to help building staff maintain a clean building through best waste management, building maintenance and recycling practices. The training is open to all custodial employees as well as kitchen staff: Custodian Engineer, School Stationary Engineer, School Fireperson, School Handyperson, School Cleaner, School Food Service Managers, Cooks, etc.

## Topics Covered

- Understanding Recycling and Composting in NYC
- Curbside Expectations & Waste Management Equipment
- Service Types, Setout Schedules, and Missed Collections
- How to Get Rid of Bulky and Non-Recyclable Items (electronics, paints, etc.)
- Strategies for Pest Control

Participants who successfully complete the program by meeting all course requirements will receive a Clean Buildings Training Certificate and can win waste bins for their schools. For more information, visit: [nyc.gov/cleanbuildings](https://nyc.gov/cleanbuildings).





# Clean & Green Schools Awards

## Win cash prizes, t-shirts, and more!

The Clean and Green Schools Awards (CGSA) recognizes school Custodial Engineers, and operational support staff, for the work they do and the part they play in promoting proper waste management and sustainability within their schools.

The award is nomination-based, with DSNY collecting nominations from but not limited to:

- School Green Teams
- Student clubs and groups
- Principals and school leadership
- Community and parent groups
- NYCPS's Office of Energy and Sustainability staff
- Director of Facilities and/or Deputy Director of Facilities
- Non-profits: GrowNYC, Materials for the Arts (MFTA), etc...
- DSNY

For more information on how to enter or if you have any questions on the Clean & Green Schools Awards, please email [schools@dsny.nyc.gov](mailto:schools@dsny.nyc.gov) or visit our website at [nyc.gov/cleanschools](http://nyc.gov/cleanschools).



## Set out your materials according to this schedule:

**Neighborhood**



- Trash**
  - Soft Plastics**: Examples include bags of Doritos, Fritos, and other snacks.
  - Other Waste**: Examples include pens, paper, and plastic.
- In black NYC Bins or tilt trucks**
- Between 3pm and 7pm the day before collection**
- Trash is collected on the neighborhood route.**

To find your trash collection days, visit: [nyc.gov/dsny](http://nyc.gov/dsny).  
Enter your building address under “**When is Collection at...**”

## sanitation

# Cronograma del DSNY para sacar los desechos de las escuelas de NYC

Disponga de sus materiales de acuerdo con este cronograma:

TIPO DE MATERIAL		INSTRUCCIONES	HORARIO PARA SACAR LOS DESECHOS	SAQUE LOS MATERIALES EL *					
				LUN.	MAR.	MIÉRC.	JUEV.	VIER.	SÁB.
Ruta de escuelas	 Restos de alimentos	En contenedores marrones cerrados con cerrojo y contenedores basculantes naranjas	Entre las 3 p. m. y las 7 p. m.						
	 Papel con restos de alimentos			COMPOSTAJE COMPOSTAJE COMPOSTAJE COMPOSTAJE COMPOSTAJE					
	 Cubiertos para compostaje								
	 Papel mixto	En bolsas o paquetes transparentes, o en contenedores/ basculantes de NYC	Entre las 3 p. m. y las 7 p. m.						
	 Cartón			RECICLAJE DE PAPEL MIXTO/ CARTÓN					
	 Cartones de bebidas	En bolsas transparentes, o en contenedores/ basculantes de NYC	Entre las 3 p. m. y las 7 p. m.						
	 Plástico duro			RECICLAJE DE METAL/ VIDRIO/ PLÁSTICO/ CARTONES					
	 Vidrio <small>o Recicla una botella</small>			RECICLAJE DE METAL/ VIDRIO/ PLÁSTICO/ CARTONES					



Basura

Plástico blando

Otra basura

En contenedores/contenedores basculantes negros de NYC

Entre las 3 p. m. y las 7 p. m. el día antes de la recolección

La basura se recolecta en la ruta del vecindario.

Para encontrar sus días de recolección de basura, visite: [nyc.gov/dsny](https://nyc.gov/dsny).

Ingrese la dirección de su edificio en la sección “Encuentra mi calendario de colecciones”.

\* La recolección del Departamento de Saneamiento de la ciudad de Nueva York (New York City Department of Sanitation, DSNY) comienza a las 7 p. m. del día en que le corresponde sacar los desechos.

Siga su cronograma para sacar los desechos. Informe a su garaje local del DSNY si no se han recolectado los desechos.

**Tenga en cuenta:** Los reciclables deben sacarse en bolsas transparentes. No se considera como falta de recolección cuando el material se ha sacado después de que el servicio de recolección haya pasado por su escuela.

Si tiene un servicio de contenedor o compactador, es posible que su cronograma sea diferente.

A partir de octubre de 2024



sanitation

## Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





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OF SANITATION

# NYC Guide

## to Clean & Green Schools

### Free Resources for Schools

Order free resources online at [nyc.gov/recyclingmaterials](https://nyc.gov/recyclingmaterials):

- **Bin decals and posters:** to label bins and set up recycling areas and waste sorting stations.
- **Educational coloring and comic books:** for different reading levels, PreK-6.
- For more resources, New York City Public Schools can visit [bit.ly/NYCDOESustainability](https://bit.ly/NYCDOESustainability).

