



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION**



GENERAL ORDER 2012-25

EFFECTIVE DATE: July 7, 2012

SUBJECT: Trade Waste

REFERENCED DIRECTIVES: Executive Order No. 16 dated July 26, 1978 as amended by Executive Order No. 105 dated December 26, 1986, Operations Order 2012-25 (Anti-Corruption Procedures), the Annual General Order Regarding Gratuities and the Department of Sanitation Collection Rules

AFFECTED DIRECTIVE: General Order 2001-19, dated December 12, 2001 is hereby rescinded

I. Introduction

An employee of the Department of Sanitation ("Department") is a public servant of the City of New York. As a public servant an employee may not solicit, request nor accept any payment of money, a gift or any other thing of value for providing refuse or recycling collection service. It is the employee's duty to collect refuse and recyclable materials placed at the curb by residents of the City of New York. However, an employee may not collect waste containing asbestos, hazardous or toxic waste, industrial waste, medical waste or trade waste, except as set forth in Department Orders. An employee, who violates this directive, will be subject to disciplinary action. Such disciplinary action may include termination of the individual's employment by the Department.

II. Definitions

A. As used in this General Order, the term "Trade Waste" shall mean:

1. Any material originating from any building, premises, property or site other than a residential building, a building occupied by a New York State ("State") or New York City ("City") government agency or department ("Agency"), or a building which is exempt from New York City Real Estate Taxes for which service has been approved by the Department's Deputy Commissioner for Legal Affairs (i.e., a "Special Use" building),



- 1) **The crew called their Supervisor to investigate a stop on their route. Where should the Supervisor document the investigation? (Findings, Actions)**
 - A. DS 332
 - B. DS 350 & 332
 - C. The Telephone Order Book
 - D. No where he must call the I.G.
- 2) **You're driving one of today's routes and saw 2 bags of grass clippings, 1 box of grass clippings placed out for collection that the crew missed you should?**
 - A. Instruct the collection truck to pick it up and document on DS 350
 - B. Tell the collection truck to pick up the 2 bags but leave the box behind
 - C. Issue the homeowner a ticket for mixed collection
 - D. Interview the homeowner
- 3) **Supv. Hearings overheard S/W's Batts & Balzi talking about getting \$120 for picking up a stop on their route. Supv. Hearings should?**
 - A. Report it to the Superintendent
 - B. Report it to F.I.A.T.
 - C. Report it to D.O.I.
 - D. Report it to C.O.I.B.
- 4) **S/W. Mooney, S/W. Doogh started carpooling with Supv. Moochie they should?**
 - A. Fill out a request for waiver (Advocate, COIB)
 - B. Fill out a DS 1900 (Advocate, COIB)
 - C. Do nothing
 - D. Call the C.O.I.B.
- 5) **What is the Uniform evaluation marking period?**
 - A. July 1st to June 30th
 - B. January 1st to December 31st
 - C. June 1st to May 31st
 - D. April 1st to October 1st
- 6) **A co-worker tells you they just got a 2nd job at Citi Field doing security. Which form do they need to fill out?**
 - A. Fill out a DS1742
 - B. Fill out a DS1900
 - C. Fill out a DS1080
 - D. Fill out a DS398
- 7) **You're given a 311 complaint for a missed collection. You get there and notices 10 bags of construction debris and 2 kitchen bags of garbage on the curb and another 100 bags on construction debris in the side yard. You interview the homeowner and find out that the debris was generated by a contractor they hired. What's the best course of action?**
 - A. Order the collection crew to pick it up documenting it on the DS350, and informing the complainant how they can dispose of the rest of the collection, Answer 311.
 - B. Tell the homeowner to remove 10 bags of construction debris, order the collection crew to pick up the 2 kitchen bags documenting it on the DS350, and informing the complainant how they can dispose of the rest of the collection, Answer 311.
 - C. Issue a summons to the homeowner for putting out the garbage improperly, and use the ECB number to answer the 311
 - D. Respond Not On Location and answer 311
- 8) **You're offered \$20 from a homeowner if you can have the collection crew come back and pick up bulk they left. You should?**
 - A. Inform the homeowner to call 311 for special bulk pick up
 - B. Take the money and have the crew come pick up the bulk they left.
 - C. Refuse the money and have the crew come pick up the bulk they left.
 - D. Refuse the money and have the crew come pick up the bulk they left. And call the D.O.I.
- 9) **S/W Smith was set up yesterday in smart to do CFC today. Smith would have been on collection today and tell's you that he should be schranked. What do you do?**
 - A. Document it in the Schrank log, and give the differential in CityTime with comments
 - B. Document it in the Schrank log, and give the differential using OEE in CityTime with comments
 - C. Tell Smith CFC does not qualify for the Shrank Agreement
 - D. Remind Smith he was set up the previous day for CFC

10) Which of the following equipment is not categorized as a special piece of equipment that qualifies for the payment of the two worker truck differential under schrank agreement?

- A. E-Z Pack
- B. Salt Spreader
- C. Large Wrecker
- D. Skid Steer

11) The garage Supervisor sees an old ripped poster on the garage wall and wants to replace it. All that's left of the poster is the words Mayoral Executive Order No. 16. What does that poster pertain to?

- A. Baskets
- B. Gratuities
- C. Smoking
- D. The lunch special at Wo Hop

12) In order to be eligible to wear a 911 arm patch on your uniform, you must have had to either have worked at Ground Zero or the Fresh Kills Dump for at least _____?

- A) 20 days
- B) 30 days
- C) 60 days
- D) 90 days

13) You're filling in for the garage Supv. and noticed S/W Klien's appearance has changed so drastically from the image of Kliens current ID card. You should fill out a?

- A) DS180
- B) DS181
- C) DS249
- D) DS1080

14) Later you discover an undistributed paycheck. How long must he wait before it should be returned to payroll?

- A. Within 7 days of date on check
- B. Within 10 days of date on check
- C. Within 2 weeks of date on check
- D. None of the above

15) What steps must you tell someone to take when an employee reports a lost badge?

- A. 997, Issued a DS-249, buy a money order and report to the FIAT office for a new badge.
- B. DS-249, police report, buy a money order and report to the FIAT office for a new badge.
- C. 779 (unusual), Police report, issued a DS-249, Buy a money order and report to the FIAT office for a new badge.
- D. 779 (unusual), Buy a money order and report to the FIAT office for a new badge

16) What is the Vacation accrual period?

- A. July 1st to June 30th
- B. January 1st to December 31st
- C. June 1st to May 31st
- D. April 1st to October 1st

17) Upon separation (retirement, resignation, termination, etc.) from the Department, the DSNY issued badge MUST BE Hand delivered to the F.I.A.T. Office or the employee's last payroll check may be withheld.

- A. True
- B. False

18) When a Sanitation Worker is going out of town the next day, who puts the orders on the D.S. 57?

- A. Supers Clerk in red ink
- B. The Civilian Clerk
- C. The Supervisor in red ink
- D. The Superintendent

19) What is the Uniform allowance accrual period?

- A. July 1st to December 31st
- B. January 1st to December 31st
- C. June 1st to May 31st
- D. April 1st to October 1st

20) All Sanitation Workers lose the same amount of vacation days due to 10 days of no pay status?

- A. True
- B. False

For more questions follow us on Facebook.
 SEE YOUR DELEGATES FOR YOUR 2019 MEMBERSHIP CARD
WWW.DSNYEMERALDSOCIETY.COM
FACEBOOK.COM/DSNYEMERALD

10	D	10
9	D	19
8	D	18
7	B	17
6	B	16
5	A	15
4	A	14
3	C	13
2	A	12
1	B	11

2. Any material originating from a commercial tenant of:
 - a. A residential building
 - b. A building occupied by a State or City agency
 - c. A Special Use building, except where such commercial tenant is a participant in the Department's Pro-Fee Program
3. Any material originating from the alteration, construction, repair or maintenance of a residential building ("Work"), which was performed for a fee, by a contractor or any person engaged in the home improvement business ("Contractor"). Such material may include, but is not limited to cement, concrete, lumber, plasterboard, plaster, rock, or timber ("Construction Debris").
4. Any grass clippings and tree limbs or branches ("Grass Clippings") originating from work performed by a commercial landscaper or gardener ("Landscaper") on a residential property.

- B. As used in this General Order, the term "**Gratuities**" shall mean any benefit, money, or anything of value given to an employee by a member of the public on the individual's behalf, or on behalf of a third party in connection with the employee's actions or duties as an employee, or in connection with any Department operation, service or activity.

