

- 1 How often must the tire pressure on a vehicle be checked?
 - a. Every week
 - b. Every 2 weeks
 - c. Every 3 weeks
 - d. Every 4 weeks

- 2 What form is used to record tire pressure checks?
 - a. DS 501
 - b. DS 521
 - c. DS 601
 - d. DS 721

- 3 A tire pressure check is conducted and the tire pressure reading requires that the tire be changed. Below what percentage of the recommended tire pressure requires that the tire must be changed?
 - a. 90%
 - b. 80%
 - c. 70%
 - d. 60%

- 4 What color is the filler port cover for Diesel Fuel?
 - a. Yellow
 - b. Orange
 - c. Green
 - d. Black
 - e. Red

- 5 What color is the filler port cover for Fuel Oil?
 - a. Yellow
 - b. Orange
 - c. Green
 - d. Black
 - e. Red

- 6 What day of the week is the Huffman Test done?
 - a. a. Monday
 - b. b. Tuesday
 - c. c. Wednesday
 - d. d. Thursday
 - e. e. Friday

- 7 What is the form number for the Phone Assignment Log?
- DS 232
 - DS 232A
 - DS 232B
 - DS 232D
 - DS 232E
- 8 What is the form number for the Radio Assignment Log?
- DS 232
 - DS 232A
 - DS 232B
 - DS 232D
 - DS 232E
- 9 A slow moving is any vehicle that can't maintain a safe and controllable highway speed of _____ mph.
- 25 mph
 - 30 mph
 - 35 mph
 - 40 mph
- 10 Operators of a back up vehicles must maintain a safe following distance of no more than _____ feet behind slow moving vehicles.
- 40
 - 50
 - 60
 - 70
- 11 S/W Smith goes sick from his scheduled shift the day before a holiday. Since he is in A Category he is not required to submit a medical note.
- TRUE
 - FALSE
- 12 Supv Jones is assigned to Manhattan East 5. On Monday he is assigned to work the 0600-1400 shift at Manhattan 1. Supv Jones is Chart on Tuesday. On Wednesday Supv Jones is assigned to the 0600-1400 shift at Manhattan 12. Is Supv Jones eligible to receive compensatory hours?
- Yes
 - No

- 13 What DS 350 is used for a crew assigned to Paper Collection
- DS 350
 - DS 350A
 - DS 350B
 - DS 350C
 - DS 350D
- 14 What DS 350 is used for a crew assigned to Baskets
- DS 350
 - DS 350A
 - DS 350B
 - DS 350C
 - DS 350D
- 15 A yellow DS 350 is used for a crew assigned to Organics Collection.
- TRUE
 - FALSE
- 16 A white DS 350 is used for a Roll On Roll Off truck servicing a refuse container.
- TRUE
 - FALSE
- 17 A crew is assigned to a half household route diverted to half MLP. The crew does not dump on shift. The crew is assigned the same truck for their MLP assignment. It is not necessary for the crew to be given a new DS 350 for their MLP assignment.
- TRUE
 - FALSE
- 18 A crew is working the 0600-1400 shift. The crew is assigned to overtime baskets for 4 hours from 1400 to 1800. What time is the crew's contractually scheduled break time?
- 1500-1510
 - 1600-1610
 - 1630-1640
 - 1730-1740
- 19 A crew is assigned to Household Collection on the 0700-1500 shift. The cut off to disposal is 1245 hours and the cut off to the garage is 1420 hours. All personal are working 4 hours mandatory overtime. The assigned route is not going to clean. To what time should the field supervisor keep the crew working on the route?
- 1245 hours
 - 1420 hours
 - 1459 hours
 - 1820 hours

- 20 A Supv is called to a location to investigate an vehicular accident. Upon arriving at the scene the Supv discovers that there are no injuries and there is no damage to the department vehicle. The operator of the civilian vehicle stated to the crew that there was no damage to his vehicle and is no longer at the scene. Since there is no damage to the department vehicle, is a Police Report required?
- a. Yes
 - b. No
- 21 Since there was no damage to the department vehicle, the Supv should release the crew from the location and have them continue on their assigned route.
- a TRUE
 - b FALSE
- 22 What form is used to counsel a probationary sanitation worker?
- a DS 1713
 - b DS 1680
 - c DS 1917
 - d DS 997
- 23 What form is used to request time off?
- a DS 1080
 - b DS 1005
 - c DS 1426
 - d DS 1110
- 24 A probationary sanitation worker submits a request for a XWOP. The request is granted by the Borough and the sanitation worker is given the day off. Since the request was approved by the Borough, is it necessary to counsel the S/W and complete a DS 1917.
- a Yes
 - b No
- 25 Due to manpower losses, a route must be cut. Which route should be cut first?
- a. Full Household Refuse
 - b. Full Household Paper
 - c. Full Household Metal & Glass
 - d. Half Household Refuse to Half MLP
- 26 If a Supv is unable to contact the caller of a 311 Action Center, a Customer Service Follow Up form must be left at the address? What form number is used for this?
- a. DS 165
 - b. DS 342
 - c. DS 445
 - d. DS 625

- 27 What color is a Customer Service Follow Up Form?
- White
 - Yellow
 - Green
 - Blue
- 28 While attempting to serve a summons, the Supv finds that there is no one there at that time. The Supv should place the pink copy of the summons in the mailbox of the location.
- TRUE
 - FALSE
- 29 What color ink may be used to for entries on a DS 57?
- Blue
 - Black
 - Both a & b
- 30 What officer is responsible for reviewing the DS 57 for accuracy?
- Executive Officer
 - 8-4 Garage Officer
 - District Supt
 - Deputy Chief
- 31 What form is used to record the daily attendance of a BCC Supervisor?
- DS 57
 - DS 1426
 - DS 1657
 - DS 1713
- 32 A S/W wants to request a vacation change. What form is used for this?
- DS 100
 - DS 240
 - DS 380
 - DS 400
- 33 How long in advance must a request for vacation change be submitted?
- 1 week
 - 2 weeks
 - 3 weeks
 - 4 weeks

- 34 How long must District Records be kept on location?
- 1 year
 - 3 years
 - 5 years
 - 10 years
- 35 What form is used for vehicle assigned to Salt Spreading?
- DS 64
 - SR 64
 - DS 65
 - SR 65
- 36 During a snow storm, equipment from Other City Agencies is being used in the district. What form is used for the Other City Agencies equipment?
- SR 1
 - SR 8
 - DS 65
 - SR 65
- 37 2 S/Ws assigned to the 0700-1500 shift were assigned to a snow function. At 1100 hours the crew is to be diverted to baskets. How should the new assignment be shown in SMART?
- Baskets - Regular
 - Baskets - Surplus
 - Quality of Life - Cleaning
 - Quality of Life - Baskets
- 38 A S/W assigned to the 0600-1400 shift is on the list for DAT. To assign the S/W to DAT you should end the assigned task and divert the S/W to a RDT task.
- TRUE
 - FALSE
- 39 4 S/Ws assigned to the 0600-1400 shift are working overtime to dump relays. To set up in SMART, you must create a new shift with a start time of 1400 and assign the S/Ws to relays on the newly created shift. When the relays have been completed, end the 1400 shift.
- TRUE
 - FALSE
- 40 A S/W is working the 1600 to 2400 shift on Sunday which is a premium day. The S/W is scheduled to be Chart on Monday. The 0700 to 1500 shift loses manpower and a Chart is approved to be called in. Is the S/W who worked the 4 to 12 shift on a premium day eligible to work his chart on the 0700-1500 shift?
- Yes
 - No

Answer Key

1	b	21	b
2	b	22	c
3	b	23	b
4	a	24	a
5	c	25	a
6	c	26	c
7	d	27	c
8	a	28	b
9	c	29	c
10	c	30	c
11	b	31	c
12	b	32	c
13	e	33	c
14	b	34	b
15	b	35	b
16	b	36	b
17	b	37	c
18	a	38	b
19	c	39	b
20	a	40	b



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2016-03**

EFFECTIVE DATE: June 15, 2016

SUBJECT: TIRE INSPECTION AND SAFE INFLATION PROTOCOL

AFFECTED DIRECTIVES: Operations Order 2009-19 is hereby rescinded.

REFERENCE: Occupational Safety and Health (1910.177)
Vehicle Preventative Maintenance (General Order 2010-05)
Daily Performance Record Card (Operations Order 2011-02)

PURPOSE

In order to maintain a safe fleet, routine inspection of vehicle tires must be adhered to as defined in this directive.

POLICY

All drivers are always responsible for checking the operation of all safety-related equipment (turn signals, horn, brakes, tires, fluids, etc.) prior to operation of a vehicle, and reporting any malfunction to supervisory or maintenance personnel immediately. Issues for vehicles assigned a DS350 will be documented on the appropriate DS350 for the Supervisor in accordance with established procedures.

Tire inspections will be conducted by Garage Personnel on a bi-weekly basis. These inspections shall be recorded on the DS521 (*Appendix 1*) and will cover the following items:

1. Tires are inflated to the manufacturer recommended pressure;
The 1st reading will be entered into the "initial reading" box. If the initial reading is the recommended PSI, then a 2nd reading is not necessary and N/A will be entered in the "2nd reading" box. If the initial reading is low but greater than 80% of recommended PSI, then air will be added to reach appropriate PSI and the new pressure will be recorded in the "2nd reading" box. Tires with initial pressure reading of less than 80% will be removed from the vehicle. (Appendix 2)
2. All indicators are securely attached to the lug nuts and pointing in the correct direction;
(Appendix 3)
3. Proper spacers being utilized on dual wheel equipment;
4. Proper size tires on vehicles as indicated on tire air pressure chart;
5. Damaged side walls - Tread wear;
6. Correct directional tires on F.E.L.'s.
(Document any issues for 3-6 in the remarks column)

Garage Supervisors are responsible for all motor equipment housed at their respective location(s) and shall make visual checks of such equipment on a daily basis.

BME Mechanics will incorporate in their preventive maintenance duties the inspection of equipment tires, paying particular attention to bald, damaged, and under-inflated tires.

The Preventive Maintenance Mechanics will inform Garage Supervisors at the start of the shift, on a daily basis, which equipment tires need removal and replacement.

The Garage Supervisor will enter this information in the tires to be removed caption of the Tire Replacement Report DS 501 (*Appendix 4*) and will take the necessary actions to remove and replace affected tires as soon as possible. It is the Garage Supervisor's responsibility to ensure that the defective tire is replaced on a timely basis. When the tire is replaced, the date of replacement and name of the Garage Supervisor will be entered on the DS501. A DS501 is considered complete when all tires listed have been replaced. When completed, the DS501 is to be signed off by the Supervisor of Mechanics. The white copy will be retained by BME, the yellow by the 0800-1600 Garage Supervisor and the pink by the Borough Operations Superintendent.

In compliance with OSHA regulations and to ensure the safety of our personnel, Garage Supervisors are directed to instruct the persons under their jurisdiction on the following procedures pertaining to the inflating of truck tires.

1. A clip-on chuck with a sufficient length of hose to permit the employees to stand clear of the potential trajectory of the wheel components, and an in-line valve with gauge or a pressure regulator preset to a desired value shall be furnished by the Department and used to inflate tires.
2. All tires (installed or not) shall be treated in the following manner.
 - (a) When the tire is underinflated at 80% or less of its recommended pressure, or there is obvious or suspected damage to the tire or wheel components, the tire will be removed from the vehicle and the pressure will be indicated on the side wall in chalk. The tire shall then be returned to the C. R. S. Tire Shop.
 - (b) Tires that are underinflated but have more than 80% of the recommended pressure may be inflated but procedures described in (1) above must be followed.

VEHICLE OPERATORS MUST ENSURE THAT NO TIRES HAVE VISIBLE DEFECTS OR ARE UNDER INFLATED PRIOR TO OPERATING A PIECE OF EQUIPMENT.

CANCELLATION:

This Order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:



Dennis Diggins
First Deputy Commissioner

DISTRIBUTION:

All Management Personnel.

APPENDIX 2

Recommended PSI	80% of PSI
130	104
120	96
110	88
100	80
90	72
80	64
70	56
60	48
50	40

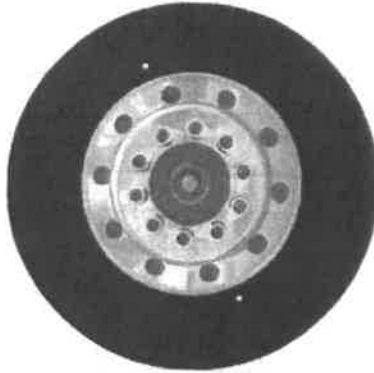
If Initial Reading > 80 %, fill until recommended PSI is reached.

If Initial Reading < 80 %, remove from the vehicle and indicate the pressure on the side wall in chalk.

APPENDIX 3

1. Torque wheel nuts to proper specifications
 - 450-500 ft.Lbs. Hub Piloted Disc Wheels (*photo 1*)
 - 175-225 Spoke Wheels (*photo 2*)
2. For disc wheel, point the pointer clockwise to the center of the next stud (*photo 1*).
3. For spoke wheels, point indicators inwards towards the center hub (*photo 2*).
4. Looking at the wheel, all indicators should be pointing right or clockwise (*photo 1*) on disc wheels; and inward toward the hub (*photo 2*) on spoke wheels.

SAFE



UNSAFE

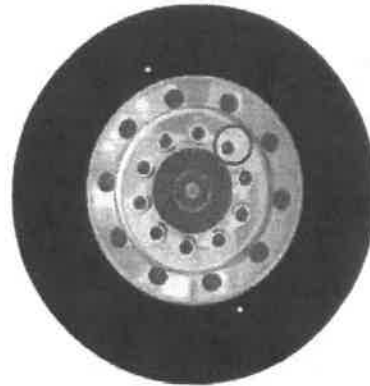
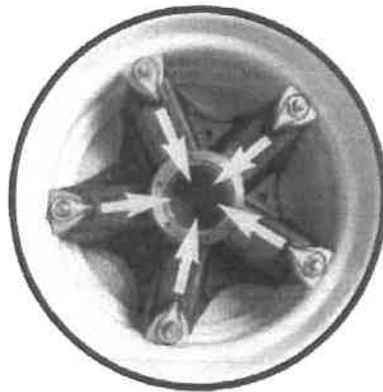


Photo 1
Disc Wheel
450-500 ft.lbs.

SAFE



UNSAFE

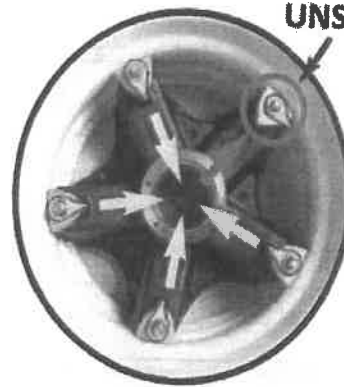
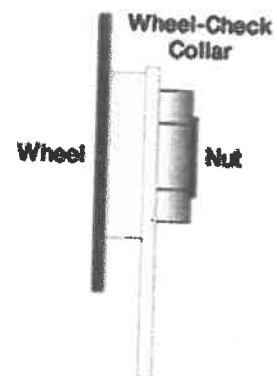


Photo 2
Spoke Wheel
175-225 ft.lbs.

Diagram 1



5. After tightening nuts, place one wheel-check over each nut with collar towards the wheel, push with either thumbs or a socket till it reaches the wheel. Placing the collar towards the wheel (*diagram 1*) provides ample room for removing the Wheel-Check if replacement or removal is needed.

6. When a wheel-check indicator has moved, re-torque all the nuts to proper specifications.

APPENDIX 4

sanitation

TIRE REPLACEMENT REPORT

DS 501 (2-05)

DISTRICT		WEEK ENDING										SIGNATURE OF BCC SUPV. NOTIFIED	SIGNATURE OF BCC SUPV. REPLACING TIRES	BME MECHANIC	
VEHICLE	DATE	TIRES TO BE REMOVED (see Diagram)												DATE REPLACED	REMARKS
		1	2	3	4	5	6	7	8	9	10				

TIRE NOTATION TO BE USED: B = Bald L = Low Inflation (20 or more pounds short)
 F = Flat D = Damaged

WHITE — Supervisor of Mechanics YELLOW — 8-4 Garage Supervisor PINK — Operation Superintendent

SIGNATURE OF SUPERVISOR OF MECHANICS

District, Manhattan05 (DSNY)

From: HDQTRSOP <dsnymessaging@dspy.nyc.gov>
Sent: Tuesday, February 05, 2019 8:13 AM
Subject: DSNY CMS: TIRE INSPECTION PROCEDURES

Follow Up Flag: FollowUp
Flag Status: Completed

Dept Msg #: DM2019-0688

Date: 2/5/2019 8:12 AM

Subject: TIRE INSPECTION PROCEDURES

Sent By: HDQTRSOP

Code: EQ1 (REV 6/15/16)

Garage Supervisors are responsible "FOR BI-WEEKLY INSPECTION" of tires on all motor equipment housed at their respective locations.

EACH VEHICLE SHALL BE INSPECTED BI-WEEKLY.

Inspections shall be recorded on the form D.S. 521.

Inspections shall cover the following items:

1. Tires are inflated to the proper air pressure.
2. All indicators are securely attached to the lug nuts and pointing in the correct direction.
3. Proper spacers being utilized on dual wheel equipment.
4. Proper size tires on vehicles as indicated on tire air pressure chart.
5. Damaged side walls - Tread wear.
6. Correct directional tires on F.E.L.'s.

WEEKLY TIRE REPLACEMENT REPORT D.S. 501

In addition, the BME Mechanics will incorporate in their preventive maintenance duties the inspection of equipment tires, paying particular attention to bald, damaged, and under inflated tires.

The Preventive maintenance Mechanics will inform Garage Supervisors at the start of the shift, on a daily basis, which equipment tires need removal and replacement.

