

## DSNY EMERALD SOCIETY STUDY SESSIONS

184. All disciplinary actions for violation of G.O. 2006-15 "The use of safety belts and harnesses in Department of Sanitation vehicle" will be heard by the division of Safety and Training.

- A. True
- B. False

185. The penalty for anyone found guilty of violating G.O. 2006-15 "The use of safety belts and harnesses in Department of Sanitation vehicle" for the fourth and fifth offenses will be:

- A. Loss of 3 days pay
- B. Loss of 4 days pay
- C. Loss of 4 day pay and suspension for 3 days
- D. Loss of 5 days pay and suspension for 2 days
- E. None of the above

186. Notice of violation will not be issued based upon insufficient receptacles which pertain to storage capacity for refuse.

- A. True
- B. False

187. Only one (1) notice of violation will be issued to an abandoned building within a one (1) month period unless extraordinary condition warrants additional enforcement action.

- A. True
- B. False

188. Notices of violation written for violations of the poster law should be served via:

- A. Certified mail
- B. Restricted mail
- C. Return receipt requested
- D. All of the above
- E. None of the above

189. Notice of violation written for abandoned vehicles or handbills on vehicles should be served via first class mail.

- A. True
- B. False

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190. Alternative service (Nail & Mail) should be used for violations of the administrative or health code for a condition present on or in front of a vacant lot.

- A. True
- B. False

191. If a private carter service collection is performed during the day the commercial trash shall not be placed out for collection unless it is within (1) one hour of actual collection time.

- A. True
- B. False

192. During October 1 through April 1 a residential receptacle can not be put out earlier than:

- A. 3 PM
- B. 4 PM
- C. 5 PM
- D. 6 PM

193. Multiple dwellings (three or more units in building) will not be issued NOV's for having only (1) one uncovered receptacle.

- A. True
- B. False

194. Off Track Betting (OTB) locations are only to be issued NOV's utilizing the alternative service (Nail & Mail) method. In this instance the manager of such location shall be informed of violation in order to correct the condition.

- A. True
- B. False

195. A NOV can be issued to New York City Housing Authority (NYCHA) if there is no private entity maintaining the building.

- A. True
- B. False

196. At DSNY locations responsible for dispensing fuel certificates of fitness required by the Fire Department are available for inspection and are current and not expired is the responsibility:

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- A. Deputy Chief
  - B. Borough Operations Superintendent
  - C. District Superintendent
  - D. Garage Supervisor
197. In order to expedite the repairs of down pressure washers and / or steam jennies, garage supervisors are instructed to first call:
- A. Borough Operations Superintendent
  - B. Bureau of Buildings Management (BBM)
  - C. Borough Repair Shop
  - D. Mechanics
198. The Borough Chief will monitor for compliance the daily PM of mechanical brooms
- A. True
  - B. False
199. Operators are not to race their vehicles but can test hopper cycle inside of the garage when trucks are preparing to leave for the days work. To prevent diesel fume problems at garage locations.
- A. True
  - B. False
200. When BME calls to pick up or deliver a specified piece of equipment to or from a repair facility the BOS and garage supervisor will make every effort to accomplish this on:
- A. That day
  - B. Night shift
  - C. Next day and if proves impossible then second working day
  - D. None of the above
201. A DSNY location has a surface petroleum spill of twenty (20) gallons a Borough Officer will immediately go to the area of the spill and report their finding to the Deputy Chief of Operations.
- A. True
  - B. False
202. If there are any mechanic problems with the locking devices on the following:
- a. Cab doors on all vehicles
  - b. Rear hopper panel doors (rear loading collection trucks)

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c. Rear tailgate door on cut downs (swing type)  
The garage supervisor will down the vehicle and enter it into SCAN system and the DS 371 (Equipment Down Report). The vehicle can be used as a working down.

- A. True
- B. False

203. Garage supervisors are to keep a record when inspection stickers expire in order to insure that new stickers are reissued on time.

- A. True
- B. False

204. According to NYS Department of Motor Vehicles on heavy vehicles the inspection sticker will be installed on the left side of the cab just below the windshield.

- A. True
- B. False

205 Which one of the following problems of a tailgate locking system found by a collection truck operator will be immediately brought to the attention of immediate supervisor who will confirm the mechanical problems.

