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To : All Boroughs

From : Michael Arney

Date : August 06, 2014 *MA*

Subject : Subject: - Labor Day, Monday, 09/01/14
Post Holiday Collection Week Service Schedule
Tuesday, 09/02/14 to Saturday, 09/06/14

REFUSE COLLECTION
Bi-Area Collection Schedule

Monday	09/01/14	Labor Day - No Collection.	
Tuesday	09/02/14	2400-0800	Monday routes or Thursday routes.
		Day Shift	Priority 1 – Tuesday routes
			Priority 2 – Monday routes up to 70%
			(Do not exceed 70%)
		1600-2400	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.

Wednesday	09/03/14	2400-0800	Priority 1 - Any Tuesday Backlog.
		Day Shift	Priority 1 - Wednesday routes. No Monday backlog.
		1600-2400	Priority 1 - Wednesday routes. No Monday backlog.

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	09/04/14	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	09/05/14	All routes contain normal material. They were serviced Tuesday.
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Saturday	09/06/14	All routes contain normal material. They were serviced Wednesday.
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Tri - Areas Collection Schedule

Monday	09/01/14	Labor Day - No Collection	
Tuesday	09/02/14	2400-0800	Priority 1 - Tuesday routes.
		Day Shift	Priority 1 - Tuesday routes.
		1600-2400	Priority 1 - Tuesday routes.
Wednesday	09/03/14	2400-0800	Priority 1 - Tuesday backlog
			Priority 2 - Monday / Wednesday routes.
		Day Shift	Priority 1 - Monday / Wednesday routes.
		1600-2400	Priority 1 - Monday / Wednesday routes.
Thursday	09/04/14	All routes are normal (serviced Tuesday).	
Friday	09/05/14	All routes are normal (serviced Wednesday).	
Saturday	09/06/14	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**)

Rodent Infestation District Collection

During the post holiday collection period following the Labor Day 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, September 3, 2014. 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

Curbside Paper and MGP Collection Schedule

Monday	09/01/14	Labor Day - no recycling collection to the Monday areas until Monday, 09/08/14.
Tuesday to Saturday	09/02/14 09/06/14	Regular Scheduled (day on day) routes.
Monday	09/08/14	Schedule sufficient Recycling Trucks to complete Monday material. <i>(Do not exceed 150% of Monday target.)</i>

Residential Organics Truck Recycling Collection Schedule

Weekly Collection Schedule:

Monday	09/01/14	Labor Day – No Residential Organics Truck Collection
Tuesday	09/02/14	Day Shift - Monday routes. 1600-2400 - Tuesday routes.
Wednesday	09/03/14	Regular Routes
Thursday	09/04/14	Regular Routes
Friday	09/05/14	Regular Routes
Saturday	09/06/14	Regular Routes

Regular School Truck Recycling Collection Schedule

Weekly Collection Schedule :

Monday	09/01/14	Labor Day – No Regular School Truck Collection
Tuesday	09/02/14	Refuse Collection
Wednesday	09/03/14	Refuse and Paper Collection
Thursday	09/04/14	Refuse and MGP Collection
Friday	09/05/14	Refuse and Paper Collection

Organics School Truck Recycling Collection Schedule

Weekly Collection Schedule :

Monday	09/01/14	Labor Day – No Organics School Truck Collection.
Tuesday	09/02/14	No Organics Collection
Wednesday	09/03/14	No Organics Collection
Thursday	09/04/14	MGP and Organics Collection
Friday	09/05/14	Paper and Organics Collection

School Refuse to be collected as per district schedule by regular district trucks.

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

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.

Tuesday	09/02/14	<i>Refuse:</i> All of Monday routes plus 50% of Tuesday <i>Paper:</i> All of Monday and Tuesday routes.
Wednesday	09/03/14	<i>Refuse:</i> Remainder of Tuesday routes plus all of Wednesday. <i>Paper:</i> 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.

Relay Procedure

- 1) Every effort will be made to off-load all relays on Saturday, August 30, 2014. 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, September 2, 2014.
- 2) Special Relay Operation and Roll on/Roll off collection to be scheduled in some boroughs on Monday, September 1, 2014.
- 3) On Tuesday, September 2, 2014, and Wednesday, September 3, 2014, 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 SWM-OCO, Collection Operations or at night, the Bureau Operations Office.
- 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, 09/06/14. Recycling Collection Trucks assigned on Monday, 09/08/14 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' 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 05/31/14(Mon)	This Holiday 09/01/14(Mon)	Next Holiday 10/13/14(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 August 25, 2014.

The Post Holiday Collection Performance Report is due in the Collection Office on Monday, September 25, 2014.