The Garage Supervisor will enter this information in the "TIRES TO BE REMOVED" caption of D.S. 501 and will take the necessary actions to remove and replace affected tires as soon as possible. When the tire is replaced, the date of replacement and name of the Garage Supervisor will be entered on the DS501. A DS501 is considered complete when all tires listed have been replaced.

Copies will be distributed as follows: The white copy will be kept by the Supervisor of Mechanics, the yellow copy is kept by the 0800-1600 Garage Supervisor and the pink copy will be kept on file by the Borough Operation Superintendent.

Any operational problems in carrying out this order by either BME Mechanics

or garage locations will be immediately brought to the attention of the Borough Chief.

District Superintendents will be held accountable for compliance with this order.

Borough Operations Superintendents will make district inspections to ensure compliance.

Steven W. Costas
First Deputy Commissioner



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
POLICY AND ADMINISTRATIVE PROCEDURE 2017-02**

EFFECTIVE DATE: April 1, 2017

SUBJECT: **FUEL AND LUBRICANT CONTROL MANUAL**

AFFECTED DIRECTIVES: Policy and Procedure 16-02 is hereby rescinded

REFERENCE: None

Effective midnight, April 1, 2017, all General Orders, Special Notices, Notices, Operation Orders, Memorandums and Department Messages or other directives relative to the following fuel and lubricant procedures are hereby rescinded.

- I. Responsibility
- II. Security Certificate
- III. Procedures In Emergencies
- IV. Energy Conservation Compliance
- V. Fuel Control & Stores
- VI. Deliveries
- VII. Dispensing
- VIII. EJ Ward
- IX. Transportation
- X. Fuel Pump Operator
- XI. Huffman Test
- XII. Fuel Variances
- XIII. Location Floor Plan

Effective midnight, April 1, 2017 the procedures outlined in this manual are hereby established and will be in effect until rescinded or amended.

CANCELLATION: This Policy and Administrative Procedure shall remain in effect until it is cancelled.

ISSUING AUTHORITY:

Kathryn Garcia
Commissioner

DISTRIBUTION: All Management Personnel

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III.	PROCEDURES IN EMERGENCIES.....
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VII.	DISPENSING.....
VIII.	EJ WARD.....
IX.	TRANSPORTATION.....
X.	FUEL AND LUBRICANT DISPENSER OPERATOR.....
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XIII.	LOCATION FLOOR PLAN.....

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POLICY AND ADMINISTRATIVE PROCEDURE # 2017-02

I. RESPONSIBILITY

District Superintendents, Location Supervisors and the Supervisor in charge of a particular shift at a department location where fuel and lubricants are delivered, stored or dispensed, will be strictly responsible for the enforcement of all procedures governing the receipt, use, inspection, security and records pertaining to fuel and lubricants and the enforcement of all applicable regulations. Every department location with underground storage tanks must ensure that it has designated Class A, Class B, and Class C Operators (refer to Appendix A). District Superintendents, Location Supervisors and the Supervisor in charge of a particular shift at a department location shall have a minimum of Operator C training.

- A. A Fuel and Lubricant Record Book (D.S. 740 Revised 03/16 – Appendix B) is to be maintained and kept current at all times. The Fuel and Lubricant Record Book contains 190 pages and will be used for a period of six months (starting April 1 and October 1). If a page must be voided for any reason, the Supervisor will write “VOID” on the page and sign it. The voided page will be left in the book and the next page used. On Sunday or a holiday when no items are dispensed, “NO FUEL OR LUBRICANTS DISPENSED” will be entered across the page and signed by the 2400-0800 shift Supervisor on the next work day.
- B. Entries are not to be changed, altered, erased or eradicated in any way. White-out or any other means to change original entries is prohibited. To correct errors, circle the entire box containing the error, initial it, and indicate correction in the remarks column. An example of a completed Fuel and Lubricant Record Book is located in Appendix C at the rear of this Policy and Administrative Procedure (P.A.P.) for guidance.
- C. The Supervisor, at the conclusion of his/her shift, in company with the Supervisor in charge of the immediately succeeding shift, shall make a physical inspection of all fuel and lubricants on hand, including totalizer readings. Entries are to be made in the Fuel and Lubricant Record Book and signed by both Supervisors immediately upon completion of the physical inspection.
- D. The 2400-0800 shift Supervisor will transmit via Department Computerized Message System to the Bureau Operations Office, by 0800 hours daily, the total amount of fuel on hand. The Bureau Operations Office will then determine the amount to be ordered, based on the capacity of location storage tanks and requirements.
- E. After each six month period when the Fuel and Lubricant Record Book is completed, enter the start date, and the completion date on it, and keep it on file at the location.
- F. Full compliance with P.A.P. 2017-02 is required by all officers. Supervisors will see that all safety rules and regulations governing the handling of fuel and lubricants are strictly adhered to. The Code of Conduct will be adhered to and enforced. (G.O. 2015-03 Chapter 3.13 – Non Smoking Policy).

II. SECURITY

- A. In addition to the physical inspection at the start and end of the respective shifts, all amounts of fuel and lubricants on-site at the location should be spot-checked at frequent intervals by all responsible Supervisors during their daily tour. District Superintendents shall spot-check the storage of those supplies at intervals of at least once a week (on Thursdays), making an entry in the location’s Fuel and Lubricant Record Book of their

findings and affixing their signatures along with the signature of the Location Supervisor in charge at the time of inspection.

B. Garage officers and other Location Supervisors are responsible for strict compliance with the following measures:

1) Vehicle operators, while conducting a driver inspection at the start and end of each shift, shall check the fuel tank cap. If the cap is damaged or missing, the Garage Supervisor shall be notified immediately.

2) Garage or Location Supervisors shall spot check fuel tank caps. If damaged or missing caps are observed, an investigation shall be made to ascertain the cause.

3) The parking of department employees' private cars within 50 feet of areas where fuel and lubricants are received, dispensed or stored is prohibited, unless in an authorized parking area. At no time are personal or department vehicles allowed to park in a way that prevents access to any petroleum bulk storage tank's fill ports or manways.

C. Location Supervisors

1) Shall make frequent inspections of all equipment. If any cans, hoses, funnels or other means of siphoning or withdrawing fuel are found, charges are to be filed against the vehicle operator and the loader.

2) Upon detection of any act of siphoning or withdrawing of fuel, the violator, if identified, will be immediately suspended. Failure to take such action would be the basis for suspension of the officer who witnessed the violation and the initiation of disciplinary charges.

3) Shall make certain only regulation fuel cans are used to transport fuels. This shall require written authorization from the Location Supervisor.

4) Shall familiarize subordinates with General Order 2015-03 section 5.6, Code of Conduct (Use of Department Fuel & Lubricants).

5) Will ensure that on Sundays and Holidays, security personnel check equipment hourly and enter same in the daily blotter. Particular attention shall be paid to equipment stored outdoors.

D. Borough Operations Superintendents will check each location a minimum of once each month for compliance with this policy and procedure and affix their signature in the Fuel and Lubricant Record Book.

SECURITY NOTES:

District Superintendents will check the Fuel and Lubricant Record Book (DS 740) for proper recording every Thursday and sign same.

District Superintendents will review P.A.P. 2017-02 with all supervisors the 1st week of April and the 1st week of October and enter their signature in the Fuel and Lubricant Record Book with comment "REVIEWED P.A.P. 2017-02". A letter to the Borough Operations Superintendent will follow listing Supervisor's attendance.

III. PROCEDURES IN EMERGENCIES

- A. When a situation develops, due to the defective operation of a fuel dispensing system or measuring device, or when a leak detection (see Appendix D) monitoring result (i.e. Veeder-Root alarm) indicates a condition which might result in the loss of fuel, or a petroleum product release, the Location Supervisor must immediately notify the Borough Operations Office and submit an emergency request ticket in Avantis. The Borough Operations Office must immediately notify the Bureau Operations Office who will follow up with B.B.M.. All information must be recorded in the Fuel and Lubricant Record Book.
- B. If a fueling station is out of service for one (1) day or more, the Borough Operations Office will notify the Bureau Operations Office to adjust fuel deliveries.
- C. All petroleum product releases/spills must be reported immediately and addressed and contained immediately (refer to Appendix E).

IV. ENERGY CONSERVATION

All Supervisors will instruct the personnel under their command to make a conscious effort towards energy conservation. For instance:

- A. Unauthorized use of fuel or lubricants by personnel is in violation of the Code of Conduct. Any and all persons found to be in violation will be suspended immediately.
- B. No vehicle is to be left idling for more than three (3) minutes, as per NYC Anti-idling laws. Under no circumstances are trucks to remain idling when receiving fuel.
- C. Fuel will not be used for the washing of parts, garage floors, etc.
- D. Pick-up and delivery of supplies, and the transporting of equipment will be coordinated through the Borough Operations Office.

V. FUEL CONTROL & STORES

The Bureau Operations Office provides for the following petroleum products:

Biodiesel Blends (5% - 20% Bio), Un-Leaded Gasoline, Heating Oil (# 2 and # 6), Hydraulic Oil, Motor Oil, Auto Transmission Fluid or equivalent, Grease Lube, Lube Hypoid Gear SAE 90 or equivalent.

A. HEATING OIL (#2, #6) / PROPANE

Heating oil is delivered directly to department locations from the vendor of record. Heating oil requests are generated from heating oil reports submitted via Department Computerized Message System to the Bureau Operations Office. During the heating season (from November to April) a daily report is submitted Monday through Friday, excluding holidays, between the hours of 0800 and 1030. During the "off" season (from May to October), the same procedure is conducted once a week, every Monday, excluding holidays.

Designated locations are serviced by the Citywide Transport Unit (CTU) for heating oil (i.e. Floyd Bennett Field Training Center).

Emergency requests for heating oil are to be channeled from the respective Borough Operations Office to the Bureau Operations Office who will forward the request to CTU.

Current guidelines state that emergency requests for heating oil do not exceed five hundred (500) gallons, except in locations that have such a large capacity that a small delivery would be inadequate to maintain the heating system through an overnight or weekend crisis. Off hours and weekend requests are to be directed to the Bureau Operations Office, through the Borough Office. The Bureau Operations Office will determine the priority of requests and forward any request to CTU. Districts are not to call CTU directly.

Locations requiring PROPANE for their heating systems will request same, as needed, through their respective Borough Operations Office.

B. HYDRAULIC OIL & MOTOR OIL

These products are delivered as needed on an inventory basis.

C. GREASE, TRANSMISSION FLUID, AND GEAR OIL

These products are requisitioned as needed by the 0800-1600 Garage Supervisor. Approval is required by the District Superintendent and the Borough Operations Superintendent. Requests are to be submitted on a D.S. 58 (Appendix F) form to the Bureau Operations Office for final approval.

VI. DELIVERIES

The ordering of fuel from the vendor will be arranged by the Assistant Chief of Operations in the Bureau of Cleaning and Collection or the Operations Control Office (O.C.O) in the Bureau of Solid Waste Management.

Refer to Appendix G for receiving procedures.

The Location Shift Supervisor will personally check all deliveries of fuel and lubricants received from a vendor to verify and certify as to the correctness of all delivery forms as described in Appendix G. Every facility must ensure that releases due to spillage or overflow do not occur. Extreme care must be exercised to prevent the waste of fuel caused by an overflow when filling petroleum bulk storage tanks (refer to Appendix E - Petroleum Product Release). Every aspect of the delivery must be monitored and immediate action must be taken to stop the flow of petroleum when the working capacity of the tank has been reached or should an equipment failure or emergency occur.

Immediately prior to a delivery, the Location Shift Supervisor must inspect fill port catch basins to ensure that they are empty and determine that the tank has available working capacity to receive the volume of petroleum to be delivered. The readings of the applicable measuring devices used for recording the contents of the tank(s) will be entered in the Fuel and Lubricants Record Book before and after the delivery. The vendor, truck number, invoice number, and the amount of fuel delivered, as recorded on the metered invoice, will also be entered in the remarks section of the location's Fuel and Lubricant Record Book and location Blotter, DS 1657.

The fuel delivery invoice received from the vendor's truck operator will indicate the metered reading at the start of the drop, the metered reading at the completion of the drop, and the total number of gallons delivered. In the case of any discrepancy during the delivery of fuel or other commodity, caused by such as a truck meter failing to register, the vendor's employee must make a

full explanation on the reverse side of the company's invoice and sign same. Meter readings will not be changed; the discrepancy should be explained as outlined in this paragraph.

The Supervisor receiving the delivery from a vendor will prepare a 23BS3, (Appendix H - Receiving Report) for all fuel and lubricants received. The amount received must agree with the amount shown on the vendor's invoice. The invoice number, truck number, order number, date of delivery and signature of the Location Supervisor must be placed on this form. In the event of any discrepancy, an explanation on the vendor's invoice, must be entered on the face of 23BS3 and signed by the Supervisor.

The Location Supervisor will submit the vendor's metered ticket, a Receiving Report (23BS3) and when necessary the # 1 and # 2 copy of the D.C.A.S. Inspection Certificate immediately to the Audit and Accounts Department, 59 Maiden Lane, 5th floor, New York, NY 10038 through regular channels. A legible photocopy of the metered delivery ticket and accompanying 23BS3 will be forwarded to the Bureau Operations Office: Attention Fuel Controls and Stores

Refusal of a delivery without just cause will result in disciplinary action. All refusals must be reported to the Borough Operations Office.

Certain problems at a department location may cause New York State Department of Environmental Conservation (DEC) to prohibit deliveries of product to the tanks (DEC will attach a tag to the tank fill pipe to notify any fuel suppliers that they may not deliver fuel to that tank). No person may accept the delivery of petroleum to any tank system to which a DEC tag is affixed. Unless authorized by DEC, no person may tamper with or remove a tag affixed to a tank system or cause such tampering or removal. DEC will remove, or authorize the removal of, the tag.

VII. DISPENSING

Fuel will be dispensed to authorized vehicles on all shifts, Monday through Saturday (legal holidays excluded). At all other times authorization will be obtained from the Bureau Operations Office in the Bureau of Cleaning and Collection and the Operations Control Office (O.C.O.) in the Bureau of Solid Waste Management.

Responsible officers in the Bureau of Cleaning and Collection and the Bureau of Solid Waste Management are to anticipate their needs for equipment on Sundays and Legal Holidays to ensure that sufficient equipment is fueled prior to that Sunday or Holiday.

All fuel and lubricant dispensing equipment, storage rooms and storage tanks will be kept locked at all times when not in use. Fuel and lubricant dispensing equipment will be operated only by personnel under the supervision of the Location Supervisor possessing a valid New York City Fire Department (F.D.N.Y.) Certificate of Fitness.

The officer in charge of a location dispensing fuel and lubricants will be responsible for:

- A) The dispensing of fuel and lubricants by authorized employees.
- B) Maintaining a Display Cabinet in the garage office which MUST contain the following:
 - "Certificates of Fitness" – required by F.D.N.Y. (Appendix I).
 - Current and accurate Petroleum Bulk Storage (PBS) Registration Certificate.
 - "As Built Drawings" (Architectural Design Diagram), stamped/signed by the engineer and D.O.B., reflecting the entire underground tank system.
 - Aboveground Storage Tank (A.S.T.) 10 year inspection log (only applies to A.S.T.'s installed before 12/27/86 and that are not on the ground (i.e. not on rack, cradle or stilts).

- Class A, B and C Operator roster will be on display.

C) Tank Leak Detection Monitoring - Maintaining the Underground Storage Tank (U.S.T.) occurrence log AND the monthly A.S.T. log. These logs are used to keep track of any system alarms, spills, malfunctioning equipment, identification of leaks, cracks, areas of wear, poor maintenance and operating practices or other tank related problems.

D) The safeguarding of all fuel dispenser keys on all shifts.

E) Exercising extreme care to prevent tampering with fuel dispensers, portable pumps or vehicle fuel tanks.

On occasions when a location does not have a Supervisor assigned (Sundays, Holiday, etc.), the fuel dispenser keys shall be turned over to the employee designated, acting in charge. This employee in turn, at the completion of the shift, will turn these keys over to the employee in charge of the next shift. In an emergency, if it becomes necessary to dispense fuel or lubricants on the shift, the officer in charge of the Bureau Operations Office shall be contacted for authorization. In such a situation, a minimum Class C Operator must be present for such operation. The Borough Officer must make an entry in the telephone order book of the equipment being fueled, the date, the time, description of the emergency and amount of fuel or lubricant dispensed and will insure that the necessary forms and procedures are completed as stated in this P.A.P.

**Other City Agencies*

Employees from other City Agencies / Federal Agencies are not authorized to dispense their own fuel at any DSNY location. Fuel may only be dispensed by DSNY personnel directly into the authorized vehicle. If the vehicle has unofficial license plates and/or is unmarked, the operator of the vehicle must show agency identification and vehicle identification.

VIII. EJ WARD

On fuel dispensers equipped with an EJ Ward Terminal, the following instructions will be followed to fuel vehicles equipped with canceivers:

- 1-Remove fuel nozzle from pump and turn handle on.
- 2-Insert nozzle in vehicle fuel tank.
- 3-Listen for three beeps which confirms vehicle connection.
- 4-Enter desired pump # and then press "ENTER".
- 5-Enter your WEX Driver PIN # and then press "ENTER". Begin Fueling.

If the vehicle does not have a canceiver or the canceiver is not functioning, then a WEX Card will be needed to operate the terminal:

- 1-Insert then remove WEX card. Enter your WEX Driver PIN # and then press "Enter".
- 2- Enter the vehicle odometer and press "ENTER". Please make sure you enter the correct odometer reading.
- 3-Enter desired pump # and then press "Enter". Begin fueling.
- 4-Remove fuel nozzle from pump and turn handle on.
- 5-Insert nozzle in vehicle fuel tank and begin fueling.