- A. Hoist oil leak in cylinders
- B. Failure of pins to fully extend into mating pocket holes
- C. Gradual drop of tailgate locking pins
- D. None of the above
- E. All of the above

206 Garage supervisors on all shifts are responsible for the reporting and removal of graffiti.

- A. True
- B. False

207 When graffiti is found on Department equipment or facilities graffiti remover is to be applied immediately.

- A. True
- B. False

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208. When a facility is hit with graffiti the location supervisor is to report in writing the location of the graffiti and the amount of square footage to the Borough Operations superintendent.

- A. True
- B. False

209. In Manhattan, Riverside Drive and West End Avenue are areas where department trucks can "dead head"

- A. True
- B. False

210. Sand spreaders and haulsters loaded with sand will be unloaded every Monday during the 8-4 shift, washed, serviced and reloaded with sand.

- A. True
- B. False

211. Blowing out of radiators can be accomplished by using either a power washer or air hose. This operation should be done from the fan side out.

- A. True
- B. False

212. When receiving fuel the location supervisor will first check fuel los, take a reading utilizing the applicable measuring device (e.g. pertometer, stick line, veeder-root, etc.) also supervisor will check to see that the (1) metal seal from consumer affairs are intact and or the meters.

- A. True
- B. False

213. Thirty (30) minutes after a fuel drop is made a reading will be taken from the applicable measuring device and compared to the amount shown in the fuel book. If a variance is found it will be noted in red (in the remarks column) with the time and location supervisor's initials.

- A. True
- B. False

214. If the variance of a fuel drop is greater than 1% (one percent) of the delivery, the energy conservation director is to be notified with the amount of variance, invoice number, truck number, order number and vendor's number.

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- A. True
- B. False

215. The proper method of getting a reading from a petrometer is as follows: The petrometer will be pumped ten (10) times and a reading will be taken. This is to be repeated twice more taking a reading each time the second and third reading should agree, if not the second will be used to determine a variance if any.

- A. True
- B. False

216. When scheduling WEP workers the garage supervisor will schedule work hours based on the DS 20A

- A. True
- B. False

217. When WEP workers arrive to DSNY locations (first time) a DS 572F – master functions check list is issued each WEP worker.

- A. True
- B. False

218. When a WEP worker gets hurt while performing duties WEP workers are covered under workers compensation and forms C-1, WCD-23, WCD-26, WCD-201 must be filled out.

- A. True
- B. False

219. The original completed DS 74A will be forwarded on a bi-weekly basis by the Boro office to PMD- 125 Worth Street – Room 816.

- A. True
- B. False

220. All operators of Department vehicles using EZ pass are reminded that at Port Authority and New Jersey Tpke toll plazas without electronic gates the speed limit is:

- A. 5 MPH
- B. 10 MPH
- C. 15 MPH

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D. 25 MPH

221. Private transfer station workers can assist our operators with hopper control handles and guide our trucks into off loading spots

- A. True
- B. False

222. New York City residents may dispose of up to (5) five passenger car tires at any of the department 59 district garages.

- A. True
- B. False

223. New York City residents may dispose passenger tires at the Department special waste sites on Saturdays from 10 AM to 5 PM except for the last Saturday of each month.

- A. True
- B. False

224. The Department will accept tires from other City Departments. OCD guidelines for tire disposal are up to 50 tires at any Department tire container site from other City Departments without collection office authorization.

- A. True
- B. False

225. Department telephones will be answered within \_\_\_\_\_ rings.

- A. 1
- B. 2
- C. 3
- D. 4

226. Sanitation workers who observe derelict or discarded vending machines will dispose of them into collection truck and notified their immediate supervisor.

- A. true
- B. False

227. PDN: Payroll distribution number. "I" is always a letter followed by three numbers and the PDN should be included on the DS 326 when an officer or sanitation worker accrues (4) four hours compensatory time. The PDN letter fir Brooklyn/East is:

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- A. F
- B. G
- C. H
- D. J
- E. None of the above

228. A DSNY truck activates the low radiation system at disposal location (IESI) 50<sup>th</sup> Street. Arrangements will be made through proper channels to have truck transported by relay driver to:

- A. Hamilton Ave (MTS)
- B. 52<sup>nd</sup> Street (BkS 7, BkS 10)
- C. Assigned Location
- D. None of the Above

229. Officers shall only purchase uniforms from an authorized dealer. They must show a valid Sanitation ID prior to purchase. Currently, there are \_\_\_\_\_ authorized dealers:

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5

230. Unloaded spreading equipment are to be cleaned and the conveyor will be oiled using a 3 to 1 mix of hoist oil / diesel (3 qts hoist oil/ 1 qt diesel).