III. Trade Waste Procedure

- A. A Collection Crew **may** service a stop which contains up to a total of six (6) bags, boxes, bundles and cans of Construction Debris that may be considered Trade Waste which is placed out for collection at the curb adjoining a residential building on their route **if** the Work is not being performed by a Contractor. **For example**, if there is a sign containing the name of a Contractor on the building or the adjoining property, the Collection Crew **must not** service the stop. The Collection Crew must immediately report the stop to the Supervisor.
- B. A Collection Crew **must not** service a stop **if** there are in excess of six (6) bags, boxes, bundles and cans of Construction Debris that may be considered Trade Waste placed out for collection at the curb adjoining a residential building on the route. The Collection Crew must immediately report the stop to the Supervisor.

- C. The Supervisor shall investigate the stop to ascertain the source of the Construction Debris. The investigation shall include interviewing the homeowner to determine the origin of the Construction Debris. The Supervisor shall take appropriate action following the completion of their investigation. Such action may include:
1. Instructing the Collection Crew to pick up to a total of six (6) bags, boxes, bundles and cans of Construction Debris from the curb, if it is determined that the homeowner performed the Work and advising the homeowner how they may dispose of the remainder of the Construction Debris.
 2. Instructing the homeowner to remove the excess Construction Debris from the curb, if it is determined that the homeowner performed the Work, and to place out no more than a total of six (6) bags, boxes, bundles and cans of Construction Debris at the curb for collection on the homeowner's regularly scheduled refuse collection day.
 3. Instructing the homeowner to remove the Construction Debris from the curb, if it is determined that a Contractor performed the Work, and arrange for its proper collection and disposal.
 4. Issuance of a summons to the homeowner for improper disposal of the Construction Debris if the homeowner fails to comply with the Supervisor's instructions.
 5. Instructing the Collection Crew not to service the stop because a determination has been made that the Construction Debris at the curb is Trade Waste.
- D. The Supervisor shall document the investigation on the "BCC-WD Daily Performance Record (DS 350)". The report shall include the Supervisor's findings and the action taken.
- E. If a Supervisor orders a Collection Crew to service a stop containing suspected Trade Waste, the Supervisor shall issue written orders to the Sanitation Workers on the "BCC-WD Daily Performance Record (DS 350)" directing the Collection Crew to collect the Construction Debris, which may include bulk material.

IV. Grass Clippings Procedure

- A. A Collection Crew will service up to a total of six (6) bags, boxes, bundles and cans of Grass Clippings placed out for collection at the curb adjoining a residential building on their route if the work is not being performed by a Landscaper.

- B. If there are in excess of six (6) bags, boxes, bundles and cans of Grass Clippings placed out for collection, the Collection Crew **must not** service the stop. The Collection Crew must immediately notify the Supervisor. The Supervisor shall investigate the stop. The investigation will include interviewing the homeowner to determine the origin of the material. The Supervisor shall take appropriate action following the completion of their investigation. Such action may include:
 - 1. Instructing the homeowner to remove the material from the curb if it is determined that the Grass Clippings were generated by a Landscaper, and have the Landscaper dispose of the material.
 - 2. Issuance of a summons for improper disposal of the material if the Grass Clippings are not removed from the curb.
 - 3. Instructing the Collection Crew to collect the material, if the Supervisor determines that it was generated by the homeowner.
- C. The Supervisor shall document the investigation on "BCC-WD Daily Performance Record (DS 350)". The report shall include the Supervisor's findings and the action taken.
- D. If a Supervisor orders a Collection Crew to service a stop containing Grass Clippings, the Supervisor shall issue written orders to the Sanitation Workers on "BCC-WD Daily Performance Record (DS 350)" directing the Collection Crew to collect the material.

V. Gratuities

- A. Any employee who solicits, requests, receives or accepts any gratuity in relation to Department activities, whether such gratuity is given to perform a service or not, shall be considered to have engaged in a corrupt activity.
- B. Any employee who has knowledge that another employee has solicited, requested, agreed to accept, received or accepted any gratuities in relation to Department activities, and who does not report such information immediately to the Inspector General or the Department of Investigation shall be considered to have engaged in a corrupt activity.
- C. Any employee who is offered any gratuities, but does not accept such gratuities, and fails to report such information immediately to the Inspector General or the Department of Investigation shall be considered to have engaged in a corrupt activity.
- D. Any employee who is determined to have engaged in a corrupt activity shall be subject to disciplinary action. Such disciplinary action may include termination of the individual's employment by the Department of Sanitation.

CANCELLATION: This Order shall remain in effect until rescinded

ISSUING AUTHORITY:



John J. Doherty
Commissioner

DISTRIBUTION: All Department of Sanitation Employees



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
POLICY AND ADMINISTRATIVE PROCEDURE 2011-01**



EFFECTIVE DATE: July 1, 2011

SUBJECT: Sub-Managerial Performance Evaluation for Non-Probationary Uniformed and Civilian Employees

AFFECTED DIRECTIVES: Policy and Administrative Procedure 2007-02 is rescinded

Introduction:

Provisions of the City Charter and the Civil Service Rules and Regulations provide for the establishment of an evaluation program for all sub-managerial employees. This Policy and Administrative Procedure details the responsibilities of managers and supervisors, regarding sub-managerial performance evaluation procedures for non-probationary uniform and civilian employees. The performance evaluation procedures described in this Policy and Administrative Procedure are not to be confused with the evaluation procedures for probationary employees outlined in General Order 2006-09.

Responsibility

It is the responsibility of each employee's Evaluator or immediate supervisor to complete accurate Performance Evaluation Reports for all uniformed and civilian sub-managerial non-probationary employees. Bureau/Unit heads are responsible for the timely submission of Performance Evaluation Reports for employees in their units. Completed evaluations should be forwarded to the Bureau of Human Resources through regular Department channels no later than thirty (30) days after the completion of the rating period.

Rating Period

The performance evaluation rating period is from **July 1, through June 30 for Uniformed Employees**. Civilian Employees will continue to be evaluated on a calendar year basis, from January 1 through December 31. For uniformed employees who successfully complete their probation, the performance evaluation becomes effective the day after their probation ends through June 30, for civilian employees, December 31.

Evaluation Process

Form DS 1971 will be used to rate civilian employees and form DS 1971A will be used to rate uniformed employees. At the beginning of the performance evaluation period, the Evaluator must meet with employee, present the employee's performance evaluation report, and review the employee's tasks and standards. Employees must sign and date the form, acknowledging that they have seen and understood their tasks and standards. Managers, Evaluators, and Supervisors should

POLICY AND ADMINISTRATIVE PROCEDURE 2011-01

keep in mind that the performance evaluation form is not a substitute for continuous feedback that should be provided to employees. At the end of the rating period, the overall rating should reflect, summarize and confirm previous discussions regarding their performance.

Evaluation Procedure (End of Evaluation Period):

- Evaluator rates employee for the Evaluation period, signs form and presents to District Superintendent or equivalent superior for review and signature
- After reviewing and signing the evaluation form the District Superintendent or equivalent superior submits the form to the Borough office to be reviewed and signed by a Borough Deputy Chief or superior of equivalent rank
- After reviewing and signing the evaluation form the Borough Deputy Chief or superior of equivalent rank returns the evaluation form to the employee's assigned location for the employee's signature

Tasks and Standards

An employee's tasks and standards must reflect actual job duties. For some job titles, pre-printed Performance Evaluation Reports are available with generic tasks and standards. When necessary, additional tasks and standards may be added in order of importance to accurately reflect specialized duties and assignments not covered by generic tasks and standards. Specific tasks and standards may be deleted if not relevant. For employees who are not evaluated using the preprinted generic tasks and standards, the following two tasks and standards must be included on their performance evaluation:

1. **Task:** Adheres to all Department rules, regulations and procedures, including Time & Leave and Code of Conduct.
Standard: Reports to work on time as scheduled
Complies with Sick Leave Procedure.
Complies with procedures when reporting late for work.
Complies with procedures when absent from work, including Emergency situations.
Complies with all other Department rules and regulations.
2. **Task:** Adheres to equal Employment Opportunity Policies and Procedures (ratings for this task must be Satisfactory, Unsatisfactory or Unratable only)
Standard: Complies with guidelines of the Citywide EEO Policy and Department EEO and Sexual Harassment Prevention Policy Statements.