VIII. TRANSPORTATION

Employees assigned to department Fuel Trucks must possess a N.Y.S. Commercial Driver's License, with a Class X endorsement (Tank and Hazmat). Trucks to be dispatched must be coordinated through the Bureau Operations Office. Operators of these vehicles are responsible for the proper recording of all deliveries on the necessary forms and shall certify same by affixing their signature.

In all cases where hired fuel trucks are required for snow removal operations, the procedures established in Chapter 6 of the Snow Removal Manual shall be followed.

When it becomes necessary to transport small quantities of fuel to the field, proper safety fuel containers must be used. Information will be recorded on the D.S. Form 1713, as well as an explanation in the SMART Carting Book, including the vehicle/piece of equipment in which the contents of the fuel container were deposited. Authorization must be granted by the Location Supervisor and noted in the SMART Carting Book whenever a fuel container is used.

Fuel containers are only permitted to be filled for DSNY personnel. Other City Agencies/Federal Agencies cannot have a fuel container filled at any DSNY location without the consent of the Assistant Chief of Bureau Operations.

IX. FUEL AND LUBRICANT DISPENSER OPERATOR

The employee assigned as the fuel and lubricant dispenser operator shall be responsible to notify the Supervisor in charge for the proper and accurate recordings of all fuel and lubricants dispensed on the shift. The fuel and lubricant dispenser operator is required to affix their signature for each vehicle receiving fuel and/or lubricants.

X. HUFFMAN TEST

The Huffman test will be performed on the 0800-1600 shift every Wednesday by the Location Supervisor (see Appendix J). This test will be checked randomly by the Borough Operations Superintendent.

Note: This test will not be required on a down pump or an inactive pump that has not been used since the previous Huffman test.

XI. FUEL VARIANCES

Readings will be conducted on the 0800-1600 shift every Wednesday to determine if there is a variation between the mathematical balance (Book Totals) and the measuring device (i.e. Veeder Root, Petrometer, Tank Meter, Stick Line, etc.). All variances will be noted in the Wednesday variance column of the Fuel and Lubricant Record Book.

The last Wednesday of each month variances will be noted and records will be adjusted to reflect the actual fuel on hand as determined by the measuring device. When Wednesday falls on a holiday, variances will be taken the previous day.

Note: If a tank variance for that month is more than 1% (one percent) of the fuel delivered to that tank, the District Superintendent will notify the Borough Operations Office, and an investigation will be conducted to determine the reason for the difference (i.e. leak, inaccurate measuring device, etc.). Records will be adjusted by the Borough Operations Superintendent when authorized by the Bureau Operations Office and will be noted in the appropriate Tank Log located in the front of the Fuel and Lubricants Log (DS 740).

If the measuring device is inoperable, the fuel on hand will be determined by the mathematical balance (Book Totals).

Defective measuring devices will be reported to B.B.M. and the Borough Operations Office, immediately. Location Supervisor will follow up to ensure repairs are made.

XII. LOCATION FLOOR PLAN

A location floor plan (Appendix K) will be affixed to the inside front cover of the Fuel & Lubricants Record Book (D.S. 740), indicating the following:

- A. Location and capacity of petroleum bulk storage containers (underground and aboveground, i.e. tanks, drums, etc) indicating the type of product stored (i.e. biodiesel, unleaded gasoline, hydraulic oil, etc.)

- B. Location of:
 - 1- Fill ports
 - 2- Vent pipes
 - 3- Overflow alarms
 - 4- Dispensing devices
 - 5- Measuring devices (i.e. Veeder-Root, Petrometer, Stick Line, etc.)

This diagram will be maintained and kept current

APPENDIX A

CLASS A, B AND C OPERATORS

By October 11, 2016, every location with Underground Storage Tanks (U.S.T.) must ensure that it has designated Class A, Class B, and Class C Operators.

Class A Operators are responsible for overall operations including managing personnel and resources, and understanding compliance and regulatory obligations.

Class B Operators are responsible for daily operations including maintenance and must have an in-depth understanding of U.S.T. systems.

Class C Operators are essentially on-site to handle emergencies. They are trained to respond to alarms caused by spills, take actions in U.S.T.-related emergencies, and typically control or monitor the dispensing of petroleum.

Each designated Class A and Class B Operator must pass an exam issued by DEC. Each designated Class C Operator must be trained and tested under the direction of the Class A or Class B Operator to take appropriate actions at the location in response to emergencies and alarms caused by spills or releases from the U.S.T. system.

In the event that a Class A and/or Class B Operator is no longer designated at a location (due to separation from employment, death, or other circumstance), the location must designate (train and test) a new operator within 30 days after the event.

Class A or Class B Operators designated for U.S.T. systems that are determined by DEC to be in significant non-compliance must be retested within 30 days after the date DEC determines that a U.S.T. system is in significant non-compliance. Alternatively, DSNY may designate a different Class A or Class B Operator for the U.S.T. systems determined by DEC to be in significant non-compliance.

Every location must maintain a list of designated Class A, Class B, and Class C Operators and maintain records verifying that training and testing have been successfully completed. The list must: identify all Class A, Class B, and Class C Operators at the location; and include the name of the operator, the class of the operator, the date that the operator was designated, the date that the operator initially completed testing or training, and the date of any retesting. These records must be maintained for as long as Class A, Class B, and Class C Operators are designated plus an additional three years. Records of the exam or training must also, at a minimum, be signed by the examiner or trainer and list the printed name of the examiner or trainer and the name, address, and phone number of DSNY.

APPENDIX B

THE CITY OF NEW YORK Department of Sanitation
 FUEL & LUBRICATION RECORD DS 740 (3.16)

SIGNATURE		DISTRICT SUPT.										DAY		MONTH & DATE		YEAR	END OF SHIFT FUEL PUMP TOTALIZER READINGS			
TOUR OF DUTY	ITEM	MOTOR OIL (QUARTS)		TRANSMISSION OIL (QUARTS)		ANTI-FREEZE (QUARTS)		GREASE (POUNDS)	HOIST OIL (GALLONS)	UREA (GALLONS)	SOAP (GALLONS)	HEATING FUEL OIL (GALLONS)	REMARKS	TRUCK NO.	INVOICE NO.	AMOUNT	PRODUCT	PUMP NUMBERS		
		DEXTRON	90	PURE	MIX															
2400 to 0800	ON HAND																		1	6
	RECEIVED																		2	7
	CONSUMED																		3	8
	BALANCE																		4	9
																			5	10
		Signature 2400-0800 Officer Going Off Duty																		
0800 to 1600	ON HAND																		1	6
	RECEIVED																		2	7
	CONSUMED																		3	8
	BALANCE																		4	9
																			5	10
		Signature 0800-1600 Officer Going Off Duty																		
1600 to 2400	ON HAND																		1	6
	RECEIVED																		2	7
	CONSUMED																		3	8
	BALANCE																		4	9
																			5	10
		Signature 1600-2400 Officer Going Off Duty																		

Signature 0800-1600
Officer Going
On Duty

Signature 1600-2400
Officer Going
On Duty

Signature 2400-0800
Officer Going
On Duty

NOTE: Fuel shall be indicated in the following color ink: Unleaded — RED; Diesel Fuel — GREEN; Ethanol — RED

TOUR OF DUTY	UNLEADED			DIESEL			REMARKS	DAY	MONTH & DATE	YEAR		
	TANK	Start	Received/Consumed	Variance	End	Start					Received/Consumed	Variance
2400 to 0800	1						VARIANCE PROCEDURE Variance readings will be conducted on the 0800-1600 shift every Wednesday. All variances will be noted in the 0800-1600 variance column. Only the variance on the last Wednesday of the month will be used to adjusted the records (+ or -). (Ref. P.A.P. 2016-02.)	Before				
	2							After				
	TOT.											
	1											
	2											
	TOT.											
	TOT.											
0800 to 1600	1						WEDNESDAY HUFFMAN TEST Pump Result Pump Result 1 6 2 7 3 8 4 9 5 10					
	2											
	TOT.											
	1											
	2											
	TOT.											
	TOT.											
1600 to 2400	1						CONSUMED BY OTHER CITY DEPT. UNLEADED ETHANOL DIESEL UNLEADED ETHANOL DIESEL UNLEADED ETHANOL DIESEL UNLEADED ETHANOL DIESEL					
	2											
	TOT.											
	1											
	2											
	TOT.											
	TOT.											
24 HOUR RECAP	UNLEADED			RECEIVED			CONSUMED			ON HAND		
	UNLEADED			RECEIVED			CONSUMED			ON HAND		

MEASUREMENT IN GAL. AT DELIVERY

Before

After

Truck #

Invoice #

Amount

Product

UNLEADED

ETHANOL

DIESEL

UNLEADED

ETHANOL

DIESEL

UNLEADED

ETHANOL

DIESEL

MEASUREMENT IN GAL. AT DELIVERY

On Hand Start 2400 to 0800 Shift

On Hand End 1600 to 2400 Shift

Last Wed. of Month Variation (+ or -)

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

On Hand End 1600 to 2400 Shift

APPENDIX C

THE CITY OF NEW YORK Department of Sanitation
FUEL & LUBRICATION RECORD DS 740 (8-09)

SIGNATURE	TOUR OF DUTY	DISTRICT Supt.										REMARKS	TRUCK NO.	LUBRICANT DELIVERIES		YEAR	END OF SHIFT FUEL PUMP TOTALIZER READINGS					
		MOTOR OIL (QUARTS)		TRANSMISSION OIL (QUARTS)		ANTI-FREEZE (QUARTS)		GREASE (POUNDS)	HOIST OIL (GALLONS)	UREA (GALLONS)	SOAP (GALLONS)			HEATING FUEL OIL (GALLONS)	INVOICE NO.			AMOUNT	PRODUCT	PUMP NUMBERS		
		MOTOR OIL (QUARTS)	DEXTRON 90	PURE	MIX																	
	2400 to 0800	1000	400	50	220	100	35	300	270	40	900								2016			
	RECEIVED																		1	1070	6	
	CONSUMED	30	3	2	50	2	2	2	30	1	5								2	2500	7	
	BALANCE	970	397	48	220	50	33	298	190	39	895								3	3050	8	
		Signature 2400-0800 Officer Going Off Duty																		4		9
	0800 to 1600	970	397	48	220	50	33	298	190	39	895								5		10	
	RECEIVED	300	220																3	3000	7	
	CONSUMED	20	7		50			5	22		50								4	3050	8	
	BALANCE	1250	610	48	220	0	33	293	168	39	845								5		10	
		Signature 0800-1600 Officer Going Off Duty																				
	1600 to 2400	1250	610	48	220		33	293	168	39	845								1	1280	6	
	RECEIVED				220														2	3000	7	
	CONSUMED	10	6		110	2		2	10	1	15								3	3050	8	
	BALANCE	1240	604	48	110	218	33	291	158	38	830								4		9	
		Signature 1600-2400 Officer Going Off Duty																		5		10
		Signature 2400-0800 Officer Going On Duty																				

Received 300 quarts motor oil from Circle

Received 220 quarts Dextron from Baro Shop

used 110 quarts of pure anti-freeze to make 220 quarts of mix

APPENDIX D

TANK LEAK DETECTION – Instructions, Underground & Aboveground Logs

Garage Supervisors are responsible for maintaining the Underground Storage Tank (U.S.T.) Occurrence Log used to keep track of any system alarms, spills or other tank related problems. A separate U.S.T. Occurrence log sheet is to be used for each calendar month of the six-month period occurring in the D.S. 740 Fuel & Lubricants log. All captions are to be completed in the U.S.T. Occurrence log whenever an alarm is generated by the Veeder-Root system. Each alarm occurrence that is not resolved by the end of the calendar month must be carried over to the subsequent monthly log sheets (using red ink) until the problem has been corrected by BBM or a qualified vendor contracted by the Department.

Any spaces remaining on a log sheet at the end of a month will have a diagonal line drawn across them. If there are no occurrences for the entire month a diagonal line will be drawn across all spaces and the word "Negative" will be written on that page.

If the Veeder-Root printout does not show any alarms or problems then no entry in the Log is required. A copy of the Veeder-Root printout will be placed in the Log and no further action is necessary.

All shift Garage Supervisors will be responsible for maintaining this log. The 8-4 Garage Supervisor will be responsible for the Veeder-Root printouts and shall initial the printout before securing it in the log book. Borough Operations Superintendents will make this a part of their monthly Fuel Book inspection and initial the last page of each calendar month.

Note that entries are to be made in this log only for tanks with a Veeder-Root system. No entries are required for tanks that have petrometers or stick measuring systems. On the last Wednesday of each calendar month, a copy of the Veeder-Root printout will be placed in an envelope and secured in the Fuel & Lubricant Book.

These U.S.T. Occurrence Logs along with Fuel & Lubricant Book will be archived as per Department regulations.

The Daily Occurrence Log will be filled out as follows:

Underground Storage Tank Daily Occurrence Log

Location: _____

Month: A Year: B

Sheet: C of

Date	Tank #	Fuel/Oil Type	Type of Alarm/Spill	Action Taken	BBM or Vendor Action / Repairs Made	Date Corrected/ Corrected By	Person at BOO Notified(Only for Spills)	Supervisors Name (Print/Sign)	Comments
D	E	F	G	H	I	J	K	L	M

- A. Current Month
- B. Current Year
- C. Sheet Number (If multiple sheets are required for a month)
- D. Date of Entry
- E. Tank number of tank with problem
- F. Type of product in the tank (i.e. U for Unleaded, D for Diesel, H for Heating Fuel, HO for Hoist Oil, etc)
- G. Type of Veeder-Root Alarm
- H. Action taken to rectify the situation – be specific (i.e. “4 gallon spill cleaned up with absorbent” or “high water alarm, referred to BBM”)
- I. Action taken by BBM or Vendor and were repairs made
- J. Date when the alarm condition was corrected and who corrected the condition (i.e. Garage Supervisor, BBM, maintenance company, etc)
- K. If a spill has occurred, enter the contact person at BOO in this column and follow normal procedures according to the Department Message regarding “Petroleum Product Releases”
- L. Garage Supervisor will Print and Sign his/her name in this column
- M. Comments

APPENDIX E

PETROLEUM PRODUCT RELEASE

The following procedure will be implemented in the event of a surface spill of any petroleum product.

1. All efforts will be made to prevent the spread of the spill. Dike off the area with sand, wood, etc. Special attention must be given to areas leading into surface waters and routes to subsurface waters (i.e. sewers, storm drains, etc.).
2. Petroleum product-absorbent materials will be used to contain and recover the product (i.e. Speedy Dry, Absorb-All, sand, etc.)
3. Notify the Bureau Operations Office immediately, at 646-885-4857, or in the Bureau of Solid Waste Management, notify the Operation Control Office (O.C.O.) at 646-885-4695.
4. In the Bureau of Cleaning and Collection, a Borough Officer will immediately go to the area of the spill and report their findings to the Assistant Chief of Operations at (646) 885-4855. Within two hours after discovery, if it is determined that the amount of petroleum product released is five (5) gallons or more, the Bureau Operations Office will report the spill to the DEC Spill Hotline at 518-457-7362.
5. The facility must immediately discontinue operation of any leaking tank system and take the tank system temporarily out of service or close the tank system until repairs are made.
6. An Unusual Occurrence Report (D.S. 779) will be prepared and submitted.

Appendix F

sanitation
BCC/BOO/BME REQUISITION DS 5B (REV. 1.12)
 GARAGE SUPERVISOR (PLEASE PRINT) DATE DISTRICT NO. TELEPHONE NO. REQUISITION NO.

STOCK NUMBER	STOCK DESCRIPTION	Quantity Requested By Garage Supervisor	Quantity Approved District Super	Quantity Approved Borough Chief	Unit Pricer	Quantity Issued	Extend Price
TITLE	SIGNATURE	DATE IN/APP	DATE OUT	BOROUGH/LOCATION	TELEPHONE		
DISTRICT SUPER							
BOROUGH CHIEF							
STOCKROOM MGR.							
RECEIVED BY	TITLE	DATE	BADGE NO.	SIGNATURE			

WHITE - BUREAU OF AUDIT SERVICES GREEN - BOROUGH OFFICE YELLOW - DISTRICT SUPER PINK - FILE GOLD - PROPERTY CONTROL

APPENDIX G

FUEL AND LUBRICANT DELIVERY PROCEDURES

The following procedures are to be followed in locations where fuel and lubricants are delivered, stored or dispensed.

The District Superintendents, Location Supervisors and Supervisor in charge of a particular shift at a department location where fuel and lubricants are delivered, stored or dispensed, will be held strictly responsible for the enforcement of all procedures governing the receipt, use, inspection, security and records pertaining to fuel and lubricants and the enforcement of all applicable regulations. The Fuel and Lubricant Record Book (D.S. 740) is to be maintained and kept current at all times.

When fuel is being delivered, the Location Supervisor will first check the fuel log, and take a reading utilizing the applicable measuring device (i.e. Petrometer, Stick Line, Veeder-Root [print out the reading], etc.) to determine the amount of fuel that can be accepted. The Location Supervisor will confirm with the vendor the amount of fuel to be delivered at that time.

The Supervisor will check to see that the two (2) Department of Consumer Affairs metal seals are intact, verify the truck meter is set at zero then initial the ticket prior to its insertion into truck meter. Only after the above have been completed will the Supervisor allow the vendor to hook up to the tank fill pipe. Extreme caution is to be taken to ensure the hook-up is made to the correct tank fill pipe (Refer to Appendix F for Fill Port Tags and Color Coding). NOTE: FOR UNLEADED GASOLINE DELIVERIES ONLY – If the tank has a vapor recovery system, the Supervisor must verify that the vapor recovery hose on the delivery truck has been properly attached to the in-ground outlet connection. No unleaded gasoline delivery shall take place unless this requirement is met.

