

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@d sny.nyc.gov>
Sent: Tuesday, January 15, 2019 8:44 AM
Subject: DSNY CMS: FUEL SYSTEMS HOUSEKEEPING (UST--UNDERGROUND STORAGE TANK)

Dept Msg #: DM2019-0286

Sent By: HDQTRSOP

Date: 1/15/2019 8:44 AM

Code: FACILITY6 (REV
3/28/17)

Subject: FUEL SYSTEMS HOUSEKEEPING (UST--
UNDERGROUND STORAGE TANK)

Since the inception of fuel extenders (ethanol 10% & 85%) filler ports, manway & general system cleanliness and maintenance is of paramount importance. Poorly kept or dirty filler ports, manways etc., greatly increase the chance of (UST) contamination. The procedures outlined below pertain to all fuel & lubricants stored in UST's.

Garage Supervisors must perform a weekly check of all filler ports, manways and dispensers & note this inspection in the remarks column of the fuel Book (DS740).

1. Areas to be monitored are as follows:

A) FILL PORTS:

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Fill ports should be closed & in good operating order. The area surrounding the fill neck MUST BE FREE OF DIRT, MUD, WATER OR ANY DEBRIS.

If one, all or any combination of these are present it must be cleaned immediately! Small shovels or other tools that will fit in the area are sufficient. Wet/Dry vacs can be used to remove any water. DO NOT BLOW THE AREA CLEAN WITH AN AIR HOSE.

Damage to Fill Port covers and boxes must be reported

B) MANWAYS:

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Should be inspected and kept clear of debris. General maintenance on the covers will include:

- 1- The frame should be free of dirt and debris.
- 2- Covers must be flush with frame.
- 3- Report all broken gaskets to Operations and enter a repair request in Avantis.
- 4- Report any petroleum product found in manway to BBM immediately. No effort should be made to clean the manway. The petroleum product must remain in place because BBM needs to address the origin of the pathway of the petroleum product.

C) DISPENSERS:

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Should BE VISUALLY INSPECTED FOR DIRT/GREASE accumulations or leaks. Corrective action shall be taken immediately for said infractions.

Hoses should be inspected for obvious wear etc:

- Check Vapor recover hoses for tears or holes.
- All hoses should be off the ground.
- Report all broken hose retractors to Operations and enter a repair request in Avantis.

These infractions are violations

UREA HANDLES

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All Urea handles are to be soaked in clean water to prevent crystallization of Urea in the handle during periods of inactivity. The 1600-2400 GU on Saturday night will place the Urea handle in a bucket of clean water allowing it to soak until Sunday night when the 2400-0800 GU must remove it. BOS will send a report to the Chief of Facilities stating this procedure was completed.

D) ABOVE GROUND TANKS:

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All above ground tanks must be inspected monthly and logged in the inspection log.

BBM AND THE OPERATIONS OFFICE MUST BE NOTIFIED VIA PHONE IF ANY LEAK OR SERIOUS PROBLEMS ARE FOUND AND WILL BE FOLLOWED UP WITH AN UNUSUAL INCIDENT REPORT.

2. VEEDER ROOT ALARMS:

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That indicate probe malfunction, water content, fuel alarms (leaks), liquid warnings, high level liquid sensors must be reported to BBM immediately. In cases of audible Veeder Root Alarms that wont cease when deactivated, BBM must be notified immediately. This must be logged in the "Underground Storage Tank Daily Occurrence Log" in the front of the Fuel & Lubrication LOG.

3. The Veeder Root alarm will also trip when the Underground Storage Tank (UST) tank is approximately 10% capacity or below. Using the tank below 10% capacity could damage the pump mechanism as well as giving an inaccurate reading. If this 10% below capacity situation happens, the pump must be shut down and not used until a delivery has been made.
4. Truck & vehicle washing MUST NOT BE PERFORMED OVER OR NEAR FILL PORTS & MANWAYS. THIS WILL LEAD TO TANK CONTAMINATION.
5. All fuel drops must be supervised --- E10 or E85, Diesel, gasoline etc.

Fuel Drops should be monitored as follows (especially E10/E85):

The Supervisor should have the Bulk Tanker make deliveries at 1/2 speed. Some of our older tanks don't have auto shut-off valves, this can lead to

damage to tanks and cause spillage.

