



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
POLICY AND ADMINISTRATIVE PROCEDURE 2013-03**

Effective Date: October 15, 2013

Subject: **EMERGENCY RESPONSE PROTOCOL**

Affected Directives: None

Referenced Directives: None

I. PURPOSE:

This Policy and Administrative Procedure (PAP) provides a blueprint for a rapid, efficient and productive response by the Department to any emergency situation. It ensures that the Department has all of the documentation that the federal government may require in order to reimburse the City for the cost of responding to any emergency as well as satisfy any post performance review inquires.

II. PROCEDURE:

When an emergency arises, Bureau Operations will send out a Department Message declaring a snow storm, hurricane, flood or other such exigency as an "Official Emergency Event". Upon receipt of this declaration, DSNY staff will follow the procedures set forth in this PAP and use the Emergency Response (ER) forms as directed by this PAP.

When an Official Emergency Event is declared each Borough Chief will assign one (1) Deputy Chief as point of contact for all communication pertaining to the event. The assigned Deputy Chief will work days and be tasked with ensuring that orders from Headquarters are relayed to all Borough Staff, District Superintendents, and Supervisors. It will also be the assigned Chief's responsibility to issue orders and relevant information to the night shifts. Should the emergency be of such a nature that not all zones are impacted equally; the assignment of designated Deputy Chiefs may be modified by the First Deputy Commissioner or his designee.

When an Official Emergency Event is declared, an Administrative Emergency Officer (AEO) for each District, designated by the Borough, shall work the day shift. The person designated as the AEO for each District may not be changed during any Official Emergency Event without approval of the Borough Chief, and the individual will not be assigned field duties. The AEO shall be responsible for ensuring that all of the required documentation pertaining to the Official Emergency Event is completed and submitted to the appropriate parties, as directed by Bureau Operations. These forms will be prepared to document operations staged from both permanent and temporary commands (for example: mobile command centers or temporary field housing satellites). The AEO shall also be responsible for accurately preparing the payroll

for all Sanitation Workers and documenting the hours and assignments of supervisory personnel assigned to the district including all attached personnel for the 24 hour period.

All documents, Department Messages and e-mail messages pertaining to an Official Emergency Event shall be filed in clearly labeled folders separated by date and shift with Form ER-2 securely affixed to the front of the folder. **(Appendix B – ER-2 “Emergency Response Event: Shift Folder Check-off List”)**

III. RESPONSIBILITIES:

A. BUREAU OPERATIONS

Under the guidance of the Director of B.C.C., the Chief of Bureau Operations shall be responsible for ensuring that a Department Message containing the following information is distributed to the field in a timely manner:

1. The functions eligible for equipment differentials.
2. The duration of the equipment differential (For example: 8 hours collection or 12 hours storm debris).
3. The functions eligible for dump differentials. **STORM DEBRIS COLLECTION WILL NOT RECEIVE DUMP ON SHIFT MONIES.**
4. **TRUCK DIFFERENTIALS CAN ONLY BE PAID TO TWO (2) SANITATION WORKERS PER ASSIGNED HOUSEHOLD COLLECTION OR RECYCLING TRUCK.**
5. The Agency Data Codes that shall be used for the Official Emergency Event and the field in which they should be entered.
6. Designation of Material Types that are to be used for the event.

B. BUREAU of WASTE MANAGEMENT

The Deputy Director of the Bureau of Waste Management will provide the Director of B.C.C and the Chiefs of both Operations and Collection with:

1. The Names and Locations of C&D Transfer Stations (Existing & Emergency contracted) as well as locations of temporary storm debris dump sites that are to be used during the Official Emergency Event. A list of material types that may be dumped at each site
2. Estimated weights to be allocated based upon scaled samples of material collected

C. BOROUGH OFFICES

The Borough Officer-in-Charge must clearly convey orders to all of the Districts within his or her command and accurately record the following:

1. The number of scheduled personnel in each District

2. Personnel losses
3. Total assigned personnel (less losses)
4. All personnel moves
5. The breakdown of personnel by function [for example: SI-01: 60 Sanitation Workers and 4 Supervisors.] (5/10-HH Coll, 10/20-HH Recycling, 4-GU, 2-Dump Supervisor, 4/8-Baskets, 16-Rear Loader Down Tree Removal.)
6. All equipment moves
7. The unit and number of support personnel and splinter groups assigned to each District (For example: QNS-6 5 ENF Agents, and 2 Sanitation Police Officers)
8. The designated storm debris disposal locations for each district.

D. ADMINISTRATIVE EMERGENCY OFFICER

In the occurrence of an Official Emergency Event, all Districts must assign an Administrative Emergency Officer. Should the emergency be of such a nature that not all locations are impacted equally; the assignment of AEO's may be modified by the First Deputy Commissioner or his designee. It will be the responsibility of the AEO to:

1. Utilize the Special Equipment Operator (SEO) Function to create the following seniority lists **specific to that particular shift**:
 - a) Location assigned personnel
 - b) Attached personnel
 - c) Special equipment operators for each special equipment function (the list for each piece of equipment will include both assigned and attached qualified personnel)
2. Complete all of the ER forms listed in this PAP with the exception of the ER-10(Appendix C), ER-10A(Appendix D) and ER-10B(Appendix E) Forms. The ER-10, ER-10A and ER-10B forms shall be completed by the 0800-1600 Garage Supervisor in collaboration with the District Superintendent
3. Accurately enter payroll information into CityTime for all of the Sanitation Workers and documenting the hours and assignments of supervisory personnel; who are assigned to that district **including all of the attached personnel for the 24 hour period.**
4. File all of the documents listed on the ER-2 (Emergency Response Event: Shift Folder Check-Off List) pertaining to the Official Emergency Event in clearly labeled folders separated by date and shift

All documents shall then be scanned and/or saved and filed electronically as a backup.
5. Complete and/or update all outstanding information for the previous shift
6. Safeguard these materials for audit and FEMA purposes

IV. PAYROLLS:

Administrative Emergency Officers, District Superintendents and Borough Timekeepers will follow the directions set forth in the Department Messages concerning the Official Emergency Event when entering payroll information into CityTime. **Each Official Emergency Event may have a payroll scenario that is specific to that Official Emergency Event. Therefore, it is essential that the instructions provided in Department Messages pertaining to the Official Emergency Events are read and followed exactly as they are set forth.**

For example, these Messages may include the following information:

- The functions that are to be paid equipment differentials
- The number of hours that the equipment differential is to be paid
- The functions that are eligible for dump on shift differentials
- Whether overtime is to be paid as regular overtime, or snow overtime
- The Agency data codes that are to be used for the Official Emergency Event

These specific instructions will be explained through Department Messages on a daily basis during an Official Emergency Event.

If an Official Emergency Event results in the loss of power, these payroll instructions will be routed to the Borough Commands through other available channels (For example: emergency phone lines, mobile devices, COOP laptops, etc...). It will be the responsibility of each District Administrative Emergency Officer to follow, retain, and file these daily instructions as set forth in this PAP.