The Supervisor will see the delivery begin and remain in the presence of the vendor until the delivery is completed. The Supervisor will compare numbers on the meter and the ticket before signing the ticket.

Extreme care must be exercised to prevent the waste of fuel caused by an overflow when petroleum bulk storage tanks are being filled, which results in both a fire hazard and the destruction of department property (refer to Appendix D).

Thirty (30) minutes after a drop is made a reading will be taken from the applicable measuring device and compared to the amount shown in the Fuel and Lubricant Record Book. If a variance is found, it will be noted in red (in the remarks column) with the time and Location Supervisor's initials. If the variance is greater than 1 % (one percent) of the tank capacity, an Unusual Occurrence Report (D.S. 779) with the amount of variance, invoice number, truck number, order number and vendor's name will be prepared and forwarded through channels to the Borough Operations Office and distributed to the Bureau Operations Office. The Bureau Operations Office will notify the Energy Manager of the Bureau of Support Services. No adjustments of records will be made unless authorized by the Assistant Chief of Bureau Operations.

The proper method of getting a reading from a Petrometer is as follows:

The Petrometer will be pumped ten (10) times and a reading will be taken. This is to be repeated two (2) more times, taking a reading each time. The second and third readings should match; if they do not match, the third reading will be used to determine a variance, if any.

APPENDIX H

RECEIVING REPORT

NOTE TO AGENCY SUBMITTING RECEIVING REPORTS: THIS REPORT IS TO BE COMPLETED IMMEDIATELY UPON DELIVERY. THE NO. 1 COPY IS TO BE SENT TO THE BUREAU OF QUALITY ASSURANCE. THE NO. 2, 3, 4 COPIES ARE TO BE UTILIZED FOR AUDIT AND ACCOUNTING PURPOSES AND SHOULD BE DISTRIBUTED AS DIRECTED WITHIN YOUR OWN AGENCY.

SHADED AREAS FOR THE USE OF DIV. OF MUNICIPAL SUPPLY SERVICES

DATE PREPARED	RECEIVED BY		OMPA OR CONTRACT NO.	ORDER NO.	SHIPPING INSTR. NO.	RECEIVING REPORT NO.
	STOREHOUSE	AGENCY AND UNIT				
ADDRESS						

RECEIVED FROM: NAME OF SELLER (VENDOR)	BILL OF LADING/ DEL. TICKET NO.	CHECK ONE: THIS IS A <input type="checkbox"/> PARTIAL DELIVERY (MORE DELIVERIES DUE ON SAME ORDER) <input type="checkbox"/> FINAL DELIVERY
--	---------------------------------	--

ITEM NO	STOREHOUSE COMMODITY CODE	DESCRIPTION INCL. CATALOG NUMBER, IF ANY	RECEIVED											
			STOREHOUSE DATA			PURCHASING DATA								
			QUANTITY	UNIT	UNIT PRICE	QUANTITY	UNIT	UNIT PRICE	TOTAL COST					
1														

DATE MATERIAL RECEIVED _____ I certify that I have received the material specified above and that this certification is correct as to quantity. SIGNATURE _____ TEL. NO. _____	I certify that I have inspected and have accepted, with any exceptions noted, the material specified above. SIGNATURE _____ DATE _____ Inspector, Div. of Municipal Supply Services
--	---

APPENDIX I

FIRE DEPARTMENT CERTIFICATES OF FITNESS TO DISPENSE FUEL

Garage officers at locations responsible for dispensing fuel must ensure that the "Certificates of Fitness" as required by FDNY are available for inspection and are current, (not expired). If original certificates must be obtained or existing certificates renewed, follow the steps listed below:

"Original Certificates" – If required certificates do "not" exist and must be obtained for the "first time" the employee(s)* will report to the Bureau Operations Office, Administrative Unit, Room 823, 125 Worth Street, New York, NY 10013 with the following:

(1) A completed FDNY Form A-20 "Certificate of Fitness Application" and a letter from the Location Supervisor containing the following:

- i. Garage Number & Borough Command;
- ii. Department address: 125 Worth Street, New York, NY 10013. for Supervisor and Garage address for Sanitation Worker;
- iii. Employee's full name;
- iv. Employee's title;
- v. Employee's badge number;
- vi. Employee's shift;
- vii. Employee's appointment date;
- viii. Employee's duties, i.e. Supervisor or, "Gas and Oil Dispenser Operator"; and
- ix. Name & Title of the person who trained or instructed employee in the duties of the certificate.

The employee(s) must then proceed from Operations to FDNY, Division of Fire Prevention, 250 Livingston Street, Brooklyn, NY 11201.

NOTE: The FDNY Form A-20, "Certificate of Fitness Application" for each request can be obtained from the local firehouse.

"Renewals" – Certificates may be renewed 30 days prior to the expiration date but no later than one year "after" the expiration date by submitting through regular channels to the Bureau Operations Office, Administration Unit, Room 823, the following items:

1. A letter as described above for the Original Certificates containing items i through ix;
2. A completed FDNY Form A-20 "Certificate of Fitness Application";
3. The renewal portion of the current certificate.

If further information is required, please call the Bureau Operations Office, Administration Unit Room 823, at 646-885-4992.

*CHARTS ARE NOT AUTHORIZED FOR THIS PURPOSE

APPENDIX J

HUFFMAN TEST PROCEDURE

Each facility equipped with pumps for the dispensing of motor fuels is to have a master test measure can. This measure can, used to perform the Huffman Test, is equipped with a gauge, gallon markings to the right and cubic inch markings to the left. The can has been calibrated and the gauge set and sealed.

The Huffman # 55 master test measurer compares the amount of motor fuel discharged by the pump against the amount registered on the pump as dispensed, thereby testing the accuracy of the pump's calibration.

The officer in charge of the day shift at each location having fuel pumps will check the accuracy of the pump's calibration by drawing exactly five (5) gallons from each active pump (as measured by the pumping indicator) into the measuring can. This test will be made weekly, on Wednesdays (if a holiday falls on Wednesday, perform the previous day) on the 0800-1600 shift and a notation shall be made on the D.S. Form 740.

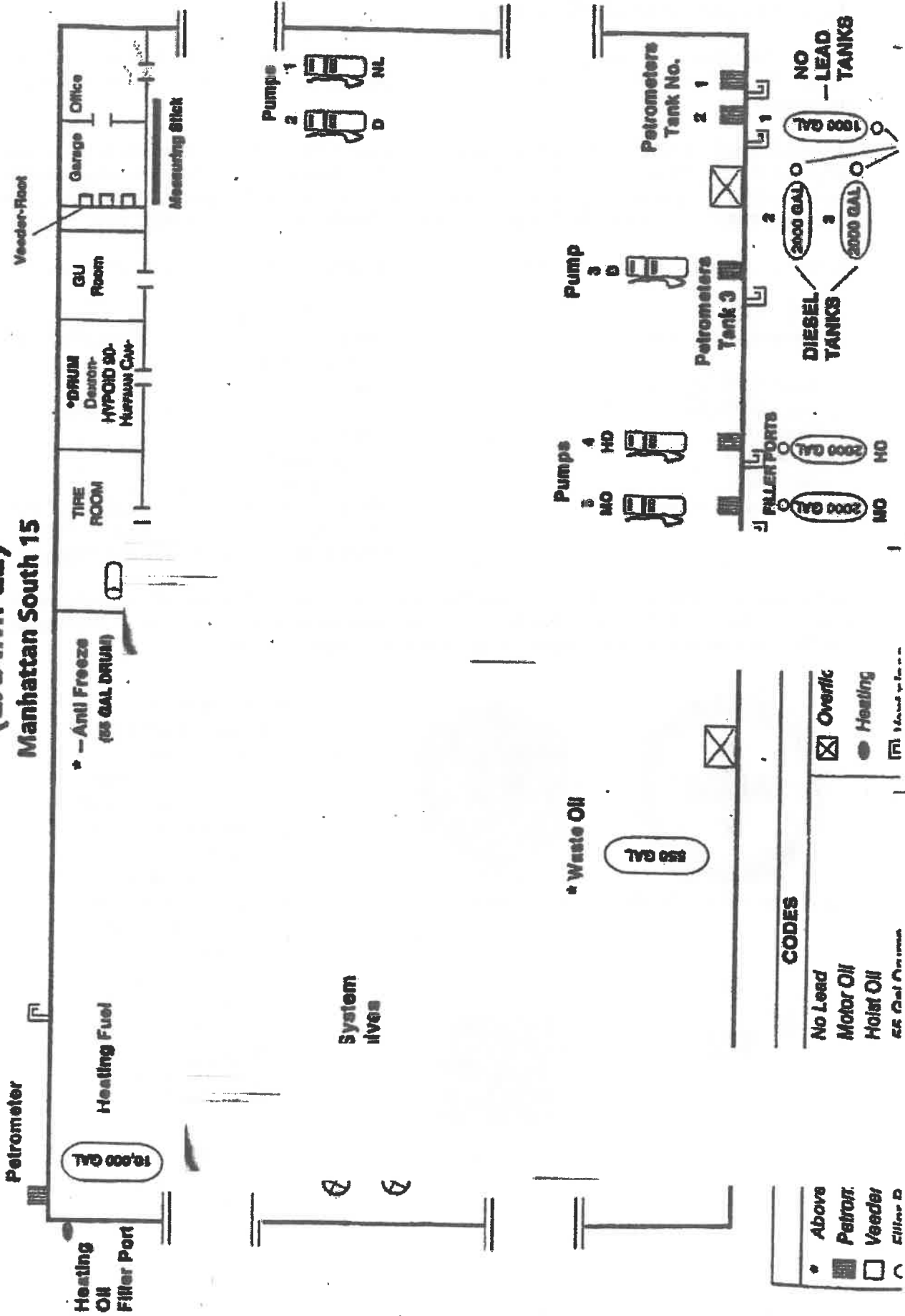
A discrepancy within five (5) cubic inches above or below the mark is considered accurate. When a pump shows a discrepancy of more than five (5) cubic inches, a second drawing will be made. If a discrepancy still exists, the pump inaccuracy must be reported to the Borough Operations Superintendent and to B.B.M. by telephone and a D.S. 281 submitted. (See D.S. 740 example page)

All gasoline and biodiesel withdrawn for these tests must be poured into the tank of operating motorized equipment and properly charged and recorded on D.S. 1713.

If the master test measure can is dented, or the seal or gauge is broken, this condition must be reported immediately to the Operations Snow Unit. The damaged can will then be turned in and a new can issued. When a master test measure can is not in use, it will be stored in a safe place to prevent damage. The master test measure can at no time is to be used as a container for transporting motor fuels or any other materials.

LOCATION FLOOR PLAN (EXAMPLE)

Manhattan South 15



FILL PORT TAGS AND COLOR CODING

Every Aboveground Storage Tank must be marked with the following: (1) tank registration identification number; (2) tank design capacity; and (3) tank working capacity.

Every Underground Storage Tank must have a label at the fill port specifying: (1) tank registration identification number; (2) tank design capacity; (3) tank working capacity; and (4) type of petroleum that is able to be stored in the tank system. The tag or label must be permanently fastened to the fill port (i.e. bolted, chained, zip tied, etc.).

Every tank system fill port must be permanently marked and color coded as follows:

PRODUCT	COLOR/SYMBOL
Unleaded Gasoline	White circle with black border and black cross in center
Heating Oil (No. 2 Fuel Oil)	Green hexagon
Heating Oil (No. 6 Fuel Oil)	Green hexagon with black or white "6"
Hydraulic Oil	Black square
Waste Oil	Purple square
Motor Oil	Black square
Biodiesel Blends	Bronze hexagon with yellow border (biodiesel blend indicated in black or white lettering inside bronze hexagon)

All personnel (Officers and Sanitation Workers) are to be instructed as to the correct color coding. The fill port symbol must be maintained and repainted, if necessary. B.B.M. can provide stencils of the product symbols described above.



LOW GRADE WITH ETHANOL



NO. 2 FUEL OIL



BIODIESEL



WASTE OIL

-  Unleaded Regular
-  Unleaded Midgrade
-  Unleaded Premium
-  Unleaded Regular w/Ext.
-  Unleaded Midgrade w/Ext.
-  Unleaded Premium w/Ext.
-  Kerosene
-  Kerosene High Sulfur
-  Kerosene Ultra-Low Sulfur
-  #1 Fuel Oil High Sulfur
-  #1 Fuel Oil
-  #2 Fuel Oil High Sulfur
-  #2 Fuel Oil
-  Diesel Ultra-Low Sulfur
-  Diesel
-  Diesel High Sulfur
-  Biodiesel
-  Alcohol Based Fuel
-  Monitoring Well
-  Vapor Recovery
-  Used Oil

THE CITY OF NEW YORK Department of Sanitation

BCC — DAILY MOTOR FUEL / LUBRICANTS ISSUED DS 1713 (10.10)

BORO	GARAGE	SHIFT	DAY	DATE	LOCATION								BUREAU
VEHICLE CODE NUMBER	ODOMETER READING	FUEL GALLONS				UREA (GAL.)	M.O. (QT.)	TRANS OIL (QT.)		ANTI-FREEZE (QT.)	GREASE CUP (LBS.)	HOIST OIL (GAL.)	PUMP OPERATOR'S SIGNATURE
		UNLEAD	ETHANOL	DIESEL	OTHER			DEX	90 WEIGHT				
TOTALS													

I hereby certify that this record is complete and accurate.

LOCATION SUPERVISOR (PRINT NAME): _____ SIGN: _____ DATE: _____

UNLEADED	PUMP NO.					
	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					
DIESEL	PUMP NO.					
	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					
ETHANOL	PUMP NO.					
	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					

UREA	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					

SHEET TOTALS	UNLEADED	DIESEL	ETHANOL	UREA
DS 1713				
DS 1713A				
SHIFT TOTALS				

THE CITY OF NEW YORK Department of Sanitation
 DAILY MOTOR FUEL / LUBRICANTS ISSUED DS 1713A (10.03)

(OTHER CITY AGENCIES ONLY)
 ONE AGENCY PER FORM

BOROUGH _____ GARAGE _____ SHIFT _____ DATE _____

OTHER AGENCY'S NAME _____ OTHER AGENCY'S FUEL CODE NO. _____

VEHICLE LICENSE NUMBER	ODOMETER READING	ISSUED					OTHER AM / PM	DRIVER ID YES / NO	DRIVER'S SIGNATURE
		FUEL GALLONS		QUARTS		ANTI-FREEZE			
		UNLEAD	ETHANOL	DIESEL	OIL				
TOTALS									

UNOFFICIAL LICENSE PLATE AND OR UNMARKED VEHICLE; DRIVER MUST SHOW VEHICLE'S I.D. OR DRIVER'S IDENTIFICATION.
 AGENCY CODE NUMBER MUST BE ENTERED FOR DSNY REIMBURSEMENT.

I hereby certify that this record is complete and accurate.

LOCATION SUPERVISOR (PRINT NAME) _____ SIGN _____ DATE _____

WHITE, YELLOW → FISCAL (FOR BILLING) PINK → SANITATION DISTRICT

ON SITE
FUEL TRUCK – EQUIPMENT FUELING

THE CITY OF NEW YORK Department of Sanitation
BCC – Daily Motor Fuel Issued DS 1713B (10.03)

SHIFT	GARAGE / TRANSPORT UNIT	BUREAU BCC		DAY	DATE	
FUEL TRUCK CODE NO.		FUEL TRUCK OPERATOR'S NAME				
VEHICLE CODE NO.	VEHICLE PLATE NO.	GALLONS OF FUEL *		VEHICLE DRIVER (Print Name)	OTHER AGENCY (Be Specific) Emergency Fueling	REMARKS
		Unleaded	Diesel			
TOTAL AMOUNT ISSUED						

This form will be used by fuel truck operators to record fuel dispensed to equipment. Use shaded area for emergency fueling of agencies not on DSNY approved list to receive fuel (refer to Department Message). Emergency fueling of equipment for non-approved agencies must be approved by Chief - Assistant Chief Operations.
I hereby certify the above report is complete and accurate.

Fuel Truck Operator's Signature _____

sanitation

MONTHLY REPORT OF GASOLINE AND DIESEL FUEL RECEIVED AND CONSUMED DS 1063A (11-00)
 LOCATION

FUEL		DISTRICT												TOTALS				
		MONTH												GASOLINE	DIESEL			
1.	Gas																	
	Diesel																	
2.	Gas																	
	Diesel																	
3.	Gas																	
	Diesel																	
4.	Gas																	
	Diesel																	
5.	Gas																	
	Diesel																	
6.	Gas																	
	Diesel																	

Gar. Supv. Signature

Date

Dist. Supt. Signature

Date

ORIGINAL — LOCATION

DUPLICATE — BOROUGH

THE CITY OF NEW YORK Department of Sanitation
BCC-ANTI-FREEZE INVENTORY DS 161A (10.93)

DATE

TO:	
FROM:	
INVENTORY FOR MONTH ENDING	PHONE NO.

NOTE: The below information is for PURE anti-freeze received by districts.

DISTRICT	PURE (QTS)			
	FIRST OF MONTH INVENTORY	RECEIVED	DS 58 NUMBER	LAST OF MONTH INVENTORY
TOTALS				

ORIGINAL — LOCATION

DUPLICATE — BOROUGH

THE CITY OF NEW YORK Department of Sanitation
BCC-NOTICE OF TRANSFER DS 60 (10.93)

NOTICE IS HEREBY GIVEN OF THE TRANSFERRED OF THE BELCW ARTICLE(S).

FROM LOCATION		TO LOCATION	
NO.	DESCRIPTION	QTY. TRAN.	

