



Lincoln

Manhattan (MN) – Consolidation TDS #020
Individual Waste Management Action Plan – 2025



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1. PREFACE

A clean and waste-free environment is critical to the health and safety of a community. As part of its efforts to improve residents' quality of life, NYCHA developed Individual Waste Management Action Plans (IWMAAP) – a tool that provides a clear overview of waste management activities at each NYCHA development/consolidation and how these processes can be enhanced. The IWMAAPs are an important aspect of NYCHA's broader efforts to improve how waste is collected, stored, and removed from developments; help prevent pests; and enhance the appearance of residents' homes, in accordance with NYCHA's 2019 agreement with the U.S. Department of Housing and Urban Development (HUD), which is further defined in the glossary on page 5.

For each development/consolidation, the IWMAAPs aim to:

1. **Facilitate greater collaboration and communication among NYCHA staff;**
2. **Better collect and organize information related to waste management;**
3. **Foster greater understanding of local and Authority-wide challenges related to waste; and**
4. **Create specific action plans to improve cleanliness.**

The IWMAAPs contain a range of consolidation-specific data on waste verified through site visits, information from property management staff, and data from other NYCHA sources. While all properties face unique circumstances that contribute to waste management challenges, the IWMAAPs address the specific issues facing each consolidation with short-, medium-, and long-term action items that will improve waste management practices.

NYCHA's Waste Management Department staff will provide guidance and support to ensure that action items are carried out in a timely and efficient manner. Through the partnership facilitated by these IWMAAPs, NYCHA aims to minimize pests and provide residents with a clean, safe place to live and an improved quality of life.

To access the sixth version of IWMAAPs for all NYCHA developments/consolidations, visit <https://www.nyc.gov/site/nycha/about/individual-waste-action-plans.page>. Please contact the Waste Management Department with any questions, concerns, or comments, including any updates to the IWMAAPs, at waste.mgmt@nycha.nyc.gov.

2. GLOSSARY

Brown (Compost) Bin - A brown-colored, latched plastic bin supplied by DSNY specifically used to collect food waste for DSNY's composting program. Is placed curbside for DSNY collection on designated Recycling Days.

Bulk Waste Container - A 30-cubic-yard bin, typically uncovered, used to hold non-recyclables such as furniture, wood, etc.

Cardboard 8-Yarder EZ Pack - The term used by DSNY and Central Office to describe special 8-cubic-yard containers for cardboard and paper pickup. Also see "EZ pack" under Waste Asset Terms.

Cardboard Baler - A machine used to automatically compress and tie loose cardboard into bales as an alternative to manually breaking down boxes and tying or bagging them for curbside collection.

Cardboard Compactor - An exterior compactor that has been designated by DSNY for paper and cardboard disposal only.

Compactor Bags - 40-pound bags of compacted trash cut from interior compactors.

Compost - Organic matter such as food waste or leaves that has been naturally decomposed into a nutrient-rich plant fertilizer.

Consolidation - Name given to one or many developments that are managed by the same location or management office and assigned a unique 3-digit numeric ID in the Tenant Data System (TDS) (e.g., the Sumner Consolidation TDS# 073).

Containerization - Storage of waste inside a wall-protected asset with a barrier that is pest resistant.

Containerized Disposal - Material is moved from building interior compactors and grounds within the development or from shared developments to a waste storage area that contains either an exterior compactor or a pest-resistant wall-protected asset.

Curbside Disposal - Material is moved from building compactors and grounds within the development by staff to a secondary storage area until it is placed at set-out locations on sidewalks adjacent to or along the perimeter of the development for DSNY collection.

Development - Individual properties assigned an individual development TDS number (e.g., 303 Vernon Ave TDS# 156).

Drop-Site - Also known as secondary waste areas, these are designated areas where waste may be placed by residents for collection and disposal by staff. They may accommodate both trash and recycling bins. NYCHA Central Office also uses the term "staff drop-sites" or "staging areas" to describe areas where waste is temporarily placed by staff before being brought to the waste compound. This is not to be confused with curbside set-out locations for DSNY collection called drop spots.

DSNY - City of New York Department of Sanitation.

DSNY Collection Day - The designated collection day by DSNY for refuse that is set out at designated set-out locations.

DSNY Recycling Day - The designated collection day by DSNY for recyclables that are set out at designated set-out locations.

E-Cycling - The process of collecting and recycling electronics with circuit boards such as TVs and computers for usable materials, and to minimize contamination of the natural environment by properly disposing of the toxic chemicals and metals that are contained in the items. Collection is done through the manufacturer, a recycling location, or one of DSNY's special recycling programs.

Exterior Compactor - Often referred to at NYCHA developments as an EZ pack or RoRo (roll on, roll off); similar to an interior compactor, this machine compacts and containerizes waste into 30-cubic-yard containers before removal by DSNY.

EZ Pack - Another term used at NYCHA developments for an exterior compactor and its 30-cubic-yard container. The term is also used by DSNY and NYCHA's Central Office to describe special 8-cubic-yard containers for cardboard pickup.