When entering payroll information into CityTime, comments are important because the comments help explain the actual function(s) that each employee performed. This is especially true when Sanitation Workers are diverted from one function to another, perform different duties on overtime, or work in Districts outside of their payroll assigned location. The comments also differentiate Regular Household Collection/Recycling from Emergency Response Collection/Recycling and therefore may impact the City's ability to obtain reimbursement for the costs that it incurred as a result of the Official Emergency Event from FEMA and/or other government agencies.

Attached are Exhibits 1-5 as examples of payments that may be made during an Official Emergency Event. Please note that the Agency Data Codes shown in these examples are entered as XXXX since they may be changed for each Official Emergency Event and on occasion may even be changed during an Official Emergency Event.

V. EMERGENCY RESPONSE ("ER") FORMS:

A. ER-1 (Borough Manpower Summary)

This form will be used to capture all aspects of manpower working within a zone and shall be completed by Borough Staff.

B. ER-2 (Emergency Response Event: Shift Folder Check-Off List)

This form will be used as a check-off list to ensure that all documents, Department Messages, records, and other information for the Official Emergency Event has been included in the shift folder. The ER-2 must be securely affixed to the front of the shift folder for easy identification and review.

C. ER-10 (Emergency Motor Vehicle Equipment Requirements)

This form will be used to indicate and/or request motor vehicle equipment needed for each District's response to the Official Emergency Event. The ER-10 Form will be completed by the 0800-1600 Garage Supervisor in collaboration with the District Superintendent.

D. ER-10A (Emergency Hired Motor Vehicle Equipment Requirements)

This form will be used to indicate and/or request hired motor vehicle equipment needed for each District's response to the Official Emergency Event. The ER-10A Forms must be completed by the 0800-1600 Garage Supervisor in collaboration with the District Superintendent.

E. ER-10B (Emergency Tool & Other Non-Motor Vehicle Equipment Requirements)

This form will be used to indicate and/or request tools and other non-motor vehicle equipment needed for each District's response to the Official Emergency Event. The ER-10B Form will be completed by the 0800-1600 Garage Supervisor in collaboration with the District Superintendent.

F. ER-332 (Emergency Response Activities - Sanitation Workers)

This form shall be used to capture all information pertaining to all Sanitation Workers assigned to the shift, such as:

- Name (full first and last)
- Total daily hours worked
- Payroll assigned location (Garage/Section)
- Attached/detached location
- Assigned function(s) –see **Appendix F for function codes to be used**
- Equipment assigned
- Assigned route/ gang assigned/ zone/sector assigned
- Eligibility for equipment differential
- Eligibility for dump differential
- Premium pay designation
- Vehicle or personnel replacements

The back of the ER-332 form (**ER-332 Back**) will be completed to capture information pertaining to the dispatch and arrival times, description of the function(s) assigned and any remarks that may offer clarification or additional information pertaining to each Sanitation Worker.

G. ER-332-R (Emergency Response Activity Summary)

This form must be used to summarize the various functions to which Sanitation Workers were assigned on each shift and provide a breakdown, by names, of all losses, attachments and detachments.

H. ER-332-S (Emergency Response Activities – Supervision & Support Personnel)

This form will be used to provide information concerning all Officers, Civilian Clerks, Enforcement Agents and other support personnel who were assigned to each location during that each shift.

I. ER-24 (Dump Supervisor's Report of DSNY and Other City Agency Truck Dumps)

This form must be used to provide information regarding the off-loading of materials at specially designated dump sites. The ER-24 Form will be completed by the Dump Supervisor at each dump location.

J. ER-27 (BCC- Dept. & Other City Agency Hauling – Load & Dump Ticket)

This form must be used to provide the times at which each piece of DSNY and Other City Agency equipment was loaded and off-loaded at each specified dump site. The ER/SR-27 Form will be completed by the vehicle operator, the Load Supervisor and the Dump Supervisor.

K. ER-67V (Delivery Receipt)

This delivery receipt is to be issued to a driver from a field location and/or a temporary storm debris site when the load is to be delivered to an existing C&D transfer station or an Emergency Contracted C&D transfer station.

VI. MANAGING LARGE ROLL CALLS:

Due to the circumstances that arise during emergency events manpower will need to be augmented at impacted locations. This increased need for personnel often results in large roll calls that can extend dispatch time and hamper operations. In order to expedite dispatch and promote orderly operations the following should be applied wherever appropriate:

- A. DS 57 forms should be arranged to allow for minimal queuing lines and easy identification of group (for example: garage, section, out of town, etc...). Whenever possible an officer should be assigned to oversee sign in and direct traffic.
- B. Equipment should be ready for prompt dispatch, fuel topped off and keys available. The Garage Supervisor should know the exact location of equipment to be assigned prior to roll call and this information should be given to the crew at time of assignment.
- C. Operations Board should be set up to reflect actual assignments for shift, functions should be clearly marked.
- D. Paperwork should be prepared in advance to the greatest degree possible; this includes DS 350's, maps, routes, directions to disposal locations and any other required forms.
- E. District Superintendents are to ensure each officer assigned to district should have a clearly defined role in the roll call/dispatch process. All officers available should be involved and given specific tasks.
- F. Lines of communication must be clearly maintained between the location and the Borough Command as orders can change rapidly. All orders must be entered into the District Telephone Order Book in the order in which received by the AEO or his designee. Record keeping and reporting should be considered an assigned task.
- G. Consideration should be given to the physical location of roll calls taking into account relative noise levels, vehicle traffic, number of workers to be addressed and other environmental factors. The purpose of roll call is not limited to ascertaining headcount and assignments but also to communicate any relevant information that may be specific to the emergency at hand. Such information may include contact phone numbers, meeting or rally points for field operations, specific disposal locations and other event specific information.

APPENDIX:

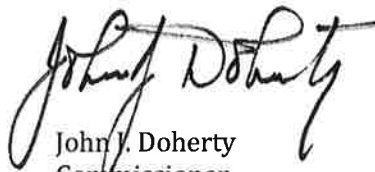
A	ER-1 Headquarters, ER-1 Boro
B	ER-2
C	ER-10
D	ER-10A
E	ER-10B
F	ER-332 and related function codes
G	ER-332-R
H	ER-332-S
I	ER-24
J	ER-27
K	ER-67V

EXHIBITS:

1	Regular 8 hour truck differential for emergency collection
2	Working out of town
3	12 hour truck-8 hour straight and 4 hour overtime
4	12 hour truck on premium day
5	12 hour premium day-8 hour collection and 4 hour diversion
6	Out of town codes

CANCELLATION: This Policy and Administrative Procedure shall remain in effect until rescinded.