SHIPPING LOCATION		RECEIVING LOCATION	
PRINT NAME, TITLE, DATE		PRINT NAME, TITLE, DATE	
SIGNATURE		SIGNATURE	

WHITE -- RECEIVING

YELLOW -- SHIPPING LOCATION

THE CITY OF NEW YORK Department of Sanitation
FUEL DISPENSED TO FIELD LOCATIONS DS 1078 (10.93)

TRUCK NUMBER		OPERATOR		DATE	SHIFT
UNLEADED	DIESEL	TANK NO.	AMOUNT	TYPE	
AMOUNT ON HAND		1			
AMOUNT DISPENSED		2			
TOTAL BALANCE		3			
AMOUNT RECEIVED		4			
NEW TOTAL		5			
RECEIVING LOCATION		6			
		METER START OF SHIFT		METER END OF SHIFT	
		DATE RECEIVED			
RECEIVING OFFICER'S SIGNATURE		OPERATOR'S SIGNATURE			

WHITE — DELIVERY TRUCK

YELLOW — LOCATION

APPENDIX L

FILL PORT TAGS AND COLOR CODING

Every Aboveground Storage Tank must be marked with the following: (1) tank registration identification number; (2) tank design capacity; and (3) tank working capacity.

Every Underground Storage Tank must have a label at the fill port specifying: (1) tank registration identification number; (2) tank design capacity; (3) tank working capacity; and (4) type of petroleum that is able to be stored in the tank system. The tag or label must be permanently fastened to the fill port (i.e. bolted, chained, zip tied, etc.).

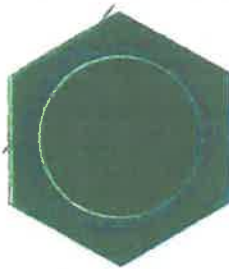
Every tank system fill port must be permanently marked and color coded as follows:

PRODUCT	COLOR/SYMBOL
Unleaded Gasoline	White circle with black border and black cross in center
Heating Oil (No. 2 Fuel Oil)	Green hexagon
Heating Oil (No. 6 Fuel Oil)	Green hexagon with black or white "6"
Hydraulic Oil	Black square
Waste Oil	Purple square
Motor Oil	Black square
Biodiesel Blends	Bronze hexagon with yellow border (biodiesel blend indicated in black or white lettering inside bronze hexagon)

All personnel (Officers and Sanitation Workers) are to be instructed as to the correct color coding. The fill port symbol must be maintained and repainted, if necessary. B.B.M. can provide stencils of the product symbols described above.



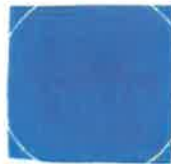
LOW GRADE WITH ETHANOL



NO. 2 FUEL OIL



BIODIESEL



WASTE OIL

- ⊕ Unleaded Regular
- ⊕ Unleaded Midgrade
- ⊕ Unleaded Premium
- ⊕ Unleaded Regular w/Ext.
- ⊕ Unleaded Midgrade w/Ext.
- ⊕ Unleaded Premium w/Ext.
- Kerosene
- Kerosene High Sulfur
- Kerosene Ultra-Low Sulfur
- ⊖ #1 Fuel Oil High Sulfur
- ⊖ #1 Fuel Oil
- ⊖ #2 Fuel Oil High Sulfur
- ⊖ #2 Fuel Oil
- ⊖ Diesel Ultra-Low Sulfur
- ⊖ Diesel
- ⊖ Diesel High Sulfur
- ⊖ Biodiesel
- ⊖ Alcohol Based Fuel
- ▲ Monitoring Well
- Vapor Recovery
- Used Oil



THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2012-10

EFFECTIVE DATE: March 21, 2012

SUBJECT: TRANSPORTATION OF SLOW MOVING VEHICLES (S.M.V.'s)

AFFECTED DIRECTIVES: G.O. 1994-10, dated July 1, 1994.

REFERENCE: VEHICLE AND TRAFFIC LAW
NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES
NEW YORK CITY DEPARTMENT OF TRANSPORTATION RULES AND REGULATIONS

OBJECTIVE

To establish guidelines for all Department personnel involved in the transporting of "Slow Moving Vehicles" (S.M.V.'s) over bridges, through tunnels and on arterial highways in a safe manner to protect the general public, Department personnel and equipment.

DEFINITIONS

- Slow Moving Vehicle** - Any motorized vehicle that cannot maintain a safe and controllable highway speed of 35 MPH.
- Example** - Front End Loaders
- Back Up Vehicle** - A motorized vehicle having overhead emergency flashing lights and four way hazard lights or rear pulsating lights and hazard lights.
- Examples** -
- Passenger Car with overhead flashing lights.
 - Large wrecker with overhead flashing lights.
 - Collection truck with rear pulsating lights.
 - Salt spreader with flashing strobe lights.

DUTIES AND RESPONSIBILITIES

Bureau Heads

- Will be responsible for the implementation and strict adherence to the procedures in this directive for all work locations in their command.
- Designating a unit or division manager/supervisor to function as a "Slow Moving Vehicle" coordinator for their bureaus.

- Submitting name and telephone number of S.M.V. coordinator to the Assistant Director of Safety on the effective date of this order and follow up notification on any personnel changes in this assignment

The following list identifies specific bureau job titles for assignment as Slow Moving Vehicle (S.M.V.) coordinators:

<u>BUREAU</u>	<u>TITLE</u>
Cleaning & Collection Borough Commands	Borough Operations Superintendent
Cleaning & Collection Lot Cleaning Unit	G.S. I Lot Cleaning Headquarters
Cleaning & Collection Derelict Vehicle Unit	D/C, D.V.O Headquarters
Waste Disposal All Divisions	Director of Mechanical Operations/Operations Support Officer
Building Management (BBM)	Deputy Director
Motor Equipment (BME)	Supervisor of Mechanics Field Operations

DUTIES & RESPONSIBILITIES (continued)

SLOW MOVING VEHICLE COORDINATORS

- Responsible for monitoring and scheduling all requests from their work locations to transport S.M.V.'s over bridges, tunnels or arterial highways.
- Discuss transport requests with location supervisors and attempt to develop a safe travel route bypassing, if possible, all bridges, tunnels and arterial highways.
- When no alternate route is possible and arterial highways must be used, S.M.V. coordinators will arrange for the safe transportation of a slow moving vehicle using one of the following options:

GENERAL ORDER 2012-10

Option # 1 - Towing a S.M.V.

Contact the Bureau Operations Office who will coordinate with the Derelict Vehicle Unit in the moving of a S.M.V. on a flat bed trailer. The heavy daily demands on the limited resources available to the Derelict Vehicle Unit will determine the response time for flatbed assistance in towing S.M.V.'s. Significant delays are a possibility. Bureau coordinators must assess the operational needs of their work locations and decide if Option # 2 is a more appropriate choice.

Option # 2 - Driving a S.M.V.

- Instruct location supervisors to assign the most qualified operators to drive the **Slow-Moving and Back-Up Vehicles**.
- Schedule the S.M.V. highway driving operation to take place during non-rush traffic hours. The New York City Police Department recommends the Department consider moving S.M.V.'s on arterial roadways between 2200 hours and 0400 hours and every effort must be made to follow this recommendation.
- Contact Assistant Director of Safety/Designee and provide the following information:
 - A. Reason for transporting S.M.V.
 - B. Type of S.M.V. being driven, including equipment code number.
 - C. Type of Back-Up Vehicle being driven, including equipment code number.
 - D. Dispatching and receiving locations.
 - E. Date, work shift and approximate time vehicles will travel on arterial highway.

Exception: Emergency response situations or night shift weekend operations that require arterial highway driving of our S.M.V.'s eliminate the advance notification requirement with the Assistant Director of Safety/Designee. However, S.M.V. coordinators will be responsible for compliance with the remaining safety procedures of this directive.

- The Assistant Director of Safety will notify the appropriate New York City Police Department/Highway Precinct of our travel plans and, *if possible*, obtain additional back-up support for the operation.

DUTIES AND RESPONSIBILITIES (continued)

Location Supervisors/Vehicle Operators

- Supervisors must contact their Bureau coordinator requesting approval to transport a S.M.V. to another location over any bridges, tunnels or arterial highways.

GENERAL ORDER 2012-10

- When request is approved to drive a S.M.V., location supervisors will set up qualified personnel with valid licenses to operate the Slow Moving and Back-up Vehicles.
- Each operator must complete a thorough front to rear pre- trip safety inspection of his/her assigned vehicle. All lights on both vehicles must be working for maximum visibility on arterial highways.


Exception: Front End Loader rear flood lights are designed for work site operations only and must not be used while driving on any city street or highway.

- Location Supervisors and operators must make sure that there is a reflective "Slow Moving Vehicle" triangle attached to the rear of the S.M.V. Proper vehicle placement for the universal slow moving vehicle signs is a minimum height of 15" to a maximum of 60" from ground level. Do not dispatch any S.M.V. without the required reflective triangle. Contact the Bureau coordinator or the Safety Unit to replace any missing signs. There are no specific traffic regulations mandating that the Department attaches a S.M.V. triangle to our Back-up Vehicles.
- Supervisors and operators will sign-off on the appropriate vehicle dispatch forms (DS 350's / DS 1887's) indicating that each vehicle is in a safe driving condition.
- Supervisors will issue portable radios and proper radio transmission instructions to the operators of both vehicles.
- Operators of Back-up Vehicles must maintain a safe following distance of no more than sixty feet (60') behind Slow Moving Vehicles. This distance will minimize the possibility of other motorists entering the space between our vehicles.
- Supervisors will instruct operators of both vehicles to drive in the extreme right lane with all flashing and overhead lights on at all times during the transport operation.
- Required entries must be made in the dispatching locations daily operations record showing the specific equipment and personnel assigned to the S.M.V. driving operation. Also, location supervisors will be responsible to record the specific highway travel route in the TELEPHONE ORDER BOOK.

CANCELLATION:

This order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:


JOHN J. DOHERTY
Commissioner

DISTRIBUTION:

All Management Personnel, Superintendents & Supervisors.
To be kept posted at all Department Headquarters,
Borough Snow Offices and Garage locations.



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2012-17**

EFFECTIVE DATE: April 15, 2012

SUBJECT: **CUSTOMER SERVICE FOLLOW UP - DS445**

AFFECTED DIRECTIVES: None.

REFERENCE: None.

PURPOSE:

To Standardize Customer Service follow up where a personal visit is made and a constituent was not in residence or available.

PROCEDURES:

Executive Correspondence and New York City Customer Service Center (3-1-1) complaints and Service requests are to be investigated in a timely manner. Whenever possible, contact should be made, either by visit or telephone call. This contact shall be made between the hours of 0800 and 2000 hours, Monday through Saturday.

Contact shall be considered complete when:

1. An interview is conducted in person;
2. An interview is conducted by telephone;
3. A voice-mail message is left detailing Department action with appropriate contact information;
4. A DS 445 is left at the location.

Information or contact shall be documented (person spoken to or recap of voice-mail message left including the date/time, etc.) in the field report or the response to the SCAN Service Request.

Where contact could not be made, by either in person, by telephone, or by voice-mail message, a note shall be left at the location via use of the DS 445 – Customer Service Follow Up form.

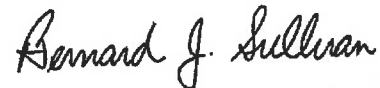
The DS 445 can be used anytime at the officer's discretion; however, it must be used in response to CP1 or EP1/ Employee Behavior complaints or any complaints where personal contact would have otherwise been made.

The DS 445 - Customer Service Follow Up form shall be completed and left at the location in a place likely to be visible to the constituent (taped to the front door or where mailboxes may be located in a multiple dwelling, however, per federal regulations it may not be placed inside a mailbox). Include in the field report/response the six digit identification number which is located on the top-right corner of the DS 445 along with a description of information provided.

CANCELLATION:

This Order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:



Bernard J. Sullivan
First Deputy Commissioner

DISTRIBUTION:

All Managers and Officers



sanitation

CUSTOMER SERVICE FOLLOW-UP DS 445 (1.17)

DATE:	TIME:	<input type="checkbox"/> A.M.
		<input type="checkbox"/> P.M.

TO: _____
CONSTITUENT'S NAME (PRINT)

FROM: _____
DSNY REPRESENTATIVE'S NAME (PRINT)

TITLE:	LOCATION:
--------	-----------

IN RESPONSE TO YOUR INQUIRY _____
(TRACKING NO.)

DSNY ATTEMPTED TO CONTACT YOU AT THE ABOVE DATE AND TIME IN ORDER TO:

- ADVISE YOU THAT YOUR ISSUE IS NOW RESOLVED.
- OBTAIN FURTHER INFORMATION REGARDING YOUR INQUIRY.
- TO RESOLVE FUTURE INCIDENTS OF THIS TYPE PLEASE CONTACT YOUR LOCAL DSNY GARAGE AT _____
- REFER YOU TO THE PROPER NYC AGENCY SINCE THIS INQUIRY IS NOT WITHIN DSNY'S JURISDICTION. PLEASE CONTACT _____



THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2012-18



EFFECTIVE DATE: May 7, 2012

SUBJECT: JURY DUTY PROCEDURES

AFFECTED DIRECTIVE: OPERATIONS ORDER 2009-33 is hereby rescinded.

THIS ORDER APPLIES TO ALL DSNY EMPLOYEES.

The D.S. 794-JURY DUTY LOG-will be kept in the Jury Duty Folder in the payroll filing system. It will be the responsibility of the District Superintendent or Unit Head to ensure that personnel are instructed in the preparation of the D.S. 794 -Jury Duty Log, related forms, administrative time frames and all jury-duty procedures, as set forth in this order.

JURY DUTY SUMMONS/SUBPOENA:

When an employee receives a Jury Duty Summons/Subpoena in the mail, they will submit the summons as soon as possible to the location Supervisor. The Supervisor will review and identify which court issued the summons, (city, state, federal, other state) the type of jury duty (jury duty appearance, telephone standby jury service or jury duty qualification) and the date of the court service. *The Officer will then instruct the employee in the proper jury duty regulations as outlined in this order.* The supervisor will make a photocopy of the summons to be kept in the location jury duty file and return the original summons to the employee. Additionally, the Supervisor will ensure that the employee is properly scheduled for Jury Duty at the work location on the appropriate date(s).

JURY DUTY SERVICE:

When an employee's summons specifies that they must physically appear on a specific date for jury duty, the employee will be carried as Jury Duty Excused at the work location on scheduled work days until the completion of the jury duty service. In instances where the employee is given a court schedule to appear only on certain days during the week (i.e. - Grand Jury), the employee will be scheduled to work the respective day-line shift (0600-1400 or 0700-1500), on the dates not scheduled for jury duty service, regardless of regularly assigned work shift, *unless a night-shift worker is able to be scheduled for their regular shift in accordance with established policies and procedures and without disruption to Department operations.*

TELEPHONE STANDBY JURY SERVICE:

Standby Jury Duty service requires that an employee telephone the court for reporting instructions during the evening of the business day prior to the court date listed on the summons. During this call the employee will receive telephone instructions from the court as follows:

- If their number is reached, they will Report for jury duty service on the next business day.
- or
- If their number wasn't reached, they Will Not Report, but call back the following business day, as directed by the recording, to receive court instructions.
- or
- If their number wasn't reached, they are Released from standby jury service and are no longer required to call in (They must notify their work location of same).

UNIFORMED PERSONNEL:

*All BCC personnel assigned to a District location who are subpoenaed as a "telephone standby juror" on a scheduled workday will be carried in the Day's Plan and on the District Operations Board as Jury Duty Excused. This procedure will continue for each scheduled workday that the employee is summoned as a Telephone Standby Juror. The employee, upon receiving instructions from the court that they are not required to report on the following day or they are released as a telephone standby juror (without physically serving) will notify their work location immediately and will be ordered to report to work on the respective day-shift (0600-1400 or 0700-1500), regardless of their regularly assigned work shift.

Bureau of Waste Disposal personnel serving telephone standby jury service will follow scheduling guidelines established by the Director of Waste Disposal.

*All other uniformed personnel such as those assigned to Support Services, Administrative Offices, B.C.C. splinter groups etc. serving telephone standby jury service will follow scheduling guidelines established by their respective Unit Heads

CIVILIAN PERSONNEL:

Civilian personnel serving telephone standby jury service will follow scheduling guidelines established by their respective Unit Heads.

Telephone Standby Via "CODE-A-PHONE"

In some instances, certain court systems, require that employees remain available on stand-by during the morning hours in order to receive further instructions on whether or not they will be required to serve during the courts "P.M. Session" on that same day. In these cases the employee will be carried as Jury Duty Excused on that date (regardless of whether or not they actually served). **EMPLOYEES ARE REQUIRED TO PROVIDE SPECIFIC PROOF FROM THE COURT SUBSTANTIATING THIS TYPE OF SERVICE.**

QUALIFICATION SUBPOENA

If the employee is subpoenaed to be examined for qualification purposes only, then they must report to their work location after being released by the court for the remainder of the 0800 to 1600 shift. Under these circumstances an employee SHALL NOT receive the entire day off.

They are to be carried as jury duty excused on time records starting at 0800 through the period of the court appearance PLUS reasonable travel time back to the work location. The employee is required to sign in and out on the appropriate DSNY time record. It will be the employee's responsibility to obtain and submit proof of attendance and the time released by the court. The Supervisor will record in the "Remarks" column of the Jury Duty Log that the employee appeared for qualification purposes only and the time the employee returned to the location.

POSTPONEMENT

A request for postponement or to be excused from jury service must be made by the employee on the employee's own time prior to the return date of the summons. Employees are not to be carried jury duty excused in these instances. They may be granted time off charged to XWP (compensatory time), XWOP, or vacation/annual leave, if necessary.