15 minutes after a fuel drop, (via veeder root), tank should be monitored for water. If water is found BBM MUST BE NOTIFIED IMMEDIATELY! This will ensure water is being removed in a timely fashion, and more importantly, water problem is not left to linger in tank thereby contaminating entire fuel contents of tank.

Tanks left with this water problem lead to vehicle malfunction.

Garage Supervisors will sign the blotter attesting they have read and understand this department message.

Borough Chief's will ensure compliance with the contents of this message.

LOCATIONS WILL BE CHECKED FOR COMPLIANCE!

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Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@d sny.nyc.gov>
Sent: Tuesday, February 12, 2019 8:13 AM
Subject: DSNY CMS: EQUIPMENT TIRE REQUISITIONING PROCEDURES

Dept Msg #: DM2019-0829

Sent By: HDQTRSOP

Date: 2/12/2019 8:13 AM

Code: EQ50 (REV.
09/17/13)

Subject: EQUIPMENT TIRE REQUISITIONING
PROCEDURES

In order to expedite equipment tire deliveries to garage locations, the below listed procedures must be followed.

1. Tire requisition will be called in to the Tire Shop at (718) 334-8901. Allow enough time for delivery - this will prevent garage locations from running out of tires.
2. A D.S. 491 form (Mounted Tire Requisition) must be completely filled out prior to the arrival of the B.M.E. tire truck at the garage location. The D.S. 491 must include the vehicle number, tire size, and bar code number of each tire being returned. ** NO EXCEPTIONS ** the tire truck will not stand by for form preparation.
3. Tire bar code number must be used for each tire (branding and D.O.T. numbers acceptable only when bar code number is missing).
4. When tires are delivered, garage personnel must assist the driver when available to unload and load truck.
5. Any tires destroyed or damaged due to an accident or driving on a flat must be accompanied by a D.S. 240.
6. Any tires lost or stolen must be accompanied by a D.S. 240 and a NYPD complaint report listing the vehicle code and tire size for each request.
7. All tires are exchanged on a one for one basis, no exceptions.
8. Passenger car, light truck and front end loader tires are to be removed by the garage location and brought to the tire shop for repair or replacement.

Any garage location experiencing interruptions in tire replacement deliveries or which have an emergency or special request for tires are to contact both the Tire Shop Supervisors, George Dima or Joseph Pace, at (718) 334-8901, and the Equipment Office, at (646) 885-4835.

All Garage Supervisors, District Superintendents, and Borough Operations Superintendents will be responsible for insuring that this order is carried out.

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Thursday, January 10, 2019 8:29 AM
Subject: DSNY CMS: PAP 2012-05 POSTING OF NOTICES AND OTHER MATERIALS ON DEPARTMENT PREMISES AND EQUIPMENT

Dept Msg #: DM2019-0205

Sent By: HDQTRSOP

Date: 1/10/2019 8:28 AM

Code: MISC139

PAP 2012-05 POSTING OF NOTICES AND OTHER
Subject: MATERIALS ON DEPARTMENT PREMISES AND
EQUIPMENT

The Garage Officer shall be responsible for ensuring that no unauthorized postings are displayed in their respective facility.

Stickers and/or notices are prohibited from being posted on DSNY equipment and premises; only approved literature may be posted specifically on Department BULLETIN BOARDS as described below and in PAP 2012-05, Posting of Notices.

Notices related to activities conducted by organizations recognized by the Department such as retirements, meetings and other social events may be posted on Department BULLETIN BOARDS only after prior approval of First Deputy Commissioner is granted. Other special posting requests may also be made to the office of the First Deputy Commissioner. Requests for such postings must be submitted in ample time for review and approval.

Notices or other material related to union meetings or other activities may be posted on Department BULLETIN BOARDS by a certified union who represents Department employees.

Defaced or vandalized postings shall be removed.

Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 16, 2019 8:25 AM
Subject: DSNY CMS: DEPARTMENT SMOKING POLICY

Dept Msg #: DM2019-0298

Sent By: HDQTRSOP

Date: 1/16/2019 8:25 AM

Code: SMOKING (REV 9/21/18)

Subject: DEPARTMENT SMOKING POLICY

Pursuant to Local Law 47 of 2002, "The Smoke Free Air Act" which went into effect on March 30, 2003 and OO 2018-02, all employees are reminded that Smoking is prohibited in "ANY" Department facility or "ANY" Department vehicle.