Each task rating and the overall final rating shall be rated using the following rating categories:

- Outstanding (OUT)
- Superior (SUP)
- Satisfactory (SAT)
- Conditional (COND)
- Unsatisfactory (UNSAT)
- Unratable (UNRAT)

POLICY AND ADMINISTRATIVE PROCEDURE 2011-01

Use of Ratings

Outstanding (OUT):

Under adverse circumstances, an employee consistently performs work far above normal expectations, with minimal supervision or instruction. Work almost never requires follow-up correction.

Or

While working under conditions that tend to discourage an operation and make it more difficult and unfavorable, the employee always takes an active and conscientious approach to solving Operational demands and following Departmental procedures while requiring almost no follow-up.

Superior (SUP):

Under adverse circumstances, an employee consistently performs work above normal expectations, with little supervision or instruction. Work seldom requires follow-up correction.

Or

While working under conditions that tend to discourage an operation and make it more difficult and unfavorable, the employee takes an active and conscientious approach to solving Operational demands and following Departmental procedures while requiring minimal follow-up.

Satisfactory (SAT):

An employee consistently performs work within normal expectations, but with a normal amount of supervision or instruction. Work occasionally requires follow-up correction, but not for serious flaws. For example, an employee is always prompt and completes all assigned tasks on a daily basis on a satisfactory level.

Conditional (COND):

An employee performs work that is below normal expectations, requiring frequent follow-up, correction, or close supervision. Coaching, counseling and/or training may result in improved performance.

Unsatisfactory (UNSAT):

An employee consistently performs work below normal expectation, requiring frequent follow-up, correction, or close supervision. Coaching, counseling, and/or training have not resulted in improved performance. Examples of an Unsatisfactory rating (depending on the severity of the complaints) are but not limited to: Unexcused absence (2nd offense), Suspensions of five days or more, Arrest and Conviction, DWI, Sick Leave (excluding long term illnesses) or Trade Waste violations. An adjudication of "guilty" on any complaint may lead to an Unsatisfactory rating. Multiple minor complaints also may lead to an Unsatisfactory rating.

Unratable (UNRAT):

An employee's performance cannot be evaluated because the employee has not performed the task(s) for over one half of a rating period due to limited duty status, medical leave, military leave, jury duty and/or leave without pay.

Not Applicable (N/A):

The employee's work assignment does not include this task.

POLICY AND ADMINISTRATIVE PROCEDURE 2011-01

An Evaluator must provide specific details or examples (in the area marked Evaluator's Comments) of an employee's performance to support an actual rating other than satisfactory.

At the end of the performance evaluation period, the order for completion and signatures is as follows:

1. Evaluator Completes Time & Leave Summary and Disciplinary History for the evaluation period, assigns task and overall ratings provides comments (as needed), signs and dates the form.
2. Reviewer Reviews, signs, and dates the form. Borough Chief or his designee will review and sign and date all evaluations before employee affixes his/her signature on final evaluation.

The Reviewer should be higher in title than the Evaluator. Any disagreement with the Evaluator's task or overall ratings should be discussed and a final determination of Rating made before the form is presented to the employee.

3. Employee Reviews, signs, and dates the form. The signature indicates that the employee has seen and understands the rating. It does not signify agreement or disagreement. An employee's failure to sign the form may result in disciplinary action. If employee refuses to sign the form, the Evaluator should indicate "employee refused to sign" and supervisor signs and dates that statement along with one other Officer.

Transferred Employees

An employee who transfers during the performance evaluation period must be evaluated on separate performance evaluation forms by the former and current Evaluator. The former Evaluator will include the completed evaluation up to the time of the transfer, in the employee's on-site personal folder and send it to the employee's new location.

Promoted Employees

An employee who is promoted during the performance evaluation period must be evaluated in the lower title. Performance evaluations play a key role in the selection of employees (both uniform and civilian) for promotion. Because performance evaluations may be needed for review at any time, the form must be properly completed and submitted on time.

POLICY AND ADMINISTRATIVE PROCEDURE 2011-01

Night Volunteers

Uniformed employees who work nights only during the night plow snow season, November through March, will receive input on their performance evaluation by their night supervisor.

Appeal Procedure

Sub-managerial non-probationary employees may only (request) an appeal of a Less Than Satisfactory overall performance evaluation rating (Conditional, Unsatisfactory, Unratable).

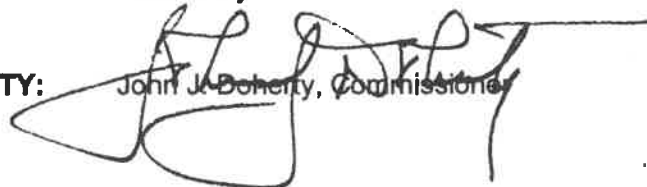
The request for appeal and appropriate supporting documentation must be submitted in writing and forwarded to the Director of the Bureau of Human Resources. The director of Human Resources will review the request. Upon, review, the director may grant the employee an opportunity to be heard.

If an appeal hearing is granted, the Hearing will be chaired by the Director of Human Resources. Participants will be: the Director of Equal Employment Opportunity, the Director of the Personnel Management Division or his/her designee, the employee, and the employee's supervisor and/or Bureau Head. The Director of Human Resources will render a written decision regarding the appeal. A letter will be sent to the employee from the Director of Human Resources stating the outcome of the appeal.

CANCELLATION:

This Policy and Administrative Procedure shall remain in effect indefinitely.

ISSUING AUTHORITY:



John J. Doherty, Commissioner

DISTRIBUTION:

All Managers, Unit Heads, General Superintendents and Supervisors



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2018-10**

EFFECTIVE DATE: Tuesday, December 4, 2018

SUBJECT: **GRATUITIES**

AFFECTED DIRECTIVES: General Order 2017-14 is hereby cancelled.

REFERENCE: Mayoral Executive Order No. 16;
General Order # 2015-03; Rules 4.2 & 4.3
General Order # 2012-25 Trade Waste
Operation Order # 2012-25 Anti-Corruption;
NYC Charter, Chapter 68

Employees of the Department of Sanitation are prohibited from soliciting, receiving or accepting any gratuities. It does not matter whether the gratuity consists of the payment of money or a gift, or whether it is given for the performance of an act (for example, refuse and recycling collection services) or not. It does not matter what the season is, the intent of the giver or the recipient, or the spirit in which it is offered or accepted.

Any employee who is offered a gratuity, or who knows that a fellow employee solicited, accepted or agreed to accept a gratuity is required to report that information immediately. The employee shall report it directly to the Office of Inspector General which is located at 80 Maiden Lane, New York, N.Y. 10038, telephone number (212) 825-3500 or 5900.

Any violation of this Order will be referred to the appropriate authorities for prosecution. In addition, the employee will be subject to Department disciplinary action which may include termination of employment.

CANCELLATION: This Order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:

Kathryn Garcia
Commissioner

DISTRIBUTION: All Management Personnel.
To be read at all roll calls for three consecutive days.

Sent By/Date: HDQTRSOP 2/21/2019 8:03 AM

Dept Msg #: DM2019-1034

Code: MISC100 (REV 08/23/16)

Subject: OUTSIDE EMPLOYMENT; PAP 2012-10

Message: It is the responsibility of all Department Employees to be familiar with Policy and Administrative Procedure 2012-10 Outside Employment - effective date 8/3/12.

All employees who are seeking outside employment or are currently active in outside employment must adhere to provisions set forth in PAP 2012-10.

Section 2(a) "Outside Employment means engaging in any employment, profession, business, occupation, or political activity, paid or unpaid, other than employment with the Department of Sanitation. Outside Employment includes, but is not limited to: working for a company or business; self-employment as part of one's own business; per diem, part-time, seasonal or temporary employment; and employment with any other agency of the City of New York or any other municipal, local, state or federal employer."

A DS 1900 and all correspondence pertaining to PAP 2012-10 should be directed to the Department Advocate's Office in a timely manner.

*ALL EMPLOYEES WHO HAVE ALREADY RECEIVED APPROVAL ARE REMINDED THAT THEIR OUTSIDE EMPLOYMENT STATUS MUST BE UPDATED EVERY TWO (2) YEARS WITH THE FILING OF AN ADDITIONAL DS1900 TO THE DEPARTMENT ADVOCATE'S OFFICE.

This Department message is to be read at all roll calls for Friday, February 22, 2019 and posted on location bulletin board.