CHART DAY

When employees are scheduled to serve on Jury Duty, Telephone Standby Jury Service or Grand Jury Service, their chart day for that week will be changed to Saturday. In the event charts are canceled on Saturday, the employee will be the last to work, unless it would have been their regularly scheduled chart day.

NON- SCHEDULED WORK DAY

When an employee serves jury duty on a day that is not a scheduled workday, for example a N.Y.C. holiday that is not a court holiday, payment from the Court (if any) will be retained by the employee. It is the responsibility of the employee to notify the Court for payment. Employees who are required to serve jury duty while on annual leave or vacation will have such leave postponed until jury duty service is completed. Once the employee is released from jury duty service, they will immediately resume leave on the following business day.

D.S. 794 (JURY DUTY LOG)

On the first date of actual Jury Duty service, the location Supervisor will complete the following columns on the D.S. 794; Employee Name, Reference Number, Title, Payroll Location, Court System Served In (United States District Court [Federal Court], New York City/State Court, New Jersey State Court, etc.) and Date Served From. The remaining columns, Dates Served To, Number of Days Served and as necessary DS 46 Control No. and Date Prepared, Amount of Refund and Date Check Submitted will be completed upon the employee's return from Jury Duty service.

COMPLETION OF JURY DUTY SERVICE:

- Upon being released from physically serving jury duty by the court, the employee is responsible to notify his/her work location ASAP. The employee will report to work as directed by the work location Supervisor, who will receive the orders via the District Superintendent/Borough Command. (Civilian/Uniformed Managers will be scheduled for work upon completion of Jury Duty Service as directed by their respective superiors).

- Immediately upon return to work the employee will submit the Proof of Service Certificate from the court to their location Supervisor. The Supervisor shall verify that each date and the number of days served shown on the proof of service matches the dates for which the employee was carried as Jury Duty Excused. (Note: There may be multiple Proofs of Service Certificates for Grand Jury Scheduled Service. All dates for which the employee was carried Jury Duty Excused must be accounted for on the Proof).
- A completed D.S.1005, Copy of Summons/Subpoena and Proof of Service Certificate will be forwarded to the Borough or unit head for approval. (Additional procedures will be followed for Federal and Out of State jury duty service, as outlined below). **Copies will be kept on file at the location.**

NEW YORK CITY/ STATE COURTS

- Employees are not entitled to be paid by the court for this service unless the employee serves on a scheduled vacation day, chart day or Sunday. It is the responsibility of the employee to notify the court of their civil service title and eligibility for payments. In the event an employee receives a juror payment check from a New York City/State Court to which they are not entitled, it is the employee's responsibility to return that check to the respective Court.

FEDERAL COURTS (UNITED STATES DISTRICT COURT) OR OUT-OF-STATE COURTS (NEW JERSEY, PENNSYLVANIA, ETC.):

When jury duty service is in a Federal court or out-of-state court, payment will be made directly to the juror for the day(s) of service. Employees are required to refund to the City, payment for each day they were carried as Jury Duty Excused, less payments received for travel expenses. Receipt of payment to the jurors from these courts will vary, sometimes taking up to several weeks. Commencing six weeks after the last day of jury service, the Supervisor is to remind the employee once per week of the obligation to present the refund check. In the event the employee states that payment has not been received from the court, it is the employee's responsibility to contact the court clerk in order to request written verification stating that Jury Duty was served, but payment from the court has not yet been issued. Reimbursement must be submitted to the Department by the employee within ninety (90) days after the last day of service. The employee **MUST** notify their work location Supervisor upon receipt of payment from the court, the Supervisor will notify the employee of the amount of the refund due the City. The refund check must be for the exact amount, as computed by multiplying the per diem jury duty payment (listed below) by the number of days served. (Note: the employee will keep the refund check received from the court, but must submit a copy to the location supervisor). It is the employee's responsibility to submit to their Supervisor a personal check or money order made out to the "New York City Department of Finance" immediately after receipt of payment from the court. The Supervisor will forward the check/money order, a copy of the subpoena, certificate of service, a D.S.1005 (Request for Authorized Leave) attached to a completed D.S. 46 signed by the District Superintendent or equivalent and a D.S. 795 through regular Department channels to the Bureau of Human Resources at 346 Broadway, Room 1002.

Copies of all documentation must be retained in the work location Jury Duty files. A **CONTROL NUMBER** will be assigned by the Bureau of Human Resources. This control number will be inserted at the top right-hand corner of the location copy of the D.S. 46 that is returned to the Supervisor. The control number will be recorded in the Jury Duty Log by the location supervisor/timekeeper.

SUMMARY OF ADMINISTRATIVE PROCEDURES AND REQUIRED FORMS:

Summons/Subpoena - To be submitted by the employee and photocopied by the location supervisor **prior** to jury duty service.

D.S. 1005 - Request for Authorized Leave-To be completed for all requests for Leave charged to Jury Duty service.

D.S. 46 - Request for Personnel Action (Federal/Out of State Courts ONLY). The Supervisor or clerk will complete a D.S. 46 (signed by the District Supt./Equivalent) indicating each date of service and record the "Date Prepared" in the Jury Duty Log.

D.S. 795 - Computation of Juror's Check Refund (Federal/Out of State Courts ONLY). The Supervisor or clerk will prepare a D.S. 795, Computation of Juror's Check Refund, computing the amount of the refund, in addition to providing the gross amount of the check paid to the employee by the Court and the amount deducted for travel expenses. The Subpoena and/or the Certificate of Attendance may indicate the court's per diem rate.

If such information is not provided, computations will be as follows:

Federal Court- \$40 per day --- up to thirty (30) days of jury duty service
\$50 per day --- after thirty (30) days of jury duty service

New Jersey Court - \$5 per day

Pennsylvania Court - \$ 5 per day

If there is any doubt as to the proper payment from the court, the Supervisor shall check with the appropriate court.

Multiply the appropriate court per day rate listed above by the number of days the employee was carried Jury Duty Excused to calculate the proper amount of the check to be reimbursed to the NYC Department of Finance, (court amount per day x days employee Jury Duty Excused = amount of check due NYC Department of Finance).

PROOF OF SERVICE CERTIFICATE- Must be submitted to the location Supervisor by the employee upon returning to work from jury duty service. The Proof of Service Certificate must document all Dates/Hours for which the employee was Jury Duty Excused.

ENTERING JURY DUTY INTO CITYTIME

Timekeepers will use the "Leave" option in CityTime to make the following entries for jury duty service:

New York State Courts (including NYC Courts): "Excused Absence – Jury Duty (NYS or NYC)"

Federal Courts: "Excused Absence – Jury Duty (Fed)"

Other State Courts: "Excused Absence – Jury Duty (Other)"

FAILURE BY THE EMPLOYEE TO SUBMIT A PROPER REFUND CHECK TO THE CITY AND/OR A VALID PROOF OF SERVICE CERTIFICATE WILL RESULT IN DENIAL OF EXCUSED LEAVE CHARGED TO JURY DUTY:

- Dates for which Jury Duty Excused has been denied will be changed on Time Records and in CityTime to AWOL, LWOP or charged to compensatory time, vacation/annual leave as determined by the Borough Chief or equivalent.
- Disciplinary action will be taken as determined by the Borough Chief or equivalent.

COLLEGE AIDES

Since College Aides are not covered by existing leave regulations, they are not entitled to paid leave for jury duty. However, they are entitled to receive a portion of their salary equal to the per diem allowance normally paid by the State for the first three (3) days of jury duty served, provided that those three (3) days are regularly scheduled work days. Supervisors/Timekeepers must obtain copies of both the Summons to serve jury duty and the Proof of Service Certificate, and must verify the days scheduled for work.

Attached:

D.S.794- Jury Duty Log

D.S.46 - Request for Personnel Action

D.S.795- Computation of Juror's Check Refund

CANCELLATION:

This order shall remain in effect until rescinded.

ISSUING AUTHORITY:



John J. Doherty
Commissioner

DISTRIBUTION:

Full

A COPY OF THIS ORDER SHALL BE KEPT IN THE JURY DUTY FOLDER.

GENERAL ORDER 2012-18

THE CITY OF NEW YORK Department of Sanitation COMPUTATION OF JUROR'S CHECK REFUND DS 798 (7/87)		DS 48 CONTROL NO.
JUROR'S NAME 		
SOCIAL SECURITY NUMBER 		TITLE
HOME ADDRESS 		WORK LOCATION
		PAYROLL DISTRIBUTION NUMBER
DATES SERVED 		
NAME and ADDRESS OF COURT 		NUMBER OF DAYS SERVED
		GROSS AMOUNT OF CHECK
		LESS TRAVEL EXPENSE
<input type="checkbox"/> MONEY ORDER <input type="checkbox"/> PERSONAL CHECK	NET REFUND TO CITY 	
COMMENTS 		
PRINT NAME OF SUPERVISOR 		SUPERVISOR'S PHONE NUMBER
SUPERVISOR'S SIGNATURE 		

JURY DUTY TRACKING LOG

D.S. 794 (Rev. 1/2012)

GENERAL ORDER 2012-18

NAME (Last, First)	Reference Number	Title	Payroll Location	Court System Served In			Dates Served		# of Days of Service Served	Amount of Refund Owed	Date Check Submitted	Date Prepared	Control Number	Remarks / FIAT Sign-off
				City/State	Federal	Other	From	To						

GENERAL ORDER 2012-18

CITY OF NEW YORK Department of Sanitation
REQUEST FOR PERSONNEL ACTION DS 48 REV. 12/99

FOR PERSONNEL USE ONLY
 CONTROL NUMBER

BUREAU	DIVISION	PAY LOCATION
NAME (LAST) (FIRST) (MI)	SOCIAL SECURITY NO.	PRESIDENT STATUS <input type="checkbox"/> Civil Service <input type="checkbox"/> Provisional <input type="checkbox"/> Non-Comp <input type="checkbox"/> Other
ADDRESS	TITLE (CODE NO.)	PRESIDENT SALARY

TYPE OF ACTION REQUESTED

<input type="checkbox"/> New Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Other	TITLE / LEVEL	TITLE CODE NO.	REQUESTED STATUS <input type="checkbox"/> Civil Service <input type="checkbox"/> Provisional <input type="checkbox"/> Non-Comp <input type="checkbox"/> Other
	SALARY REQUESTED		
<input type="checkbox"/> Merit Increase	AMOUNT OF INCREASE	PERCENT OF INCREASE	NEW SALARY
<input type="checkbox"/> Separation	REASON FOR SEPARATION	LAST DAY WORKED	SEPARATION DATE (G.O.B.)
<input type="checkbox"/> Leave Without Pay	REASON	FROM	TO

JUSTIFICATION AND / OR REMARKS

If Applicable, replacement for:
 NAME: _____ TYPE OF SEPARATION: _____
 TITLE: _____ G.O.B. DATE: _____
 SALARY: _____

Indicate funding source: () TAX LEVY () IFA () CD

OTHER REMARKS

BUREAU HEAD OR DESIGNEE _____ DATE _____

FOR BUREAU OF PERSONNEL USE ONLY

T/O CHANGE? () YES () NO	EXPLANATION		
INCREASE TO PAY-AS-YOU-GO? () YES () NO	AMOUNT		
APPOINTMENT DATE	WORK LOCATION	PAYROLL DIST. NO.	BUDGET CODE & LINE NUMBER

REMARKS

VACANCY NOTICE #: _____ EXPIRES: _____ If Applicable: DP 353 A:
 DP 400:
 MPD: _____

DIRECTOR OF PERSONNEL OR DESIGNEE _____ DATE: _____



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



**POLICY AND ADMINISTRATIVE
PROCEDURE 2012-07**

EFFECTIVE DATE: June 30, 2012

SUBJECT: **EMPLOYEES AWOL FOR (5) FIVE OR MORE
CONSECUTIVE WORKDAYS**

AFFECTED DIRECTIVES: PAP 1996-02 is hereby rescinded.

REFERENCE: General Order 2010-11 (Report of Arrest & Disposition of
Any Criminal Charge Relating to Any Department
Employee)

Location Superintendents or ranking officers must ensure that all employees absent without authority are carried as absent (AWOL) and are not be paid for such days. This includes those placed under arrest as indicated in GO 2010-11.

**EMPLOYEES AWOL FOR (5) FIVE CONSECUTIVE WORKDAYS, BUT LESS THAN (30)
THIRTY:**

Upon an employee's fifth consecutive day of unexcused absence (AWOL), the Officer in charge of the assigned location shall notify the Borough Chief or Unit Head and issue a disciplinary complaint (DS 249).

The Chief, Bureau Operations must be notified immediately and a formal letter shall be submitted to the Office of the Chief Bureau Operations and a copy to the Office of Employment & Disciplinary Matters.

The location supervisor must complete an electronic DS 1731 and submit it to Human Resources (Personnel).

EMPLOYEES AWOL FOR 30 THIRTY CONSECUTIVE WORKDAYS OR MORE:

The Superintendent or ranking officer of a location shall forward a second letter and disciplinary complaint detailing the sixth to thirtieth day of unauthorized absences (AWOL) to the Office of the Chief Bureau Operations and the Office of Employment & Disciplinary Matters.

The assigned location Officer must complete a DS 46 for absences without pay in excess of thirty (30) days.

The Office of Employment & Disciplinary Matters will serve the complaint. If the employee does not appear at the conference referred to in the complaint within the time period required under Civil Service Law Section 75, a hearing will be scheduled. The hearing will consider the employee's termination.

EMPLOYEES AWOL FOR AT LEAST (5) FIVE DAYS MAY BE PERMITTED TO RETURN TO DUTY PENDING:

1. Employee reports to their assigned location, in full uniform/fit for duty by 0800 hours.
2. Employee will be given a completed DS 400 and a DS 1690, then immediately ordered to the DSNY Clinic for a medical evaluation.
3. Employee will then report to the Chief Bureau Operations Office and be guided by the CBO.
4. Employee must contact their assigned location.

BUREAU OF WASTE DISPOSAL

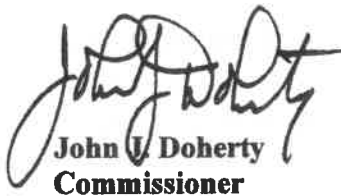
An employee's Division Supervisor shall have the responsibility of notification parallel to that of the Borough Chief in the Bureau of Cleaning & Collection. The Division supervisor shall notify both the Deputy Director of the Bureau of Waste Disposal and the Office of Employment & Disciplinary Matters (OEDM) of the employee's unauthorized absence in writing. Included with this notification letter to OEDM, will be a disciplinary complaint (DS 249) for unauthorized absences (AWOL). An employee seeking resumption, must schedule an interview with the Deputy Director of the Bureau of Waste Disposal who has the authority to grant the resumption.

In all other Bureaus, the Deputy Commissioner in charge of the Bureau will promulgate similar procedures consistent with this directive.

CANCELLATION:

This Order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:



John J. Doherty
Commissioner

DISTRIBUTION:

All Management Personnel

Dept Msg #: DM2019-0533

Sent By: HDQTRSOP

Date: 1/29/2019 8:15 AM

Code: MON6 (REV 1/31/17)

Subject: S.W.M. MONTHLY (GENERAL)

All Division Managers, Superintendents and Supervisors are to familiarize and comply with the following:

- P.M.D. monthly message, DM2018-0818
- Report of arrest and disposition of any criminal charge, GO 2012-31
- Distribution and Safeguarding of Payroll Checks, DM2018-1256
- Uniform Requirements, DM2018-1350
- Guidelines for authorization to leave home, DM2018-2896
- Personal Appearance Standards, Operations Order 2002-06.
- All vehicle accidents are to be reported promptly as outlined in GO 88-09. Maintain adequate supplies of requisite paperwork, D.S.N.Y. 806, D.S.N.Y. 806 Worksheet, D.S.N.Y. MV 104, D.S.N.Y. 808.
- All safety procedures must be adhered to on all shifts.
- Person overboard procedures.
- Water quality management protocol procedures.

THE FOLLOWING ARE OF EQUAL IMPORTANCE:

- All shifts must report Unusual Incidents immediately through channels to the Operations Control Office (O.C.O.) On (646) 885-5012.
- Maintain cleanliness in, around, and near all S.W.M. facilities.
- Conduct proper AM and PM roll calls. Report all sickness & absences to O.C.O. immediately by telephone.
- Ensure all locations are free of pornographic or offensive material.
- Ensure all Fresh Kills and marine transfer station personnel wear life vests and adhere to prescribed rules and regulations.
- Medical Phone numbers, DM2018-2903
- Temporary Change of Address, DM2018-2932
- All locations are to notify O.C.O. immediately of any circumstances that could disrupt, slowdown, or halt operations, even if

only

anticipated.

- Other than D.S.N.Y. employees, no one is permitted access to S.W.M. facilities. Anyone claiming prior permission must be cleared by

O.C.O.

FRESH
KILLS

All Division Managers, Superintendents and Supervisors are to familiarize and comply with the following:

- Fuel & lubricant receipt procedures, DM2018-1128
- Procedures in the event of petroleum release

THE FOLLOWING ARE OF EQUAL
IMPORTANCE:

- Ensure that all bank personnel wear safety vests and adhere to prescribed rules and regulations.
- All barges will be visually inspected and sounded on a daily basis.
- All personal vehicles are to be parked in the proper designated parking areas.
- Officers must ensure that operators make a proper pre & post check of vehicles, checking for damage, fuel lubricants, etc.

EXPORT
UNIT

All Export Supervisors must comply with the following:

- Inspect each private vendor facility to ensure that the Department is being serviced in a timely manner.
- Check vehicles from other city agencies that are authorized by D.S.N.Y. for free dumping

privileges.

- Inspect loads being delivered for unauthorized materials.
- Compile and prepare all reports that are requested by the auditing

unit.

- Troubleshoot discrepancies that arise between vendor reports and

Department reports.

