

- 1) All Garage supervisors are responsible to have the lifting devices on all equipment scheduled for snow plowing tested. Each vehicle will have the plow lowered and raised 5 times, then left in the raised position for 5 minutes to determine if there are any leaks in the system.
True or False?

- 2) Registration of Emergency Snow Laborers begins the 3rd Monday in October at garage facilities between the hours of 1100 and 1230. No applicant will be rejected on the basis of race, color, religion, sex, age, national origin, handicap, disability, sexual orientation, affectation preference or political orientation and no questions on these subjects are to be asked. Violations of the Equal Employment Opportunity P.A.P. 2005-03 shall be made the basis of disciplinary action. Only two questions shall be asked of applicants. Circle the 2 correct answers below:
 - a) Are you eligible to work in the United States on a full-time basis?
 - b) Have you been convicted of a felon?
 - c) What is your date of birth?
 - d) Are you a US citizen?
 - e) Do you have any pending legal charges against you?

- 3) Registration for Hired Equipment ends on the 1st week of February
True or False

- 4) During the Winter Spreading Equipment should be test and ran for 5 minutes on
 - a) Bi Weekly Basis
 - b) Daly Basis
 - c) Weekly Basis
 - d) As necessary

- 5) As a District Superintendent you are to read and discuss the Snow Manual with District Supervisors ,Officer and clerks when
 - a) 2nd week in October
 - b) 1st week in November
 - c) 2nd week of November
 - d) 1st week in October

- 6) When filling out the DS1174 (Snow Book) what color ink is to be used
 - a) Red
 - b) Black
 - c) Green
 - d) Blue

- 7) When reporting Immobilized equipment the operator shall be instructed to notify the District via
- a) Land Line
 - b) Department Radio
 - c) Pigeon
 - d) Phone a Friend
- 8) Snow Storm shall be written in Red on the top page of the DS1174
True or False
- 9) When employing Other City Agencies the following is to be used to record their time
- a) SR8
 - b) SR64
 - c) SR65
 - d) DS57
- 10) Inventory of Snow Equipment will be taken and completed when twice a year the 4th week of April and the 1st week of October.
True or False
- 11) Who is responsible for the Instruction of Officers and other employees on the importance and accurate reporting of Weather Condition Stations
- a) Deputy Chief
 - b) Boro Operations Office
 - c) District Superintend
 - d) Garage Officer (8-4)
- 12) As the District Superintendent you and your Snow Inspector shall when begin reviewing all snow routes starting
- a) 1st week in April
 - b) 1st week in May
 - c) 1st week in September
 - d) When it is deemed necessary

13) A Snow Alert is issued via Department message you as the assigned District Superintendent are Snow to ensure that Snow Alert is written on the top of the DS57 for the reminder of the day and through the alert

TRUE OR FALSE

14) The DS1174 (Snow Operations Book) during winter season is to be secured where

- a) Snow Inspectors Office
- b) Superintendent's Office
- c) Garage Office
- d) DSOA's Desk

15) Removal of Placards for Emergency Snow Laborers (SR-42) are removed from Districts on the 15th of March.