- A. True
- B. False

231. Sanitation workers, supervisors, and general superintendents level I, II and III unpaid time balances at the time of death as well as the appropriate line of duty benefit, if any, will be paid to the beneficiary designated under the retirement system (NYCERS).

- A. True
- B. False

232. For all civilian employees and uniformed managers (General Superintendents level IV and above) unpaid time balances at time of death benefit, if any, will be paid to the beneficiary specifically designated for receipt of those monies on form DS 1940.

- A. True
- B. False



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233. Employees will receive a replacement for lost, stolen, or damaged ID cards when the request for photo ID replacement (DS 180 form) is submitted to the Bureau of Human Resources at 346 Broadway. There will be a charge of \_\_\_\_\_ for issuance of a replacement ID cards.

- A. \$5
- B. \$10
- C. \$15
- D. \$20

234. If during an inspection of ID cards the supervisor determines that an employee's appearance has substantially changed from his or her photograph on the ID card, the supervisor must forward a completed DS 181 to the Bureau of Human Resources at 346 Broadway.

- A. True
- B. False

235. An employee shall not receive his or her final paycheck until the DSNY ID card has been returned or DS 180 has been submitted to the Bureau of Human Resources.

- A. True
- B. False

236. Individuals seeking personal information (i.e. telephone number, social security number, home address, etc.) shall be instructed to contact sanitation personnel at 346 Broadway, 10<sup>th</sup> floor.

- A. True
- B. False

237. Where asbestos or hazardous chemicals are suspected to be in the vehicle but are not in a place of public contact, the field supervisor will contact the Borough Office immediately. The Borough will notify the Operations Office who will contact \_\_\_\_\_

- A. DSNY EPU
- B. NYPD
- C. FDNY
- D. DEP
- E. All of the above

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238. Call your Borough Operations Office when you need service or a refill for truck wash soap mixing tank. Refills should be ordered when the tank is down to \_\_\_\_\_ gallons or less

- A. 25
- B. 30
- C. 35
- D. 50
- E. None of the above

239. The truck wash soap must, as the recommended ratio of \_\_\_\_\_, effectively remove the grease, road film oil, exhaust buildup and various organic and inorganic materials typically found on the exterior surfaces of refuse trucks.

- A. True
- B. False

240. Offensive or pornographic material is not permitted on department property but permitted inside lockers.

- A. True
- B. False

241. Any employee found to be in violation of local law 47 of 2002 and PAP 2003-03 which went into effect on March 30, 2003 will be subject to disciplinary action and in addition, violators may be subject to civil penalties consisting of fines of \$200 to \$400 for the first offense.

- A. True
- B. False

242. Department personnel are reminded that proper telephone etiquette is mandatory. Telephones will be answered within \_\_\_\_\_ rings.

- A. 1
- B. 2
- C. 3
- D. 4

243. Proper telephone etiquette states that a person should not be on hold longer than \_\_\_\_\_ minutes.

- A. 1

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- B. 2
- C. 3
- D. 4

244. Callers will have the opportunity to speak to \_\_\_\_\_ if not satisfied with a response from the operator.

- A. Supervisor
- B. District Superintendent
- C. Deputy Chief
- D. Assistant Chief

245. The presence of empty alcoholic containers in refuse/recycling receptacles, around lockers, at department facility will be deemed a violation of General Order 2002-06.

- A. True
- B. False

246. All locations will ensure that keys are made available on all shifts for all rooms, cabinets and refrigerators within locations.

- A. True
- B. False

247. No EBT hearing should go unattended or attended without the required documents.

- A. True
- B. False

248. In the event a department employee is only slightly injured while on duty (LODI) an unusual incident report is not to be filled out. Only if it is a serious injury.

