



# sanitation

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Telephone (646) 885-4820  
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To : All Boroughs

From : Peter McKeon *PM*

Date : October 17, 2013

Subject : Subject: - Columbus Day, Monday, 10/14/13  
Post Holiday Collection Week Service Schedule  
Tuesday, 10/15/13 to Saturday, 10/19/13

**REFUSE COLLECTION**  
**Bi-Area Collection Schedule**

Monday	10/14/13	<b>Columbus Day -</b>	No Collection.
Tuesday	10/15/13	<b>2400-0800</b>	Monday routes or Thursday routes.
		<b>Day Shift</b>	Priority 1 – Tuesday routes
			Priority 2 – Monday routes up to 70%
			<b>(Do not exceed 70%)</b>
		<b>1600-2400</b>	Priority 1 - Complete Tuesday Routes

→ Use Thursday routes if you believe that all Monday's material won't be out.  
This applies especially to Queens East and Staten Island.

<del>Wednesday</del>	<del>10/16/13</del>	<del>2400-0800</del>	<del>Priority 1 - Any Tuesday Backlog.</del>
		<del>Day Shift</del>	<del>Priority 1 - Wednesday routes. No Monday backlog.</del>
		<del>1600-2400</del>	<del>Priority 1 - Wednesday routes. No Monday backlog.</del>

By Wednesday 2400 (midnight) – 70% of Monday, and all Tuesday routes should be cleaned.  
Don't do more than 70% of Monday routes unless instructed to by the Collection Office.

Thursday	10/17/13	Priority 1 -	30% of Monday material has not been taken yet, this material gets serviced first.
		Priority 2 -	Any Wednesday backlog.
		Priority 3 -	Monday / Thursday routes that were serviced Tuesday ( <i>They should be light</i> ).

Friday	10/18/13	All routes contain normal material.
		They were serviced Tuesday.

Saturday	10/19/13	All routes contain normal material.
		They were serviced Wednesday.



### Tri - Areas Collection Schedule

Monday	10/14/13	<b>Columbus Day - No Collection</b>	
Tuesday	10/15/13	<b>2400-0800</b>	Priority 1 - Tuesday routes.
		<b>Day Shift</b>	Priority 1 - Tuesday routes.
		<b>1600-2400</b>	Priority 1 - Tuesday routes.
Wednesday	10/16/13	<b>2400-0800</b>	Priority 1 - Tuesday backlog
			Priority 2 - Monday / Wednesday routes.
		<b>Day Shift</b>	Priority 1 - Monday / Wednesday routes.
		<b>1600-2400</b>	Priority 1 - Monday / Wednesday routes.
Thursday	10/17/13	All routes are normal (serviced Tuesday).	
Friday	10/18/13	All routes are normal (serviced Wednesday).	
Saturday	10/19/13	All routes are normal (serviced Thursday).	

^ **Do not book any trucks for Monday material.** (Except designated Rodent Infestation Districts; Man.10, and 11, Bronx 1, and 4, Brooklyn North 3, and 4. (See **Special Rodent Infestation Instructions**)

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### Rodent Infestation District Collection

During the post holiday collection period following the Columbus holiday, it shall be priority in the areas that are part of the Department of Health Rodent Control Initiative, to complete all Monday material on Tuesday. All Tuesday material must be collected by the end of the 2400-0800 shift on Wednesday, October 16, 2013. This special instruction applies to all or part of Manhattan 10 and 11; Bronx 1 and 4; and Brooklyn North 3 and 4.



## Recycling Collection Schedule

### Weekly Collection Schedule : (ALL 59 Districts)

Monday	10/14/13	<b>Columbus Day</b> - no recycling collection to the Monday areas until Monday, 10/21/13.
Tuesday to Saturday	10/15/13  10/19/13	Regular Scheduled (day on day) routes.
Monday	10/21/13	Schedule sufficient Recycling Trucks to complete Monday material.