Hopper Doors - Doors to trash chutes, which are usually one third the chute's area and usually take 13-gallon trash bags.

Interior Compactor - This machine at the base of a trash chute uses a ram to compress material and reduce its total volume; mostly located in the basement of developments.

Mattress Container - A locked shipping container serviced under a mattress recycling contract where staff at participating developments store mattresses and box springs to be hauled by a third party to be upcycled and recycled.

NYCHA 2.0 Waste Management Plan - NYCHA's comprehensive plan created in 2019 to make NYCHA buildings and grounds visibly clean and free of pests.

Paragraph 45 of Exhibit B of the 2019 Agreement with HUD - Part of Exhibit B, Section D, Sub-section v to the 2019 agreement between the U.S. Department of Housing and Urban Development (HUD), U.S. District Court for the Southern District of New York, and NYCHA pertaining to waste management through inspection, collection, and containerization, which states, "Within six months of the Effective Date [of the agreement], NYCHA shall, no less than once every 24 hours, inspect the grounds and commons areas of each building for cleaning and maintenance needs, including pests and trash, and correct such conditions. In particular, NYCHA shall ensure that trash on the grounds or common areas of each NYCHA building is collected and either removed from the premises or stored in a manner that prevents access from pests at least once every 24 hours."

Recyclable Material - All material that is separated and collected for recycling.

Refuse Material - All waste not diverted to recycling or bulk waste that is transported to landfills or incinerators; also known as trash, garbage, rubbish, or MSW (municipal solid waste).

Set-Out Location - DSNY-designated location for DSNY collection that is either curbside or within a waste compound; sometimes referred to as a drop spot.

Shared Disposal - Material is moved (i.e., shared) from one development without containerized assets to another development that has an exterior compactor.

Smart (Compost) Bin - An app-accessible bin used by the general public for drop-off organics as part of DSNY's city-wide composting program.

Textiles - Unwanted clothing, towels, blankets, curtains, shoes, handbags, belts, and other textiles and apparel that can be collected for re-use or recycling.

Trash Chute - A vertical shaft inside a building for transferring trash by gravity to the interior compactor at the bottom.

Waste Compound - Centralized facility or area for containerized collection into exterior compactors, bulk waste containers, and bulk crushers with storage for recycling and storage. Some properties have up to six of these. Also called waste yards.

Waste Material - All discarded material, including both refuse and recyclables.

3. OVERVIEW

Development information for Lincoln:¹

		Lincoln
		
TDS #		020
Building Type		Mid-rise in the park
Border Streets		E 132Nd St, E 135Th St, Fifth Ave, Park Ave
Construction Complete		12/29/1948
Buildings		14
Stories		6–14
Stair Halls		20
Acres		11.67
Square Footage		508,269
Building Coverage		19.35%
Units		1,286
Households		1,160
Official Population		2,474
Average Household		2.13

Additional facilities on consolidation premises:²

- Community center: Yes
- Child daycare center: No
- Senior citizen center: Yes
- Commercial businesses: No
- Community farms or gardens: No

4. WASTE SERVICES AND ASSETS

4.1 WASTE SERVICES

Caretakers are responsible for transporting trash from internal compactor rooms and collection sites to exterior compactors or curbside pick-up locations. While trash pick-up days are provided below, pick-up of exterior compactors often varies depending on the rate at which the compactors fill up. ***If exterior compactors are full or down, supervisors should coordinate to bring waste to another consolidation.***

Lincoln is in Sanitation District MN10. The MN10 District Garage phone number is 646-746-6700, 6702. For CFC removal, call 646-483-5267 or 212-506-7430 or email me06casuper@dsny.nyc.gov. For RoRo/exterior compactor service, call 646-483-5340 or 212-360-3552 or email mnbocsuper@dsny.nyc.gov.

Bulk waste is transported from where residents deposit it to waste compounds, which house one or more 30-yard bulk containers. The bulk containers are then picked up by a private carter. Some consolidations also recycle mattresses. At these consolidations, mattresses and box springs are also put at bulk drop-sites, where staff then transport them to mattress containers. Once full, the mattress containers are picked up by a private recycling company.

Paper/cardboard and metal/glass/plastic/carton are typically collected in receptacles or picked up during grounds inspections and bagged. The recyclables are then transported to a designated compound, where they are stored until they are picked up by DSNY. Likewise, staff collect and bag leaves, which are stored in a designated compound until they are picked up by DSNY.

Some consolidations that have several scattered developments have different methods of disposal for each of the developments within the consolidation. Below are the primary methods of disposal for the consolidation as a whole.

Consolidation overview of waste services:^{2,3,4}

Trash:

- Primary trash disposal method: Exterior Compactor
- Primary trash disposal day: Day Varies

Bulk:

- Primary bulk disposal method: Bulk Container
- Monthly bulk ticket allotment: 13

Recycling Programs:

- Primary DSNY recycling day: Wednesday
- Enrolled in mattress recycling: No
- Enrolled in electronics recycling: No
- Enrolled in textile recycling: No
- Has equipment for leaf mulching or composting: No

Development specific waste services:^{2,3,4}

The following four pages include a table of disposal instructions for residents, a table of how staff should handle the waste disposed of by residents, a waste flow diagram showing how waste is moving between developments in accordance with the staff instructions, and a map of the consolidation.