Any employee found to be in violation of this directive, will be subject to disciplinary action. In addition, violators may be subject to civil penalties consisting of fines of \$200 to \$400 for the first offense.

THIS ORDER IS TO BE READ AT ALL ROLL CALLS ON THURSDAY, JANUARY 17, 2019 AND WILL BE PERMANENTLY POSTED ON ALL LOCATION BULLETIN BOARDS. IN ADDITION, ALL ROLL CALL SUPERVISORS WILL SIGN THE BLOTTER ATTESTING THAT THE ABOVE MESSAGE WAS READ AT ROLL CALL.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 1/15/2019 8:16 AM

Dept Msg #: DM2019-0275

Code: EQ36

Subject: SERVICE OF SAND SPREADERS

Message: All 0800 to 1600 Garage Supervisors are to read and comply with Operations Order 2001-03, Re: Emergency Sand Spreaders.

Sand spreaders and haulsters loaded with sand will be unloaded every Saturday during the 0800 to 1600 shift; washed, serviced and re-loaded with sand.

In districts where sand haulsters must be available to correct conditions on bridges and/or roadways with weight restrictions, BOTH a haulster and a spreader will be serviced and re-loaded. =====

Where possible spreaders and haulsters will be rotated to utilize all equipment.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HQOPSRPT 12/27/2018 6:41 AM

Dept Msg #: DM2018-6802

Code: SEVERE WEATHER

Subject: SEVERE WEATHER PROCEDURES

Message: Due to forecast which may include heavy rain, etc., the following procedures are to be applied:

1 - PROTECTING FUEL AND LUBRICANT TANKS
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Location Supervisors will immediately check all fuel and lubricant tanks that could be affected by flooding. Supervisors will be responsible for ensuring that all filler ports are secured tightly and inspection covers are in place.

2 - PROTECTION OF EQUIPMENT IN HEAVY RAIN
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In those locations where equipment is stored outside - garage personnel will make certain all windows of cabs are closed to prevent flooding of interior, if windows can not be closed - the truck will be moved inside and another truck with proper functioning windows will be moved outside.

3 - ROOF DRAINS
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Location Supervisors will immediately make an inspection of all roof drains. If after every attempt is made by the Supervisor to free clogged drains and the water still does not drain, the Supervisor will contact Operations at (646) 885-4541, 4860, 4537.

4 - FLOOD AREAS AND DRAINAGE SYSTEMS
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Supervisory personnel should be on the alert for all known washout and flood areas and take necessary corrective action. In addition, all Department location drainage systems will be checked and corrective action taken to eliminate possible flooding conditions.

Supervisors will check catch basins while making their field and facility inspections and take corrective action if necessary.

Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@d sny.nyc.gov>
Sent: Thursday, January 17, 2019 8:29 AM
Subject: DSNY CMS: EQUIPMENT AND FACILITY INSPECTION

Dept Msg #: DM2019-0327

Sent By: HDQTRSOP

Date: 1/17/2019 8:29 AM

Code: FACILITY5 (rev
2/19/14)

Subject: EQUIPMENT AND FACILITY
INSPECTION

All Garage Supervisors will perform a complete physical inspection of their facility and equipment at the beginning and end of each shift. This inspection will include, but not be limited to:

Facility:
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- 1 - All locked doors and windows are secured.
- 2 - All garage doors and pedestrian doors are in working order.
- 3 - All office equipment (computers, fax machines, telephones, etc.) are present and in an orderly condition.
- 4 - All Department documents are secure for location (i.e. blotter, carting book, telephone order book, shift to shift book, passenger car log, radio log, etc.).
- 5 - Security cabinet and its contents are secure (radios, e-z passes, checks, etc.).
- 6 - Check for any graffiti.
- 7 - Check garage office, garage floor, bathrooms and locker rooms for cleanliness.
- 8 - Check recycling pails for proper usage.
- 9 - Check refrigerators and pails for alcoholic beverages.

Note:

All Chief's and Fiat Officers performing facility inspections and scheduled audits will require complete access throughout the facility. Therefore, all locations will ensure that keys are made available on all shifts for all rooms, cabinets, sheds and refrigerators within that location.