### Scheduling of Refuse and Recycling Collection Trucks

Boroughs must ensure that districts do not schedule an excessive number of trucks on any one shift that could cause operational problems. Problems can include insufficient spare trucks, material not out, or trucks returning from disposal too late for assignment to the next shift. If need be, make use of all three shifts for the scheduling of collection trucks.

### Dump On Shift Procedure

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During past holiday weeks, many more refuse and recycling trucks are scheduled during the 2400-0800, Day, and 1600-2400 shifts than normal in all boroughs. On all shifts, Field Supervisors cannot send trucks to disposal locations without first checking the vendor availability and/or District quota for the day. The Supervisor must note his/her authorization for a truck being sent to a dump by signing the Daily Performance Record. (DS.350) Boroughs will position an officer at their refuse vendor during the heaviest delivery times. The officer should be rotated out of a scheduled double up section or sections that are clean. He or she should be at the vendor for up to one hour at a time and then replaced.



### EZ Pack Collection Procedures

Districts that run EZ Pack collection trucks are to adhere to the following schedule.

<b>Tuesday</b>	10/15/13	<b>Refuse:</b> All of Monday routes plus 50% of Tuesday <b>Paper:</b> All of Monday and Tuesday routes.
<b>Wednesday</b>	10/16/13	<b>Refuse:</b> Remainder of Tuesday routes plus all of Wednesday. <b>Paper:</b> Regular Wednesday routes.

\*The above schedule is dependent upon the availability of equipment and qualified tissue Sanitation Workers. Monday refuse and paper is the priority.

\*\*Night EZ Pack service is to be scheduled only when truck accessibility to route stops is at least 75% - 80%.

\*\*\*All efforts must be made to ensure that every available "UP" EZ Pack is being utilized. If a Zone is short a Pack, the respective Zone's B.O.S must make every effort to locate and have one delivered to the District that is in need.

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**Relay Procedure**

OCTOBER 12,

- 1) Every effort will be made to off-load all relays on Saturday, ~~August 10~~, 2013. Utilize mandatory overtime if necessary. This is to ensure that maximum capacity will be available to us at the refuse and recycling vendors on Tuesday, October 15, 2013.
- 2) Special Relay Operation and Roll on/Roll off collection to be scheduled in some boroughs on Monday, October 14, 2013.
- 3) On Tuesday, October 15, 2013, and Wednesday, October 16, 2013, mandatory overtime will be employed for relays on all shifts within quota. The 2400-0800 shifts on Tuesday and Wednesday, in particular, must ensure that all trucks are dumped on shift or on overtime. As always, overtime is to be offered on a seniority basis. If there are insufficient volunteers, inverse seniority will be utilized to obtain relay personnel.
- 4) Disposal conditions are constantly changing, due to capacity constraints. If authorized, secondary vendors may have to be utilized. All districts must have sufficient copies of vendor routes on hand. All Night Borough Superintendents and garage supervisors must be aware of what disposal facilities are available to them on each shift. They are to check frequently with BWD-OCO, Collection Operations or at night, the Bureau Operations Office.

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- 5) During the 1600-2400 and 2400-0800 relay shifts, Boroughs must not create very long queuing lines at disposal facilities. This causes additional overtime. There should be a plan in place for each shift. (e.g., 50% of districts are dumping recycling relays, 50% are dumping refuse relays, etc).
- 6) All Rollover Recycling Collection Trucks must be off loaded on Saturday, 10/19/13. Recycling Collection Trucks assigned on Monday, 10/21/13 will be collecting *two weeks* of recycling material.

**The objective is to off-load all relays as efficiently as possible.**



### Rotation of Service

In the Post - Holiday Collection Plan in Monday Bi-areas, the 30% of the residents who do not get serviced until Thursday must be rotated from Monday Holiday to Monday Holiday, so that the same household does not get impacted two (2) Holidays in a row. Record keeping (Material Out Book and SCAN) is an essential part of the plan. All Districts's planned work schedules must be reviewed, to ensure that they are complying with this order.