Steven W. Costas
Acting Commissioner

Sent By/Date: HDQTRSOP 1/4/2019 9:04 AM

Dept Msg #: DM2019-0090

Code: MISC27

Subject: PAYMENT OF TWO-WORKER TRUCK DIFFERENTIAL UNDER SCHRANK AGREEMENT

Message: Sanitation Workers who by seniority would be entitled to two-worker truck differential but for operational reasons are assigned to operate special equipment will be paid the two-worker truck differential under the Schrank Agreement.

Only the Following Equipment is Categorized as "SPECIAL" in G.O. 96-05:

-
- Front End Loader
- Hoist Fitted Chassis
- Mechanical Broom
- E-Z Pack
- Large Wrecker
- Salt Spreader
- C.F.C. - (Trained replacements will be entitled to a differential payment only when they are cut from a district assignment on the same day).

No other equipment or job function qualifies for differential payment under this order, including Sanitation Workers performing clerical duties.

=====

Borough Chiefs will ensure that all Supervisors, District Superintendents, and Deputy Chiefs under their supervision are aware of the contents of this Department Message and comply with it.

Any personnel found in violation of this Department Message will be the subject of severe disciplinary action including suspension and possible termination.

Location Supervisors, District Superintendents, Borough Operations Superintendents, Deputy Chiefs and Borough Chiefs will read this order and sign the blotter attesting to the fact that they have read and understood it.

F.I.A.T. in the course of their regular audits, will be checking for compliance with this department message and taking corrective action if violations are found.

A copy of this message will be posted in a visible location at all work locations.

Steven W. Costas
First Deputy Commissioner

SECTION TWO

GENERAL ORDER 2007-06

WORLD TRADE CENTER PATCH



The World Trade Center patch may be worn by any uniformed employee who worked at either Ground Zero or at Fresh Kills for at least 30 days or longer in conjunction with the clean-up effort of the WTC Disaster.

The patch shall be worn on the right arm sleeve 1/2 inch below the shoulder seam on both the jacket and the button down shirts for both Officers and Sanitation Workers.

The patch is available at:

Uniform by Paris Coats
790 Third Avenue
Brooklyn, NY 11223
(718) 689-1182

Sent By/Date: HDQTRSOP 3/15/2019 9:24 AM

Dept Msg #: DM2019-1536

Code: MISC45

Subject: DSNY PHOTO IDENTIFICATION CARDS; GENERAL ORDER 2004-05

Message: Due to the heightened security alert status, the following procedures must be adhered to when an employee reports his/her DSNY ID Card stolen or lost. It also highlights key points of G.O. 2004-05 regarding the roles that Supervisors play in the replacement, monitoring and the status of employees ID cards. DSNY employees must have their ID cards with them at all times.

- 1- An Employee must IMMEDIATELY report the loss or theft of his or her ID card to the POLICE PRECINCT HAVING JURISDICTION OVER THE LOCATION OF THE OCCURRENCE AND OBTAIN A RECEIPT FROM THE PRECINCT where the report was filed.
- 2- A DSNY POLICE OFFICER OR FIAT INVESTIGATOR must obtain a COPY OF THE POLICE REPORT filed when he or she reports the loss or theft of his or her ID card to the police precinct having jurisdiction over the location of the occurrence.
- 3- An employee must promptly NOTIFY HIS OR HER SUPERVISOR of the loss, theft, or damage to his or her ID card.
- 4- Employees will receive a replacement for lost, stolen, or damaged ID cards when the request for Photo ID Replacement (DS180 form) is submitted to the Bureau of Human Resources at 59 Maiden Lane. There will be a CHARGE OF \$10.00 FOR ISSUANCE OF A REPLACEMENT ID CARD.
- 5- This replacement fee must be paid by money order made payable to the NYC Department of Sanitation if the request for a replacement ID card is processed through the mail. If the employee appears in person at the Bureau of Human Resources to request a replacement ID card, cash or money order will be accepted.
- 6- Supervisors must inspect DSNY ID cards at the same time they conduct the SEMI-Annual INSPECTION OF EMPLOYEES' DRIVER'S LICENSES. This inspection shall also INCLUDE ALL EMPLOYEES AT THE WORK LOCATION WHOSE TITLES DO NOT REQUIRE A DRIVER'S LICENSE. A mailing and a Department message will remind Supervisors of this responsibility.
- 7- Supervisors must provide a DS 180, REQUEST FOR PHOTO ID REPLACEMENT, to any employee who cannot present a valid DSNY ID card at the time of this semi-annual inspection.
- 8- If during the inspection, 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 DS181, REQUEST FOR NEW PHOTO, to the Bureau of Human Resources at 59 Maiden Lane.
- 9- The location Supervisor must COLLECT AN EMPLOYEE'S DSNY ID CARD on the EMPLOYEE'S LAST DAY OF WORK WHEN AN EMPLOYEE IS GRANTED A LEAVE OF ABSENCE FOR A PERIOD OF 30 CALENDAR DAYS OR MORE, OR WHEN AN EMPLOYEE RESIGNS FROM SERVICE WITH DSNY, OR AN EMPLOYEE IS TERMINATED BY DSNY.
- 10- In the case of a long term leave of absence, resignation, or termination, the location Supervisor must attach the employee's surrendered ID card or a DS 180, Request for Photo ID Replacement, to the DS 46 which is submitted to the Bureau of Human Resources. The following entry shall be made in the "REMARKS" section of the DS 46: ID CARD ATTACHED or ID CARD NOT RETURNED.
- 11- AN EMPLOYEE SHALL NOT RECEIVE HIS OR HER FINAL PAYCHECK UNTIL THE DSNY ID CARD HAS BEEN RETURNED OR A REQUEST FOR PHOTO ID REPLACEMENT (DS180) HAS BEEN SUBMITTED TO THE BUREAU OF HUMAN RESOURCES.

This Department message shall be read at all roll calls for Saturday, March 16, 2019. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

All Borough Managers, District Superintendents and Supervisors will read this Department message and sign the daily blotter attesting that they have read and understand it.

Sent By/Date: HDQTRSOP 1/10/2019 8:03 AM

Dept Msg #: DM2019-0191

Code: MISC26 (Rev 8/31/12)

Subject: DISTRIBUTION AND SAFEGUARDING OF ALL PAYROLL CHECKS

Message: Location Supervisors are reminded that they are responsible for the distribution and safeguarding of all payroll checks. Paychecks are to be distributed to the payee only. All undistributed paychecks must be returned to payrolls, along with a DS 70, ** within 10 days of the date on the check. **

If for any reason, an employee is unable to pick up his/her check and wishes to have someone else receive his or her paycheck, a written statement signed by the employee, describing the reason for the arrangement as well as the duration, should be filed with the employee's Supervisor prior to the paycheck's distribution.

Personnel distributing paychecks and/or direct deposit statements are also reminded that they will be subject to disciplinary action if they fail to follow proper payroll procedures.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 1/15/2019 8:23 AM

Dept Msg #: DM2019-0279

Code: MISC75 (REV 1/18/17)

Subject: LOST/STOLEN DEPARTMENT ISSUED BADGES

Message: All Uniformed Department Employees must have in their possession at all times the items listed below:

- 1) - Current valid drivers' license
- 2) - DSNY employee photo identification card
- 3) - Department issued badge

Supervisors are to PERIODICALLY check Sanitation Workers in their command for compliance. This is in addition to the checking of above items during the semi-annual DS102 inspection.

Any employee that claims their badge was stolen and/or lost must immediately report it to their immediate Supervisor. A Department Unusual Report (DS779) must be completed and a Police report must be filed with the local precinct. The employee will then be directed in securing a replacement badge which is available at the F.I.A.T. Office. Failure to report the loss of a badge in a timely manner may result in disciplinary action taken against the employee. Disciplinary action may also be taken against an employee who fails to safeguard their badge against loss. Badges are not to be left in unattended vehicles either while on or off duty.

AS PER THE AMENDMENT TO GENERAL ORDER 2007-08 DATED OCTOBER 1, 2008, A BADGE THAT IS REPORTED LOST BY AN EMPLOYEE, REGARDLESS OF RANK, WILL RESULT WITH THE ISSUANCE OF A DEPARTMENT COMPLAINT (DS249) TO THAT EMPLOYEE. THIS DISCIPLINARY COMPLAINT WILL BE ADJUDICATED AT A BCAD TRIAL WITH MANDATORY LOSS OF ONE (1) DAYS PAY. THIS PENALTY SHALL BE SERVED AS EITHER A SUSPENSION DAY, AN IMPOSED FINE, FORFEITURE OF 8 HOURS ACCRUED VACATION TIME OR FORFEITURE OF 8 HOURS ACCRUED COMPENSATORY TIME.