True or False

SNOW RESPONSIBILITY CHECKLIST

- 1 Read Department Messages related to snow orders
- 2 Keep non-essential employees out of office
- 3 Check DS 1174 Snow Operations Book for progress & instructions from prior shift
- 4 Monitor DS 57
- 5 Compare DS 57 against District Operations board
- 6 Assign Supervisor Snow route books
- 7 Assign spreader route books
- 8 Complete SR 64 / 65 / 66, etc
- 9 Complete SR 2 and attach to appropriate SR 64 / 65, etc
- 10 Compare Operations board to SR2/SR64/SR65 assignments
- 11 Ensure that district phone number is on each route / DS350, etc
- 12 Assign staggered lunch periods
- 13 Assign and log radios as needed
- 14 Check seniority to ensure there are no avoidable Schrank
- 15 Check that all snow melter equipment is available prior to dispatch
- 16 Assign bus stop, crosswalk, hydrant clearing routes
- 17 Distribute and log snow removal tools / brooms, shovels, etc
- 18 Assign spreading equipment
- 19 Assign Plow equipment
- 20 Organize tandem plow teams
- 21 Conduct roll call
- 22 Ensure personnel are aware of high spots and road obstructions on their routes
- 23 Check facility for any personnel loitering
- 24 Compile all paperwork and complete snow storm folder
- 25 Remind equipment operators about salt and calcium chloride use
- 26 Check all equipment returning from prior shift
- 27 Identify location of equipment to be assigned
- 28 Check Spreaders control and gate settings against Department Message orders
- 29 Check that calcium chloride valves are open
- 30 Check that spindles and chutes are clear of caked salt
- 31 Check that spreaders are loaded with salt & calcium and have been fueled
- 32 Check that FELs are prepared for immediate dispatch
- 33 Check that plows are positioned properly according to assignment (left, right, wings)
- 34 Escort personnel from roll call to equipment area
- 35 Assist in traffic control and dispatch of equipment
- 36 Assign Enforcement Agents
- 37 Assign DOT and / or any other city agency personnel / equipment
- 38 Complete all paperwork for other city agencies (DS57, SR8, etc)
- 39 Assign emergency laborers
- 40 Check DS 1109 emergency laborer timesheets for completeness & accuracy
- 41 Check that area around facility is free from snow and ice and that fuel fill ports are accessible
- 42 Check that equipment is pre-positioned correctly
- 43 Check highways, hills and known problem areas

- 44 Check that Hospitals, NYPD, FDNY, schools and houses of worship are clear of snow & ice
- 45 Check municipal parking lots
- 46 Check that pows are not leaving ridges across intersections
- 47 Check any MTA Command Center requests
- 48 Check pedestrian walkways and / or step streets
- 49 Spot check salt location(s) _____
- 50 Check that salt and calcium chloride use is being recorded properly
- 51 Check that calcium chloride is being used in street
- 52 Check that calcium chloride saddlebags are being refilled
- 53 Check SCR routes to determine curb accessibility
- 54 Complete maps of snow piles locations for hauling
- 55 Complete list of crosswalks, bus stops & hydrants completed on shift
- 56 Check that all forms returned are completely and properly filled out
- 57 Update DS 1174 Snow Operations Book with progress and instructions for next shift
- 58 _____
- 59 _____
- 60 _____
- 61 _____
- 62 _____
- 63 _____
- 64 _____
- 65 _____
- 66 _____
- 67 _____
- 68 _____
- 69 _____
- 70 _____
- 71 _____
- 72 _____
- 73 _____
- 74 _____
- 75 _____
- 76 _____
- 77 _____
- 78 _____
- 79 _____
- 80 _____
- 81 _____
- 82 _____
- 83 _____

CALENDAR OF SNOW ACTIVITIES

CALENDAR OF SNOW ACTIVITIES

Below is a calendar indicating the dates by which **Bureau of Cleaning and Collection** advance preparation for snow emergencies must be taken:

MONTH

ACTIVITY

MARCH

1. End of 2nd week
 2. On the 15th
- End of Registration for Hired Equipment
Removal of Placards Re: Registration of
Emergency Snow Laborers (SR-42)

APRIL

3. On the 4th Friday
 4. In the 4th Week
 5. In the 4th Week
 6. In the 4th Week
 7. In the 4th Week
- Removal, Maintenance and Storage of
Inventories of Plow Parts and Motor
Equipment assigned to plow operations
(SR-21)
Inventories of Skid Chains and
Adjusters (SR-21)
Inventories of Snow Removal Equipment
and other items (SR-14)
Inventories of Snow Tools in Snow Tool
Boxes (SR-36)

MAY

8. First Week
 9. Beginning 1st Mon. District Superintendent and Snow
Inspector to review all snow routes
 10. 1st to 15th
 11. Prior to 2nd Mon.
- Bureau Operations Office to receive
inventories of Plows & Plow Parts,
Skid Chains & Adjusters, Snow Removal
Equipment & Snow Tools in Snow Tool
Cabinet
Requisitions for Snow Stationary
Recap of Blacksmith/Painting to
Chief Of Operations