Monday Bi-area residents should receive refuse collection on (2) consecutive Tuesdays after a Monday Holiday, before they are scheduled for a Thursday only refuse collection, as part of the 30% plan.

#### Example : Monday Holiday Rotating Service

RT#	Last Holiday	This Holiday	Next Holiday
	09/02/13(Mon)	10/14/13(Mon)	11/11/13(Mon)
1	Serviced Tues.	Serviced Thurs. (1x)	Serviced Tue.
2	Serviced Thurs. (1x)	Serviced Tue.	Serviced Tue.
3	Serviced Tues.	Serviced Tue.	Serviced Thurs. (1x)

\*Every District Superintendent is to go to their Community Board and inform the District Manager as to how their District will receive recycling and refuse collection service.

#### Special Note:

The Borough Deputy Chief for Collection must call in the Preliminary Holiday Can Man to Supervisor Rich Perrotta, in the Collection Office by October 7, 2013.

The Post Holiday Collection Performance Report is due in the Collection Office on Monday, October 28, 2013.



**Holiday – Columbus Day, Monday October 14, 2013**

**INSTRUCTION FOR HOLIDAY CAN MAN WITH BACKLOG**

THE INSTRUCTIONS FOR FORMULATING THE “TARGET” OR “NEED TO CLEAN”,  
FOR THE HOLIDAY “CAN MAN” REPORT, ARE AS FOLLOWS

**BI - AREA REFUSE COLLECTION SCHEDULE**

**Tuesday 10/15/13**

**Collection Target:** All of Tuesday’s routes plus 70% of Monday’s routes.

**Planned Backlog:** Tuesday will be clean. 30% of Monday’s routes will be out.

**Wednesday 10/16/13**

**Collection Target:** All of Wednesday’s routes.

**Planned Backlog:** Wednesday will be clean. 30% of Monday’s routes will be out.

**Thursday 10/17/13**

**Collection Target:** All of Thursday’s routes plus sufficient trucks to collect remaining  
30% of Monday’s routes. This is your most productive day.

**Planned Backlog:** Monday, Tuesday, Wednesday and Thursday will be clean.  
30% of the Monday / Thursday routes will receive one (1) collection  
~~pick up this week.~~

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**TRI - AREA REFUSE COLLECTION SCHEDULE**

**Tuesday 10/15/13**

**Collection Target:** Regular Tuesday routes. **DO NOT BOOK ANY** additional trucks  
for Monday’s material. **(Except Rodent Infestation Districts)**

**Planned Backlog:** Tuesday will be clean. All of Monday’s routes will be out.  
**(Except Rodent Infestation Districts)**

**Wednesday 10/16/13**

**Collection Target:** All of Wednesday’s routes, plus sufficient trucks to collect the balance of  
Monday’s material. This is your most productive day.

**Planned Backlog:** Monday, Tuesday, Wednesday will be clean.  
(Monday, Wednesday, and Friday areas will receive two (2) collection  
pick-ups this week).



**Material Out Identification**

**Monday - Holiday**

Material Out  
Is Called:

**Bi - Areas**

On Tuesday

-Monday material not serviced  
-Tuesday material not serviced.

Monday  
Tuesday

On Wednesday

-Monday material not serviced.  
-Wednesday material not serviced.

Monday  
Wednesday

On Thursday

-\*Monday material not serviced yet.  
-Monday material serviced Tuesday

Monday  
Thursday

\*On Thursday is our highest priority

**Tri - Areas**

On Tuesday

-Monday material not serviced.  
-Tuesday material not serviced.

Monday  
Tuesday

On Wednesday

-Monday material not serviced.

