

# Reference Sheet - Material Disposal for Specialty School Items

*NYC Department of Education, Division of School Facilities*

CATEGORY	MATERIAL TYPE	DISPOSAL INSTRUCTIONS
<b>Automotive</b>	<b>Oil</b>	<b>CONTACT:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram.
<b>Air Conditioner (not working)</b>	<b>Out of Service AC Units</b>	<b>CONTACT:</b> Call 311 to schedule an appointment for Freon removal and recycling pickup. Place the material out for Freon removal on the appointed day which is typically the day before the scheduled recycling day. Once the Freon is removed, the item will be stickered so that DSNY can pick it up for recycling the following day.
<b>Ballasts</b>	<b>Ballasts</b>	<b>CONTACT:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram.
<b>Batteries</b>	<p><a href="#"><u>Nickel, Cadium, Nickel Metal Hydride, Lithium, Lithium Ion, Nickel Zinc, Small Sealed Lead Acid Batteries</u></a></p> <p><i>ALL Rechargeable Batteries also fit within this criteria.</i></p>	<p><b>STORAGE:</b> Battery terminals are to be taped with duct tape and stored in an empty five gallon container sealed with a plastic lid. Container is to be labeled “Universal Waste – Discarded Batteries” with date of first disposed battery written <a href="#"><u>on the label</u></a>. Once the container is full or one year has passed since the first battery was disposed, a work request may be filled out.</p> <p><b>CONTACT:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram. In the short description field indicate Custodian geographic district, Building ID, and “UW Battery Disposal.”</p>
	<b>Non-rechargeable Alkaline Batteries (AA, AAA, C, D)</b>	Place in regular trash for collection by DSNY.
<b>Books</b>	<b>Softcover</b>	Outdated softcover books can be placed in regular paper recycling at any time. If you have a large amount (approx. 500+) to place out at one time, please notify DOE Office of Sustainability to request a DSNY bulk pickup. Liz Colon: <a href="mailto:ecolon24@schools.nyc.gov"><u>ecolon24@schools.nyc.gov</u></a>
	<b>Hardcover</b>	<p><b>CONTACT:</b> The Division of Teaching and Learning Service Center at (718) 935-3334 or <a href="mailto:curriculum@schools.nyc.gov"><u>curriculum@schools.nyc.gov</u></a> with questions about recycling hardcover books.</p> <p><b>Large Quantities:</b> Requests to dispose outdated hardcover books should be sent to the DOE Office of Teaching and Learning. Email <a href="mailto:curriculum@schools.nyc.gov"><u>curriculum@schools.nyc.gov</u></a> for a Disposal Request Form. Once notified of approval, DOE Waste Coordinator will contact DSNY for a bulk container to collect hardcover books for recycling.</p>
<b>Bulbs</b>	<b>See Lamps</b>	N/A

<p><b>Chemicals</b></p>	<p><b>Unwanted Chemicals, Chemical Waste, Science Lab Chemicals, Photo Development Chemicals</b></p> <p><i>Biological specimens that are not properly sealed and are off gassing should be included with other unwanted chemicals.</i></p>	<p>Confer with the Assistant Principal and grade leaders/teachers to ascertain which chemicals and specimens need to be removed and disposed of properly. Use the <a href="#">Chemical Removal Form</a> to complete the list, and be as specific as possible as to the number and sizes of containers to be removed. Any unidentified chemicals should be included on the list as “unknown” or waste.</p> <p><b>STORAGE:</b> Do not pack or move the chemicals yourself. Identify the container for removal with a mark or tag. Once tagged/marked, the Assistant Principal and Custodian should be shown where these items are located.</p> <p><b>CONTACT:</b> When the Chemical Removal Form is completed, the Custodian should prepare a PO 18 request for chemical removal, attaching the prepared list(s) of chemicals. PO 18 request should use Trade Code 75 Crew # 2274 Job type EB. Route to Mahvash Pedram via Passport System.</p> <p>The Custodian then contacts the DOE Deputy Director of Facilities (DDF) to prepare a work order for removal.</p>
<p><b>Electronic-Waste</b></p>	<p><b>Fax Machines, Standard Size Copiers, VCR/DVD Players, Smartboards</b> <b>(ADDED: May 2016)</b></p>	<p><b>DOCUMENTATION:</b> Principal must first indicate in writing that they are authorizing the Custodian to commence with disposal. They are to provide a description of the equipment, including the make, model and serial number. This document is to be kept on permanent file in Custodian office.</p> <p><b>PICKUP:</b> Create a work request to have the equipment scheduled for removal by DSF Trucking Department. For tracking purposes, in the short description field of the work order, Custodian are to indicate geographic district, building ID and the phrase “<b>DSF E-Waste Removal Program.</b>” (Ex: K001 would provide the following information in the short description field; 15K001/DSF E-Waste Removal Program).</p> <p>On the work request Custodian are to indicate trade code 44 (Trucking) and include the job type “<b>EW.</b>” In the instruction field, provide an itemized list as well as a count of the equipment being discarded. (e.g., 3 Smartboards and 1 copier.)</p>
	<p><b>DAMAGED Computer Monitors</b></p>	<p><b>STORAGE:</b> Place in a sealed corrugated carton, labeled: “Leaded Glass from Televisions or Computer Monitors – Do Not Mix with Glass Materials.” Store cartons indoors.</p> <p><b>CONTACT:</b> The Principal or their designee may make arrangements for disposal by calling the Division of Information and Instructional Technology: (718) 935-5100.</p>