DUE TO AN INCREASE IN THE COST OF MAKING A NEW BADGE BY THE MANUFACTURER, THE COST OF A REPLACEMENT SANITATION WORKER BADGE HAS INCREASED TO \$40.00 AND THE COST OF A REPLACEMENT SUPERVISOR AND GENERAL SUPERINTENDENT LEVEL 1 BADGE HAS INCREASED TO \$60.00 EFFECTIVE IMMEDIATELY. THE REPLACEMENT FEE MUST BE PAID BY MONEY ORDER ONLY, MADE PAYABLE TO THE NYC DEPARTMENT OF SANITATION.

Upon separation (retirement, resignation, termination, etc.) from the Department, the DSNY issued badge MUST BE HAND DELIVERED, to the FIAT office or the employee's last payroll check may be withheld. Retirees may return their badge in person prior to their appointment with Human Resources. They will receive a signed and stamped employee copy of a DS 385 (FIAT Badge Receipt). For other types of separation, the badge shall be HAND DELIVERED to the FIAT Office by Borough messenger.

All District Superintendents and Supervisors are to sign the district blotter indicating that they have read and understood this message.

Borough staff personnel are to periodically check district blotter in their respective zones to ensure compliance.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 1/2/2019 9:15 AM

Dept Msg #: DM2019-0036

Code: MON5 (REV 8/6/14)

Subject: TIMEKEEPING MONTHLY MESSAGE

Message: Supervisors/Timekeepers must adhere to the following procedures:

* TRANSFERRED EMPLOYEES

The Supervisor, at the transferred employee's old location, is responsible for making sure the leave balances he/she indicates on the DS. 1458 agree with the balances indicated by the PMS system. Supervisors/timekeepers at the transferred employee's new work location are to report any unreasonable delays in obtaining the required time information through channels for appropriate action.

* FLSA REGULATIONS

Regulations outlined in the FLSA manual are to be strictly adhered to. Make sure compensatory time used is charged to the appropriate bank: FLSA, Non-FLSA, Pre-FLSA or Holiday Comp.

* USE OF MLA'S

Complete instructions on the preparation & submission of MLA forms are contained in General Order #2012-06 (Timekeeping Procedures). Timekeepers are reminded to use MLA form DS 1759 and include the location's distribution number in the space provided in the upper right portion of the form. The payroll distribution number is a four (4) character code: one letter followed by three numbers such as B074, D910, K110, etc. The Reason for Submission field must be filled in.

NOTES:

Use the Employee ID (Reference Number) in the SSN field.

Locations are to be reminded that MLA forms, when completed are not to be sent directly to Payrolls. In the Bureau of Cleaning & Collection, these forms are to be sent to the F.I.A.T. Office, 125 Worth Street, Room 821A. In other Bureaus, the MLA'S are to be sent to the Bureau Timekeeping Coordinator.

* SEPARATED EMPLOYEES

Whenever an employee separates from City service by retirement, resignation, termination, etc., the location Timekeeper must show a depletion in the PMS system of any unused time balances by completing a Manual Leave Adjustment form (DS 1759). This does not apply to Civilian Managers or General Superintendents IV and above.

As per the AMENDMENT TO GENERAL ORDER 2007-08 dated April 2, 2007, Section B) RECOVERY UPON SEPARATION FROM DEPARTMENT...

"Upon separation (retirement, resignation, termination, etc.) from the Department, the DSNY issued badge MUST BE HAND DELIVERED, to the FIAT Office or the employee's last payroll check may be withheld. Retirees may return their badge in person prior to their appointment with Human Resources. They will receive a signed and stamped employee copy of a DS 385 (FIAT Badge Receipt). For other types of separation, the badge shall be HAND DELIVERED to the FIAT Office by Borough messenger."

NOTES:

For uniformed employees, loading in the pro rated vacation earned from the start of the leave year (JUNE 1) may be necessary.

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 May 31.

* MILITARY LEAVE

Once an employee is no longer active in the Military Reserves, any remaining military leave balances must be eliminated by submitting

an MLA form. In addition, documentation such as discharge papers, etc. must be forwarded to the Bureau of Human Resources Military Leave Unit so that the personnel record may be updated.

* SIGNATURE REQUIREMENTS

All MLA's require the signature of the preparer and a higher level employee in the space set aside for the "MANAGER/SUPERVISOR."

* JURY DUTY

All locations are reminded that proof of attendance is required, as well as proper completion of DS. 794 (Jury Duty Log). Refer to General Order 2012-18 for the current regulations regarding Jury Duty.

All Supervisors, District Superintendents and Managers will read this order and sign the daily blotter attesting they have read and understand the contents of this message. Borough Managers/Division Staff Officers will spot check blotters for compliance.

*** REDUCE, RE-USE, RECYCLE ***

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP . 1/8/2019 8:31 AM

Dept Msg #: DM2019-0167

Code: MISC93 (REV 5/16/14)

Subject: DS57

Message: Supervisors are to be reminded of the following:

Whenever a Sanitation Worker is scheduled to go out of town, report to the Advocate Office, report to the DSNY Health Care Facility or when there is a change in shift, the location Supervisor is to ensure the information is properly documented on the D.S. 57 in RED INK.

When there is a change in shift, the location Supervisor or designee will clearly indicate on the D.S. 57 the shift change along the signature line for the Sanitation Worker(s). It will be written in RED ink.

When out of town work is scheduled, the location Supervisor will clearly indicate the location and shift on the D.S. 57 along the signature line for the Sanitation Worker(s). It will be written in RED ink.

The assigned district will notify the out of town district location Supervisor and instruct him/her of out of town Sanitation Worker(s) orders. The out of town location Supervisor will clearly indicate on the D.S. 57 the orders for the Sanitation Worker(s).

It is up to the location to notify the Sanitation Worker when there is a change in shift or out of town work.

In the event a Sanitation Worker does not have a phone, It is the responsibility of the Sanitation Worker to contact the district for orders.

District Superintendents will monitor to ensure compliance.

This message is to be discussed at the next Borough District Superintendents meeting.

All Superintendents and Supervisors will sign the blotter attesting they have read and understand this directive.

Steven W. Costas
First Deputy Commissioner

YOU ARE TO POST THIS NOTICE ON ALL BULLETIN BOARDS

Bureau of Human Resources, Division of Payrolls, 59 Maiden Lane, New York, NY 10038

SPECIAL PAYROLL MEMORANDUM

UNIFORM ALLOWANCE 2018-2019

To: ALL SUPERVISORS, Department Of Sanitation
From: Iris Wright, Deputy Director HR/Payroll Administration
Subject: UNIFORM ALLOWANCE CHECKS 2018-2019
Date: December 2018



1. Uniform Allowance payments for Fiscal Year 2018 will be distributed on December 15, 2017 for Sanitation Workers, Sanitation Officers, Sanitation Enforcement Agents, Associate Sanitation Enforcement Agents, Motor Vehicle Operators, Compliance Agents, Rehabilitation Counselor and Community titles assigned to Lot Cleaning Program, Investigator. Only those employees who have completed a consecutive six (6) months of active service from July 1, 2018 to Dec 31, 2018, in one of the above titles, will be entitled to a uniform Allowance check.

Any absences without pay in excess of six (6) days or more will advance the eligibility date by the total number of days absent without pay. This includes employees hired after July 1, 2018.

2. Sanitation Workers will be paid \$1000. Sanitation officers in the titles of Supervisor and General Superintendent-Level I are entitled to a \$830 Uniform Allowance payment. Any Sanitation Officers paid at a salary over \$122,565 are NOT entitled to a Uniform Allowance.
3. All employees separated from the Department before December 31, 2018 (by reason of resignation, retirement, etc.) are **NOT** entitled to this check and it must not be issued to them. Immediately return this check to the Division of Payrolls. Each check must be accompanied by a complete D.S. 70 form containing a full explanation.
4. Employees covered by Worker's Compensation:

If an employee is on Worker's Compensation Option 1 (remaining on the DSNY payroll), that employee is deemed to have been in full pay status for the Uniform Allowance purposes.

CONT...