Monday

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P.C. J. Doherty, B. Sullivan, V. Turso, S. Costas, D. Diggins, D. Callery, M. Reeves,  
R. Taormina







# sanitation

**PETER G. McKEON**  
Chief, Collection/Recycling Operations  
125 Worth Street, Room 700  
New York, NY 10013  
Telephone (646) 885-4820  
Fax (212) 788-3915

To: All Borough Chiefs  
From: Peter McKeon   
Date: January 3<sup>rd</sup>, 2013  
Subject: 2013 Christmas Tree Collection and Disposal \*REVISED\*

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Starting on Wednesday, January 2<sup>nd</sup>, 2013 and continuing until Saturday, January 12<sup>th</sup>, 2013, the Department will schedule a separate collection operation for the removal of discarded Christmas trees. The program will be in effect for ten (10) workdays only.

District Superintendents will request Christmas tree collection trucks for their district when accumulations of trees are sufficient for efficient collection operations. Borough Chiefs shall allocate the number of trucks necessary for tree collection as required and shall monitor the use of these trucks in each of their districts.

Sanitation Workers, who are assigned to Christmas tree collection, will count and report the number of Christmas trees that they collect to their District Field Officer.

The Collection Operations Office will collect all information on Christmas tree trucks each day. That includes the number of trucks assigned in each district, the amount of trees collected, and trucks offloaded at the dump sites.

Tree trucks shall be used from shift to shift until fully loaded.

District Field Officers are to instruct Sanitation Workers assigned to this operation to collect trees that do not have ornaments, tree stands, light strands, etc. or are inside of plastic bags. Those Christmas trees, that contain the above mentioned material, will be collected by regular refuse trucks. Also, any trees placed out for collection after January 15, 2011, will be collected as refuse. Christmas trees are not subject to the Asian Long Horned Beetle restrictions.

Christmas tree trucks in districts Manhattan 1, 2, 3, 4, 7, 9, 10 and 12 will collect all Christmas trees including those that are in plastic bags, have ornaments and light strands, in tree stands, etc. Their primary refuse vendor is Covanta Essex in Newark, New Jersey, which is a waste to energy plant that cannot accept highly flammable waste material such as Christmas trees.



All Trucks used for Christmas Tree Collection are to be inspected by Garage Officers before assignment to ensure that they are free of any material that would contaminate the load. This is a must. In January, 2012, several trucks containing small amounts of refuse were off loaded at Randall Island.

### Disposal Sites

There will be two (2) main disposal locations for Christmas tree loads. They are the parking lot of Carl Icahn Stadium on Randall's Island and the Department Compost Site on Staten Island. All districts in Manhattan, the Bronx and Queens will deliver their Christmas tree loads to the Randall's Island location. There will be signage posted on the local roadways to guide the drivers to the designated location. The Stadium lights will also be turned on. Department of Parks staff will be on hand to guide the workers to the dump locations.

All districts in Brooklyn and Staten Island will deliver their Christmas tree loads to the Department Compost Site on Staten Island, adjacent to the Staten Island Transfer Station. Guide personnel will be on hand to direct Department drivers.

As in past years, some Department loads maybe offloaded at alternate locations including Greenwood Cemetery in Brooklyn, Cunningham Park in Queens, McCarren and Marine Park in Brooklyn and Battery Park in Manhattan. The quota for both locations will be issued by the Collection Operations Office.

There will be no scales at Randall's Island or the Staten Island compost site. There will be no receipt issued to the driver.

The Staten Island compost site will accept loads during the 2400-0800 and 0800-1600 work shifts only. Randall's Island will be open continuously. It is recommended that tree trucks be delivered to Randall's Island primarily between 1900-0500 overnight. Delivery hours for the alternate locations will be announced at a later date.

Trees will be accepted at the Staten Island compost site and Randall's Island beginning on Thursday, January 3<sup>rd</sup>, 2013, up to and including Saturday, January 12<sup>th</sup>, 2013.