* When facility inspections or spot checks of facilities are conducted; it is imperative that all men and women locker rooms, and restrooms are clear for entry.

Equipment:

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- 1 - All vehicles are properly parked and secured.
- 2 - All vehicles will be inspected for damage.
- 3 - All truck side bins will be emptied.
- 4 - Trucks parked at garage will not have material protruding from hopper.
- 5 - All keys are returned.
- 6 - All safety items are returned (fire extinguisher, triangles, export packets).
- 7 - All vehicles have complete Department markings (location, vehicle identification, export permits).
- 8 - All vehicles have current inspection stickers.

Each Supervisor will enter into the blotter when each inspection is completed. Any exceptions will be noted at that time. Any missing or damaged items will be reported through proper channels.

District Superintendents are ultimately responsible for their facility and equipment and will ensure that each shift is completing their inspections and resolving problems with available manpower.

Borough Staff Officers will monitor for compliance.

All Supervisors, District Superintendents, Borough Managers and their staffs will read this order and sign the blotter attesting that they have read and understood it.

Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 30, 2019 8:41 AM
Subject: DSNY CMS: DIESEL PARTICULATE FILTER

Dept Msg #: DM2019-0558

Date: 1/30/2019 8:41 AM

Subject: DIESEL PARTICULATE FILTER

Sent By: HDQTRSOP

Code: EQ89

A majority of the Department's fleet is now equipped with a Diesel Particulate Filter (DPF). A DPF takes the place of a standard muffler and is designed to trap/reduce particulate matter (soot) by 90% thereby Improving OUR environment. The soot is removed/eliminated from the DPF during the "Re-gen Cycle" (re-generation cycle).

Most heavy-duty vehicles with a DPF system are equipped with a BLUE dash-mounted rocker switch (smart-switch). When the smart-switch is illuminated (solid or flashing), the operator must perform a Parked regen-cycle.

How to perform a Parked regen-cycle:

- Safely park the vehicle with the exhaust stack away from any obstruction/building structures (NEVER indoors!).
- Place vehicle in neutral.
- Apply the parking brake.
- Let the engine idle.
- Press and hold the smart-switch for approximately 5 seconds.
- Release the smart-switch.
- The engine RPM will increase.
- The DPF regen-cycle will begin.
- The regen-cycle may last greater than 30 minutes.

Note: Failure to perform a parked regen-cycle will result in engine de-rate, and could damage the DPF.

An amber High Exhaust System Temperature lamp will be illuminated during the entire (start to finish) re-gen cycle.

Salt Spreaders

38AB-000, 100 & 200 series do Not have a smart-switch.

- The DPF system automatically regens every 4 hours (timer).
- DPF regen starts (automatically) only when the spreader is moving above 5 mph.
- DPF regen continues if the spreader comes to a stop or idles (do NOT shut engine off).
- During automatic regen, an amber "DPF ON" lamp will illuminate (start to finish).

- Excessive idling during the staging of the spreaders will put the DPF system at high risk of failure.
- Keeping the spreader moving can minimize this risk.

An amber "High Exhaust System Temperature" lamp will be illuminated during the entire (start to finish) re-gen cycle.

Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Thursday, January 31, 2019 8:32 AM
Subject: DSNY CMS: AVANTIS PRIORITIES

Dept Msg #: DM2019-0604

Sent By: HDQTRSOP

Date: 1/31/2019 8:32 AM

Code: FACILITY17 (REV 10/4/18)

Subject: AVANTIS PRIORITIES

When creating a work order request in Avantis, the following guidelines must be followed to ensure the proper priority is selected:

Emergency Priority

Immediately Dangerous to Life or Health (IDLH), such as:

- Fire (911 is priority)
- Gas leak (911 is Priority)
- Major oil/fuel leak related to ASTs/USTs/Dispensers
- Structural Evaluation/Damage
- No power (entire facility or critical areas creating potential hazard)
- No heat (entire facility)
- No water (entire facility)
- All fuel pumps down
- Major water leak
- No heat in personnel spaces (during the winter season)
- Server Room A/C
- Overhead garage door stuck open (temperatures below 32°F)
- Calcium Chloride pumps down (during Night Plow)
- Major Roof Leaks

Emergency Avantis work request tickets will automatically go through the approval process; Emergency requests also need to be called into Operations through your borough Snow office/Night Borough Superintendent to Equipment and Facilities (646 885-4835) on the 0800-1600 hours shift and the Unusual Incident Desk (646 885-5051) on all night shifts and Sundays/Holidays.