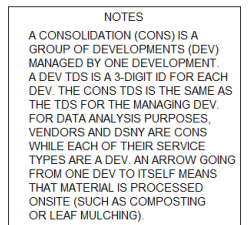
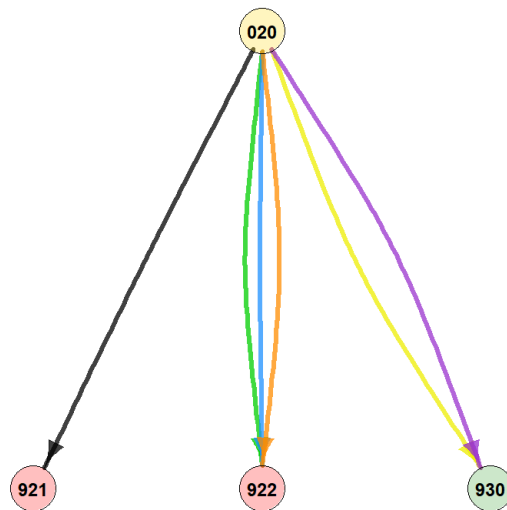
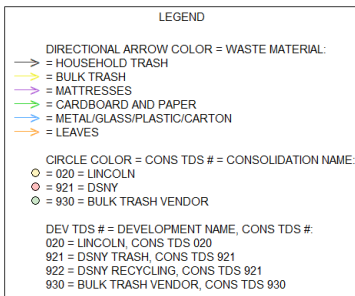
LINCOLN WASTE FLOW RESIDENT INSTRUCTION TABLE AS OF SUMMER 2025

DEVELOPMENT [CTDS.DTDS]	TRASH DISPOSAL INSTRUCTIONS	BULK WASTE DISPOSAL INSTRUCTIONS	MATTRESS DISPOSAL INSTRUCTIONS	PAPER AND CARDBOARD DISPOSAL INSTRUCTIONS	METAL, GLASS, PLASTIC, AND CARTON DISPOSAL INSTRUCTIONS	LEAF DISPOSAL INSTRUCTIONS
LINCOLN [020.020]	Put household trash in a small bag and then put the bag in the trash chute. If necessary or if the bag is too large, put the bag in the nearest drop site.	Put bulk in the designated bulk drop sites.	Seal mattresses in plastic mattress bags to prevent the spread of bed bugs and put them with bulk waste.	Flatten cardboard and paper and then put the flattened cardboard and paper in a recycling bin outside.	Put MGPC in a recycling bin outside.	Leaves and other yard waste should remain outside for staff to handle.