- A. True
- B. False

249. A record shall be made in the DS 232 each time a portable radio is assigned.

- A. True
- B. False

250. If a radio is lost and the employee does not agree to make restitution, the complaint along with the restitution agreement form (marked refused) and dated by a General Superintendent I or higher ranking official will be forwarded to borough for BCAD.

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- A. True
- B. False

251. When an employee is transferred, the supervisor at the transferred employee's old location is responsible for making sure the leave balances he/she indicates on the \_\_\_\_\_ agree with the balances indicated by the PMS system.

- A. DS 70
- B. DS 1209
- C. DS 1458
- D. DS 1485
- E. None of the above

252. General Order 96-05 section 10D pages 23 and 24 pertain to shift differentials to career and salary employees.

- A. True
- B. False

253. Whenever an employee separates from city service by retirement, resignation, termination etc., the location time keeper must show depletion in the PMS system of any unused time balances by completing an MLA form (DS 1759). This also applies to civilian managers or General Superintendents IV and above.

- A. True
- B. False

254. Employees in uniformed titles (s/w, supervisor, GS I) are credited with their entire year's vacation allowance in January although they will not have earned the full amount until June 31.

- A. True
- B. False

255. Once an employee is no longer active in the military reserves, any remaining military leave balances must be eliminated by submitting an MLA form.

- A. True
- B. False

256. The Bureau of Human Resources Military Leave Unit will receive documentation such as discharge papers when an employee is no longer active in the military reserves.

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- A. True
- B. False

257. When an employee reported to Jury Duty proof of attendances is required, as proper completion of:

- A. DS 694
- B. DS 714
- C. DS 794
- D. DS 14
- E. None of the above

258. The medical zone number for Staten Island is:

- A. 1
- B. 4
- C. 5
- D. 8
- E. None

259. Wet roadways can double stopping distances

- A. True
- B. False

260. All officers will be on the alert for vehicles disabled / abandoned by citizens that impede our snow removal operations. Report these vehicles immediately via radio to central.

- A. True
- B. False

261. After the initial report of a disabled /abandoned vehicle during snow removal operation follow up reports will be made as required or at least every \_\_\_\_\_ until the situation is resolved.

- A. ½ hour
- B. 1 hour
- C. 1 ½ hour
- D. 2 hours

262. In the event of snow outside of regular work hours member of the Bridge and Express Highway organization will contact the Director of the Bureau of Cleaning and Collection.

- A. True
- B. False

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263. All officers in districts without an officer's special emergency list, must call their respective headquarters when a snow alert occurs.

- A. True
- B. False

264. Sanitation workers residing outside the city limits and workers residing within the city limits must contact their respective headquarters for instructions in the event of snow outside of regular work hours.

- A. True
- B. False

265. Sanitation workers assigned to a "special emergency list" regardless of their place of residence must call their work locations during a snow alert.

- A. True
- B. False

266. Sanitation workers who receive instructions on their answering machines will not be considered contacted.

- A. True
- B. False

267. When a plow is getting stuck during heavy accumulations of snow the plow should be adjusted to clear all the snow in a single operation.

- A. True
- B. False

268. Plowing in heavy accumulations of snow plows should be operated in tandem, directly in line, the lead plow with the blade raised to remove half the accumulation and the second plow with the blade lowered to remove the remainder.

- A. True
- B. False

269. Whenever salt is given to any authorized agency a \_\_\_\_\_ must be completed and signed.

- A. DS 1209
- B. DS 141
- C. DS 1229

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- D. None of the above
270. The DOE fund has authorization to receive salt at our outside salt locations.
- A. True
  - B. False
271. When orders are given, Borough Chiefs will start registering emergency snow laborers within quotas established by the First Deputy Commissioner.
- A. True
  - B. False
272. All locations employing personnel from other city agencies (Department of Transportation, etc.) are to adhere to the instructions outlined in Operations Order number 88-01, effective January 2, 1988, subject: Snow Removal Form DS 8. The new SR 8 is:
- A. 8 ½ x 11
  - B. 8 ½ x 12
  - C. 8 ½ x 14
  - D. None of the above
273. When plowing set plow blade lightly on ground and begin to plow.
- A. True
  - B. False
274. Constantly strive to eliminate damage to mould board and plow assembly by:
- A. Checking for loose bolts on cutting edge
  - B. Missing wear shoes or curb bumpers
  - C. Checking for excessive wear of cutting edge
  - D. All of the above
275. Upon completion of plow route return to garage with vehicle and SR #64 completed.
- A. True
  - B. False
276. During piling operations piles must be at least \_\_\_\_\_ from cross walks.
- A. 10 ft
  - B. 15 ft
  - C. 20 ft