<b>Electronic- Waste (con't)</b>	<u><a href="#">UNDAMAGED Televisions</a></u>	<p><b>DOCUMENTATION/PICKUP:</b> Principal must first indicate in writing that they are authorizing Custodian to commence with disposal. They are to provide a description of the equipment, including the make, model and serial number. After this information is gathered, Custodian must create a work request to have the television scheduled for removal by DSF Trucking Department.</p> <p>For tracking purposes, in the short description field of the work order, Custodian are to indicate Custodian geographic district, Custodian building ID and the phrase <b>“Television Removal Program.”</b> (Ex: K001 would provide the following information in the short description field; 15K001/DSF Television Removal Program). On the work request Custodians are to indicate trade code 44 (Trucking) and include the job type <b>“BP.”</b> In the instruction field, provide the total quantity of televisions to be disposed.</p>
	<u><a href="#">DAMAGED Televisions (not including computer monitors)</a></u>	<p><b>STORAGE:</b> Place broken television and contents in a sealed corrugated carton. Label carton: “Leaded Glass from Televisions or Computer Monitors – Do Not Mix with Other Glass Material.”</p> <p><b>DOCUMENTATION/PICKUP:</b> Principal must first indicate in writing that they are authorizing Custodian to commence with disposal. They are to provide a description of the equipment, including the make, model and serial number. After this information is gathered, Custodian must create a work request to have the damaged television scheduled for removal by DSF Trucking Department.</p> <p>For tracking purposes, in the short description field, Custodian are to indicate Custodian geographic district, Custodian building ID and the phrase <b>“Television Removal Program.”</b> (Ex: K001 would provide the following information in the short description field; 15K001/DSF Television Removal Program). On the work request Custodian are to indicate trade code 44 (Trucking) and include the job type <b>“BP.”</b> In the instruction field, write “damaged televisions” and provide the total quantity of televisions to be disposed.</p>
	<b>Desktop Computers, Loose Cables, Loose Hubs/Routers/Switches, Loose Keyboards/Mice, Loose Notebook Computer Accessories, Monitors (CRT &amp; Flat), Notebook Computers, Netbooks, Printers</b>	<u><a href="#">See Division of Instructional &amp; Informational Technology disposal policy for e-waste</a></u>