JUNE

12. Prior to 1st day
 13. Prior to 1st day
- Procurement of Waterfront snow
disposal points
Preparation of Snow Routes and

SEPTEMBER

- 14. Orders from Director of B.C.C. Establishment of Borough Training Depots
- 15. Prior to 1st Mon. Garage Supervisor to inspect all Snow Equipment
- 16. Prior to 2nd Mon. Report from Borough to Chief of Operations Re: Snow Equipment
- 17. Prior to 3rd Mon. All snow equipment inspected for repairs and painting
- 18. Prior to 3rd Mon. **All portable and mobile radios will be tested for proper operation and submitted for repair if needed**

OCTOBER

- 19. Prior to the 1st week Chief of Operations to meet with all Borough Chiefs
- 20. First to 15th Requisitions for Snow Stationery
- 21. First Week District Superintendents read & discuss Snow Manual w/Night District Supervisor, Officers, and Clerks. Available on network:
(<http://citypoint.csc.nycnet/sites/dsny/manual/shared%documents/forms/allitems.aspx>)
- 22. First Week Inventories of plows, plow parts, and motor equipment assigned to Plow Operations
- 23. First Week Inventories of skid chains and adjusters
- 24. First Week Inventories of snow removal equipment and other items
- 25. First Week Inventories of snow tools in snow tool boxes
- 26. 1st-4th Monday Spreading machines
- 27. 1st Monday to 1st day in November Testing of lifting devices
- 28. Prior to Oct. 15th Display placards, SR Form 42 (Laborers Wanted) in windows of all facilities
- 29. Second Week Garage and section supervisor read the Snow Manual & discuss with other personnel concerned
- 30. Second Week Bureau Operations office to receive inventories of plow, plow parts, skid chains & adjusters, snow removal equipment, and snow tool boxes.
- 31. Third Monday Registration of emergency snow laborers
- 32. During Snow Registration Summary of registration of snow laborers to Borough office each Monday during period of registration

NOVEMBER

- | | |
|--|---|
| 33. Orders from
Director of BCC | Distribution of bridge and express highway
snow organization notice |
| 34. Day & Night Plow | Issuance of annual directive by Chief of Operations |
| 35. Preparation of
Day & Night Plow
Organization | Borough Chief's supervision |
| 36. First Day | Testing of lifting devices completed |
| 37. Beginning with the
First Saturday | Loading of spreading machines, as per Department
Messages |
| 38. Prior to 3 rd Monday | Painting of snow equipment completed |
| 39. By the 15 th | Borough Superintendent's review of
Day & Night Plow Organization |
| 40. Beginning 2 nd Week | Garage Supervisors on all shifts instruct
personnel in plow & chain attachment |

DURING WINTER

Run FEL engines 5 minutes Weekly, bleed
air tanks

Run Flusher engines 5 minutes Weekly,
bleed air tanks

Run Spreader engines 5 minutes & test
spreading mechanism Weekly, bleed
air tanks.

CALENDAR OF SNOW ACTIVITIES

Below is a calendar indicating the dates by which the **Bureau of Waste Disposal** advance preparation for snow emergencies must be taken:

MONTH OF MAY

End of 2nd week

Snow Supervising Personnel will requisition snow stationery.

MONTH OF OCTOBER

Prior to Oct. 15

Director of Waste Disposal will meet with staff Officers

Prior to Oct. 15

Division Heads will submit Equipment Availability List (Form #4) to OCO.

Prior to Oct. 15

Snow Supervising personnel will ensure the availability of adequate amounts of snow stationery.

MONTH OF NOVEMBER

By November 1

Division Heads will submit lists of key snow personnel to OCO.

By November 1

Division Heads will submit Emergency List (Form #1) to OCO.

By November 1

Snow Boards will be completed, posted and maintained at all Department Locations.

On November 1

Snow cables will be attached and secured to appropriate equipment.

By November 15

OCO Officers will review Emergency Lists with Division Heads.

By November 15

Division Heads will review snow operations with relevant personnel.

By November 15

Division Heads will ensure that each location has chains and spreaders.