- Make recommendations to the vendor site manager improving the

Department procedures.

- Acts as a liaison between the vendor and Department personnel.
- Accounts for all delivery receipts that are used at the facility or stored at the facility on a daily basis.

- Responds to all accidents, unusual incidents, and scale problems on

the property of Solid Waste Management Facility.

- Directs the scale operator during scale or computer malfunctions.
- Ensure that D.S.N.Y. employees are following procedures and safety

regulations.

- Assist Department employees with any difficulties that might arise.

- Notify O.C.O. of any unusual occurrence.

- Notify O.C.O. if a vehicle is observed stopped for a safety inspection or experiencing mechanical difficulties.

- Act courteous to the vendor and their employees at all times.

- SWM facility Supervisors and Export Supervisors will monitor vehicle idling on queue lines for compliance.

MTS

DIVISION

All Supervisors are to familiarize and comply with the following:

- Notify O.C.O. immediately by telephone of "ANY" line problems.
- Adhere to all water quality procedures.

- Ensure schedules for periodic checking of homelite pumps are

maintained.

- All Supervisors are to ensure all pumps are tested at the start of the 0800-1600 shift.

- Supervisors on all shifts are to check containment booms for any damage to flotation devices and that they are properly secured.

All District Superintendents and Supervisors are to sign the blotter indicating that they have read and understood this message. Borough Staff Officers making facility checks are to ensure that this order is complied with.

Borough Chiefs and their staff shall discuss the contents of this message at weekly staff meetings with District Superintendents to ensure that all personnel understand and comply with its contents.

Steven W. Costas
First Deputy Commissioner



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2009 - 21**

EFFECTIVE DATE: November 24, 2009

SUBJECT: GRANTING AND APPROVING EMERGENCY LEAVE
FOR UNIFORMED AND CIVILIAN EMPLOYEES.

AFFECTED DIRECTIVES: RESCINDS OPERATIONS ORDER 2008-03
Dated; February 1, 2008.
FAMILY AND MEDICAL LEAVE ACT (FMLA)
Enacted February 5, 1993 - Amended January 28, 2008
DEPARTMENT OF PERSONNEL PPP 600-94

GRANTING EMERGENCY LEAVES:

The Department realizes that an employee may not be able to report to work or may have to leave work because of an emergency. When an employee has an emergency, the employee must notify their immediate supervisor that they have an emergency and cannot report to work. The employee will be told that he or she will be carried absent until proof of the emergency is submitted and approved by the Borough Chief/Division Head. The time book will be marked in pencil, with an -A- until the Borough Chief/Division Head determines how the employee is to be carried. Failure to provide documentation satisfactory to the Department may result in disciplinary charges preferred against the employee.

Definition: Emergency - A sudden unforeseen situation that requires immediate action.

District Superintendents and Unit Supervisors will record the circumstances and date the leave was granted or denied and what disciplinary action was taken, if warranted, in the location's Absence Control Log D.S. 1426.

It is the responsibility of the employee to submit proof of the emergency, **within Two Scheduled Work Days** after the employee returns to work, to the employee's District Superintendent or Unit Supervisor. If the submitted proof is deemed unsatisfactory, the employee shall have five additional scheduled work days from the time he or she is notified of such insufficiency to submit proof satisfactory to the Department. If the proof is based on a medical emergency, the documentation must be from a health practitioner, as defined in CFR Title 29, Chapter V, Subpart H, Section 825800, (5), licensed by the state in which he or she practices to diagnose and certify illness or disability.

APPROVING EMERGENCY LEAVES:

The District Superintendent or Unit Supervisor will ensure that a D.S. 1005 is completed and attached to the proof of emergency within the approved time period. The District Superintendent/Unit Supervisor will immediately submit the completed forms, through channels, with endorsements, to the Borough Chief or Division Head. Authority for determining whether or not the proof submitted is "satisfactory" will be the sole responsibility of the Borough Chief/Division Head or their respective staff designee or the Personnel Management Division. The D.S. 1005 and the submitted proof, whether granted or denied, will be kept in the employee's personnel file.

The Borough Chief or Division Head can approve, subject to acceptable documentation, a combination of up to three (3) emergency leave occurrences, including Emergency Child Care leave, in a twelve (12) consecutive month period that may be charged to available compensatory time credited to such employee. A chart change, vacation time or non-FMLA Leave Without Pay can also be granted at the Borough Chief/Division Head's discretion.

Additional requests for emergency leave made within the twelve (12) consecutive month period may be approved by the Borough Chief or Division Head as non-FMLA Leave Without Pay only. When reviewing requests for emergency leave beyond the initial three, the Borough Chief or Division Head has the discretion to consider the circumstances upon which the request is made as well as the requesting employee's overall work history and performance. Approval of Emergency Leave with pay for the fourth and all subsequent requests can only be approved by the Chief of Personnel Management Division; in the Bureau of Waste Disposal, the Deputy Director; or in other divisions, the Deputy Commissioner or Division Head.

Absent an acceptable reason, an employee may be subject to disciplinary action for failing to submit proof of the emergency by the employee's second scheduled work day after the employee returns to work; or by submitting proof that is deemed unsatisfactory. Unsatisfactory proof includes but is not limited to the employee's failure to establish that an emergency existed or the failure to submit satisfactory proof verifying the emergency. In addition, the employee will not be paid for the time off granted for the emergency and will be carried absent ("A") in the time book. This applies to all requests for emergency leave.

If the proof for the emergency leave consists of a completed and acceptable DS # 275, submitted pursuant to the FMLA, the leave will not affect the three leave approvals discretionary with the Borough Chief/Division Head.

CHILD CARE EMERGENCY:

For the purpose of this order, the definition of Child Care Emergency shall be:

A sudden, unforeseen situation resulting in the inadequate supervision of a dependant child of which an employee of the Department is a parent or legal guardian.

A child care emergency may or may not also qualify for coverage under the FMLA depending on the severity and circumstances of the illness.

Employees who are single parents or reside in a household in which both parents are gainfully employed or who are otherwise legally responsible for a dependant child or children including step children, may be excused for instances of Child Care Emergencies providing that the employee is able to substantiate that the employee has a dependant child or children with the submission of a valid birth certificate, legal document that verifies that the employee is a parent or legal guardian for the child or other documentation acceptable to the Department. For emergencies involving non-FMLA child care, employees are required to submit both the general emergency leave form (Form DS 1005) and the form for non-FMLA Child Care Leave (Form DS 274).

In instances involving non - FMLA medical emergencies, the employee must submit a signed statement describing the emergency, why the employee was required to respond, why the other parent or guardian was unavailable and such other supporting documentation as may be available. As the occasional unavailability of a care giver is reasonably anticipated, such **repeated** unavailability of the child's care giver is not acceptable as a justification for granting a request for emergency leave.

Child care leave requests that are undocumented, unsatisfactory or fraudulent, will result in a DS 249 Complaint issued to the employee. The first five complaints (DS 249) issued, within a twelve month period, for undocumented or unsatisfactory documentation, may, at the discretion of the Department, be heard at a BCAD hearing. Subsequent Complaints will be referred to the Department Advocate for adjudication.

The Family and Medical Leave Act (FMLA) provides for leave chargeable to leave balances or without pay for, among other reasons, children's serious health conditions and the treatment of those conditions. (New York City PPP 600-94 requires the use of paid leave before unpaid leave.) A serious health condition as set forth in CFR, Title 29, Chapter V, Part 825, Section 825.800, does not include the common cold, upset stomach, head ache, and routine dental problems unless complications develop. Such leave is subject to proof of responsibility for the child, such as a birth certificate and medical documentation through completion of the United States Department of Labor Form WH-380-F, which is available to employees as DS 275. When prescribed, leave pursuant to the FMLA may be for a course of treatment requiring periodic treatment or for chronic conditions that recur from time to time.

GENERAL ORDER 2009-21

Notwithstanding any other order to the contrary, when the leave request is pursuant to the FMLA, the medical documentation required by this Order must be provided on United States Department of Labor Form WH-380-F, revised January 2009. (Attached hereto as **DS # 275**) Timely submission of form **DS #275 (WH-380-F)** shall be in accordance with Section II of the Form.

The provisions of this order pertain only to emergency situations and it does not in any way change the established procedures for requesting vacation changes or leave for special situations, as outlined in Operations Order 99 -10 dated December 1, 1999, or such other orders, rules or regulations as may apply.

Borough Chiefs/Division Heads or their staff designee will monitor all the D.S. 1426 - Absence Control Logs in their command for completeness and accuracy.

CANCELLATION: This order shall remain in effect until rescinded

ISSUING AUTHORITY:


John J. Doherty
Commissioner

DISTRIBUTION: All Management Personnel, Unit Supervisors, All Locations.

DS 274

REQUEST FOR NON-FMLA CHILD CARE LEAVE

Name: _____

(Print)

Title: _____

(Print)

Work Location: _____

(Print)

My request for non-FMLA child care leave is based on the following facts:

Required Documentation:

Proof of child/children's dependency -- attached []

Basis for request (Check any box that applies and provide explanation below.)

Spouse/guardian's employment. - []

Hours of spouse/guardian's employment on date of leave request -- []

Name and address where spouse/guardian is employed -- []

Alternative care-giver on date of leave request. - []

Other Reason. - []

Explanation as required by Operations Order 2009-21- []

I hereby certify that the foregoing is complete, true and accurate.

Signature: _____

Date: _____

(Attach any required documentation)

Certification of Health Care Provider for
Family Member's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



OMB Control Number: 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

Employee Signature

Date

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
___ No ___ Yes. If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication, prescribed? ___ No ___ Yes.

Will the patient need to have treatment visits at least twice per year due to the condition? ___ No ___ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
___ No ___ Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? ___ No ___ Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? No Yes.

Estimate the beginning and ending dates for the period of incapacity: _____

During this time, will the patient need care? No Yes.

Explain the care needed by the patient and why such care is medically necessary:

5. Will the patient require follow-up treatments, including any time for recovery? No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? No Yes.

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

Explain the care needed by the patient, and why such care is medically necessary:

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ___ No ___ Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: ___ times per ___ week(s) ___ month(s)

Duration: ___ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ___ No ___ Yes.

Explain the care needed by the patient, and why such care is medically necessary: _____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWERS

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

DS 274

REQUEST FOR NON-FMLA CHILD CARE LEAVE

Name: _____ (Print)

Title: _____ (Print)

Work Location: _____ (Print)

My request for non-FMLA child care leave is based on the following facts:

Required Documentation:

Proof of child/children's dependency -- attached [] _____

Basis for request (Check any box that applies and provide explanation below.)

Spouse/guardian's employment. - [] _____

Hours of spouse/guardian's employment on date of leave request -- [] _____

Name and address where spouse/guardian is employed -- [] _____

Alternative care-giver on date of leave request. - [] _____

Other Reason. - [] _____

Explanation as required by Operations Order 2009-21- [] _____

I hereby certify that the foregoing is complete, true and accurate.

Signature: _____

Date: _____

(Attach any required documentation)



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2018-02**

EFFECTIVE DATE: February 1, 2018

SUBJECT: **VEHICLE COLLISION AND INCIDENT REPORTING**

AFFECTED DIRECTIVES: General Order 2012-11, Dated 3/19/12 is hereby rescinded.

REFERENCES: D.S. 806 (REV 4/16), D.S. 808, MV 104, SR-1 (NJ),
CRASH COLLISION REPORTING SYSTEM

GENERAL PROVISION

All collisions involving Department vehicles, no matter how slight, must be reported immediately. Failure to comply will result in disciplinary action.

It is the responsibility of all Uniformed Department Supervisors to become familiar with the proper preparation of necessary forms and prompt submission into the CRASH system.

A manual of instruction for the preparation of the D.S. 806, use of the CRASH system and other collisions forms can be found on the DSNY Manuals intranet site.

(<https://citypoint.csc.nycnet/sites/dsny/MANUAL/default.aspx>).

DEFINITIONS

Alleged: A claim that a DSNY vehicle was involved in a collision or caused property damage, when there is no evidence to substantiate the claim.

Collision: Involves a DSNY vehicle making contact with another vehicle or object whether being operated by a DSNY employee or while stationary.

CRASH: Web based vehicle collision reporting system which is accessed through "Fleet Focus Production" found on the DSNY intranet page.

Incident: An event involving a vehicle that is not a collision. Examples include, but are not limited to, found damage, vandalism, theft, or vehicle fire.

PROCEDURE

DS 806

The D.S. 806 is a double sided form which is used by the responding investigating Officer to document information in the field.

The investigating Officer shall be from the district in which the collision occurred. Black ink is to be used when completing the D.S. 806 form.

Once the D.S. 806 is completed, collision information must be entered into the CRASH system. The DS 806 will be used for all Department motor vehicle collisions, incidents, alleged collisions, collisions involving parked vehicles, collisions with pedestrians, collisions with cyclists, collisions involving fixed objects and collisions involving private vehicles hired under contract by the DSNY.

MV 104 or SR-1 (New Jersey)

The MV-104 or SR-1(NJ) must be filled out for all motor vehicle collisions involving DSNY vehicles and civilian vehicles, fixed objects, pedestrian, cyclist, parked vehicle(s) and collisions where there is personal injury or fatality.

A MV-104 does not need to be completed when two Department Vehicles are involved in a collision with each other or the collision occurs on Department property when there is no injury or civilian property damage. In the event of personal injury, fatality or private property damage a MV-104 must be completed.

DS 808

At the scene of a collision the investigating Officer will complete a D.S. 808 (Request for Tort Form) to be issued to the civilian involved or left at scene if no vehicle/property owner is present. The completed D.S. 808 and a Comptroller Tort Form will be provided to civilian if present.

Incidents

A D.S. 806 will be used for all incidents involving civilian property damage when no collision occurred involving a Department vehicle. A M.V. 104 will not be filled out.

Alleged Collisions

A D.S. 806 will be used for all alleged collisions. Alleged collisions will be fully investigated by the responding Supervisor. A MV-104 will not be filled out.

ALL COLLISIONS/INCIDENTS MUST BE ENTERED INTO THE CRASH SYSTEM WITHIN 48 HOURS

All hit and run collisions must be reported to the Police Department. Do not leave the scene of the collision until police release department personnel.

RESPONSIBILITIES

Borough Staff

Borough staff will track and ensure that districts are entering all collisions into the CRASH system, all forms are complete and supporting documentation is uploaded into CRASH. Borough staff will final approve all collisions before they are submitted to Safety for review.

Investigating Officer

The investigating Officer shall be from the district which the collision occurred, except as described later in this section. He/she will be responsible for completing any required forms listed below and providing any additional supporting evidence by the end of their shift. Failure to do so will result in disciplinary action.

1. D.S. 806 Official Collision Report
2. MV-104 (motor vehicle accidents in New York ONLY)
3. NJ SR-1 (motor vehicle accidents in New Jersey ONLY)
4. D.S. 779 Unusual Incident Report
5. D.S. 808 Request for Tort Form

6. Comptroller Tort Form
7. Taking pictures of all vehicles involved
8. Submitting any videos, witness statements, and supporting documentation for upload into the CRASH system

Note: Not all forms are required for every collision or incident

Garage Supervisor

It will be the responsibility of the 0800-1600 shift Garage Supervisor to ensure that the D.S. 806, MV-104 or SR-1 and supporting documentation are filled out completely and uploaded into the CRASH system. The original D.S. 806 will be kept on file at the District. The original MV-104 or SR-1 will be forwarded to Safety with the "Report Number" generated from the CRASH system written on the top of the D.S. 806 in the designated space. If an NYPD Police Report was filled out, it shall be obtained from the local Police precinct and uploaded into the CRASH system. Any pictures and all supporting documentation will be uploaded under "Attachments".

S.W.M. & BCC Export Officer

In the event the collision occurs within the boundaries of a Solid Waste Transfer location or on the roadways in New Jersey, Long Island or Westchester County, the S.W.M. or B.C.C. Export Officer assigned will have jurisdiction and shall be responsible for the preparation of all required forms and entry into the CRASH system.

When the D.S. 806, MV-104 or SR-1 and any supporting documentation are complete it will be entered into the DSNY Collisions Reporting System. Copies will be forwarded to the location or District from where the DSNY vehicle is assigned for that day.

Enforcement Unit

In the event an Enforcement vehicle is involved in a collision/incident an Enforcement Sergeant or superior officer will respond to the location to complete the D.S.806, MV-104 or SR-1 and enter the information into the CRASH system. If an Enforcement Supervisor is not available, the district where the accident/incident occurred shall be responsible for responding, completing the necessary paperwork and entering the information into the CRASH system.

Hired Equipment

When private hired equipment working for the Department of Sanitation is involved in a collision a D.S. 806 and D.S. 779 will be completed by the investigating Officer. No MV-104 will be filled out. "Hired Equipment" will be written on the top of the D.S. 806. Information will be entered into the CRASH system.

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

ISSUING AUTHORITY:



Kathryn Garcia
Commissioner

DISTRIBUTION: All Management Personnel.



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2012-17**



EFFECTIVE DATE: May 7, 2012

SUBJECT: Absent Without Leave (AWOL), Late & Late/Absent Policy for Uniformed Members of the Department

AFFECTED DIRECTIVES: Rescinds General Order 2009-14

REFERENCE: General Order 2010-11 (Report of Arrest & Disposition of Any Criminal Charge Relating to Any Department Employee), General Order 2010-06 (Code of Conduct - 1.1, 1.4 & 1.5), General Order 2009-21 (Granting & Approving Emergency Leave for Uniformed & Civilian Employees) & Operations Order 2012-04 (Request for Change in Chart Day) & Operations Order 2012-22 (Probationary Criteria for All Sub-Managerial Uniformed Employees)

GENERAL

The Department operates facilities, provides sanitation services and must be ready to meet demands twenty-four hours a day, seven days a week, including holidays, when assigned. To fulfill this obligation, the Department requires every uniformed employee to be present at their scheduled work location on time and fit for duty. Employees, who will not be present as scheduled, are obligated to contact their respective work location prior to the beginning of the scheduled work shift.