If an employee is on Worker's Compensation Option 2 (direct payment from the Law Department), that employee is deemed to have a break in service for Uniform Allowance purposes and must make up that lost time within the Fiscal Year to be eligible for payment.

It is the responsibility of the District Superintendent or comparable ranking Supervisor to withhold Uniform Allowance payments from those employees who are NOT entitled (in accordance with the provisions of this order) and to promptly return checks to the Division of Payrolls with a completed D.S.70 form attached, indicating the number of days lost that need to be made up.

The amount of the Uniform Allowance will be included in the gross earnings reported on the employee's W-2 Withholding Tax Statement. Failure to promptly return any check for any of the above reasons will result in an incorrect W-2 form being issued to that employee. In any such case, a written explanation will be required from the employee's supervisor detailing their failure to comply with this order.

The responsibility for requesting a Uniform Allowance check for an employee once he or she has made up the lost time is that of the supervisor. The supervisor must request, in writing & prior to June 30, 2019 (but not before January 2019), the preparation of a Uniform Allowance check and attest to the fact that the lost time has been made up by the employee. All such written requests should be submitted to:

payroll@dwny.nyc.gov

-OR-

Sam Ashmeade, Assistant Manager
Division of Payrolls
59 Maiden Lane, 5th Floor
New York, NY 10038

It is not necessary to submit letters for Sanitation Workers who were hired after 7/1/18. Once they have their six (6) months of service (provided there is no "lost time") the Payroll Division will process their Uniform Allowance Payment.

NO TELEPHONE INQUIRIES WILL BE ACCEPTED CONCERNING UNIFORM ALLOWANCE CHECKS.

END.



THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2012-25



EFFECTIVE DATE: July 7, 2012

SUBJECT: ANTI-CORRUPTION PROCEDURES

AFFECTED DIRECTIVES: Operations Order 1998-07 is hereby rescinded

REFERENCE: General Order 2012-25 (Trade Waste)

PURPOSE:

The purpose of this directive is to develop procedures to eliminate Trade Waste Violations and maintain a corruption free environment through risk assessment, education, inspections and careful monitoring of potential violations. For the purpose of this order The Department defines Trade Waste Violations in General Order 2012-25 (Trade Waste).

I. RESPONSIBILITY

All managers and supervisory personnel are charged with the responsibility of ensuring that employees follow the Departments Anti-Corruption Procedures. Borough Chiefs are responsible for ensuring that their commands follow all Anti-Corruption Procedures. Deputy Chiefs will have their districts risk assessment maps updated annually. Borough Operation Superintendents will ensure that corruption notices (**DOI Posters – Appendices E & F**) are posted at all locations and that flyers (**Appendices A, B & C**) are available for the district officers to distribute as necessary. District Superintendents will be responsible for the implementation of Anti-Corruption Procedures in their districts. B.C.C. Supervisors will identify risk areas and reduce the possibility for corruption through education and supervision. B.W.D. Supervisors are responsible for inspecting loads to ensure that Trade Waste is **not** unloaded at any disposal location.

II. RISK ASSESSMENT

Section Risk Assessment Maps will be prepared and colored red for high risk areas, green for medium risk areas, and white (un-colored) for low risk areas. Indicate the collection frequency for each section and use the following legend to mark the colored risk areas.

- C = Commercial Area
- CR = Commercial \ Residential
- RR = Residential with Renovations
- I = Industrial
- O = Other

Maps must be in an 8.5 x 11 plastic sheet protector and available for each Field Supervisor. A separate book containing all section maps will be kept by the District Superintendent. Maps will be updated annually in July.

Risk areas should be spot checked daily by the Field Supervisors and spot checked by the Night District Superintendent and the District Superintendent. Checks will be random, so no pattern can be detected. Night District Superintendents will inform the District Superintendents of any potential problem locations.

III. EDUCATION

Once a location is identified as a risk, the Supervisor or District Superintendent will speak with the homeowner or contractor. The officer must explain the correct way to dispose of the material. Three flyers have been prepared to help with the presentation (Appendices A, B, C). **These flyers explain:**

- What type of material DSNY will collect
- How they should put out material for collection
- How much material can be collected on each service
- What materials are recyclable
- How to dispose of commercial waste
- That It is against the law to **offer** money to DSNY employees
- That it is against the law for DSNY employees to **request**, or **accept** money or anything of value from the public.
- The fines and penalties for violations of these laws

IV. MONITORING RISK

Supervisors must continue to check the possible risk location(s) to ensure that no one tries to illegally dispose of the material. District Superintendents will increase field supervision and check known drop off and dump out areas. At least one officer will be in the field when district equipment is working. The District Superintendent will arrange this coverage immediately following roll call. The District Superintendent will be required to know which officer is in the field at any given time. Officers should stagger lunch times to ensure maximum supervision. Officers assigned to specialty units such as C.T.U., D.V.O., Sick Leave, Safety, etc. will provide additional monitoring while conducting department business within a district. These specialty unit officers will report any potential corruption problems to the Field Supervisor by radio. Proper monitoring of personnel and equipment in the field should reduce the risk for corruption.

V. VIOLATIONS

Procedures when an officer suspects Trade Waste Violations

- Stop the truck and question both Sanitation Workers about the type and amount of material collected
- Check the D.S. 350 for prior authorization
- Determine if Sanitation Workers are on their route

If an officer determines there are no improprieties they should sign the D.S. 350 and instruct the crew to continue on the route.

If an officer still suspects Trade Waste Violations:

- Order the crew to remain on location and not to dump their truck until they are ordered to do so (confiscate the DS 350 immediately).
- Contact, via radio, the District Superintendent or designee, who must respond to the site.
- The District Superintendent, or designee, will notify the borough office of a possible Trade Waste Violation, giving the number of the truck involved, the location from which the suspected Trade Waste material was generated and request that this truck not be allowed to unload at any disposal location.
- Determine what type of material was collected. Interview any civilians present to determine if they are homeowners, store owners, contractors, or others who may provide information. Ask whether the Sanitation Worker(s) requested or received compensation for collecting the material.
- Gather as much information as possible about the site (owner's or contractor's name, address, type of work, telephone numbers). Get statements with names and addresses. List any information from vans or contractor signs on the property
- After consultation with the District Superintendent or designee, the Supervisor will mark on the D.S. 350- **DO NOT DUMP** and escort crew and truck to the garage. Secure truck and contact Borough office for further instructions.

The Borough Office Will:

- Notify Bureau Operations Office (B.O.O.) and prepare an Unusual Occurrence Report
- Send a borough staff officer to the address from which the suspected Trade Waste material was generated to assist in the information gathering process and await the arrival of a FIAT Officer
- The borough staff officer will contact B.O.O. with a report of their findings.

Operations Office Will:

- Notify F.I.A.T., Inspector General Office (IG), and the Office of Employment and Disciplinary Matters, OEDM (Advocate) and request assistance with the investigation
- Notify Operations Control Office, (O.C.O.) not to accept the truck at any disposal location without B.O.O. approval and request a disposal site for the load to be inspected and videotaped.
- Determine the appropriate administrative or disciplinary action for the Sanitation Workers involved.

F.I.A.T. Office Will:

- Respond to the address from which the suspected Trade Waste material was generated and interview any homeowner or contractor on site
- Along with the Borough Staff Officer, escort the truck containing the suspected Trade Waste material to the disposal site provided by the Operations Control Office (O.C.O.) to inspect and videotape the offloading of this vehicle and estimate the amount of Trade Waste material contained on the truck. **(NOTE: the Garage Utility Sanitation Worker will drive the truck containing the suspected Trade Waste to the disposal site. He must be equipped with a shovel and metal rake to assist in the sorting of the material as it is offloaded).**
- The FIAT Officer and Borough Staff Officer will confer and come to a consensus on the amount of Trade Waste type material contained in the load.

VI. BUREAU OF WASTE DISPOSAL INSPECTIONS

All Bureau of Waste Disposal Supervisors assigned to Truckfills, Marine Transfer Stations, and private Export Disposal Locations are required to inspect D.O.S. loads to insure that Trade Waste is not unloaded at any disposal location. Particular attention should be paid to a vehicle that records an unusually high weight. When inspecting a load, look for signs of possible Trade Waste, including the following:

- An excessive amount (approximately 10% of the load) of construction and demolition debris (dirt, sheetrock, concrete, bricks, cement, wood, metal, or tile).
- Material that appears as though it might have originated from a commercial establishment, i.e., (Boxes of fruit, vegetables or large amounts of car parts)

If the above is observed, follow the Procedures for Suspected Trade Waste at all Disposal Locations (Appendix D).