Holiday – Labor Day, Monday September 1, 2014

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 09/02/14

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 09/03/14

Collection Target: All of Wednesday's routes.

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

Thursday 09/04/14

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.

TRI - AREA REFUSE COLLECTION SCHEDULE

Tuesday 09/02/14

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 09/03/14

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).

8. What is the order of importance for the assignment of refuse EZ Pack collection trucks on Tuesday?
- A. All Tuesday routes
 - B. All Monday routes
 - C. 70% Monday routes/100% Tuesday routes
 - D. 100% Monday/50% Tuesday routes
9. What is the order of importance for the assignment of paper EZ Pack collection trucks on Wednesday?
- A. All Tuesday routes
 - B. Remainder of Tuesday/all Wednesday routes
 - C. Wednesday routes
 - D. Monday routes
10. To avoid long queing lines at the disposal locations during the 1600/2400 & 2400/0800 relay shifts in any given borough, what percentage of districts should be dumping collection loads and what percentage should be dumping recycling loads?
- A. Coll.60/Recyc. 40
 - B. Coll.50/Recyc. 50
 - C. Coll.60/Recyc. 30
 - D. None of the above
11. According to the Order, when would secondary disposal locations have to be used?
- A. If primary vendors become reach capacity.
 - B. If the Field supervisor authorizes the use of secondary disposals.
 - C. If the secondary dumps are closer than the primary dumps.
 - D. If the crews need to dump the truck and don't want to go to the primary vendor.
12. Why must all recycling collection trucks be off loaded on Saturday, 9/6/14?
- A. To ensure all recycling trucks are allocated properly.
 - B. To keep the relay sw's busy
 - C. Because the following Monday we will be collecting 2 weeks of recycling material.
 - D. None of your business.

13. According to the Holiday Order, what is the objective regarding the dumping of relays?
- A. To keep everyone busy.
 - B. To get the trucks off loaded as efficiently as possible
 - C. To keep the trucks moving at the dump facilities
 - D. To drag the operation out as long as possible.
14. If a district is short an EZ Pack for their next day operation, who is responsible for ensuring that one is located and delivered to that district?
- A. Garage Supervisor
 - B. Borough Operations Superintendent
 - C. District Superintendent
 - D. Borough Containerized Supervisor
15. According to the Holiday Order, (Rotation of Service) Monday Bi weekly collection area residents should receive collection on ____ consecutive Tuesdays after a Monday holiday before they are scheduled for a Thursday only refuse collection pick up.
- A. 0
 - B. 1
 - C. 2
 - D. 3
16. According to the Holiday Order, what day and shift are the Tuesday Household Organics Routes assigned?
- A. Wednesday, 12/8
 - B. Tuesday, 6/2
 - C. Tuesday, 1600/2400
 - D. Wednesday, 6/2

Answer the questions listed below using the attached information as a guide:

According to the Labor Day Holiday Order, How many trucks does each district listed need to run on Tuesday?

17. M7
- A. 26
 - B. 22
 - C. 28
 - D. 35

18
~~17.~~ BX4

- A. 13
- B. 14
- C. 27
- D. 33

19
~~18.~~ QW4

- A. 31
- B. 26
- C. 17
- D. 19

20
~~19.~~ Q14

- A. 31
- B. 23
- C. 17
- D. 22

21
~~20.~~ SI2

- A. 27
- B. 28
- C. 17
- D. 39

22
~~21.~~ BK14

- A. 31
- B. 28
- C. 33
- D. 38

23
~~22.~~ According to the Holiday Order, how many trucks does each of the below districts need to run to on Wednesday assuming there is no backlog?

QW4

- A. 27
- B. 28
- C. 14
- D. 39

SI-2
A. 27
B. 47
C. 46
D. 20

Q14

- A. 24
- B. 25
- C. 12
- D. 38

September Truck Targets

DISTRICT	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTALS	
	START	FINISH	START	FINISH	START	FINISH	START	FINISH	START	FINISH	START	FINISH	START	FINISH
MW-7	21	20.5	22	21.5	16	15.5	17	16.5	16	15.5	15	15.5	107	105
BXW-4	14	14	13	13	11	11	9	9	11	10.5	9	9	67	66.65
QW-4	17	17	14	14	14	14	13	13	13	12	11	10.5	82	80.5
QS-14	14	14	13	13	12	12	11	11.5	12	12	11	10.5	73	73
SI-2	27	27	20	20	20	20	22	22	17	17	17	17	123	123
BK-14	23	23	22	22	16	16	18	18	14	14	15	15	108	108

TRI WEEKLY COLLECTION DISTRICTS:

MW-7

BXW-4

BI WEEKLY COLLECTION DISTRICTS:

QW-4

QS-14

BK-14

SI-2