ISSUING AUTHORITY:



John J. Doherty
Commissioner

DISTRIBUTION: All Management Personnel

The City of New York Department of Sanitation
City Wide Summary of STORM Forces Employed
HEADQUARTERS

ER1 [Front] DS1682 Rev 3/15/2013

	MAN	BX	BKN	BKS	QW	QE	SI	CTU	LCU	TOTALS
Borough Chief										
Deputy Chief's										
SERT Officers										
Superintendents GS 1										
Garage Supervisors										
Field Supervisors										
Storm Supervisors										
Command Centers [DSNY Pers]										
Field										
Field (Check)										
SW FIELD										
Garage										
Garage ERD										
Gas and Oil										
Wrecker										
Wrecker ERD										
Clerk										
Truck Measurer										
DJT SW										
MDA										
SW SUB TOTALS										
Civilian Clerks										
Mechanics										
Auto Service Workers										
Sanitation Police										
Enforcement										
SUB TOTALS										
OTHER AGENCY PERSONNEL										
D.O.T. (HIGHWAYS)										
PARKS DEPT.										
D.E.P.										
N.Y.P.D.										
Other Agency Sub Totals										
AS REPORTED BY THE PERSONNEL MANAGEMENT DIVISION										
HIRED LABORERS										
INTERNS (Clerical)										
INTERNS (Custodial)										
INTERNS (Field)										
INTERNS (Parks Dept) -field										
INTERN (Supply) Parks Dept										
Arthur Kill Correc. (supv& wkr)										
Attendant										
ALT SERVICE WORKERS										
Sub Totals										
Grand Total All Personnel										

DO NOT ENTER DATA BELOW THIS LINE

	MAN	BX	BKN	BKS	QW	QE	SI	CTU	LCU	TOTALS	TOTAL PERSONNEL (ALL)
SUMMARY OF STORM EQUIPMENT FROM REVERSE											
STORM DEBRIS											
Debris Collection Trk											
Tree Debris Collection Trk											
Housing NYCHA Storm Debris Trk											
GangLoading											
Debris FEL											
Tree Debris FEL											
Open Dump Trk Debris											
Open Dump Trk Tree Debris											
Ro/Ro Debris											
Ro/Ro Tree Debris											
Storm Basket Trucks											
Basket Removal											
Basket Replacement											
Mechanical Brooms											
Short Dumps - ERD											
MLP Trk											
Handbrooms											
Squad Leader											
Guide Person											
Debris Site Personnel											
Transport ERD											
Rack Trk (Supplies) ERD											
Moving Equipment ERD											
Sand Bags											
Fuel Truck ERD											
Flyer Distribution											
TOTAL STORM DEBRIS											
MILITARY											
GangLoading- National Guard											
Open Dump Trk- National Guard											
FEL- National Guard											
Bobcats- National Guard											
Total National Guard											
GangLoading-Navy											
Open Dump Trk- Navy											
FEL- Navy											
Bobcats- Navy											
Total Navy											
GangLoading-Marines											
Open Dump Trk- Marines											
FEL- Marines											
Bobcats- Marines											
Total Marines											
MILITARY TOTAL											
OTHER CITY AGENCIES											
DOT											
FEL											
Open Dump Trk											
Ro/Ro											
Wrecker											
DOT TOTAL											
PARKS											
FEL											
Open Dump Trk											
Ro/Ro											
Wrecker											
PARKS DEPT TOTAL											
DEP											
FEL											
Open Dump Trk											
Ro/Ro											
Wrecker											
D.E.P. TOTAL											
TOTAL OCA											
HIRER EQUIPMENT											
MILITARY											
EQUIPMENT											
PERSONNEL											
OTHER CITY AGENCIES											
DOT											
EQUIPMENT											
PERSONNEL											
HIRER EQUIPMENT											
MILITARY											
EQUIPMENT											
PERSONNEL											

STORM NAME	SHIFT #:
DAY:	DATE:
TIME:	

The City of New York Department of Sanitation
City Wide Summary of STORM Forces Employed
MANHATTAN

ER1[From] DS1682 Rev 3/15/2013

	1	2	3	4	5	6	7	8	9	10	11	12	3A	4A	8A	BORO TOTALS	SW TOTALS	FIELD	OTHERS	TOTALS
Borough Chief																				
Deputy Chiefs																				
SERT Officers																				
Superintendents GS 1																				
Garage Supervisors																				
Field Supervisors																				
Storm Supervisors																				
Command Centers (Dsnv Pers)																				
Field																				
Field (Check)																				
Garage																				
Garage ERD																				
Gas and Oil																				
Wrecker																				
Wrecker ERD																				
Clerk																				
Truck Messenger																				
OJT SW																				
MDA																				
SW SUB TOTALS																				
Civilian Clerks																				
Supv of Mechanics																				
Mechanics																				
Auto Service Workers																				
Sanitation Police																				
Enforcement																				
DSNY SUB TOTALS																				
OTHER AGENCY PERSONNEL																				
D.O.T. (HIGHWAYS)																				
PARKS DEPT.																				
D.E.P.																				
N.Y.P.D.																				
Other Agency Sub Totals																				
AS REPORTED BY THE PERSONNEL MANAGEMENT DIVISION																				
HIRED LABORERS																				
INTERNS (Clerical)																				
INTERNS (Custodial)																				
INTERNS (Field)																				
INTERNS (Parks Dept.)-field																				
INTERN (Supv) Parks Dept																				
Arthur Kill Correc. (supv& wkrs)																				
Attendant																				
ALT SERVICE WORKERS																				
Sub Totals																				
DISTRICTS	1	2	3	4	5	6	7	8	9	10	11	12	3A	4A	8A	BORO TOTALS				
Grand Total All Personnel																				

TOTAL PERSONNEL [ALL]

DO NOT ENTER DATA BELOW THIS LINE

SUMMARY OF STORM EQUIPMENT FROM REVERSE

	EQUIPMENT	PERSONNEL
STORM DEBRIS		
Debris Collection Trk		
Tree Debris Collection Trk		
Housing NYCHA Storm Debris Trk		
GangLoading		
Debris FEL		
Tree Debris FEL		
Open Dump Trk Debris		
Open Dump Trk Tree Debris		
Ro/Ro Debris		
Ro/Ro Tree Debris		
Storm Basket Trucks		
Basket Removal		
Basket Replacement		
Mechanical Brooms		
Short Dumps - ERD		
MLP Trk		
Handbrooms		
Squad Leader		
Guide Person		
Debris Site Personnel		
Transport ERD		
Rack Trk (Supplies) ERD		
Moving Equipment ERD		
Sand Bags		
Fuel Truck ERD		
River Distribution		
TOTAL STORM DEBRIS		
OTHER CITY AGENCIES		
DOT		
FEL		
Open Dump Trk		
Ro/Ro		
Wrecker		
DOT TOTAL		
PARKS		
FEL		
Open Dump Trk		
Ro/Ro		
Wrecker		
PARKS DEPT TOTAL		
DEP		
FEL		
Open Dump Trk		
Ro/Ro		
Wrecker		
D.E.P. TOTAL		
TOTAL OCA		