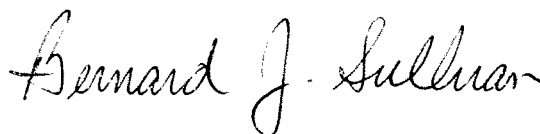
VII. REPORTING CORRUPTION, BRIBES OR CONFLICT OF INTEREST

Department employees will make every effort to eliminate the risk of corruption or conflict of interest through risk assessment, education and supervision. It is also the responsibility of every employee pursuant to Mayoral Executive Order # 16 to report directly and promptly to the Office of the Inspector General or the Department of Investigations any information about Department employees involved in corruption, bribes or conflicts of interest. Posters directing employees to notify the Inspector General or Department of Investigations **must** remain posted in conspicuous locations throughout all Department of Sanitation locations. (Appendices E & F)

NOTE: Whenever there is suspicion of a Trade Waste violation, supervisory personnel must ensure that the vehicle involved is secured at all times until released for offloading by FIAT and/or the Chief of Bureau Operations.

CANCELLATION: This order will remain in effect until rescinded.

ISSUING AUTHORITY:



Bernard J. Sullivan
First Deputy Commissioner

DISTRIBUTION: ALL MANAGERS AND ALL SUPERVISORS



sanitation

!! OFFICIAL NOTICE!! ATTENTION CONTRACTORS AND OR COMMERCIAL ESTABLISHMENTS

Any person employed, assigned, in charge of, or otherwise associated with any establishment or venture, i.e. renovation, within the City of New York to arrange with, enter into an agreement with, or solicit any agreement, or arrangement with employees of the Sanitation Department of the City of New York to collect, *remove*, or otherwise accept materials of any kind whatsoever from a establishment or venture **IS IN VIOLATION OF THE LAW AND ARE SUBJECT TO SEVERE CIVIL AND CRIMINAL PENALTIES.**

**UP TO ONE YEAR IN PRISON AND / OR A \$5,000.00
FINE**

Under no circumstances are employees of any agency of the City of New York, and specifically Sanitation employees of the New York City Department of Sanitation, authorized or permitted to collect, *remove*, or accept materials of any kind whatsoever from commercial establishment. This shall include but not be limited to all materials generated from alterations, renovations, and construction.

Such illegal arrangements carry severe penalties for employees of the City of New York including TERMINATION OF EMPLOYMENT as well as CRIMINAL PROSECUTION.

DON'T DO IT!!!

CORRUPTION

MUST BE REPORTED DIRECTLY TO THE

Department of Sanitation

Office of the Inspector General

80 Maiden Lane – 19th Floor

New York, NY 10038

Telephone: (212) 825-2438



sanitation

!!OFFICIAL NOTICE!!

SOLICITING DEPARTMENT OF SANITATION EMPLOYEES

Under no circumstances are any person(s), agents, owners, residents, or any person(s) otherwise residing in or in charge of any residential premises within the City of New York authorized or permitted to solicit, or agree to, or arrange for, employees of the City of New York, and specifically Sanitation employees, to collect, remove, or otherwise accept any materials from any residential premises within the City of New York for a fee, gratuity, reward, or compensation of any kind whatsoever, whether actually paid or not.

For any person, agent, owner, resident, or any person(s) otherwise residing in, or in charge of, any residential premises within the City of New York to **participate in such activities is in violation of the law and will subject them to severe civil and criminal penalties.**

**UP TO ONE YEAR IN PRISON AND / OR A \$5,000.00
FINE.**

Participation by employees of the City of New York in such illegal activities as described above carry severe penalties including **TERMINATION OF EMPLOYMENT** as well as **CRIMINAL PROSECUTION.**

DON'T DO IT!!!

**CORRUPTION
MUST BE REPORTED DIRECTLY TO THE**

Department of Sanitation

Office of the Inspector General

80 Maiden Lane – 19th Floor

New York, NY 10038

Telephone: (212) 825-2438



sanitation

!OFFICIAL NOTICE!!

BULK COLLECTION

The Department of Sanitation provides free curbside removal of large non-commercial "bulk" items from residential buildings. These bulk items can be placed at the curb no earlier than 5:00 PM THE EVENING BEFORE the scheduled collection day: (no earlier than 4:00 PM from October 1st to April 1st):

- Metal bulk (items made of more than 50% metal) can be placed at the curb the evening before your regular **RECYCLING** collection day.
- Non-metal bulk items can be placed at the curb the evening before your regular **REFUSE** collection day.

If you are disposing of old lumber, all nails etc. should be removed. The lumber must be securely tied in bales no more than 2 feet high and 4 feet long.

THE DEPARTMENT of SANITATION NO LONGER COLLECTS ANY ORGANIC WOOD (WOOD FROM TREES) FROM RESIDENTIAL AND INSTITUTIONAL PROPERTIES IN THE BOROUGHES OF MANHATTAN, BROOKLYN NORTH, BROOKLYN SOUTH, QUEENS WEST AND QUEENS EAST, STATEN ISLAND 1 SECTION 14 AND STATEN ISLAND 2 SECTION 24. The New York City Department of Parks and Recreation is now responsible for the on-site chipping and disposal of firewood, and wood from trees. Residents must contact 311 or go on-line at www.nyc.gov/parks to schedule an appointment for the on-site wood chipping and disposal of their material.

While the Department does remove non-commercial waste from homeowners engaged in small "do-it-yourself" projects, **homeowners who are undertaking large projects should contract for their own dumpster by contacting a private rubbish removal service.**

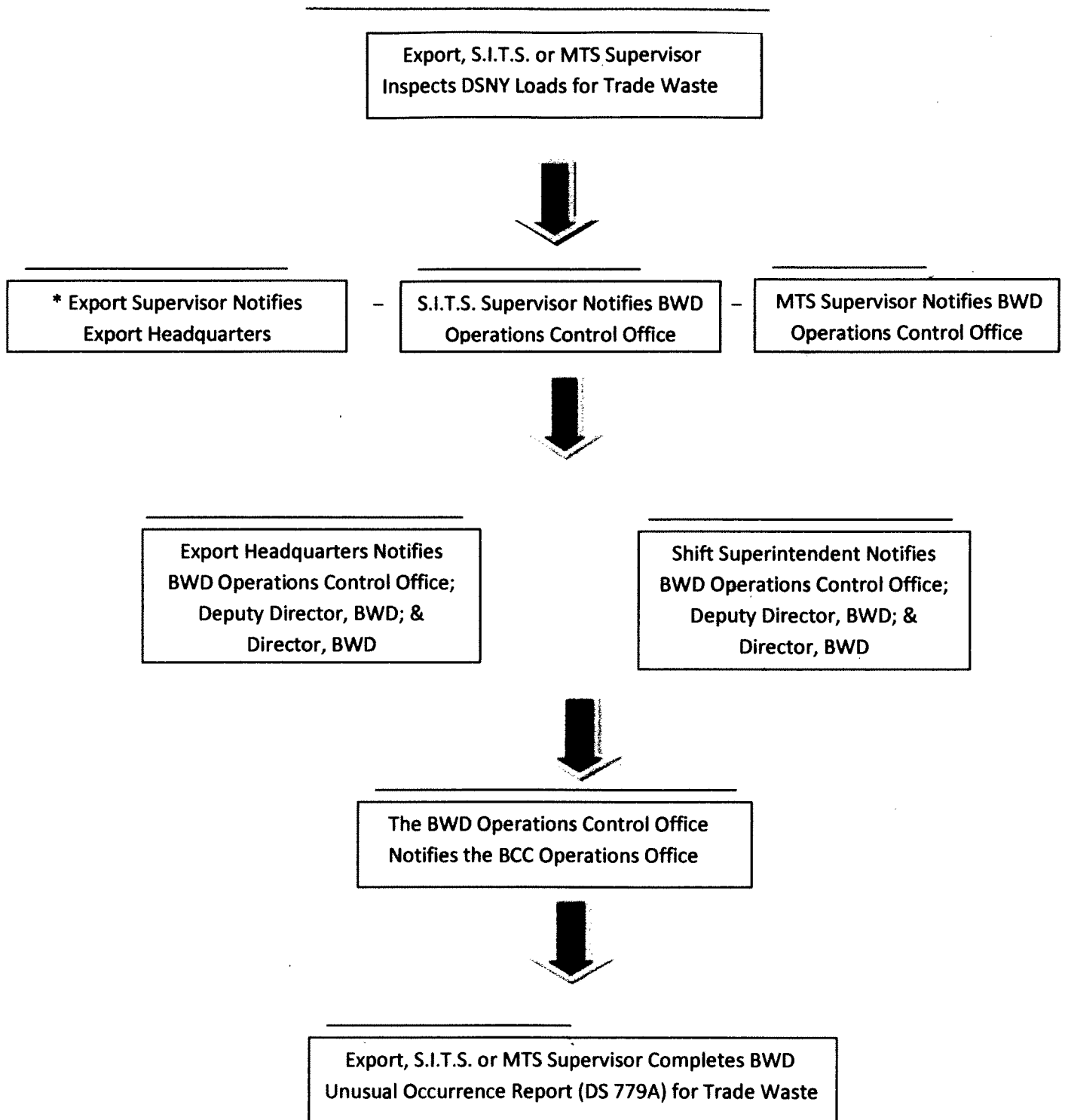
Bulk and construction debris generated by hired contractors or fee-for-service personnel on home repair or renovation projects is considered commercial waste and **IT IS THEREFORE THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR APPROPRIATE PRIVATE DISPOSAL.**