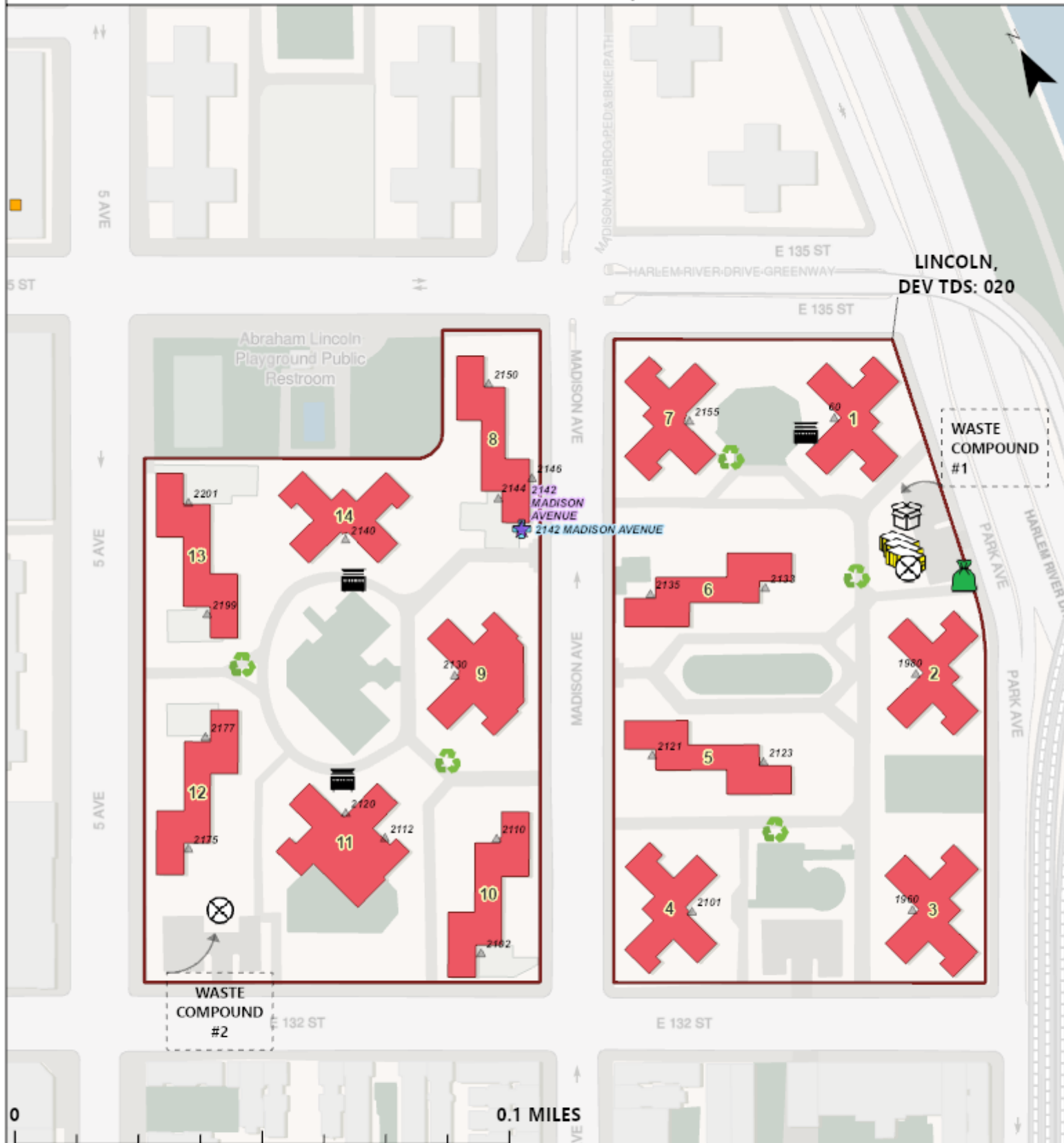
LINCOLN WASTE FLOW STAFF INSTRUCTION TABLE AS OF SUMMER 2025

DEVELOPMENT [CTDS.DTDS]	TRASH DISPOSAL INSTRUCTIONS AND DAYS	BULK WASTE DISPOSAL INSTRUCTIONS AND DAYS	MATTRESS DISPOSAL INSTRUCTIONS AND DAYS	PAPER AND CARDBOARD DISPOSAL INSTRUCTIONS AND DAYS	METAL, GLASS, PLASTIC, AND CARTON DISPOSAL INSTRUCTIONS AND DAYS	LEAF DISPOSAL INSTRUCTIONS AND DAYS
LINCOLN [020.020]	Household trash is disposed of in the exterior compactor (containerized). This container is then picked up by DSNY when it is full: Day scheduled by staff.	Bulk trash is disposed of in the bulk container (containerized). This container is then picked up by a bulk disposal vendor when it is full: Three times a week using 13 tickets.	This consolidation is not enrolled in a mattress recycling program, so mattresses are disposed of as bulk trash. Bulk trash is disposed of in the bulk container (containerized). This container is then picked up by a bulk disposal vendor when it is full: Three times a week using 13 tickets.	Paper/cardboard is picked up by DSNY via compound pickup: Wednesday.	Metal/glass/plastic/carton is picked up by DSNY via compound pickup: Wednesday.	Leaves are picked up by DSNY via compound pickup: Wednesday.

LINCOLN WASTE FLOW NETWORK AS OF SUMMER 2025



WASTE ASSET MAP FOR LINCOLN, CONS TDS #020



Created on 4/7/2025 by NYCHA Waste Management. Scale: 1:1,698. Rotation: 29. Spatial Reference: WGS 1984 Web Mercator Auxiliary Sphere. Median Center of Consolidation: 073° 56' 12.46" W 40° 48' 39.78" N. Source: NYC OTI, Esri, GEBCO, Garmin, NaturalVue, DSNY, NYCHA Performance Tracking and Analytics, NYCHA Waste Management. Basemap: "NYC Basemap" maintained by the NYC Office of Technology & Innovation.

LEGEND (with counts)

- | | | | |
|---------------------------|--------------------------|--------------------------|------------------------|
| ★ NYCHA Consolidation (1) | ▲ Entrance (23) | 📦 Bulk Container (3) | ♻️ Recycling Bin (5) |
| 🌈 NYCHA Development (1) | ★ Management Office (1) | 📦 Cardboard Baler (1) | 👜 Setout Recycling (1) |
| 🔴 NYCHA Building (14) | ⛑ Maintenance Office (1) | ⊗ Exterior Compactor (2) | ➡ Waste Compound (2) |
| | 🟡 DSNY Smart Bin (1) | | |
| | 🚮 2-cy Container (3) | | |



4.6 WASTE ASSET DEVELOPMENT TOTALS

Below is the breakdown of which outdoor and indoor assets are present at the developments in this consolidation. The types of outdoor assets are: 2-cy Container, Auger, Brown Bins (Organics), Bulk Container, Bulk Crusher, Cardboard Baler, Cardboard Compactor, Cardboard EZ Pack, E-cycling, Exterior Compactor, Intermediate Waste Station, Mattress Container, Pneumatic MGPC Terminal, Pneumatic Waste Terminal, Recycling Bin, Setout Recycling, Waste Compound, Waste EZ-Pack.⁴ The types of indoor assets are: Interior Compactor, Trash Chute Door.^{4,5} Other waste assets not overseen by the NYCHA Waste Management Department but of interest to staff are: DSNY Smart Bin, Partner Composting Location.^{4,6} At this consolidation, exterior compactors were last replaced in 2003 and interior compactors were last replaced in 2000.⁷