Priority 1 - Critical (8 hours)

- Safety Issues - if area can be cordoned off, or else it is an emergency
- DEF pump down
- Security (broken roll-up door leading to street and doorways that can't be secured)
- Trip Hazard
- Veeder Root Alarm (Do not enter Invalid Fuel Alarms in Avantis. Make sure to give description of alarm.)
- Multiple garage floor heaters inoperable (temperatures below 32°F)
- One fuel pump down
- DEC violations (Overfill alarms, product in manways, etc.)
- No A/C in personnel spaces (Break rooms)

Priority 1 Avantis work request tickets should also be called into and/or emailed to Operations through your borough Snow office/Night Borough Superintendent to Equipment and Facilities (646 885-4835) on the 0800-1600 hours shift and the Unusual Incident Desk (646 885-5051) on the night shift during split shifts. On the regular 1600 and 0000 hours shifts and Sunday/Holidays priority 1(s) will be passed on to the day line borough staff to follow up with Operations on the next regular business day (Else if it needs attention prior to the next regular business day - enter as Emergency and follow above protocol).

Priority 2 (2-5 Days)

- Majority of work requests go in this category
- Clogged drains
- Leaking faucets, urinals etc.
- No A/C in office
- Overhead doors and regular doors with issues (Towards the end of the week, they become security issues - Priority 1)
- Multiple garage floor heaters inoperable (temperatures above 32°F) or single garage floor heater down.
- Minor Roof Leaks
- Pressure washer repairs (If you do not have any operational - Priority 1, in which case an e-mail will be submitted by the respective BOS to the Equipment and Facilities office explaining why there are none operational.
- Mason repairs

Priority 3 (10 Days)

- Partial lighting outage
- Heat issues (during summer months)
- Calcium Chloride pumps down in the summer

Priority 4 (30 Days)

- Wish List items
- Remodeling

Note: There cannot be multiple jobs and/or multiple locations on one work request. For example, if the location has (2) two garage doors down (2) two work requests must be created.

831/LMC issues can be moved up in priority if requested through the Borough Snow Office to Operations.

A POINT OF CONTACT ALONG WITH A PHONE NUMBER MUST BE INCLUDED IN THE DESCRIPTION FOR ALL WORK REQUESTS.

DO NOT ENTER DUPLICATE REQUESTS. If it has not been addressed follow up

through chain of command. Do not clog the system.

Ensure that these guidelines are followed to ensure the work flow from garage location to BBM assignments is more efficient. Entering items as Emergency or priority 1 that are not warranted will not speed up response time and will only hurt the integrity of generating reports for analysis.

Snow Superintendents should periodically review with Garage Officers at weekly meetings.

All Officers are to sign the Blotter attesting they have read and understood this Department Message.

Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@dssny.nyc.gov>
Sent: Wednesday, February 6, 2019 8:25 AM
Subject: DSNY CMS: COVER FOR OPEN BODY TRUCKS

Dept Msg #: DM2019-0716

Sent By: HDQTRSOP

Date: 2/6/2019 8:24 AM

Code: EQ6

Subject: COVER FOR OPEN BODY TRUCKS

* OPERATORS OF OPEN BODY TRUCKS (DUAL PURPOSE TRUCKS, DUMP TRUCKS *
* AND ROLL-ON ROLL-OFF CONTAINERS), WILL MAKE SURE THAT THE COVER *
* IS SECURED OVER THE BODY WHEN TRUCK IS LOADED AND IN OPERATION. *

The above highlighted paragraph will be read at all roll calls on Thursday, February 7, 2019 and the entire message posted on all location bulletin boards.

Garage Supervisors will conduct an immediate inspection to ascertain that all open body vehicles are equipped with functional covers.

When open body vehicles are to be assigned, the preceding shift Garage Supervisor will insure that each vehicle is equipped with a functional cover.

Sanitation Workers assigned to open body vehicles will be instructed, as part of their normal pre-operation inspection, to check for covers. They must immediately report any missing or non-operable covers to the Garage Supervisor.

Collection trucks that are traveling, should have the hopper closed.

