



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2015-03**

EFFECTIVE DATE: April 1, 2015

SUBJECT: **ELECTRONIC WASTE (E-WASTE)**

AFFECTED DIRECTIVES: None

REFERENCE: NYS Environmental Conservation Law, article 27, Title 26

I. Introduction

Pursuant to New York State Environmental Conservation Law, article 27, Title 26, New York City residents are no longer permitted to dispose of electronic waste (e-waste) through the normal waste stream.

Effective January 5, 2015, DSNY ceased collecting e-waste set out for disposal by New York City residents.

Effective April 1, 2015, DSNY Notices of Violations (NOVs) will be issued to New York City Residents who improperly dispose of e-waste. DSNY will also issue NOVs to commercial businesses that improperly set out e-waste for disposal in a Solid Waste Management Facility or Hazardous Waste Management Facility in the State of New York.

II. Definitions

E-waste shall be defined as:

- Televisions
- Computer Screen Monitors
- Computers
- Laptops
- Tablets/E-readers
- Mobile Phones
- MP3 Players
- Fax Machines
- Scanners
- VCRs/DVD Players
- Cable TV Boxes
- Keyboards
- Hard Drives
- Computer Mouse
- Printers
- Video Game Consoles

Household appliances that are made mostly of metal or plastic, such as refrigerators, air conditioners or microwaves, shall not be considered e-waste. Such household appliances shall be collected as a recyclable material.

III. Issuance of NOVs to Residences

If e-waste is set out for collection, either with household refuse or recyclable material, Sanitation Workers shall not collect it. The Sanitation Workers shall report the material to the Field Officer and document it on the DS 350. If the Field Officer finds e-waste was set out for DSNY collection, the Officer will place the red and white e-waste notification sticker (**Attachment #1**) on the item and issue a NOV to the owner of the property at which the material was improperly set out for DSNY collection. The sticker will include the address in front of which the item was placed out and the date and time the sticker was affixed to the item. Additionally, the Officer will leave an information flyer (**Attachment #2**) at the address informing the resident of their options for safe recycling of e-waste.

The Officer will document his/her findings in the District's E-Waste Log (DS 1375E) (**Attachment #3**) and monitor the location to ensure that the e-waste items do not remain at the curb beyond the subsequent DSNY collection day or are improperly relocated.

IV. Removal of E-Waste

The Field Officer shall instruct the collection crew to remove any e-waste item that has been stickered and is still on site on the subsequent collection day. If the e-waste item fits, it shall be placed in the side bin of the collection truck and brought back to the garage. Large items (console televisions, plasma televisions, etc.), which cannot be placed in the side bin, shall be scheduled for collection by an appropriate vehicle to be brought back to the garage.

If e-waste is found illegally dumped or as a drop-off, the Field Officer shall instruct the collection crew to remove all items. Small items will be placed in the side-bin of a collection truck and larger items shall be scheduled for collection by an appropriate vehicle to be brought back to the garage.

Whenever a resident brings an e-waste item to a garage, the Officer will accept the item for disposal, and give the resident the information flyer on options for safe disposal of e-waste.

All e-waste items brought back to a garage unless damaged or broken, will be placed in the locations e-cycle bin. If items are too large to fit inside the e-cycle bin they shall be placed next to the e-cycle bin.

V. Collection of E- Cycle Bins

Each garage will notify the Borough whenever an e-cycle bin is three-quarters full. The Borough shall notify Collection Operations. Collection Operations will then contact DSNY's e-waste recycling vendor and schedule the e-cycle bins for collection.

VI. Damaged or Broken E-Waste (Gaylord box)

Whenever the garage receives e-waste such as televisions or computer monitors with broken or cracked cathode ray tubes, the e-waste item shall be stored in the Gaylord (cardboard) box. Whenever damaged or broken e-waste is placed in the Gaylord box, the garage shall immediately notify the borough Snow Office. The Borough Snow Office shall then contact the Collection

Office to arrange for a pick-up of the Gaylord box and the drop-off an empty replacement box at the garage. All garages shall store a Gaylord box at all times.