MILITARY

GangLoading- National Guard		
Open Dump Trk- National Guard		
FEL- National Guard		
Bobcats- National Guard		
TOTAL NATIONAL GUARD		
GangLoading-Navy		
Open Dump Trk- Navy		
FEL- Navy		
Bobcats- Navy		
TOTAL NAVY		
GangLoading-Marines		
Open Dump Trk- Marines		
FEL- Marines		
Bobcats- Marines		
TOTAL MARINES		
MILITARY TOTAL		

HIRED EQUIPMENT

	EQUIPMENT	PERSONNEL
FEL		
Backhoe		
Excavator		
Grappler		
Open Dump Trk		
Trailers		
Ro/Ro		
Bobcats		
Tow Trucks		
HIRED TOTAL		

STORM NAME	SHIFT #:
DAY:	DATE:
	TIME:

The City of New York Department of Sanitation
 City Wide Summary of STORM Forces Employed [EQUIPMENT ONLY]
MANHATTAN

ER-1[Back] DS1682 Rev 3/15/2013

Vehicles	VEHICLES FOR SUPERVISION											TOTAL		
	1	2	3	4	5	6	7	8	9	10	11		12	EQUIP TOTAL
	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP	EQUIP TOTAL
CLEANING AND COLLECTION														
Collection Trk														
Recycling Trk														
Housing NYCHA Trk														
Misc. Coll. Trk														
E-Z Pack														
E-Z Pack Recy.														
HFC														
CFC														
Bulk Trk														
Ro/Ro														
MLP Trk														
FEL														
Open Dump Trk														
Flusher														
Basket Trk														
Mech Broom														
Short Dump Trk														
Rack Trk														
Tire Trk														
Mail Trk														
Relays														
Handbrooms														
Pest Control														
Transport														
SUB-TOTAL														
STORM DEBRIS OPERATIONS														
Debris Collection Trk														
Tree Debris Collection Trk														
Housing NYCHA Storm Debris Trk														
GangLoading														
Debris FEL														
Tree Debris FEL														
Open Dump Trk Debris														
Open Dump Trk Tree Debris														
Ro/Ro Debris														
Ro/Ro Tree Debris														
Storm Basket Trucks														
Basket Removal Trk														
Basket Replacement Trk														
Mechanical Brooms														
Short Dump Trk - ERD														
MLP Trk														
Handbrooms														
Squad Leader														
Guide Person														
Debris Site Personnel														
Transport ERD														
Rack Trk (Supplies) ERD														
Moving Equipment ERD														
Sand Bags														
Fuel Truck ERD														
Flyer Distribution														
SUB-TOTAL														
DSNY SUB TOTAL														
OTHER AGENCY EQUIPMENT - D.O.T.														
FEL														
Open Dump Trk														
Ro/Ro														
Wrecker														
DOT SUB-TOTAL														
OTHER AGENCY EQUIPMENT - PARKS DEPT														
FEL														
Open Dump Trk														
Ro/Ro														
Wrecker														
PARKS DEPT SUB-TOTAL														
OTHER AGENCY EQUIPMENT - D.E.P.														
FEL														
Open Dump Trk														
Ro/Ro														
Wrecker														
D.E.P. SUB-TOTAL														
MILITARY														
GangLoading- National Guard														
Open Dump Trk- National Guard														
FEL- National Guard														
Bobcats- National Guard														
GangLoading-Navy														
Open Dump Trk- Navy														
FEL- Navy														
Bobcats- Navy														
GangLoading-Marines														
Open Dump Trk- Marines														
FEL- Marines														
Bobcats- Marines														
MILITARY SUB-TOTAL														
HIRED EQUIPMENT														
FEL														
Backhoe														
Excavator														
Grappler														
Open Dump Trk														
Trailers														
Ro/Ro														
Bobcats														
Tow Trucks														
HIRED SUB-TOTAL														
OTHER SUB TOTALS														
DISTRICTS	1	2	3	4	5	6	7	8	9	10	11	12		TOTAL
TOTAL EQUIPMENT														

STORM NAME _____

DAY: _____

SHIFT #: _____

DATE: _____

TIME: _____

The City of New York Department of Sanitation
City Wide Summary of STORM Forces Employed

MANHATTAN

	1	2	3	4	5	6	7	8	9	10	11	12	EQUIP	PERS	TOTAL
	EQUIP	PERS	EQUIP	PERS	EQUIP	PERS	EQUIP	PERS	EQUIP	PERS	EQUIP	PERS	EQUIP	PERS	TOTAL
CLEANING AND COLLECTION															
Collection Trk															
Recycling Trk															
Housing NYCHA Trk															
Misc. Coll. Trk															
E-Z Pack															
E-Z Pack Recy.															
HFC															
CFC															
Bulk Trk															
Ro/Ro															
MLP Trk															
FEL															
Open Dump Trk															
Flusher															
Basket Trk															
Mech Broom															
Short Dump Trk															
Rack Trk															
Tire Trk															
Mail Trk															
Relays															
Handbrooms															
Pest Control															
Transport															
SUB-TOTAL															

STORM DEBRIS OPERATIONS

Debris Collection Trk															
Tire Debris Collection Trk															
Housing NYCHA Storm Debris Trk															
GangLoading															
Debris FEL															
Tire Debris FEL															
Open Dump Trk Debris															
Open Dump Trk Tree Debris															
Ro/Ro Debris															
Ro/Ro Tree Debris															
Storm Basket Trucks															
Basket Removal															
Basket Replacement															
Mechanical Brooms															
Short Dump Trk - ERD															
MLP Trk															
Handbrooms															
Squad Leader															
Guide Person															
Debris Site Personnel															
Transport ERD															
Rack Trk (Supplies) ERD															
Moving Equipment ERD															
Sand Bags															
Fuel Truck ERD															
Flyer Distribution															
SUB-TOTAL															

DSNY SUB TOTAL

OTHER AGENCY EQUIPMENT - D.O.T.

FEL															
Open Dump Trk															
Ro/Ro															
Wrecker															
DOT SUB-TOTAL															

OTHER AGENCY EQUIPMENT - PARKS DEPT

FEL															
Open Dump Trk															
Ro/Ro															
Wrecker															
PARKS DEPT SUB-TOTAL															

OTHER AGENCY EQUIPMENT - D.E.P.