<b>Freezers</b>	<b>Working &amp; Non-Working Units</b>	If units are <u>not working</u> , see the procedures for air conditioners. For working units, follow procedures for Furniture/Bulk Items.
<b>Furniture, Bulk Items</b>	<b>Desks, Couches, Tables, Chairs, etc.</b>	<p>Principals must follow relinquishment procedures on the <a href="#">FAMIS website</a> outlining the process for the <a href="#">Disposition of Obsolete Equipment</a>. <i>Decisions regarding relinquishment of items are solely the responsibility of the Principal.</i></p> <p><b><u>For obsolete/working items – DONATE items for re-use:</u></b>  After FAMIS posting has expired, Custodian emails <a href="mailto:ecolon24@schools.nyc.gov">DOE Waste Coordinator (ecolon24@schools.nyc.gov)</a> with the following info:</p> <ul style="list-style-type: none"> <li>• Description of the items and photo(s)</li> <li>• School Name, Building Code, Location Code(s)</li> <li>• School Address</li> <li>• Building contact name, phone, and email</li> <li>• Hours of accessibility</li> </ul> <p>DOE Waste Coordinator will verify FAMIS posting procedures were followed; if approved, items will be advertised via <a href="#">Materials for the Arts</a> or <a href="#">DonateNYC</a> services. Pickup will be arranged by receiving parties identified through above services.</p> <p><b><u>For broken/damaged items:</u></b>  Custodian emails <a href="mailto:ecolon24@schools.nyc.gov">DOE Waste Coordinator (ecolon24@schools.nyc.gov)</a> with the following info:</p> <ul style="list-style-type: none"> <li>• School Address, School Name, Building Code, Location Code(s)</li> <li>• School Address</li> <li>• Building contact name, phone, and email</li> <li>• Photos of items along with item types and estimated quantities</li> <li>• Letter from Principal stating items are no longer functional and requesting pickup.</li> </ul> <p>DSNY will send a Field Officer to evaluate the waste quantity and type. A determination will then be made regarding a bulk container or special pick-up, and DSNY Field Officer will inform school of scheduled collection date.</p>
<b>Gas Cylinders</b>	<b>Spent Containers</b>	<b>CONTACT:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram.
<b>Lab Waste</b>	<b>Animal Parts in Formaldehyde</b>	See “Chemicals”

	<b>Science Lab Chemicals</b>	See "Chemicals"
<b>Lamp (bulb)</b>	<u><a href="#">Bulbs containing heavy metal: compact fluorescent, fluorescent high intensity discharge (HID), neon, mercury vapor, high pressure sodium, metal halide lamps</a></u>	<p><b>STORAGE:</b> Disposed lamps of different sizes are not to be placed together in the same fiber drum/corrugated carton. Lamps are to be stored in issued fiber drums or the same type of corrugated carton that the lamps were received in when new. A new fiber drum should be dropped off when a full one is picked up. If extra drums are needed, the request may be made in the Passport System. Signage that says "Universal Waste / Fluorescent Lamp Storage Area" is to be placed at the entrance to storage location.</p> <p>Fiber drums/cartons containing the lamps must be in sound and undamaged condition and kept closed at all times. Fiber drums/cartons must be stacked on pallets or chocks and must not be in direct contact with the ground/floor. Storage areas must be kept neat, clean, organized. Fiber drums/cartons must be labeled and dated with the first date the lamp was placed within it. All fiber drums/cartons must be clearly visible from the storage area aisle space.</p> <p><b>PICKUP:</b> The fiber drums/cartons must be removed from the premises and disposed of within one year from time the first lamp was placed in the drum. Fiber drums/cartons must be sealed /closed in preparation for pickup and transport. Work requests for pickup should include: geographic district, building ID and the phrase "Bulb Recycling Program", indicate Trade Code 44 (Trucking) and include Job Type "BP" (Bulb Program). In the instruction field, indicate the total quantity of containers to be disposed.</p> <p><b>DOCUMENTATION:</b> Be prepared to verify that all Custodial staff handling universal waste lamps (including yourself), have been trained, with signed off certification available for review on site. Contact your DDF if you were not properly trained. All documentation pertaining to shipping, manifests and certificates for the safe disposal in handling universal lamp material is to be kept on file with the Division of School Facilities at 44-36 Vernon Blvd. Requests to review this documentation are to be brought to your DDF's attention.</p>
	<b>Incandescent Bulbs</b>	Are not considered hazardous and should be disposed of in the regular trash. Bulbs are <b>NOT recyclable glass</b> and should NOT be placed for DSNY Collection with other glass bottles and jugs.