CORRUPTION

MUST BE REPORTED DIRECTLY TO THE

Department of Sanitation
 Office of the Inspector General
 80 Maiden Lane – 19th Floor
 New York, NY 10038
 Telephone: (212) 825-2438

Procedure for Suspected Trade Waste At All Disposal Locations



***NOTE: DURING OFF SHIFT HOURS, WHEN DIVISIONAL HEADQUARTERS ARE CLOSED, THE SUPERVISOR MUST CONTACT THE OPERATIONS CONTROL OFFICE DIRECTLY.**

CORRUPTION

**MUST BE REPORTED DIRECTLY TO THE
DEPARTMENT OF INVESTIGATION**

OFFICE OF THE INSPECTOR GENERAL

for the

DEPARTMENT OF SANITATION

80 Maiden Lane - 19th Floor

New York, NY 10038

1-(212) 825-2438

or

1-(212) 825-5959

www.nyc.gov/doi

to submit a secure e-mail

Pursuant to

MAYOR'S EXECUTIVE ORDER #16

JOHN J. DOHERTY

Commissioner

New York City

Department of Sanitation

ROSE GILL HEARN

Commissioner

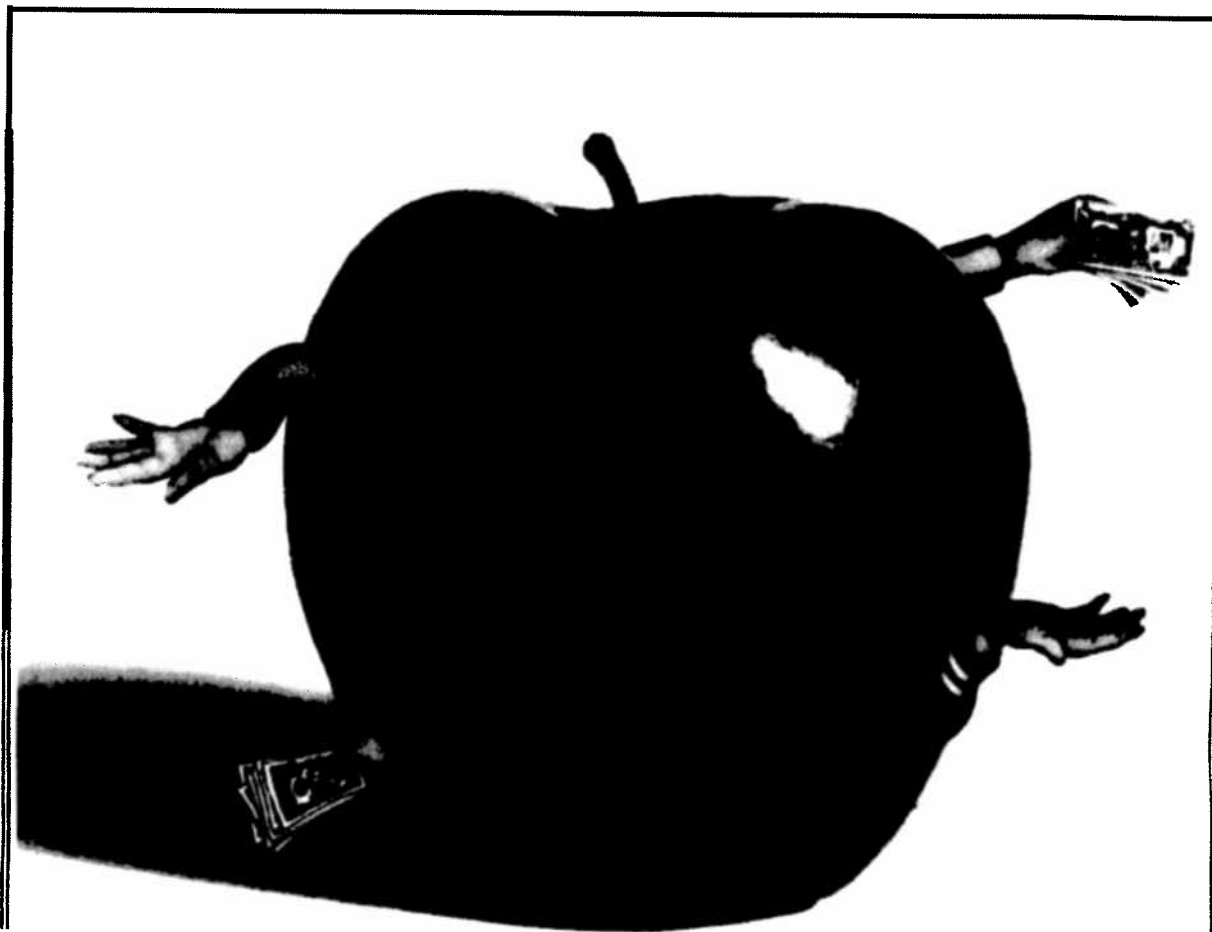
New York City Department
of Investigation

ROBERT A. GIGANTE

Inspector General

New York City Department
of Investigation





Get the worms out of the Big Apple

If you know someone who's ripping off the City of New York, call:

212-3-NYC-DOI

or

212-825-5959

(all calls will be kept confidential)



The City of New York
Michael R. Bloomberg, Mayor
Rose Gill Hearn, Commissioner

www.nyc.gov/html/goi



SUBJECT: TRADE WASTE - GENERAL ORDER 2012-25 (Trade Waste) &
OPERATIONS ORDER 2012-25 (Anti-Corruption Procedures)
=====

Employees of the Department of Sanitation are prohibited from collecting Trade Waste. Collecting Trade Waste is grounds for termination of employment.

Trade Waste is defined as follows:

- Materials originating from any premises other than a residential building, public building, or special use building
- Any material originating from any commercial occupant of a residential premise.
- Any material originating from a residential premise where the work was performed for a fee, by a contractor or any person engaged in the home improvement business.

Supervisors will issue written orders on the D.S. 350 to indicate when a special pick-up is to be serviced.

If Department employees along a route are in doubt as to the material put out for collection it is their duty to notify their supervisor. At all times, crews must record the address of the material in question on the DS 350.

If material put out by the occupant of a residential premise, entitled to collection, exceeds six (6) cans, bags, bundles, or boxes of lumber, plasterboard, plaster, rock, cement, concrete, or timber arising from the alteration, construction, repair, or maintenance, the Sanitation Workers will pick up the allowable six (6) cans, etc., and notify his/her supervisor.

A gratuity is not only money, but any benefit or value given to an employee. All situations regarding gratuities are to be reported to the Inspector General or the Department of Investigation.

Soliciting, receiving or accepting a gratuity is a violation of the law.

A copy of the complete order has been given to all employees and a copy will remain posted on the Department bulletin board.

This Department Message is to be read at all roll calls on the First Tuesday of each month (1st Wednesday, if the 1st Tuesday of the month is an excused Holiday).

1 District Superintendents and Supervisors will read General Order 2012-25 (Trade Waste) and Operations Order 2012-25 (Anti-Corruption Procedures) and sign the daily roster attesting they have read and understood it. In addition, all roll call supervisors will sign the blotter attesting that the above message was read at roll call.

Bernard J. Sullivan
First Deputy Commissioner