FEL															
Open Dump Trk															
Ro/Ro															
Wrecker															
D.E.P. SUB-TOTAL															

MILITARY

GangLoading- National Guard															
Open Dump Trk- National Guard															
FEL- National Guard															
Bobcats- National Guard															
GangLoading-Navy															
Open Dump Trk- Navy															
FEL- Navy															
Bobcats- Navy															
GangLoading-Marines															
Open Dump Trk- Marines															
FEL- Marines															
Bobcats- Marines															
MILITARY SUB-TOTAL															

HIRED EQUIPMENT

FEL															
Backhoe															
Excavator															
Grappler															
Open Dump Trk															
Trailers															
Ro/Ro															
Bobcats															
Tow Trucks															
Hired SUB-TOTAL															

OTHER SUB TOTALS

DISTRICTS	1	2	3	4	5	6	7	8	9	10	11	12			TOTAL
TOTAL EQUIPMENT															
TOTAL PERSONNEL															

STORM NAME		DAY		DATE		SHIFT		TIME:	
-------------------	--	------------	--	-------------	--	--------------	--	--------------	--

EMERGENCY RESPONSE EVENT: SHIFT FOLDER CHECK-OFF LIST

EMERGENCY RESPONSE EVENT NAME / TYPE:

(SNOW, HURRICANE, FLOOD, ETC):

ALERT #:	START DATE OF THIS EVENT	CONDITION #:	STORM #:		
DATE FOR WHICH THIS FOLDER WAS PREPARED	SHIFT FOR WHICH THIS FOLDER WAS PREPARED	YES	NO	NOT APPLICABLE TO THIS DATE / SHIFT	REMARKS
AGENCY DATA CODE USED FOR THIS EMERGENCY RESPONSE EVENT: ADDITIONAL AGENCY DATA CODE USED FOR A SECONDARY EVENT					
TYPE OF DOCUMENTATION					
<u>DEPARTMENT MESSAGES:</u>					
SHIFT ORDERS					
DIFFERENTIAL ELIGIBILITY					
QUITTING TIMES					
PAYROLL PROCEDURES					
OTHER (SPECIFY IN REMARKS)					
<u>BOROUGH ORDERS:</u>					
ASSIGNMENT OF PERSONNEL					
PERSONNEL MOVEMENT					
EQUIPMENT MOVEMENT					
SCHRANK REPORT					
OTHER (SPECIFY IN REMARKS)					
<u>MAPS:</u>					
ZONE / SECTOR DESIGNATIONS					
<u>SENIORITY LISTS:</u>					
LOCATION ASSIGNED PERSONNEL					
ATTACHED PERSONNEL					
SPECIAL EQUIPMENT OPERATORS					
<u>DS-350s:</u>					
<u>REGULAR / NORMAL FUNCTIONS:</u>					
HOUSEHOLD COLLECTION					
HOUSEHOLD RECYCLING					
ROLL-ON/ROLL-OFF					
E-ZPACK COLLECTION					
E-ZPACK RECYCLING					
MECHANICAL BROOMS					
MLP / HAND BROOMS					
CFC					
OTHER (SPECIFY):					
<u>EMERGENCY RESPONSE FUNCTIONS:</u>					
ERD COLLECTION					
ERD RECYCLING					
ERD ROLL-ON/ROLL-OFF					
ERD E-ZPACK COLLECTION					
ERD E-ZPACK RECYCLING					
ERD MECHANICAL BROOMS					
ERD MLP / HAND BROOMS					
ERD CFC					
ERD FLUSHER:					
OTHER (SPECIFY):					
<u>ER-332s:</u>					
ER 332 (FRONT & BACK)					
ER 332-R					
ER 332-S					
<u>DS-57s:</u>					
SHIFT(S):					
<u>SNOW FUNCTIONS:</u>					
SR 64s					
SR 65s					
<u>DUMP RECORDS:</u>					
ER 24s					
ER 27s					
<u>EQUIPMENT / TOOL REQUIREMENTS:</u>					
ER-1s					
ER-1As					
ER-1Bs					

sanitation

APPENDIX - C

ER-10 (8-13)

EMERGENCY MOTOR VEHICLE EQUIPMENT REQUIREMENTS

MOTOR VEHICLE TYPE	WHY IS THIS MOTOR VEHICLE EQUIPMENT NEEDED	HOW MANY ARE NEEDED	HOW MANY APPROVED	WHERE IT'S COMING FROM	HOW WILL IT BE TRANSPORTED	WHEN WILL IT ARRIVE (DATE & SHIFT)
REAR LOADER COLLECTION TRUCKS						
SPLIT-BODY RECYCLING TRUCKS						
ALLEY TRUCKS						
ROLL-ON/ROLL-OFF (CONTANERIZED COLLECTION)						
E-Z PACKS						
CUTDOWNS (OBT)						
MECHANICAL BROOMS						
FLUSHERS						
FRONT END LOADERS						
KRAMER FRONT END LOADERS						
GRADERS						
BWD						
HAULSTERS						
HI-LO						
GATORS						
WRECKERS						
SPREADERS						
FLOW-N-DUMPS						
PASSENGER VEHICLES						
4X4 PASSENGER VEHICLES						
VANS						
BUSES						
COMMAND CENTER						
OTHER (SPECIFY):						

EMERGENCY HIRED MOTOR VEHICLE EQUIPMENT REQUIREMENTS

MOTOR VEHICLE TYPE	WHY IS THIS MOTOR VEHICLE EQUIPMENT NEEDED	HOW MANY ARE NEEDED	HOW MANY APPROVED	WHERE IT'S COMING FROM	HOW WILL IT BE TRANSPORTED	WHEN WILL IT ARRIVE (DATE & SHIFT)
TRACTOR TRAILERS						
ROLL-ON/ROLL-OFFS						
DUMP TRUCKS						
FELS						
BACKHOES						
BOBCATS / SKIDSTEERS						
GRAPPLERS						
OTHER (SPECIFY):						

APPENDIX - F

sanitation		ER 332 (8-13)		SHIFT	DAY				DATE	DISTRICT				DAILY DEPARTMENT MESSAGE				PAGE		OF	
EMERGENCY RESPONSE ACTIVITIES		TOTAL DAILY HOURS WORKED (2)	PAYROLL ASSIGNED LOCATION GAR/SECT (3)	WORK LOCATION FOR THIS SHIFT (4)	FUNCTIONS (5)	EQUIPMENT CODE (6)	ROUTE NO. (7)	GANG (8)	ZONE SECTOR BOUNDRIES (9)	ELIGIBILITY FOR EQUIPMENT DIFFERENTIAL (10)				ELIGIBILITY FOR DUMP DIFFERENTIAL (11)				WORKING PREMIUM DAY (12)		REPLACEMENTS (EXPLAIN IN REMARKS ON BACK) (13)	
OPERATOR - LOADER FULL FIRST AND LAST NAMES (1)	Y/N (A)									ELIGIBLE HOURS (B)	NON ELIGIBLE HOURS (C)	NON ELIGIBLE HOUR FUNCTION (D)	Y/N (E)	(F) LOADS	LOCATION (G)	TIME (H)	DATE (I)	Y/N (J)	TYPE (K)	PERSONNEL (L)	VEHICLE (M)
1														1							
2														2							
3														1							
4														2							
5														1							
6														2							
7														1							
8														2							
9														1							
10														2							
11														1							
12														2							
13														1							
14														2							
15														1							
16														2							
17														1							
18														2							
19														1							
20														2							
21														1							
22														2							
23														1							
24														2							
25														1							
26														2							
27														1							
28														2							

Appendix F (CODES)

The following function codes will be used to fill out the ER-332, Column 5 to conserve space and promote universality:

- 1) **R61** = Rear Loader Emergency Collection (Storm Debris)
- 2) **R67** = Rear Loader Emergency Down Tree Debris Collection
- 3) **R01** = Rear Loader Household Collection
- 4) **RD** = Rear Loader Household Collection with 1-Dump
- 5) **RDX** = Rear Loader Household Collection with 2-Dumps (**RDXX** = 3-Dumps)
- 6) **R31** = Rear Loader Household Paper Collection
- 7) **R33** = Rear Loader Household MGP Collection
- 8) **RCY** = Split Body Rear Loader Paper/MGP Collection
- 9) **R31D** = Rear Loader Household Paper Collection with 1-Dump
- 10) **R33D** = Rear Loader Household MGP Collection with 1-Dump
- 11) **RCYD** = Split Body Rear Loader Paper/MGP Collection with 1-Commodity Dump
- 12) **RCYDX** = Split Body Rear Loader Paper/MGP Collection with 2-Commodity Dump
- 13) **OBT** = Cutdown on Regular Cleaning Functions
- 14) **OBT ST** = Cutdown on Hauling Storm Debris
- 15) **OBT SN** = Cutdown Hauling Snow
- 16) **FEL** = Front End Loader on Regular Cleaning Functions
- 17) **FEL ST** = Front End Loader on Storm Debris
- 18) **FEL SN** = Front End Loader on Snow Duties
- 19) **FEL SP** = Front End Loader at Salt Pile
- 20) **MLP ST** = Storm Debris MLP
- 21) **MLP** = Regular Cleaning Function
- 22) **HB ST** = Storm Debris Hand Broom
- 23) **HB** = Regular Hand Broom Cleaning Function
- 24) **St Dirt** = Short Dump for Mechanical Broom
- 25) **SCH** = School Truck Collection
- 26) **PROJ** = Project/Housing Truck Collection
- 27) **TRAN EQ** = Transporting Equipment to/from a Location
- 28) **TRAN PRS** = Transporting Personnel between Locations
- 29) **REL** = Relays (offloading trucks at dump site)
- 30) **FLUSH ST** = Flusher on Storm Clean-up
- 31) **GU** = Garage Utility
- 32) **WR** = Large Wrecker Operator
- 33) **DSOA** = District Superintendent's Clerk
- 34) **MDA** = Medical Duty Assignment Clerk

APPENDIX - G

sanitation		ER 332R (8-13)	DAY	DATE	SHIFT	DAILY DEPARTMENT MESSAGE	PAGE			
EMERGENCY RESPONSE ACTIVITIES SUMMARY										
FUNCTION	#	ABSCENCES	FULL NAMES:	#	DISTRICT TOTAL DETAILS			REMARKS:		
H/H COLLECTION		CHART			TOTAL ASSIGNED	TOTAL LOSSES	TOTAL ATTACHED	TOTAL DETACHED	GRAND SHIFT TOTAL	
H/H RECYCLING										
EZ PACK RECYCLING		VACATION								
EZ PACK COLLECTION										
RO RO (REGULAR AND ERD)		XWP								
ERD COLLECTION (R61)										
ERD TREES (R67)		LWOP			DISTRICT DETACHED BREAK DOWN			NOTES:		
FEMA TRUCK										
MLP / ERD MLP		AWOL / LATE ABSENT			NAME	DETACHED TO				
HANDBROOM										
BASKETS		SUSPENDED								
SHORT DUMP / STREET DIRT										
MECHANICAL BROOM		MILITARY DUTY								
GARAGE UTILITY										
TRANSPORT		JURY DUTY								
SPREADER / HAULSTER										
PLOW		SICK								
FEL										
CUTDOWN		LODI								
CLERICAL										
MDA		MATERNITY / FMLA								
MISC (EXPLAIN)										
		EMERGENCY LEAVE								
		OTHER (EXPLAIN)								
TOTAL # OF SW's SCHEDULED FOR THIS SHIFT										
TOTAL # ACTUALLY WORKING THIS SHIFT (MINUS OUTAGES AND DETACHED AND ADD ATTACHED)		TOTAL	PLACE TOTAL NUMBER HERE →							
PREPARER NAME PRINT	PREPARER SIGNATURE/TITLE/BADGE:			REVIEWERS NAME PRINT	REVIEWER SIGNATURE/TITLE/ BADGE:					

APPENDIX - H

sanitation ER332-S (8-13) EMERGENCY RESPONSE ACTIVITIES SUPERVISION AND SUPPORT					DAY	DATE	SHIFT	DISTRICT	DAILY DEPARTMENT MESSAGE	PAGE		
OPERATOR - LOADER FULL FIRST AND LAST NAMES (1)	TOTAL DAILY HOURS WORKED (2)	PAYROLL ASSIGNED LOCATION GAR/SECT (3)	WORK LOCATION FOR THIS SHIFT (4)	TITLE (5)	EQUIPMENT CODE (6)	GANG (7)	ZONE SECTOR BOUNDRIES (8)	WORKING PREMIUM DAY (9)		REPLACEMENTS (EXPLAIN IN REMARKS) (10)		FUNCTION DESCRIPTION / REMARKS (11)
								Y/N (A)	TYPE (B)	PERSONNEL (C)	VEHICLE (D)	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												

PREPARER PRINT NAME	PREPARER SIGNATURE / TITLE / BADGE:	REVIEWER PRINT NAME	PREPARER SIGNATURE / TITLE / BADGE:
---------------------	-------------------------------------	---------------------	-------------------------------------

AGENCY		DISTRICT		EQUIP. CODE / PLATE NO.		CUB. YD.	
SHIFT <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT		GANG NO.		OPERATOR'S NAME (PRINT)		TITLE	
TIME ARRIVED		DSNY LOCATION		LOADING POINT		DISPATCHED TIME	
TYPE FUEL ISSUED		GALS		OIL		LOCATION	
						TIME	
						PUMP OPER. SIG.	
TIME LOADED				TIME DUMPED			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
BREAK				LUNCH			
REMARKS:							
TIME DISMISSED		SIGNATURE			LOCATION		
SIGNATURE OF SNOW INSPECTOR OR SHIFT SUPERINTENDENT							

AGENCY		DISTRICT		EQUIP. CODE / PLATE NO.		CUB. YD.	
SHIFT <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT		GANG NO.		OPERATOR'S NAME (PRINT)		TITLE	
TIME ARRIVED		DSNY LOCATION		LOADING POINT		DISPATCHED TIME	
TYPE FUEL ISSUED		GALS		OIL		LOCATION	
						TIME	
						PUMP OPER. SIG.	
TIME LOADED				TIME DUMPED			
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
BREAK				LUNCH			
REMARKS:							
TIME DISMISSED		SIGNATURE			LOCATION		
SIGNATURE OF SNOW INSPECTOR OR SHIFT SUPERINTENDENT							