	<a href="#"><u>Broken Bulbs</u></a>	If lamp is broken, follow “Incidental Breakage Procedure for Lamps Containing Heavy Metals” outlined <a href="#"><u>Custodian Engineer Circular No.2 – 2011/12</u></a> (see pg. 3)
<b>Mercury Containing Devices</b>	<a href="#"><u>Thermostats, Medical Devices, Electric Switches, Relays, and other items that contain elements of mercury</u></a>	<p><b>STORAGE:</b> Mercury containing devices are to be stored in the same area as batteries and discarded lamps containing heavy metals. Proper signage stating “Universal Waste Storage Area” is to be placed at the entrance to this area. These items are to be disposed of in an empty 5 gallon plastic container with a sealed plastic lid. Container is to be <a href="#"><u>labeled</u></a> “Universal Waste – Discarded Mercury Containing Devices” and the date of the first disposed item. In the description field on the label, enter the term “Discarded Mercury Containing Devices” and complete the “Generator Information” section with your building information. Leave approval code and documentation number sections blank.</p> <p><b>DOCUMENTATION/PICKUP:</b> Once container is filled or approaching the one year anniversary from the date the first mercury containing device was placed inside the container, a work request indicating track code 75 must be entered in order to schedule removal from your building. Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram. For tracking purposes, in the short description field, indicate your geographic district, building ID, and the term ‘UW Mercury Containing Device Disposal’ in the short description field.</p>
<b>Paint</b>	<b>Can / Bottles of Paint (Empty)</b>	May be collected with Metal, Glass, Plastic, & Carton recycling by DSNY.
	<b>Can / Bottles of Paint (Unused)</b>	<b>CONTACT/PICKUP:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram.
	<b>Paint Remover Cans &amp; Soiled Paint Rags</b>	
<b>Printing Room Solutions</b>	<b>Toner, Ink Cartridges, Photo Development Chemicals</b>	<b>CONTACT/PICKUP:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram.
<b>Refrigerators</b>	<b>Working &amp; Non-Working Units</b>	If units are <u>not working</u> , see the procedures for air conditioners. For working units, follow procedures for Furniture/Bulk Items.
<b>Toner / Ink Cartridges</b>	<b>Spent &amp; Unused Containers</b>	<p><b>CONTACT/PICKUP:</b> Using the Passport System, Custodians should use Trade Code 75 Crew #2274, job type EB and route it to Mahvash Pedram.</p> <p>OPTIONAL PROGRAMS (<i>school must manage</i>): <a href="#"><u>Office Depot Toner Recycling Program</u></a>, <a href="#"><u>Staples Ink &amp; Toner Recycling Program</u></a></p>

<b>Yard Waste</b>	<b>Grass Trimmings, Leaves</b>	<p>If the school is a DSNY Organics Collection Program participant, leaves and grass may be placed in the brown bins, in a regular bin with a yard waste sticker, or in a brown paper lawn &amp; leaf bag. <b>Leaves may not be placed in plastic bags.</b></p> <p>If the school is not enrolled in DSNY Organics Collection, leaves will be collected as trash and should be placed curbside on the appropriate collection day.</p>
	<b>Trees, Branches</b>	<p><b>Manhattan, Staten Island, and Bronx:</b> Dispose of wood debris from yard waste by setting it out for curbside collection. Bundle tree branches into bunches that are 4 feet by 3 feet or smaller.</p> <p><b>Brooklyn and Queens:</b> Call 311 or schedule an appointment with the <a href="#">NYC Parks &amp; Recreation Department</a> to dispose of wood debris that is more than a half-inch in diameter, including tree trimmings and firewood. Both boroughs fall under Federal and New York State quarantine zones meant to contain the invasive Asian Longhorned Beetle, thus special disposal procedures are required.</p>

For questions about which common items are recyclable in NYC and collected by DSNY, visit:

<http://www1.nyc.gov/assets/dsny/zerowaste/schools/who-picks-up-recycling-and-garbage-for-schools.shtml>

To order free DSNY recycling decals and signage for your school, visit:

<http://www1.nyc.gov/assets/dsny/about/inside-dsny/school-recycling-materials.shtml>

For questions with items related to Environmental Health & Safety, email Mahvash Pedram, [mpedram@schools.nyc.gov](mailto:mpedram@schools.nyc.gov)

For questions related to DSNY collection, email Liz Colon, DOE Waste Coordinator, [ecolon24@schools.nyc.gov](mailto:ecolon24@schools.nyc.gov)