




# sanitation

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To: All Borough Chiefs  
From: Peter McKeon   
Date: December 22, 2013  
Subject: 2013/2014 Christmas Tree Collection and Disposal

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Starting on Monday, December 30<sup>th</sup>, 2013 and continuing until Wednesday, January 15<sup>th</sup>, 2014, the Department will schedule a separate collection operation for the removal of discarded Christmas trees. The program will be in effect for fourteen (14) 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 Monday, December 30<sup>th</sup>, 2013, up to and including Friday, January 17<sup>th</sup>, 2014.

### Allocation of Loads

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

At Randall's Island and Staten Island 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  
R. Gonen  
S. Costas  
T. Killeen  
M. Arney  
M. Reeves  
A. Durrell  
R. Taormina  
M. Murphy  
R. Lange  
K. Tomlinson



SI2 -  
A. 27  
B. 47  
C. 46  
D. 20

Answer the below listed questions based on the information contained in the 2014 Christmas Tree Collection and Disposal memo.

1. The last day of the Program is:
  - a. January 15<sup>th</sup>.
  - b. December 31<sup>st</sup>.
  - c. January 12<sup>th</sup>
  - d. February 14<sup>th</sup>
2. Tree trucks are to be used on all shifts until they are loaded. (True or False)
3. District Field Officers are to instruct Sanitation Workers assigned to Christmas tree truck collection to:
  - a. Collect all trees, regardless of what is attached to them.
  - b. Collect only trees subject to the Asian Long Horn Beetle restrictions
  - c. Not pick up trees that have ornaments, tree stands, light strands, etc., or are inside of a plastic bag.
  - d. Collect only green trees.
4. Christmas tree trucks in districts Manhattan 1, 2, 3, 4, 7, 9, 10 & 12 are to:
  - a. Collect all trees, regardless of what is attached to them.
  - b. Collect only trees subject to the Asian Long Horn Beetle restrictions
  - c. Not pick up trees that have large ornaments, tree stands, light strands, etc., or are inside of a plastic bag.
  - d. Collect only brown trees.
5. It's acceptable if there is a small amount of debris mixed in with trees on trucks assigned to Christmas tree collection. (True or False)
6. All districts in Brooklyn and Staten Island will deliver their Christmas tree loads to the Staten Island Transfer Station. (True or False)
7. What color DS-350 is issued to Christmas tree collection crews?
  - a. White
  - b. Yellow
  - c. Green
  - d. Blue





8. The Randall's Island dump location for Christmas trees is open from:
- 8am to midnight.
  - 6am to 6pm
  - 24/7
  - 7am to 7pm
9. The Material Type for Christmas tree loads is:
- 01
  - 87
  - 45
  - 54
10. According to the last page of the Order regarding allocating Christmas tree loads to Scales 801 or 803, what would the receipt number read for this load: Manhattan 7, third tree load.
- 30702
  - 30703
  - 10703
  - 20703
11. According to the last page of the Order regarding allocating Christmas tree loads to Scales 801 or 803, what would the receipt number read for this load: Queens East 14, 1<sup>st</sup> load?
- 71401
  - 61402
  - 61401
  - 51401
12. According to the last page of the Order regarding allocating Christmas tree loads to Scales 801 or 803, what would the receipt number read for this load: Brooklyn South 6, 2nd load?
- 50902
  - 60602
  - 40602
  - 51002
13. District Field Officers are to will request Christmas tree collection trucks for their district after observing a total of 10 trees at the curb. (TRUE/FALSE)