APPENDIX - J

APPENDIX - K



**SANITATION
NON-DSNY
TONNAGE DELIVERY RECEIPT ER67V**

HAULER (PRIVATE):		MATERIAL TYPE		RECEIPT NUMBER
LOCATION PICK UP:		DSNY OR OCD VEHICLE ID#		TIME LOADED:
VENDOR NAME (TRANSFER STATION):				TIME DUMPED:
DRIVER NAME (PRINT):				LOAD # (TRANSFER STATION):
PLATE NUMBER:				
DOT PERMIT #				
REMARKS:				
SUPERVISOR NAME (PRINT):		SUPERVISOR SIGNATURE:		SUPERVISOR BADGE #:



**SANITATION
NON-DSNY
TONNAGE DELIVERY RECEIPT ER67V**

HAULER (PRIVATE):		MATERIAL TYPE		RECEIPT NUMBER
LOCATION PICK UP:		DSNY OR OCD VEHICLE ID#		TIME LOADED:
VENDOR NAME (TRANSFER STATION):				TIME DUMPED:
DRIVER NAME (PRINT):				LOAD # (TRANSFER STATION):
PLATE NUMBER:				
DOT PERMIT #				
REMARKS:				
SUPERVISOR NAME (PRINT):		SUPERVISOR SIGNATURE:		SUPERVISOR BADGE #:

Exhibit 1

Be sure that the correct Tour is given to the employee before entering any other Differential. Even if working a Vacation day or Holiday.

Note: The Agency Data Codes shown in these examples will be shown as "XXXX" since they are subject to change for every different event or sometimes during the same event.

Regular 8 hours Truck Differential for Emergency Collection

Enter Differential

Rank/Title: SANITATION WKR Req ID: Status: Date: 05/28/2013

Scheduled Tour 0700x1500

* Differential Time/Date Start 07:00 05/28/2013 End 15:00 05/28/2013

* Differential Type 25 CYL Truck

Agency Data Code XXXX

Agency Data Code 2 XXXX

Comments Emergency Storm Collection

Maximum character input: 500
Characters entered: 26

Add Another Differential

* = Required Field

Preview Cancel Save

Dump Differential will not be paid to any collection function other than Regular Collection or Recycling unless authorized by Dept. Message. If authorized, it will only be paid if the truck is dumped within the first 8 hours of the shift.

Final view in MTV

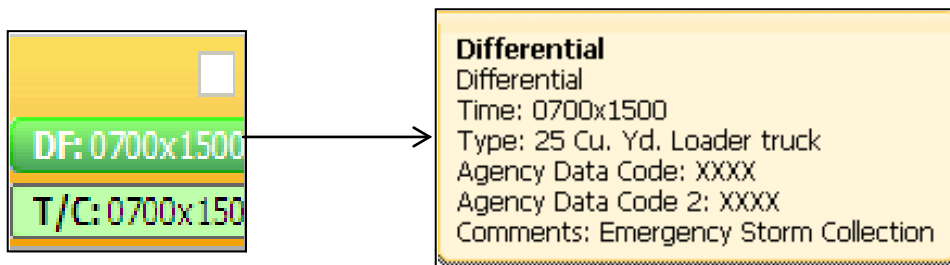


Exhibit 2

Working Truck Out of Town

Example shows Truck Worked Out of Town in BK-1:

The screenshot shows a software window titled "Enter Differential". At the top, it displays "Rank/Title: SANITATION WKR", "Req ID:", "Status:", and "Date: 05/28/2013". The "Scheduled Tour" is set to "0700x1500". The "Differential Time/Date" section shows a start time of "07:00" on "05/28/2013" and an end time of "15:00" on "05/28/2013". The "Differential Type" is selected as "25 CYL Truck". The "Agency Data Code" field contains "XX32" and is circled in red. The "Agency Data Code 2" field contains "XXXX". The "Comments" field contains "EMERGENCY COLLECTION- BK-1". At the bottom, there are "Preview", "Cancel", and "Save" buttons, and a legend indicating that "*" denotes a required field.

If a Sanitation Worker, works on the truck Out of Town, the District code must be combined with the Agency Data Code being assigned to the First Agency Data Code Field. Only combine codes pertaining to Truck Differential. District code will always be the last two numbers of the ADC. If it is not being combined with another ADC (Regular Collection/Recycling) it will start with two zeros. EX) BK-1 = 0032. See [Appendix Z](#) for City wide District Code List.

Final View:

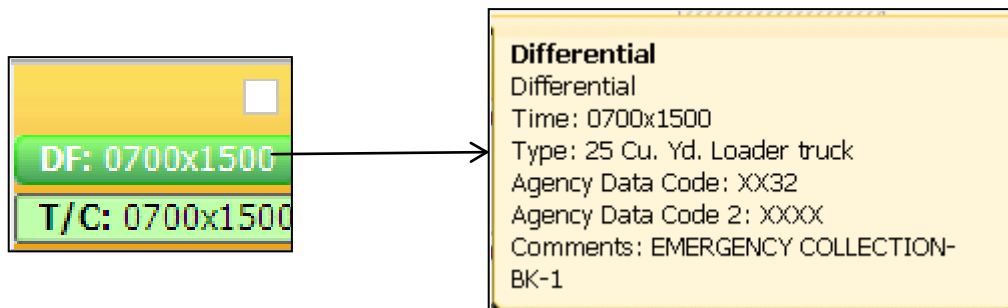


Exhibit 3

12 hour Truck- 8 hrs.Straight Time and 4 hrs.on Overtime

First 8 Hours:

Enter Differential Rank/Title: SANITATION WKR Req ID: Status: Date: 05/28/2013

Scheduled Tour: 0700x1500

* Differential Time/Date: Start: 07:00 05/28/2013 End: 15:00 05/28/2013

* Differential Type: 25 CYL Truck

Agency Data Code: XXXX

Agency Data Code 2: XXXX

Comments: Emergency Storm Collection

Maximum character input: 500 Characters entered: 26

Add Another Differential

* = Required Field

Preview Cancel Save

4 Hours on OT: Go to OT Button

Enter Overtime Rank/Title: SANITATION WKR Req ID: Status: Date: 05/28/2013

Scheduled Tour: 0700x1500

* OT Reason: Other

* OT Time/Date: Start: 15:00 05/28/2013 End: 19:00 05/28/2013

OT Duration: 04:00

* Voluntary/ Involuntary: Voluntary Involuntary

* Comp Type: Cash Comp Time

Holiday Comp Type: Cash Comp Time

Remove Differentials

* Differential Time/Date: Start: 15:00 05/28/2013 End: 15:00 05/28/2013

* Differential Type: 25 CYL Truck

Agency Data Code: XXXX

Agency Data Code 2: XXXX

Add Another Differential

Travel Time: None

Project: Select

Agency Data Code: XXXX

Agency Data Code 2:

Comments: EMERGENCY COLLECTION CONTINUED ON OT

Maximum character input: 500 Characters entered: 36

Click Add Differentials to add Truck Differential

Final View:

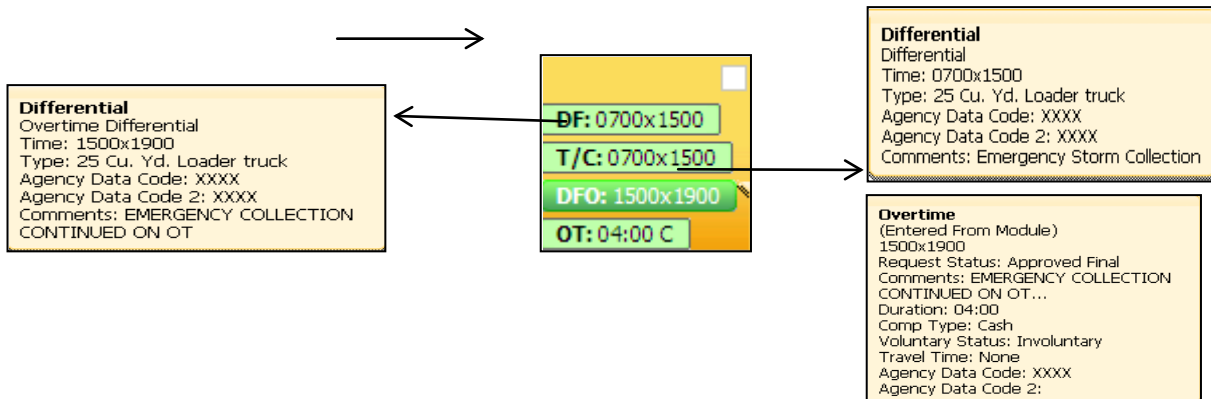


Exhibit 4

12 hour Truck on Premium Day (Sunday, Chart, Holiday, Vacation worked)

The screenshot shows the 'Enter Overtime' window for a user with Rank/Title: SANITATION WKR. The main form includes fields for Scheduled Tour (RDO), OT Time/Date (Start: 07:00, End: 19:00, Date: 05/30/2013), OT Duration (12:00), Voluntary/Involuntary status (Involuntary selected), and Comp Type (Cash selected). A section for 'Add Differentials' shows a differential for '25 CYL Truck' from 07:00 to 19:00 on 05/30/2013. A callout box points to the 'Add Differentials' button with the instruction: 'Click Add Differentials to add Truck Differential'. The right-hand pane shows OT Reason (Other), Travel Time (None), Project (Select), Agency Data Code (XXXX), and Comments (12hr Emergency Collection).

If working a Vacation or a Holiday, be sure to give proper Tour Changes matching the actual shift that is being worked before assigning any differentials or leaves. If working a Sunday or a Chart day (RDO), Tour Change **will not** be used. Enter everything through OT button in CityTime.

Final View:

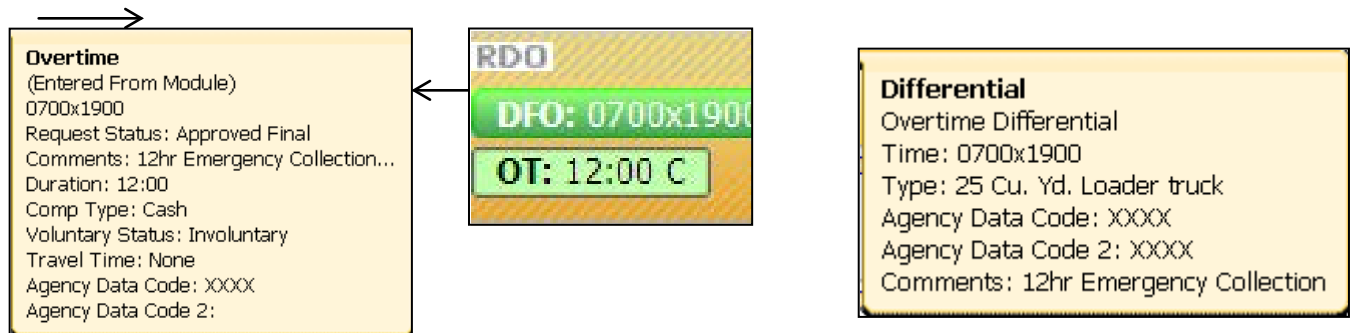


Exhibit 5

12 hour Premium Day- 8hr Truck / 4 hr different function

Example shows 12 hour Truck, 4 hour relay Out of Town in BK-1:

Enter Overtime

Rank/Title: SANITATION WKR Req ID: Status: Date: 05/30/2013

Scheduled Tour: RDO

* OT Reason: Other

* OT Time/Date: Start: 07:00, 05/30/2013; End: 19:00, 05/30/2013

OT Duration: 12:00

* Voluntary/ Involuntary: Voluntary Involuntary

* Comp Type: Cash Comp Time

Remove Differentials

* Differential Time/Date: Start: 07:00, 05/30/2013; End: 15:00, 05/30/2013

* Differential Type: 25 CYL. Truck

Agency Data Code: XX32

Agency Data Code 2: XXXX

Comments: 8hr Emergency Collection/4hr Relay BK-1

Change End Time to show 8hrs on Truck

Final View:

Overtime
(Entered From Module)
0700x1900
Request Status: Approved Final
Comments: 8hr Emergency Collection/4hr Relay BK-1...
Duration: 12:00
Comp Type: Cash
Voluntary Status: Involuntary
Travel Time: None
Agency Data Code: XXXX
Agency Data Code 2:

RDO
DFO: 0700x1500
OT: 12:00 C

Differential
Overtime Differential
Time: 0700x1500
Type: 25 Cu. Yd. Loader truck
Agency Data Code: XX32
Agency Data Code 2: XXXX
Comments: 8hr Emergency Collection/4hr Relay BK-1

Reminder: Any Correction that needs to be made to a Final Approved Timesheet must be deleted and Re-entered correctly. Then Re-Final Approve the Timesheet.

Exhibit 6

District Codes

MANHATTAN	
District	Dist. Code
M-1	01
M-2	02
M-3	07
M-4	03
M-5	08
M-6	09
M-7	04
M-8	10
M-9	05
M-10	11
M-11	12
M-12	06

BRONX	
District	Dist. Code
BX-1	13
BX-2	14
BX-3	15
BX-4	16
BX-5	17
BX-6	20
BX-7	18
BX-8	19
BX-9	21
BX-10	22
BX-11	23
BX-12	24

Brooklyn North	
District	Dist. Code
BK-1	37
BK-2	38
BK-3	39
BK-4	40
BK-5	41
BK-8	42
BK-9	30
BK-16	34
BK-17	35

Brooklyn South	
District	Dist. Code
BK-6	25
BK-7	26
BK-10	27
BK-11	28
BK12	29
BK-13	31
BK-14	32
BK-15	33
BK-18	36

QUEENS WEST	
District	Dist. Code
Q-1	43
Q-2	44
Q-3	45
Q-4	46
Q-5	47
Q-6	48
Q-9	49

QUEENS EAST	
District	Dist. Code
Q-7	50
Q-8	51
Q-10	53
Q-11	52
Q-12	54
Q-13	55
Q-14	56

STATEN ISLAND	
District	Dist. Code
SI-1	57
SI-2	58
SI-3	59