Waste assets by development:

	Lincoln	Total
2-cy Container	3	3
Bulk Container	3	3
Cardboard Baler	1	1
Exterior Compactor	2	2
Recycling Bin	5	5
Setout Recycling	1	1
Waste Compound	2	2
Interior Compactor	20	20
Trash Chute Doors	186	186

4.7 CAPITAL IMPROVEMENTS FOR ASSETS AND WASTE YARDS

Please visit <https://capitaltracker.nycha.info/> to check the status of capital projects across NYCHA's portfolio.

NYCHA's Asset and Capital Management (ACM) team is working on the below improvements. The Waste Management Department and others are also working with developments on other upgrades and initiatives.

Exterior Compactor Replacement - Projects in this scope area may include: repairing, replacing, or installing new large trash compactors and crushers located in a closed yard

Interior Compactor Replacement - Projects in this scope area may include: repairing and/or replacing interior trash compactors located at the lowest level or ground floor of a building; installing new hopper doors and chute; upgrading existing electrical wiring to accommodate the compactor; and repairing, replacing, and/or leveling floors and installing floor drains.

Mechanized Collection - For sites that lack space and implementation of exterior compactor containerization, a truck with crane-loading arm pulls a pest-proof container onto the vehicle.

Trash Hoist Elevator - A system for transporting compactor bags to ground level for developments which lack ramp access.

Waste Yard Redesign - For more effective space utilization and/or to add auger compactors that are electric without hydraulics reliance (and are single stream, combining waste with bulk), these compound upgrades are wall-to-wall, including maintenance amenities and exterior compactor replacements where applicable.

4.8 CONSOLIDATION VEHICLE ASSETS

The below images are examples of the types of vehicles at consolidations.⁴ Exact years, makes, and models vary. Only the number of vehicles that were active, operational, and able to be used at the time of the Waste Management Department’s site visits are shown here.

Vehicles:		
2 Truck(s)	2 Skid Steer(s)	1 Tractor(s)
		
0 Sweeper(s)	0 Toolcat(s)	0 Gator(s)
		

Sweepers are electric. Trucks, skid steers, tractors, toolcats, and gators are gas-powered. This consolidation has no other electronic vehicles.

5. WORK ORDERS

5.1 HOW STAFF SHOULD SUBMIT A WORK ORDER

If staff needs assistance from the Waste Management Department, staff should follow the below steps when creating a work order in Maximo:

- 1. Create work order with failure class: "COMPACTOR" for interior compactor or "EXTERIORCOMPACTOR" for exterior compactor. Create one WO for each exterior if needed.
- 2. Choose appropriate problem code.
- 3. Enter details in notes. List the compactor number if it is an exterior compactor.
- 4. Choose "MAINT" as craft.
- 5. Select "TSDWASTE" as ownership group.

This will ensure your work order gets a prompt response from Waste Management in the Maximo software queue.

5.2 COMPACTOR WORK ORDER TRENDS

The NYCHA STAT Data Portal offers a real-time summary of several key performance indicators (KPIs) such as monthly work order (WO) count. The dashboard should be checked every 1-2 weeks for the latest performance data on each development. The work orders can be accessed by staff on NYCHA computers or VDI/Remote Desktop by opening a web browser and going to: NYCHA homepage > Departments > Performance Management and Analytics > Performance Management and Analytics > NYCHA STAT Data Portal > Daily Tools > WO Aging Matrix.

Compactor work orders by year and type:⁸

	Interior	Exterior	Total
2021	63	32	95
2022	65	13	78
2023	17	8	25
2024	29	7	36
2025	44	1	45

6. ESTIMATED WASTE OUTPUT

Quantifying how much material is generated at each consolidation helps determine how well assets and services meet current needs, and what additional elements are necessary to operate as efficiently as possible. Lincoln has 2 30-cubic-yard exterior compactor(s) that, on average, contained 7.25 tons of refuse per container at the time of collection during the year 2022. DSNY prefers compactors to contain between 7 to 12 tons at collection time since higher weight is more efficient. DSNY collects both refuse and recyclables.

Estimated waste output by development:⁹

	Lincoln	Total
<i>Projected Daily Material Weights</i>		
All Waste (Refuse and Recyclables) Generated (tons/day)	3.71	3.71
<i>Projected Containerized Refuse per Day</i>		
Refuse (tons/day)	0.96	0.96
Daily PPR (pounds per resident/day)	3	3
Compactor Output (sausage bags/day)	100	100
<i>Projected Separated Recyclables per Week</i>		
Metal, Glass, Plastic, Cartons (44-gal. bags/wk)	809	809
Cardboard (bales/wk)	84	84
Paper (44-gal. bags/wk)	425	425
Daily PPR (pounds per official resident)	3	3

7. STAFFING

7.1 STAFFING STRUCTURE OF WASTE MANAGEMENT DEPARTMENT

As of March 2026, the Waste Management Department is comprised of 67 positions, subject to change:

Directors

- 1 Vice President
- 1 Director
- 1 Deputy Director for Brooklyn and the Bronx
- 1 Deputy Director for Manhattan, Queens, and Staten Island
- 1 Operations Administrator
- 1 Office Manager
- 1 Senior Project Manager for Recycling Programs (temp)

Rear Loader Program and Compactor Service Repair Dispatch

- 1 Superintendent
- 1 Assistant Superintendent
- 22 Caretaker Xs
- 12 Maintenance Workers
- 2 Welders

Scorecard

- 1 Assistant Superintendent
- 5 Scorecard Inspectors
- 1 Support Manager (temp)

Field Visits and Individual Waste Management Action Plans

- 1 Senior Operations Analyst for Brooklyn and the Bronx
- 1 Senior Operations Analyst for Manhattan, Queens, and Staten Island
- 1 City Research Scientist
- 1 Graduate Intern

Recycling Programs

- 2 Program Managers (temp)
- 1 Program Associate (temp)
- 1 Graduate Intern

Pneumatics

- 1 Chief of Pneumatic Operations
- 1 Supervisor of Mechanical Installation and Maintenance
- 1 Superintendent
- 1 Assistant Superintendent
- 3 Maintenance Workers

7.2 STAFFING STRUCTURE OF CONSOLIDATION

At the consolidation level, caretakers, as well as supervisors of caretakers (SOC) and supervisors of groundskeepers (SOG), are responsible for waste management. For sites with no SOG, caretakers of the grounds may report to the SOC or other site supervisors. As of Summer 2025, Lincoln had a budget for 24 total caretakers.¹⁰ The duties of specific caretaker titles are outlined below:

- **Caretaker X** - Authorized to drive vehicles necessary for large-scale movement of waste, such as skid-steer loaders used to manipulate 30-yard containers and trucks. These caretakers may also conduct a range of duties otherwise assigned to caretakers in the G or J titles.
- **Caretaker G** - Primarily responsible for groundskeeping tasks, such as cutting lawns, trimming trees and hedges, grounds monitoring, and tending to beds.
- **Caretaker J** - Conduct a range of janitorial tasks, including removing garbage from compactor rooms, servicing equipment such as compactors, and cleaning indoor and outdoor spaces of debris. These caretakers may also conduct groundskeeping work, including cutting lawns and trimming hedges.
- **Caretaker I** - Receives, records, transports, counts, secures, and audits maintenance storeroom inventory.

The internal NYCHA directory which lists staff by phone number and position for each consolidation can be accessed from any desktop workstation from the homepage or by typing in <http://phonedirectory/> then searching by location. Please note that there is often a delay in updating the status of new staff.

8. FINDINGS

A site visit to Lincoln was conducted on October 8, 2025, by the Waste Management Department (WMD).

There are several waste-related issues that are common across NYCHA's portfolio. These issues are improper disposal, illegal dumping, window littering, unpicked-up dog waste, pests, and waste poaching. To track these issues and their frequency of occurrence at each consolidation, WMD asked the staff at the site visit meetings, "How frequently do you deal with these issues at this consolidation?"

For each of the six aforementioned issues, staff could choose one of the following five levels of frequency: never (1), rarely (2), sometimes (3), often (4), or constantly (5). While such survey questions are qualitative and based on opinion, they serve as an approximate gauge of the severity of these issues at the consolidations. The next page contains graphs tracking the Lincoln answers starting in 2023.

Thank you to all of the Lincoln staff for the valuable insight and feedback.

Issue Frequency Change Across IWMAPs - Lincoln, Cons. TDS #020



8.2 ACTION ITEMS

Using interview responses from the consolidation staff, these suggested action items have been determined for both consolidation and WMD staff to work on. These action items are subject to change.

Items for Consolidation Staff:

- Follow the waste removal best practices below and the recycling guide on the following two pages.

Items for WMD Staff:

- Work with consolidation staff to find improved locations for bulk drop sites.
- Assist with making or obtaining signage for bulk drop sites.
- Update resident and staff proper disposal instructions as needed.

8.3 WASTE REMOVAL BEST PRACTICES FOR STAFF

- If you need an increase in monthly bulk tickets, please request from WMD. In case of a temporary or emergency addition, please reach out to the Borough Office, which should also receive excess tickets.
- For illegal dumping, please order our large sign in Oracle. (HA No. 1321931675)
- After DSNY CFC removal, a Certificate of Worthless Property and Freon Removal Log must be filed onsite for all air conditioners and refrigerators to be disposed.
- Please contact WMD at waste.mgmt@nycha.nyc.gov for special pickup of excess refrigerators, stoves, and bulk metal (stoves also need a Certificate of Worthless Property).
- Submit a Clean Compounds form daily to confirm Paragraph 45 compliance and compound cleanliness.
- Refer to the next two pages for general recycling procedures and specific program guidelines.
- Stock up on PPE, compactor tools, and recycling supplies.