VII. Completion of the E-Waste Log (DS 1375E)

When completing an entry in the E-Waste Log (DS 1375E), each Officer shall ensure the following information is entered:

1. **Date Observed** - The date on which the Officer observed the e-waste.
2. **Officers Name** - The name of the Officer who reported the e-waste.
3. **Section** - District Section where e-waste item was observed.
4. **Day (Freq.)** - Frequency of Section.
5. **E-Waste Type** - TV, Monitor, PC, Cell Phone, etc.
6. **Side** - Side of the street the e-waste item is located.
7. **Street** - Name of Street where e-waste item is located.
8. **From** - Cross Street where e-waste item is located.
9. **To** - Other Cross Street where e-waste item is located.
10. **Initial - Sticker Issued** - This box should be checked if the e-waste item is observed IFO of an address.
11. **Initial - Drop Off** - This box should be checked if the e-waste item is observed as a DROP OFF. DROP OFFS DO NOT GET A STICKER.
12. **Final - Removed** - Should be checked when the e-waste item is RECHECKED and removed by the collection crew and brought back to a garage.
13. **Final - NOL** - Should be checked when the e-waste item is RECHECKED and not on location anymore.
14. **Final - NOV Issued** - Should be checked in conjunction with the sticker issued and item removed. Check boxes when a summons is issued for an e-waste violation.
15. **Date of Removal From Location** - is either the date the e-waste item is removed from the observed location or is found to be NOL. THIS ENTRY MUST BE FILLED OUT AS IT ATTESTS THAT THE ITEM WAS EITHER REMOVED OR NOL.
16. **Officers Name** - Officer that was responsible for the final disposition of either removed or NOL.
17. **Comments** - If NOV is issued, use this box for the summons number, otherwise use this box for any remarks or information important to the e-waste item in question.

CANCELLATION:

This order shall remain in effect until canceled

ISSUING AUTHORITY:



Dennis Diggins
First Deputy Commissioner

DISTRIBUTION:

All Bureau Heads, Managers, Uniformed Officers

PEEL HERE ▼

Apply decal to electronics set out at the curb for DSNY collection. Note the address, date, and time.

As of January 1, 2015, it is against the law to put **electronic waste** out for **DSNY** collection.

Please call 311 or visit nyc.gov/electronics for options to safely dispose of electronic waste.

Address: _____

Date: _____ Time: _____



nyc.gov/DSNY



sanitation



OPTIONS FOR SAFE DISPOSAL OF E-WASTE BY RESIDENTS

Pursuant to New York State Environmental Conservation Law, Article 27, Title 26, beginning January 1, 2015, electronic waste may no longer be disposed of through the normal waste stream. Residents must choose other options for disposal/recycling of electronic waste.

Resident's options for recycling electronic waste are:

1. DSNY's e-cycleNYC program.

Apartment buildings with more than 10 units can enroll for this free and convenient pickup service. More information can be found at http://www.nyc.gov/html/nycwasteless/html/stuff/harmful_hh_prod_electronicprogram.shtml

2. Retail drop-off programs.

For example, drop off electronics (no purchase required) at any Goodwill, Salvation Army, Best Buy, Staples (no TVs), or the Gowanus E-Waste Warehouse located at 469 President Street, Brooklyn, NY 11215. More information on the Gowanus E-waste Warehouse can be found at <http://lesecolgycenter.org/>

3. Mail-back and pickup options.

For residents who live in smaller buildings and are not able to bring their electronics to a drop-off location or event, the following options are available:

- a. Best Buy will remove an appliance or TV free of charge from a customer's home when a new product is purchased and delivered by Best Buy. Information can be found at <http://www.bestbuy.com/site/global-promotions/recycling-electronics/pcmcat149900050025.c?id=pcmcat149900050025>
- b. Staples offers free shipping through their technology trade-in program. Information can be found at <http://www.staples.com/sbd/cre/marketing/easy-on-the-planet/recycling-and-eco-services.html>
- c. Dell will pick up any Dell product for free through their FedEx Package Return Program. Information can be found at <http://www.dell.com/learn/us/en/uscorp1/corp-comm/getfreet-at-homepickup?c=us&l=en&s=corp&cs=uscorp1>
- d. If none of these options work for you, please contact the manufacturer of your item. The New York State Department of Environmental Conservation maintains a [list of electronic equipment manufacturers registered in NYS](http://www.dec.ny.gov/chemical/82084.html) which can be found at <http://www.dec.ny.gov/chemical/82084.html>

4. Electronics recycling events.

Bring to events run by organizations such as Lower East Side Ecology Center, More information can be found at http://lesecolgycenter.org/index.php?option=com_content&view=article&id=29:upcoming-e-waste-recycling-opportunities&catid=71:e-waste-events&Itemid=101

Residents can also bring unwanted electronics to a DSNY's SAFE Disposal Events. More information on DSNY SAFE Disposal Events can be found at http://www.nyc.gov/html/nycwasteless/html/events/bwpr_safe.shtml

5. Donate or sell working electronics.

Visit the NYC Stuff Exchange at <http://www.nyc.gov/html/stuffex/html/home/home.shtml> to find a place to buy, sell, or donate electronics.



Contact 311 for further information | <http://www1.nyc.gov/311>

DISTRICT E-WASTE LOG

BOROUGH _____ DISTRICT _____

MONTH _____ YEAR _____

PAGE _____

| FIRST OBSERVATION | | COLLECTION ROUTE INFORMATION | | E-WASTE <small>(TV, MONITOR, PC, CELL PHONE, PRINTER, DVD PLAYER, VCR, FAX MACHINE, ETC.)</small> | OBSERVED LOCATION <small>AFTER FIRST OBSERVATION OF E-WASTE IFO RESIDENCE, IT MUST BE RE-CHECKED ON NEXT COLLECTION DAY FOR REMOVAL. DROP OFFS SHOULD BE SCHEDULED FOR PICK-UP IMMEDIATELY.</small> | | | | DISPOSITION (PLACE 'X' WHERE APPLICABLE FOR INITIAL AND FINAL) | | | | | OFFICER'S NAME | COMMENTS | |
|-------------------|----------------|------------------------------|------------|--|--|----------------|---------|------------|--|----------|---------|-----|------------|-------------------------------|----------------|----------|
| | | | | | DATE OBSERVED | OFFICER'S NAME | SECTION | DAY (FREQ) | SIDE | STREET | FROM | TO | INITIAL | | | FINAL |
| DATE OBSERVED | OFFICER'S NAME | SECTION | DAY (FREQ) | E-WASTE <small>(TV, MONITOR, PC, CELL PHONE, PRINTER, DVD PLAYER, VCR, FAX MACHINE, ETC.)</small> | SIDE | STREET | FROM | TO | STICKER ISSUED | DROP OFF | REMOVED | NOL | NOW ISSUED | DATE OF REMOVAL FROM LOCATION | OFFICER'S NAME | COMMENTS |
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IF E-WASTE IS OBSERVED IN FRONT OF A RESIDENCE, A STICKER MUST BE USED. ON THE NEXT COLLECTION DAY, AN OFFICER MUST RETURN TO CHECK THE LOCATION. IF ON LOCATION, IT MUST BE SCHEDULED FOR PICK-UP IMMEDIATELY. IF E-WASTE IS OBSERVED AS A DROP-OFF, NO STICKER IS TO BE USED AND THE ITEM SHOULD BE SCHEDULED FOR PICK-UP IMMEDIATELY. DATE OF REMOVAL FROM LOCATION MUST BE FILLED OUT AND ATTESTS THAT THE E-WASTE ITEM WAS REMOVED OR IS NOL.

DS 1375E (3.30.15)