CHAPTER

1

**GENERAL INSTRUCTIONS FOR SNOW
REMOVAL**

CHAPTER 1

GENERAL INSTRUCTIONS FOR SNOW REMOVAL

SECTION 1 INTRODUCTION

1. The SNOW REMOVAL MANUAL outlines the procedures to be followed by personnel engaged in
 - a. Removal and clearing of snow and ice from city streets.
 - b. Motor equipment maintenance.
 - c. Property control.
 - d. Operation of Equipment during Snow Emergencies.
2. This Manual is subdivided into chapters and sections to assist the reader in obtaining detailed information on any particular phase of operations.
3. A Table of Contents is provided in the front of the book for the purpose of locating subject matter under general headings. Located in the back of this manual is an appendix for the purpose of locating specific items or duties.
4. Borough Chiefs will read and discuss the contents of this MANUAL with their respective Deputy Chiefs, Borough Operations Superintendents, Night Borough Superintendents and District Superintendents during the first week of October.
5. District Superintendents will read and discuss the contents of this MANUAL with their respective Night District Supervisors, Garage and Section Supervisors, District and Garage Clerks and personnel selected for special snow assignment, such as, Timekeeper, etc., during the first week of October.
6. Garage and Section Supervisors will read and discuss with the personnel concerned those parts of this MANUAL which apply to their respective duties during the second week of October.

SECTION 2 ORGANIZATION

1. The Director of the Bureau of Cleaning and Collection, under the direction of the First Deputy Commissioner is charged with the clearing and removal of snow and ice from city streets.
2. Assisting the Director in this work is the Chief of Bureau Operations, Chiefs, Assistant Chiefs, Deputy Chiefs, Superintendents of Night Operations and District Superintendents.
3. Orders pertaining to the clearing and removal of snow and ice will emanate from the Office of the Director of Bureau of Cleaning and Collection and will be transmitted to the field forces from the Bureau Operations Office.
4. Borough Chiefs, assisted by Deputy Chiefs, Borough Operations Superintendents and Night Borough Superintendents are responsible for the prompt execution of orders received and for the issuance of orders pertaining to the clearing and removal of snow and ice along with the proper recording and reporting of all work performed within their respective boroughs.

5. District Superintendents are directly responsible for the supervision of employees engage in the cleaning and removal of snow and ice, maintenance of motor equipment, property control and proper preparation of records and reports within their respective districts.
6. It is the duty and responsibility of the 1600-2400 Garage Supervisor to instruct the incoming 2400-0800 Sunday and Holiday Security of the following:
 - A. Equipment Status (up, down, spreaders loaded/empty and equipment dressed, etc.)
 - B. Emergency list for Sanitation Workers and Officers, Starting point for each list to Be Indicated.
 - C. Snow Board
 - D. Important information pertaining to each individual District. This information must be passed on to the 0800-1600 and 1600-2400 Security.

SECTION 3 REPORTING TO WORK

In the event of snow outside of regular work hours, the procedure for reporting to work will be as follows:

1. Bureau Staff Officers and Borough Chiefs will report for duty in accordance with plans outlined by the Director of the Bureau of Cleaning and Collection.
2. Deputy Chiefs and Borough Operations Superintendents will report for duty in accordance with plans outlined by their Borough Chiefs.
3. District Superintendents will, after checking with their District, communicate with their Borough Headquarters and comply with orders received.
4. Members of the Bridge and Express Highway Organization will communicate with the Chief of Bureau Operations, or representative, for instructions.
5. All Officers, Motor Vehicle Operators, Clerks, etc. of the Bureau of Cleaning and Collection and personnel of other Bureaus or Divisions will communicate with their respective headquarters for instructions.
6. Sanitation Workers are responsible for having their current telephone number and residence on file. Sanitation Workers who do not have a telephone MUST contact their respective Headquarters for instructions.
7. Sanitation Workers residing outside the City limits MUST contact their respective Headquarters for instructions. Sanitation Workers residing within city limits will be contacted and given instructions.
8. Sanitation Workers assigned to a "Special Emergency List" MUST call their work locations during a snow alert. Failure to comply will result in removal from the emergency list and the issuance of a complaint.