9. RECYCLING GUIDE FOR STAFF

9.1 GENERAL RECYCLING PROCEDURES

Recycling is the law. NYCHA is committed to making recycling an effective tool to maintain cleaner and greener developments. The following procedures are critical to success. We rely on your timely communication to resolve issues that impact proper recycling. If issues arise that cannot be managed at a Property Manager level, please contact your Neighborhood Administrator.

Caretaker Roles to Support Proper Recycling

1. Keep chutes clean. Clean hopper doors and handles during daily rounds (See: Standard Procedure, Janitorial Operations 060:67:1, Section VII, F "Hopper Doors and Pans").
2. Keep entrances clean. Clean refuse bin lids/handles and empty bins during daily rounds.
3. Promote resident education. Direct residents to the management office for additional recycling resources.
 - a. Work with Resident Participation and Civic Engagement to coordinate with tenant associations regarding resident outreach and education.
 - b. Use appropriate signage to direct proper disposal of waste streams.
4. Promote proper disposal. Post signage and decals (<https://sanitation.my.site.com/recyclingmaterialsrequest>) directing residents and staff to dispose of all waste in the proper method at various storage areas.
 - a. Trash
 - i. Post the Compactor Trash Chute Sign (Form 060.199) above trash chute doors.
 - ii. Ensure that trash bins are located beside recycling bins.
 - b. Recycling
 - i. Label recycling bins with proper blue (MGPC – metals, glass, plastic, cartons) and green (PC – paper, cardboard) decals.
 - ii. Post recycling signage in recycling areas.
 - iii. Always line recycling bins with clear recycling bags (HA No. 0912999928).
 - c. Programs
 - i. Post flyers about program participation for residents in management offices, in the mail area, and by the ground-floor elevator banks for each building.
 - ii. Post flyers about program procedures for staff in management offices and designated storage areas.
5. Help DSNY collect recycling. Ensure that all recycling is properly bagged or bundled according to procedure for easier collection.
 - a. Ensure that all recycling is collected in clear recycling bags (HA No. 0912999928).
 - b. Dispose contaminated bags of recycling as waste.
 - c. Store waste and recyclables in your designated storage areas in separate piles of each stream, with no comingling, in preparation for DSNY collection.
 - d. Post recycling collection schedules and relevant contact information where staff can reference.
 - e. Ensure recycling inside your gated area is ready for collection the DAY BEFORE recycling day, and that DSNY has a 999 key for access. Sites following DSNY Clean Curbs rules should set out recycling curbside from 5am on the DAY OF collection.
 - f. For missed pickups, the supervisor will call the DSNY district garage for each respective district. If no response, email nrecycles@dsny.nyc.gov, cc waste.mgmt@nycha.nyc.gov.
 - i. Community Board Districts can be found at: <http://nyc.gov/dsny>.

9.2 RECYCLING ASSETS AND PROGRAMS

For additional program information, specific program procedures, or if you are interested in implementing the following programs at your development, reach out to the Waste Management Department at waste.mgmt@nycha.nyc.gov.

Cardboard Balers - Mechanical balers help Caretakers bale cardboard with a machine. Bales are created at a size acceptable by DSNY standards (not more than 18" high). Bales are set out with regular recycling and collected by DSNY on scheduled recycling days.

Cardboard Compactors - Underutilized exterior compactors at host sites are dedicated for paper and cardboard only. Transfer sites deliver cardboard to neighboring host sites. Once compactors are close to full, staff notify DSNY to coordinate service.

Cardboard EZ Pack (8-cy Containers) - Cardboard is collected by staff and deposited in designated 8-cy EZ Pack containers. They receive scheduled service, or staff notify DSNY to coordinate service when containers are full.

E-cycling - Electronics are collected from designated drop sites or the management office and stored in bins or rooms at a secure location. Once a minimum of items is collected, staff notify DSNY RecycleNYC to coordinate a pickup.

Mattress Recycling - Wrapped mattresses and box springs are collected from drop sites and stored in mattress containers at host sites. Transfer sites deliver mattresses and box springs to containers at host sites. Once a minimum of items is collected, staff notify mattress vendors to coordinate a pickup.

Organics (NYCHA Farms) - Farms located on NYCHA property that are maintained by volunteers. Residents can drop off food scraps onsite to be turned into compost.

Organics (Brown Bins) - DSNY-distributed brown bins are stored at designated locations for residents to drop off food waste. Staff are to set out bins alongside regular recycling, which are serviced by DSNY on scheduled recycling days. Bins need to be brought back to designated storage areas after service.

Organics (Smart Bins) - DSNY-installed smart bins are located on NYCHA perimeters for the general public to drop off food waste through a self-enrolled program. They are serviced 6 days a week by DSNY. Caretakers should monitor the areas around smart bins for cleanliness.

PaintCare - Old, unused, and empty cans of paint are collected by staff in designated areas. Once a minimum is reached, staff notify PaintCare to pick up.

Recycle First - A program that trains Caretakers to prioritize recycling as a waste management mindset. Caretakers are to police grounds for recyclables with clear bags, re-line all exterior receptacles with clear bags, address cardboard and all recyclables per procedure, store and set out recyclables in separate streams with no comingling, and submit weekly data to monitor compliance.