When uniformed employees fail to report for duty as scheduled, or report late, such conduct disrupts the operational planning and work flow. This hinders the ability of the Department to timely furnish essential services to the citizens of the City of New York.

Procedural guidelines set forth here for instances of AWOL, Late and Late/Absent will be enforced uniformly to ensure consistency and equal treatment among all uniformed employees. "Employees" as used herein will mean "Uniformed Employees." "Respective work location" or "work location" as used herein will mean the scheduled work location for that day. "Work shift" as used herein will mean the scheduled shift for that day.

ABSENT WITHOUT OFFICIAL LEAVE (AWOL)

Employees are considered AWOL if, on the day the employee is scheduled to work, they are not present for roll call and have not contacted their respective work location prior to the start of their work shift.

The employee will be charged in CityTime as "Leave Without Pay – Unscheduled LWOP" for this date with a miscellaneous comment noting that they were AWOL and identifying the shift from which they were absent.

An employee who calls the work location **after** the start of the work shift will **not** be allowed to work and will be charged in CityTime as "Leave Without Pay – Unscheduled LWOP" for this date with a miscellaneous comment noting that they were AWOL, the time they contacted the work location and identifying the shift from which they were absent.

An employee absent and unaccounted for **at any time during** and/or at the **conclusion of an assigned work shift** will be marked AWOL for the time for which the employee was unaccounted.

NOTE: Any employee who is placed under arrest or incarcerated for any reason (Refer to General Order 2010-11) and is unable to report to work must be recorded as AWOL, regardless if they have contacted their respective work location.

ANYTIME an employee is AWOL, a **disciplinary complaint** (DS 249) will be issued. In all cases, this is in addition to the employee's pay being deducted for the full duration of the AWOL. **For probationary employees, refer to Operations Order 2012-22.**

LATENESS IN REPORTING (LATE)

- 1) Employees will be considered late if, no later than thirty (30) minutes **prior to the start of the work shift they contacted their respective work location**, and arrive at the work location after the beginning of their scheduled work shift. An employee arriving at the work location up to **one-half hour (30 minutes)** after the beginning of their scheduled work shift may be allowed to work at the discretion of the Borough Chief/Unit Head, or their designee, if this is the first or second lateness in the preceding twelve month period. If the employee is allowed to work, an entry will be made into CityTime indicating the amount of time to be charged to "Lateness – Unexcused Charged to LWOP" through the "Leave" option.
- 2) An employee with **two or less** incidents of lateness in the preceding twelve month period, who is en route to work but, due to an emergency, **does not** contact the work location prior to the start of the work shift and arrives at the work location within **fifteen (15) minutes** after the start of the work shift, may be allowed to work at the discretion of the Borough Chief/Unit Head. If the employee is allowed to work, they will be considered Late. The timekeeper will make an entry into CityTime indicating the amount of time to be charged to "Lateness – Unexcused Charged to LWOP" through the "Leave" option.

NOTE: See the Late/Absent section of this Order for procedures concerning incidents of lateness in which the employee is not allowed to work.

In the first instance of lateness, an Official Letter of Warning (DS 997) will be issued indicating that any future lateness will lead to disciplinary action. In the second and subsequent instances of lateness in the succeeding twelve month period, a disciplinary complaint (DS 249) will be issued. The employee will remain in a penalty (complaint) status for twelve (12) consecutive months following the last reported lateness. **For probationary employees, refer to Operations Order 2012-22.**

NOTE: In all instances, employees will be docked pay for each incident of lateness on a minute for minute basis. Timekeepers will effect these deductions by selecting "Lateness – Unexcused Charged to LWOP" through the "Leave" option in CityTime.

LATE AND NOT ALLOWED TO WORK (LATE/ABSENT)

- 1) If an employee contacts the respective work location no less than thirty (30) minutes prior to the start of the work shift arrives **more than** thirty (30 minutes) after the beginning of the scheduled work shift, the employee **will not** be permitted to work. The employee will be considered Late/Absent and charged in CityTime as "Leave Without Pay – Unscheduled LWOP" for this date with a miscellaneous comment noting the time they arrived at the work location, that they were not allowed to work and are being marked Late/Absent.
- 2) An employee with **two or less** incidents of lateness in the preceding twelve month period, who is en route to work but, due to extenuating circumstances (e.g. – no cell phone reception in subway station, etc...) contacts the work location **less than** thirty (30) minutes prior to the start of the work shift and is told not to report to work as it is deemed that they will arrive at the work location more than thirty (30) minutes after the scheduled work shift, or that the lateness will cause undue disruption, will be considered Late/Absent. The employee will be charged in CityTime as "Leave Without Pay – Unscheduled LWOP" for this date with a miscellaneous comment noting the time they contacted the work location, that they were not allowed to work, and that they are being marked Late/Absent for this date.
- 3) An employee with **two or less** incidents of lateness in the preceding twelve month period, who is en route to work but, due to an emergency, **does not** call prior to the start of the work shift and arrives at the work location after the start of the work shift and is not allowed to work, will be considered Late/Absent. The employee will be charged in CityTime as "Leave Without Pay – Unscheduled LWOP" for this date with a miscellaneous comment noting the fact that they did not contact the work location, the time they arrived at the work location, that they were not allowed to work, and that they are being marked Late/Absent for this date.
- 4) For the **third** and **all** subsequent incidents of lateness within the preceding twelve month period, an employee **will not** be permitted to work. The employee will be considered Late/Absent and charged in CityTime as "Leave Without Pay – Unscheduled LWOP" for this date with a miscellaneous comment noting the time they arrived at the work location, the lateness incident number (i.e. – 2nd, 3rd, etc..), that they were not allowed to work and that they are being marked Late/Absent for this date.

ANYTIME an employee is Late/Absent, a **disciplinary complaint** (DS 249) will be issued. In all cases, this is in addition to the employee's pay being deducted for the Late/Absent period. **For probationary employees, refer to Operations Order 2012-22.**

ADMINISTRATIVE MONITORING PROCEDURES

- A. All uniformed employees are directed to call their respective work locations no later than thirty (30) minutes **prior to the start of the work shift** if they are going to be late. The details, including the time and reason for the lateness, must be entered in the Telephone Order Book.
- B. All actions on AWOL Late, and Late/Absent contained in this directive must be logged in the Absence and Lateness Report Log Book and the Performance Evaluation Report in addition to the appropriate charges and comments being entered into CityTime.
- C. The Officer-in-Charge of the Department location will be charged with maintaining accurate records concerning the absence and lateness of each and every employee under their supervision. These records will be maintained on a daily basis and will be kept current at all times according to the following guidelines:
- 1) A separate, bound Absence and Lateness Report Log (DS 1426) will be kept for instances of AWOL, Lateness and Late/Absent for each calendar year. Once a new DS1426 is initiated, the Log Book for the previous year will be kept on file for three years.
 - 2) AWOL, Late and Late/Absent records for probationary employees are tallied on a **probationary year basis (18-months)**. At the completion of probation, the AWOL, Late and Late/Absent record will be tallied in the same manner as permanent employees. **If at anytime during the probationary period an employee has Time and Leave violations, this information should immediately be referred through channels to the Personnel Management Division for review.**
 - 3) Officers will ensure that any AWOL, Late and Late/Absent information is carried over onto all employees' Performance Evaluations. The Officer-in-Charge and/or the Evaluation Reviewing Officer will monitor this task.
 - 4) A separate page of the DS 1426 (Rev. 6-09) Log Book will be devoted to each uniformed employee (Sanitation Workers and Officers) either payroll assigned or attached to the location longer than three (3) months. The employees are to be listed alphabetically. Incoming personnel during the course of a calendar year are to be listed in the back of the Log as they occur.
 - 5) As a recap, the structure of the Absence and Lateness Report Log Book (DS 1426, Rev. 6-09) is as follows:
 - a) First page Officer-in-Charge check list.
 - b) Second and succeeding pages- all uniformed employees payroll assigned and those attached over three (3) months. All names will be listed in alphabetical order. Incoming personnel during the calendar year are to be listed in the back pages of the Log as they occur.

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- c) For any assigned probationary employees, the words "On Probation" and the actual probationary period shall be shown next to the individual's name. (e.g. - Name — SW John Doe, probation July 1, 2011 to December 31, 2012)
- 6) Information concerning DS 997 - Official Letter of Warning and/or DS 249 - Disciplinary complaints issued for AWOL, Late or Late/Absent will be entered on an employee's page in the remarks column along with the index #, as a **cross reference**.
- 7) Whenever an incident of Lateness, Late/Absent or AWOL occurs, all columns of the DS 1426 **must** be filled out.
- D. If a uniformed employee transfers, or is detached for longer than three (3) months, the employee's information will be forwarded by the Officer-in-Charge of the prior work location to the new work location. The Officer-in-Charge at the new payroll location will ensure that the new employee's information is recorded in the DS 1426 Log Book for the previous twelve month period.
- E. On the reverse side of each DS 1426A (the individual pages within the DS 1426 Log) will be the caption "Chart Change Report." All chart changes (Operations Order 2012-04) shall be entered by the Borough Chief, his designee, or the Officer-in-charge at the location.

ATTACHED AND DETACHED PERSONNEL

- 1) When attached personnel (S.W.'s and Officers working "out-of- town") are late or absent, the Officer-in-Charge of the work location will contact the Officer-in-Charge of the employees' payroll assigned location to determine if there are previous instances of Lateness, Late/Absent or AWOL, prior to giving the employee their work assignment.
- 2) The Officer-in-Charge of the attached location shall access the employee's payroll assigned location in CityTime and follow the same procedures set forth above for payroll assigned employees concerning incidents of Lateness, Late/Absent and AWOL (include in the miscellaneous comment the work location to which they were scheduled to report on that date).
- 3) The Officer-in-Charge of the employee's payroll assigned location will be responsible for the preparation of the DS 997 (Official Letter of Warning) or the DS 249 (Disciplinary Complaint) resulting from incidents of Late, Late/Absent or AWOL infractions.

The provisions of this order pertain to AWOL, Late and Late/Absent Policy for Uniformed employees and in no way changes the established procedures for granting emergency leave as outlined in General Order 2009-21, dated November 24, 2009.

Borough Chiefs/Division or Unit Heads or their designees will monitor all Absence and Lateness Control Log Books (DS 1426) in their command for completeness and accuracy.

CANCELLATION:

This order shall remain in effect until rescinded.

ISSUING AUTHORITY:



JOHN J. DOHERTY
Commissioner

DISTRIBUTION:

All Management Personnel, Borough Chiefs/Division
Unit Heads, District Superintendents and Supervisors.

To be posted at all Department Locations.

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ABSENCE & LATENESS REPORT							
<small>DS 1426A (Rev. 06-09)</small>							
NAME:							
DATE	LATE	L/A	ABS.	EMR.	REMARKS	DS 997	DS 249

REFERENCE: GENERAL ORDER 2012-17 AND GENERAL ORDER 2009-21

CHART CHANGE REPORT				
NAME:				
DATE SUBMITTED	CHART CHANGE		DATE APPROVED	APPROVED BY
	FROM (Day/Date)	TO (Day/Date)		

REFERENCE: OPERATIONS ORDER 2012-04



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2013-03**



EFFECTIVE DATE: April 14, 2013

SUBJECT: **PERSONAL INTERVIEWS (DS 380 REV. 6/07)**

AFFECTED DIRECTIVES: Operations Order 99-10 is cancelled

REFERENCE: Policy and Procedure 2007-04

1) PERSONAL INTERVIEW REQUESTS:

Personal interview requests must be submitted on a DS 380 form (Rev. 6/07). All interviews will be held on the employee's own time and proper documentation will be required at all interviews. Employees must submit the DS380 at least three (3) weeks in advance, except in emergency situations, to allow ample time for an interview to be scheduled.

NOTE:

All employees are advised that scheduling a personal interview does not mean that their request will be granted. Employees requesting a change of vacation should **NOT** make any nonrefundable reservations, such as purchasing travel tickets or lodging accommodations, until after their interview has been conducted and their request has been granted. Nonrefundable reservations are not grounds for a vacation change.

Borough Chiefs or their designees within the Bureau of Cleaning and Collection, and Division Heads or their designees within the Bureau of Waste Disposal, are granted the authority to conduct personal interviews for all employees within their respective locations. They will be limited to entertain first requests only for the categories and time periods listed below:

A. VACATION CHANGE REQUESTS FOR THE FOLLOWING REASONS

- | | |
|---------------------------------------|---------------|
| a. Normal Childbirth | One (1) week |
| b. Caesarean Birth: | Two (2) weeks |
| c. Wedding (Employee getting married) | Two (2) weeks |
| d. Child Visitation Rights | Two (2) weeks |

Extreme Emergencies, such as, death of spouse, son or daughter, or serious incidents involving immediate family members may also be given consideration. Time granted depends upon the type of emergency. Time may be granted for up to two (2) weeks. All other requests and any request for an extension of the above will be heard by the Bureau Head or designee.

NOTE:

Vacation changes may be granted for the above listed reasons and for other reasons based on the urgency and the need. In addition, if an interview must be conducted by the Bureau Head or designee, the recommendation section of the DS 380 **MUST** be completely filled out at the borough level or division level before an interview will be scheduled.

B. STEADY CHART DAY REQUEST

The Department recognizes that ongoing medical treatment or procedures are sometimes scheduled on specific days of the week. Requests for a steady chart, for these reasons, may be granted on a limited basis for a period of up to three (3) months. This does not include any requests for a steady Saturday chart. Requests for a steady Saturday chart cannot be approved at the Borough level. All requests for a steady or alternate Saturday chart, (i.e., substitute Sabbath Day Observer, child visitation, and all others) must be forwarded, through channels, to the appropriate Bureau Head or designee. In the event of mandatory charts due to exigent circumstances or an emergency, such as a snow event, hurricane or other disaster, the exemption will not apply. However, under such circumstances, the Department will review the claims of hardship on a case by case basis and determine whether to grant the exemption.

C. DAY WORK ONLY

When an employee has been recently divorced, separated or widowed, and there are small children involved, **up to three (3) months** of steady day work may be granted. This will enable the employee to make arrangements for the children to be properly cared for while the employee is at work.

- 2) All Personal Interview Requests (DS 380s) must be completely filled out and forwarded from the work location supervisor, through channels, to the Borough Chief or Division Head who will act upon those requests which have been designated as being under their jurisdiction. These interviews will be noted on the Personal Interview Log (DS 762) and forwarded, on a monthly basis, to their respective Bureau Head or designee. **Such first time requests**, deemed the responsibility of the Borough Chief or Division Head, or their designee, shall be given careful consideration with regard to the employee's personal situation and to the impact the decision will have on the personnel allocation for the Borough or Division.
- 3) All Personal Interview Requests not specifically covered by this order, including but not limited to requests for A) child care leave, B) Family & Medical Leave Act (FMLA) and C) pro-rated vacation, must be directed to the Director of Personnel Management for BCC or, in the Bureau of Waste Disposal, to the Deputy Director.

A. CHILD CARE LEAVE

Employees who request child care leave are required to submit such a request at least six (6) weeks prior to the starting date of the leave. Employees covered by PAP 2007-04 (Medical Leave Control) are entitled to the same child care leave as other employees covered by the Career and Salary Plan. Child care leave may be taken for a maximum duration of three years. An employee may, however, take a one-time only child care leave of up to four years in duration. All accrued annual leave and compensator time must be exhausted first. This time will be counted as part of the child care leave. Child Care Leave is for the care of the employee's natural or legally adopted child who has not reached their fourth (4th) birthday prior to start of such leave.

B. FAMILY AND MEDICAL LEAVE ACT ("FMLA')

The Federal FMLA of 1993 entitles eligible employees up to twelve weeks of leave in a twelve (12) month period for child care or for a serious health condition of the employee or covered family members. Employees must have worked for the employer at least twelve (12) months and must have actually worked 1,250 hours over the 12-month period immediately preceding the start of the leave.

Employees approved for FMLA leave must use all paid leave balances concurrently with FMLA leave. After All accrued annual-leave-and non-FLSA (Fair Labor Standards Act) compensatory time is exhausted, the remainder of the twelve weeks will be charged to leave without pay. FLSA compensatory time cannot be counted against the FMLA entitlement. In addition, all non- uniformed employees requesting FMLA leave, for their own serious health condition, must first exhaust their accumulated sick leave. A detailed explanation and guidelines for FMLA leave can be found in the NYC Personnel Services Bulletin. Any questions regarding FMLA leave should be directed to the Personnel Management Division.

C. PRO-RATED OR ADVANCED VACATION

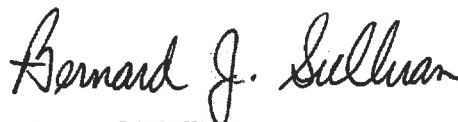
Under no circumstances will pro-rated or advanced annual leave be granted by any Borough Chief or Division Head without the approval of the Bureau Director or designee.

- 4) The Employees Assistance Unit has successfully helped many Department employees and their family members find solutions for personal problems, as well as answers to problems which have affected the job performance of the employee. Some of their problems maybe the result of: family stress, emotional crisis, separation or divorce, financial or gambling problems, or drug and/or alcohol abuse.

Referrals to the Employees Assistance Unit may be appropriate when the employee's personal problems negatively impact job performance.

CANCELLATION: This Order will remain in effect until canceled.

ISSUING AUTHORITY:



Bernard J. Sullivan
First Deputy Commissioner

DISTRIBUTION: All Management Personnel, Unit Supervisors, All Locations.