9. During a Snow Alert and/or Snow Emergency when severe weather conditions have been forecasted, radio and television bulletins will be broadcasted over New York air waves instructing Sanitation Workers and Supervisory personnel to Immediately call their work locations for orders and snow assignments. Some stations emergency bulletins will be type written across the bottom of the television screen. It will be mandatory for Sanitation Workers and Supervisory personnel to call their work location for orders.
10. Sanitation Workers who receive instructions on their answering machines , will be considered contacted.
11. Refusal to work will not be accepted. Failure to comply with this order will result in disciplinary action. Disciplinary complaints issued or violations of this order must be forwarded immediately, through channels to the Department Advocate's office.

SECTION 4 ASSIGNMENT OF PERSONNEL

1. District Superintendents will have CONTROL in the selection of personnel for day and night shift assignment, within the following duties:
 - a. Supervisors to act as Snow Inspectors to assist in the direction and supervision of hired equipment and department hauling operations.
The Snow Inspectors will also assist in the checking of snow work reports and records, certifying as to the correctness of same.
 - b. Supervisors to act as Loading Supervisors for hired trucks.
 - c. Sanitation Workers who will be assigned as truck measurers loading and dump supervisors for hired snow removal, timekeepers for inspection of emergency snow laborers, clerks for preparation of emergency snow laborer's payrolls, dump supervisors for hired trucks, snow loader operators, front end loader operators and spreader operators.
2. District Superintendents will select and train the most reliable, competent personnel, for the above assignments. These employees will remain in full uniform during their tour of duty.
3. A record of the personnel selected for the above positions for both day and night shifts shall be entered on SR 29 (Personnel Assigned to Day and Night Snow Removal Organization). The assignments of the balance of district personnel to the "Day and Night Snow Removal Organization" shall be in accordance with the current Policy and Administrative Procedure on seniority. These assignments shall then be entered on SR 29 (Personnel Assigned to Day and Night Snow Removal Operations).
4. Borough Chiefs will review with each respective District Superintendent on or before November 1st, the list of personnel assigned to the Day and Night Plow Organization and the Day and Night Snow Removal Organization to insure that a sufficient number of personnel are assigned to each shift. Borough Chiefs shall signify their approval of the assignments as entered on SR 29 by entering the date of review, notation approved and affixing their signature thereto. After reviewing all districts, Borough Chiefs shall submit a report of this to the Chief of Bureau Operations.

**SECTION 5
ADDITIONAL PERSONNEL**

Additional personnel will be provided from various other participating City agencies, as per the Mayor's Emergency Snow Contingency Plan. To augment the above force, Emergency Snow Laborers may also be employed, once ALL DSNY employees are Activated (FULL FORCE). The aforementioned personnel and such other personnel as may be required shall be employed only on orders of the Commissioner of Sanitation or his designee.

**SECTION 6
TRAINING**

1. Department employees selected to perform special duties during snow removal operations will be instructed by Sanitation Training Center personnel at the Department's Training Center and suitable Borough locations selected by the Borough Chiefs and approved by the Chief of Bureau Operations.
2. Quotas and schedules, for the attendance and instruction of employees designated, will be established by the Chief of Bureau Operations. The date, time and number of employees will be strictly adhered to.
3. Personnel from other City Departments will be trained in the duties of their assignment at the point of dispatch. Emergency Laborers and Emergency Truck Drivers will be instructed in the duties of their assignment at the point of registration.
4. District Superintendents will have DS 460 (Training Program Assignment) prepared and given to the employee for presentation at the Sanitation Training Center. At the completion of each class, the officer in charge of the instruction class will fill in the necessary information on this form, detach and return the lower portion to the employee for delivery to District Headquarters where the information contained thereon will be entered on the location copy of employee's DS 379 (Personal Record Card) and SR 29 (PERSONNEL ASSIGNED TO DAY AND NIGHT SNOW REMOVAL OPERATIONS) and placed in the worker's personal folder.
5. At the start of Night Plow, Borough Chiefs will submit their In House Snow Training needs to the Chief of Bureau Operations, he will coordinate the In House Training. Emphasis will be on Newly Hired and Junior Employees.