White Goods aka Appliances - White goods and CFC-containing household items need to be set out at designated recycling locations to have CFC removed via DSNY appointment. Dependent on volume, they are left at designated set-out locations for pickup by DSNY or WMD.

DSNY DECALS

Order decals for ***free*** here:

<https://sanitation.my.site.com/recyclingmaterialsrequest>

The screenshot shows a web browser window with the URL <https://sanitation.my.site.com/recyclingmaterialsrequest>. The page features the "sanitation materials" logo and a language selector set to "English". The main content area is titled "Who are you ordering for?" with the instruction "Please choose one". It contains a grid of nine options:

- Residents**: For residents, superiors, and property managers of buildings in NYC.
- Businesses**: For NYC business owners and their staff.
- DSNY Employees**: For employees of the NYC Department of Sanitation doing outreach to residents or setting up waste and recycling stations.
- Schools**: For NYC K-12 schools with trash and recycling collection from NYC Department of Sanitation.
- NYC Compost Project**: For staff members of one of the seven NYC Compost Projects or certified Master Composters.
- NYCHA**: For NYCHA employees doing outreach to residents or setting up waste and recycling stations. (This option is circled in red in the original image).
- Agencies & Institutions**: For nonprofit, cultural, and religious institutions, colleges, and government agencies with trash and recycling collection from DSNY or a private carrier.
- Events & Public Distribution**: For event planners and community organizations planning events within NYC.
- Selected Officials**: For selected officials and their staff conducting outreach or hosting events.

At the bottom of the page, there are links for "Contact Us", "FAQs", and "Where's my order?". Social media icons for Facebook, Twitter (@NYCSanitation), and Instagram are also present, along with the copyright notice "© 2021 New York City Department of Sanitation".

TRASH CHUTE DECAL

Search "060199"
in the NYCHA SharePoint Document Library
to get the Compactor Chute Sign!



11. ENDNOTES

1. Performance Tracking and Analytics Department. 2025. "NYCHA Development Data Book 2025." <https://www.nyc.gov/assets/nycha/downloads/pdf/development-data-book-archive/pdb2025.pdf>. Average Household = Official Population / Households. Building Type = Descriptions based on page 6 of Asset and Capital Management's 2025 "NYCHA Design Guidelines" https://www.nyc.gov/assets/nycha/downloads/pdf/NYCHA_Design_Guidelines_Report.pdf and pages 20-27 of NYC Planning and NYCHA's 2020 "Connected Communities Guidebook" <https://www.nyc.gov/assets/nycha/downloads/pdf/Connected-Communities-Guidebook.pdf>.
2. Waste Management Department. 2025. Survey responses collected during Individual Waste Management Action Plan 2025 site visits.
3. Waste Management Department. 2025. "WM Master - Programs."
4. Waste Management Department. 2025. "Waste Management Data Collection Map."
5. Waste Management Department. 2022. "WMD 2022 Hopper Door Inspection Data."
6. NYC Department of Sanitation. 2025. "DSNY Food Scrap Drop-Off Locations." <https://nychamaps.arcgis.com/home/item.html?id=41dccce967404f57b597189092813055>.
7. Waste Management Department. 2023. "Compactor Bulk Crushers History."
8. Waste Management Department. 2025. Maximo Compactor Work Orders.
9. Formulas detailed below:
 - a. All Waste (Refuse and Recyclables) Generated (tons/day) = (Official Population * 3 Daily PPR) / 2,000 pounds per ton, rounded to second decimal.
 - b. Refuse (tons/day) = All Waste Generated * 0.26 the approx. share of waste that is only refuse, rounded to second decimal.
 - c. Daily PPR (pounds per official resident) = ((142,365 tons of refuse per all NYCHA residents during July 2016 to June 2017 according to the Department of Sanitation / 330,118 total NYCHA PTAD 2023 official population) / 365 days per year) * 2,000 pounds per ton, rounded up to whole pound. Tons of refuse from: NYC Department of Sanitation's "2017 NYC Residential, School, and NYCHA Waste Characterization Study" <https://dsny.cityofnewyork.us/wp-content/uploads/2018/04/2017-Waste-Characterization-Study.pdf>.
 - d. Compactor Output (sausage bags/day) = 2025 survey responses.
 - e. Metal, Glass, Plastic, Cartons (44-gal. bags/wk) = ((All Waste Generated * 0.19 the approx. share that is MGPC * 2,000 pounds per ton) / 12.2 pounds per bag) * 7 days per week, rounded up to whole bag.
 - f. Cardboard (bales/wk) = ((All Waste Generated * 0.07 the approx. share that is cardboard * 2,000 pounds per ton) / 43.52 pounds per bale) * 7 days per week, rounded up to whole bale.
 - g. Paper (44-gal. bags/wk) = ((All Waste Generated * 0.07 the approx. share that is paper * 2,000 pounds per ton) / 8.56 pounds per bag) * 7 days per week, rounded up to whole bag.
10. Waste Management Department. 2025. Total from 2025 Pay Period 14.