### Allocation of Loads

All Christmas tree loads will be allocated to Material Type 54. (Christmas Trees- Recycling)

At Randall's Island and the alternate locations there will be no scale available. Estimated weights for each district will be utilized. The estimated weight chart is attached. The scale location ID's are as follows:



Location  
Randall's Island  
All Alternate Locations  
Staten Island compost site

Scale ID  
R801 ORI SCALE #1 Bronx  
R803 ORI SCALE #3 Queens  
R711 SITS COMP RECY Type 3

**FOR LOADS ALLOCATED TO SCALES R801 OR R803**

The receipt number will be as follows:

- All receipt numbers will be comprised of five (5) digits.
- Each Borough will have their own designated number which will serve as the first digit in the receipt (see attached).
- The second and third digit will be the numerical designation of the district.

Those districts that have a single digit as their designation will place "0" in front i.e. Bronx 7 will be "07". The final two (2) digits will be a district numerical running total for their own tree loads, beginning with 01, 02, 03, etc. Remember the load number will only reflect four (4) digits. (0 plus the last 3 numbers of the Receipt number)

See Example:

Bronx 7, Second tree load

Receipt Number: 20702

Load Number: 0702

Borough Designation	District Numeral	Second District Load
2	07	02

At the end of the Christmas tree collection period, each Borough will submit to the Collection Operations Office a DS49 Tree Report and a DS49A Tree Report recapping Christmas tree collection in their zone. The receipts generated at Fresh Kills will be submitted to the Collection Operations Office (completely filled out) along with the DS49 Tree and DS49A Tree Reports. Information on the DS49 Tree and DS49A tree reports are to correctly reflect information on SCAN as well as information called into the Collection Operations Office during the Christmas tree collection period.

p.c. J. Doherty  
B. Sullivan  
D. Diggins  
J. Nucatola  
T. Killeen  
M. Arney  
M. Reeves  
A. Durrell  
R. Taormina  
M. Murphy  
R. Lange  
K. Tomlinson



# FY 2014 Refuse FY 10 Program October

**Manhattan  
MN07**

104
102.50

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Total</i>
<b>Sect. 1</b>	5 TML 4.50	4 F2 4.50	4 4.00	3 F3 3.50	4 4.00	3 F4 3.50	23 24.00
<b>Sect. 2</b>	3 F3 3.50	4 T1 3.50	3 3.00	3 3SKT 2.50	3 3.00	3 3.00	19 18.50
<b>Sect. 3</b>	5 T2 4.50	4 F5 4.50	3 F5 3.50	4 T1 3.50	3 3.00	3 3.00	22 22.00
<b>Sect. 4</b>	4 T5 3.50	4 4.00	3 3.00	3 3.00	3 3.00	3 T1 2.50	20 19.00
<b>Sect. 5</b>	3 F4 3.50	5 T3 4.50	3 T3 2.50	3 3.00	3 MLP 2.50	3 3.00	20 19.00
<b><i>District Total</i></b>	20 19.50	21 21.00	16 16.00	16 15.50	16 15.50	15 15.00	104 102.50

Program Date: January 9, 2006

Date Revised: September 17, 2013

District Total Revised: May 13, 2013

Remarks:

Copied from Prior FY

District Superintendent: T. Sica  
Deputy Chief Collection: A. Pasquale  
Borough Chief: J. Andrews





# FY 2014 Refuse FY 10 Program October

**Bronx**

**BX04**

67

66.50

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Total</i>
<b>Sect. 1</b>	3 3.00	3 F2 3.50	3 T3 2.50	2 F2 2.50	3 -MLP 2.50	2 F-2 2.50	16 16.50
<b>Sect. 2</b>	5 5.00	5 T1 4.50	4 4.00	4 T1 3.50	4 T3 3.50	4 T-1 3.50	26 24.00
<b>Sect. 3</b>	6 6.00	5 5.00	4 F1 4.50	3 3.00	4 F2 4.50	3 3.00	25 26.00
<b>District Total</b>	14 14.00	13 13.00	11 11.00	9 9.00	11 10.50	9 9.00	67 66.50

Program Date: January 9, 2006

Date Revised: May 13, 2013

District Total Revised: May 13, 2013

Remarks:

Copied from Prior FY

District Superintendent: D. Bembury

Deputy Chief Collection: W. Gomez

Borough Chief: P. Visconti



**FY 2014 REFUSE PROGRAM OCTOBER**

<b>BROOKLYN SOUTH 14</b>				
	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WED.</b>	<b>TOTALS</b>
<b>TRI</b>	6	10	4	20
	6	10.5	4	20.5
<b>BI</b>	17	11	12	40
	17	10.5	12	39.5
<b>DISTRICT</b>	<b>23</b>	<b>21</b>	<b>16</b>	<b>60</b>
<b>TOTAL</b>	<b>23</b>	<b>21</b>	<b>16</b>	<b>60</b>



# FY 2014 Refuse FY 10 Program October

**Queens West**

**QW04**

79

78.00

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Total</i>
<b>Sect. 1</b>	6 F-3 6.50	3 3.00	4 T-2 3.50	5 F-3 5.50	3 T-3 2.50	3 3.00	24 24.00
<b>Sect. 2</b>	4 4.00	6 -MLP 5.50	4 F-1 4.50	3 3.00	4 4.00	3 3.00	24 24.00
<b>Sect. 3</b>	7 T-1 6.50	5 5.00	6 -MLP 5.50	4 T1 3.50	5 F-1 5.50	4 4.00	31 30.00
<b><i>District Total</i></b>	17 17.00	14 13.50	14 13.50	12 12.00	12 12.00	10 10.00	79 78.00

Program Date: January 9, 2006

Date Revised: May 13, 2013

District Total Revised: May 13, 2013

Remarks:

Copied from Prior FY

District Superintendent: J. Quirk

Deputy Chief Collection: J. Scotti

Borough Chief: T. Albano



# FY 2014 Refuse FY 10 Program October

**Queens East**  
**QE14**

71
71.50

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Total</i>
<b>Sect. 1</b>	4 T2 3.50	3 F2 3.50	3 F2 3.50	3 3.00	3 F3 3.50	3 T2 2.50	19 19.50
<b>Sect. 2</b>	4 F1 4.50	5 T1 4.50	5 T1 4.50	4 4.00	4 4.00	4 F1 4.50	26 26.00
<b>Sect. 3</b>	6 6.00	5 5.00	3 3.00	4 Th-Rcy 4.50	5 T1 4.50	3 3.00	26 26.00
<b>District Total</b>	14 14.00	13 13.00	11 11.00	11 11.50	12 12.00	10 10.00	71 71.50

Program Date: January 9, 2006

Date Revised: May 13, 2013

District Total Revised: May 13, 2013

Remarks:

Copied from Prior FY

District Superintendent: A. Golematis

Deputy Chief Collection: W. Glynn

Borough Chief: S. Sokolowski





# FY 2014 Refuse FY 10 Program October

**Staten Island**  
**SI02**

120
120.00

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Total</i>
<b>Sect. 1</b>	8 8.00	6 T-2 5.50	5 5.00	5 T-3 4.50	4 4.00	4 4.00	32 31.00
<b>Sect. 2</b>	5 5.00	5 F-1 5.50	6 F-3 6.50	4 T-4 3.50	4 4.00	5 T-4 4.50	29 29.00
<b>Sect. 3</b>	6 T4 5.50	5 5.00	4 T-2 3.50	4 F-1 4.50	5 5.00	4 4.00	28 27.50
<b>Sect. 4</b>	8 F-3 8.50	4 4.00	4 4.00	7 F-2 7.50	4 4.00	4 F-2 4.50	31 32.50
<b>District Total</b>	27 27.00	20 20.00	19 19.00	20 20.00	17 17.00	17 17.00	120 120.00

Program Date: January 9, 2006

Date Revised: May 13, 2013

District Total Revised: May 13, 2013

Remarks:

Copied from Prior FY

District Superintendent: F. Tuzzolino

Deputy Chief Collection: M. Fasano

Borough Chief: R. Reed