Anyone who needs manual covers will contact the Equipment Office at 646-885-4878.

Failure to comply with this directive may result in disciplinary action and are subject to fines levied by the NYS DEC.

All roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

Steven W. Costas
First Deputy Commissioner

Dempsey, Ryan (DSNY)

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Thursday, November 29, 2018 11:36 AM
Subject: DSNY CMS: COMPRESSED GAS CYLINDERS, TANKS, CANISTERS, PROPANE GAS TANKS, BARBEQUE TANKS, ETC.

Dept Msg #: DM2018-6374

Sent By: HDQTRSOP

Date: 11/29/2018 11:36 AM

Code: RECY10 (REV
2/24/17)

COMPRESSED GAS CYLINDERS, TANKS,
Subject: CANISTERS, PROPANE GAS TANKS, BARBEQUE
TANKS, ETC.

Compressed gas cylinders, tanks, canisters, propane gas tanks, barbecue tanks, etc., which have the valve assembly at the top of the tank clearly removed (indicating that there is no gas remaining inside the canister) may be collected as a recyclable.

Compressed gas cylinders, tanks and canisters with the valve assembly "intact" ARE NOT to be collected under any circumstances. Employees should follow these guidelines.

- 1- If a compressed gas cylinder, tank, canister, propane gas tank, barbecue tank, etc., which has the valve assembly intact, is observed, the employee should notify his/her Supervisor of the EXACT LOCATION where it was observed.
- 2- If the tank is located in front of a residence the Supervisor will inform the owner that the tank must be returned to a vendor. Vendors may be located in the telephone directory.
- 3- If a compressed gas cylinder, tank, canister, propane gas tank, barbecue tank, etc., with the valve assembly intact is located on a vacant lot or discarded as a drop off, and the owner cannot be identified, the Supervisor will notify Operations, through channels, of the EXACT LOCATION of the tank. Operations will then notify the Fire Department Operations and make arrangements for the removal of the tanks.
- 4- Once the Compressed gas cylinders, tanks, canisters, propane gas tanks, barbecue tanks, etc., with the valve assembly "intact" has been identified and properly reported, the Supervisor will check the location DAILY until the tank/cylinder is removed.

DSNY PERSONNEL ARE STRICTLY PROHIBITED FROM ACCEPTING ANY COMPRESSED GAS CYLINDERS, TANKS OR CANISTERS WITH THE VALVE ASSEMBLY INTACT FOR STORAGE AT ANY DSNY LOCATION.

Civilian calls regarding discarded compressed gas cylinders, tanks, canisters,

propane gas tanks, barbecue tanks, etc., should be directed to the NYC Citizens Service Center at 3-1-1 for proper removal.

Any questions regarding this message are to be directed, through channels, to Operations at (646) 885-4857 or (646) 885-4860 for further clarification.

This Department Message shall be read at all roll calls for Friday, November 30, 2018. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

Steven W. Costas
First Deputy Commissioner

Emerald Society Practice Test Session #1

- 1) When are above ground storage tanks inspected?
 - A) Daily
 - B) Weekly
 - C) Monthly
 - D) Bi-weekly

- 2) When fueling up a DSNY vehicle, what D.S. form should you use?
 - A) DS 1713
 - B) DS 1713A
 - C) DS 740
 - D) DS 249

- 3) Who is responsible to make sure all roof drains are clean and free of any debris?
 - A) BBM
 - B) Landlord
 - C) Location supervisor
 - D) District Superintendent

- 4) What months does a district start a new DS 740?
 - A) January and July
 - B) March and September
 - C) April and October
 - D) May and November

- 5) True or False - An open 55 gallon drum of motor oil needs to be placed on a containment pallet.
 - A) True
 - B) False