**SECTION 7
DISCIPLINE OF PERSONNEL**

- A. All Department personnel who are observed or reported as being under the influence of a prohibited substance, will be taken for a substance abuse test as outlined in PAP 95-05. An UNUSUAL INCIDENT REPORT (DS 779) must be submitted to the Bureau Operations Office.
- B. All Department personnel guilty of any deliberate irregularity, such as a criminal misconduct, absent from post of duty, will be SUSPENDED IMMEDIATELY, by the Borough Chief or his designee, pending the filing of disciplinary charges. Disciplinary action will be taken in such cases in the regular manner as prescribed by the Department Regulations.
- C. Complaints issued to Department personnel for failing to report to work during a snow alert or a snow emergency are to be forwarded through channels, to the Department Advocate's Office.

2. Personnel from other City Departments who are observed or reported as being under the influence of a prohibited substance or guilty of any deliberate irregularities will be **SUSPENDED IMMEDIATELY** and an **UNUSUAL INCIDENT REPORT (DS 779)** will be submitted to the Bureau Operations Office who, in turn will notify the appropriate Agency. A full statement of the facts must be submitted through channels to the Commissioner of Sanitation for action.
3. Emergency Laborers who are observed or reported as being under the influence of a prohibited substance or guilty of deliberate irregularities will be **DISMISSED IMMEDIATELY** and an **UNUSUAL INCIDENT REPORT (DS 779)** will be submitted to the Bureau Operations Office. A full statement of the facts must be submitted through channels to the Commissioner of Sanitation for action.

SECTION 8 SNOW STATIONERY

1. Borough Operations Superintendents will make certain that requisitions for snow stationery on DS 52 (Quarterly Stationery Requisition) are completed and submitted to the Bureau Operations Office, 125 Worth Street, Room 823, Manhattan, between May 1st and 15th and October 1st and 15th of each year.
2. Borough Operations Superintendents will make certain that sufficient snow stationery is requisitioned to fill the needs and demands of each section, garage and district within their borough commands for the coming winter season.
3. The above procedure in no way relieves District Superintendents or Section and Garage Supervisors from the responsibility of attaining their requirements and then notifying their respective Borough Snow Offices of their needs.
4. Borough Operations Superintendents will be notified by the Bureau Operations Office when their requisitions have been approved, at which time they will arrange to pick up supplies at the Snow Stationery Storehouse (Print Shop).

SECTION 9 EMERGENCY PROCEDURE FOR INJURED EMPLOYEES

UNIFORMED EMPLOYEES

Employees injured in the line of duty (LODI) must complete DS 807 LODI Injury Report and form 807B – LODI Illness Medical Report, and D.S. 400. Completed forms to be given to employee, who, if able, will be sent to the Department's Clinic, 44 Beaver Street, 2nd floor, New York, NY. If the injured person is unable to appear, the Department's Clinic should be advised to in accordance with the following established guidelines:

Uniformed Employees and Trade Titles: General Order 2007-04

Reporting LODI for uniformed force personnel will be outlined in General Order #88-15, (Procedure for Reporting and Recording Line of Duty Injury).

II. NON-UNIFORMED EMPLOYEES

Non-Uniformed employees, including trades titles, who are injured in the line of duty are covered by Workers Compensation. The employee should obtain first aid or medical treatment and inform physician that it is a work-related injury. The employee is responsible for completing:

C-2, Employer's Report of Injury/Illness
C-11, Employer's Report of Injured Employee's Change in Employment Status Resulting from Injury
WCD-23, The Employee's Statement of Accident;
DP-2002, Employee selection of Option;
WCD-201, Supervisor's Report of an Injury
WCD-26, Report of Witness to the Accident

The Employee's Statement of Accident and the Supervisor's report of Injury must be completed for all injuries, accidents, frostbite and fume inhalation. Please include location payroll and title codes on forms. Forward completed forms within 24 hours to:

Department of Sanitation Medical Division
Attention: Worker's Compensation Liaison
44 Beaver Street – 2nd Floor
New York, NY 10004