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D. 50 ft

277. During piling operations you can pile on streets that are not on your pre-determined hauling routes.

- A. True
- B. False

278. A sanitation worker on MDA cannot be used as a squad leader during snow.

- A. True
- B. False

279. When working a four corner intersection you will assign (3) laborers at each corner. One (2) with choppers and (1) with shovel (push).

- A. True
- B. False

280. When cleaning a flow and dump for final wash, vehicle will be totally emptied the body will be raised (with the spindle out) and the entire underbody and chassis will be cleaned thoroughly.

- A. True
- B. False

281. A complete address, including apt # and zip code must be provided for each snow laborer hired. Post office box numbers will not be accepted for temporary snow laborers.

- A. True
- B. False

282. Snow laborers shall have 2 photos 1 ¼ x 1 ¼ for the first week of work.

- A. True
- B. False

283. Any prospective laborer submitting a Visa of any sort without an employment authorization card or document could be allowed to work if approved by BOS.

- A. True
- B. False

284. Snow laborers should be informed that they can expect to receive their first payment approximately \_\_\_\_\_ weeks after the period worked.



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- A. 2 to 4 weeks
  - B. 4 to 6 weeks
  - C. 8 to 10 weeks
  - D. 12 weeks
  - E. None of the above
285. Each borough command will be issued a small immigration and naturalization guide with photos of the various resident alien cards and visas.
- A. True
  - B. False
286. When trucks are dumping in New Jersey they are to follow the predetermined route to vendor. The predetermined route utilizes:
- A. New Jersey Turnpike
  - B. Route 80
  - C. Route 1 and 9
  - D. All of the above
287. An unusual incident generated by Lot Cleaning must report it directly to the cleaning must be reported directly to the cleaning office.
- A. True
  - B. False
288. An unusual incident must not be made for a "believe it or not" item.
- A. True
  - B. False
289. The agency code numbers for the FDNY/EMS that must be placed on the DS 1713 A is:
- A. 12
  - B. 14
  - C. 15
  - D. 18
  - E. None of the above
290. The department of Homeless services can receive fuel at Department locations using agency code number 19.

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- A. True
- B. False

291. A DS 1209 must be completed and forwarded to the appropriate borough command for review by borough operations superintendent within:

- A. 12 hours
- B. 24 hours
- C. 48 hours
- D. 96 hours

292. The pink copy of DS 1209 will be distributed to:

- A. Cost & Budget Department
- B. District of occurrence
- C. Borough office of occurrence
- D. Borough operations office

293. When completing DS 1209 travel time to and from their respective DS facility will not be included.

- A. True
- B. False

294. A report of an abandoned container is received – the borough will dispatch a supervisor to investigate. If confirmed, a DS 173 will be completed within...

- A. 8 hours
- B. 12 hours
- C. 24 hours
- D. 48 hours

295. The current distributors for officer bomber jackets are:

- 1. Mac's Uniforms
- 2. Joe-Paul Uniforms
- 3. Uniform by Park Coats
- 4. Varsity Army & Navy
  - A. 1,2,3, but not 4
  - B. 1,2 but not 3, 4
  - C. 1,2,4 but not 3
  - D. 1,2,3,4

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296. The settings for 48AT for spreading 1-2 lanes rear gate at 3 inches is:

- A. Spindle 3 conveyor 3
- B. Spindle 4 conveyor 4
- C. Spindle 5 conveyor 5
- D. Spindle 8 conveyor 8

297. The calcium chloride system in the "38V" series with numbers 38V-101 to 38V-130 a toggle switch on the dashboard in the cab activates the calcium chloride pump. The green light next to switch indicates that system is engaged.

- A. True
- B. False

298. The 48T series mini flow & dump haulsters are equipped with a stainless steel calcium chloride tank located between cab and body.

- A. True
- B. False