- 6) You are assigned as the 0800 garage supervisor at M3. During your daily facility inspection you notice that the garage office door isn't closing properly. What should you do?
- A) Open an Avantis ticket as critical
 - B) Fill out a DS281 and notify BBM
 - C) Open an Avantis ticket as Priority 3
 - D) Open an Avantis ticket as Priority 2
- 7) During your inspections of the man ways you see petroleum product in the man way, what two things should you do?
- A) Remove product and notify BBM
 - B) Notify BBM and leave product in the man way
 - C) Leave product and open an Avantis ticket
 - D) Remove product and fill out a DS-249
- 8) You are working as the 0000 x 0800 garage supervisor on 2/21/19 and you notice that the thermostat is set to 72 degrees. What should you do?
- A) Change to 68 degrees
 - B) Leave at 72 degrees
 - C) Change to 70 degrees
 - D) Change to 75 degrees
- 9) Which step is incorrect when fuel is being delivered?
- A) Check the fuel log
 - B) Print out a copy of the veeder root
 - C) Inform Borough operations office
 - D) The supervisor will confirm with the vendor the amount of fuel to be delivered at that time

10) You are assigned as the 0000x0800 garage supervisor at SI3. At 0700 hours you receive a tire delivery. What form will the driver need completely filled out before their arrival?

- A) DS249
- B) DS491
- C) DS240
- D) DS806

11) How often must fire extinguisher tags must be signed off by the garage supervisor?

- A) Weekly
- B) Monthly
- C) Bi-weekly
- D) Yearly

12) Which day and shift will sand spreaders and haulsters loaded with sand be unloaded, washed, serviced and reloaded?

- A) Saturday, 2400x0800
- B) Saturday, 0800x1600
- C) Friday, 1600x2400
- D) Friday, 0800x1600

13) Who gives permission for posting of notices and other materials on department premises and equipment?

- A) Commissioner
- B) Chief of Operations
- C) First Deputy Commissioner
- D) Director of BCC

14) Operators of collection trucks are instructed in order to prevent diesel fume problems at garage locations, when trucks are preparing to leave for the days work, which of the following are not to be used?

- A) Only trucks at the front of the line are to be started
- B) Under no circumstances are operators to race their vehicle or test the hopper cycle inside of the garage
- C) Do not race the engine. As soon as air pressure allows, pull the trucks from garage and then let air pressure build up and test the hopper cycle.
- D) Push the blade forward

15) Most heavy-duty vehicles with a DPF system are equipped with a blue dash-mounted rocker switch. When the smart switch is illuminated (solid or flashing), the operator must perform a parked regen-cycle. You are assigned as the 1600 garage supervisor at M11. SW D. Jones arrives at the garage at 2100 hours and says that he has to do a parked regen. What should you tell SW D. Jones not to do?

- A) Place vehicle in neutral
- B) Park vehicle inside
- C) Apply parking brake
- D) Press and hold the smart-switch for approximately 5 seconds

16) While working as the 0800 garage supervisor at Bk12 you receive a call from SW R. Jones who is assigned to a split body truck on recycling about a BBQ propane tank in front of 239 39th St. SW R. Jones doesn't know what to do. He states that the valve assembly is removed. What should you tell SW R. Jones to do?

- A) Put it in the side bin and bring it back to the garage
- B) Put in the metal, glass and plastic side of the split body
- C) Right address down on the DS350 and notify your field officer
- D) Call FDNY to come and remove

- 17) An open body vehicles is going out on the 0800 shift 3/17/19, what shift garage supervisor is responsible to insure that the open body vehicle is equipped with a functional cover?
- A) 3/17/19 0800 Garage supervisor
 - B) 3/16/19 1600 Garage supervisor
 - C) 3/17/19 0000 Garage supervisor
 - D) 3/17/19 AFF supervisor
- 18) According to Local Law 47 of 2002 "The smoke air free act", which went into effect on March 30, 2003 and OO 2018-02, all employees are reminded that smoking is prohibited in any department facility or any department vehicle. Violators may be subject to civil penalties. For the first offense how much can a civil penalty go up to?
- A) Can be a warning, no penalty
 - B) \$200 to \$400
 - C) \$100 to \$300
 - D) \$400 to \$600
- 19) How often is the garage supervisor to perform a complete physical inspection of their facility and equipment?
- A) Beginning of shift
 - B) End of shift
 - C) Middle of the shift
 - D) Beginning and end of shift
- 20) The minimum frequency of washing during normal operations of a passenger car is?
- A) Once every two weeks
 - B) Once a month
 - C) Once a week
 - D) Daily by operator

Answer key

1) C

2) A

3) C

4) C

5) A

6) D

7) B

8) A

9) C

10) B

11) B

12) B

13) C

14) D

15) B

16) B

17) C

18) B

19) D

20) C

