

Category: **STUDENTS**

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Subject: SOLID WASTE MANAGEMENT (RECYCLING)

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## **SUMMARY OF CHANGES**

This regulation supersedes Chancellor's Regulation A-850 dated September 5, 2000.

### Changes:

This regulation is updated to:

- reflect the current New York City Department of Education organization and policy.
- increase the minimum post-consumer recycled content for the procurement of paper goods.
- clarify the roles and responsibilities of the Department of Education Recycling and Waste Reduction Coordinator, the Integrated Service Center Recycling and Waste Reduction Coordinators and the School Recycling and Waste Reduction Coordinators.
- set forth a new timetable for reporting.

## ABSTRACT

This regulation supersedes Chancellor Regulation A-850 dated September 5, 2000. It is issued in accordance with Chapter 3 of Title 16 of the Administrative Code of the City of New York, with the rules promulgated thereunder and in voluntary compliance with Mayoral Directive No. 96-2, which requires city agencies to establish practices of waste prevention and reuse of goods and supplies within their respective operations and to report annually on office waste and prevention reuse measures adopted and implemented.

## INTRODUCTION

The New York City Recycling Law and the rules and regulations promulgated thereunder impose obligations that the New York City Department of Education ("Department"), every individual facility within the Department's jurisdiction, and every school administration operating within the Department's jurisdiction, implement, make known and maintain a recycling plan for each school building, office building, or other facility operating under the Department's jurisdiction. Additionally, the Department shall implement, make known and maintain procedures for waste reduction and reuse of office paper and other supplies, wherever feasible.

### I. POLICY STATEMENT

Recycling must be implemented in all school buildings, office buildings and any other facility under the jurisdiction of the Department. Each school principal is responsible for the development and implementation of site-specific recycling plans for his or her school building. Each Integrated Service Center ("ISC") is responsible for ensuring that the required plans are developed and implemented for each office building or other facility under their jurisdiction and for ensuring that schools have developed and implemented the required plans for their buildings.

All Department employees will practice and promote recycling and will make every effort to practice waste reduction and reuse. Wherever possible, procedures governing the procurement of paper goods shall require a minimum of 30% post-consumer recycled content. All non-paper goods procurement shall require a minimum of 5% recycled content. Teachers are encouraged to incorporate lessons on recycling and resource management into their lesson plans.

### II. RECYCLING AND WASTE REDUCTION COORDINATORS

#### A. Department of Education Recycling and Waste Reduction Coordinator

The Chief Executive Officer for School Facilities shall designate a Recycling and Waste Reduction Coordinator for the Department and shall be responsible for setting policies, guidelines and targets for waste recycling and prevention to be implemented by the ISC's Recycling and Waste Reduction Coordinators and the Recycling and Waste Reduction Coordinators in individual schools. The Department's Recycling and Waste Reduction Coordinator shall be responsible for the development and coordination of the Department's Recycling Plan for all facilities under the Department's jurisdiction and for the submission of such Recycling Plan to the New York City Department of Sanitation, in conformance with the requirements of the New York City Recycling Law and the rules promulgated thereunder. The Department's Recycling and Waste Reduction Coordinator shall prepare an annual report on behalf of the Chancellor by December 1st of each year for the preceding July 1<sup>st</sup> through June 30<sup>th</sup>.

#### B. The ISC Recycling and Waste Reduction Coordinators

1. All ISC Directors are responsible for the planning and implementation of a Recycling and Waste Reduction Plan at their office building and other facilities under their jurisdiction and for ensuring that a plan is developed and implemented by school

principals for every school building. ISC Directors shall designate a Recycling and Waste Reduction Coordinator for all schools and administrative buildings located within the geographic area covered by their ISC and inform the Department's Recycling and Waste Reduction Coordinator accordingly. ISC Directors shall inform the Department's Recycling and Waste Reduction Coordinator and all principals and administrative office managers whenever a change is made in the designation of their respective ISC Recycling and Waste Reduction Coordinator.

2. The ISC Recycling and Waste Reduction Coordinator shall be responsible for the implementation of a Recycling and Waste Reduction Plan, for ensuring that recycling plans are in place and that recycling is implemented at all school buildings, office buildings and other facilities under the ISC's jurisdiction. The ISC Recycling and Waste Reduction Coordinator shall: distribute policy and guidelines on recycling and waste reduction to schools within the ISC's responsibility; facilitate the provision of technical assistance to individual schools when needed; be responsible for the collection of the annual school site recycling plans; and assist in the Department's efforts to monitor, evaluate and report on his or her ISC's implementation of its Recycling Plan. By November 1st of each year, each ISC Recycling and Waste Reduction Coordinator shall submit an annual status report on his or her recycling plan for the one year period commencing the preceding July 1<sup>st</sup> through June 30<sup>th</sup>. Such report shall be submitted to the Department's Recycling and Waste Reduction Coordinator and shall include a record of all warnings, violations, citations or summonses issued by the Department of Sanitation for the failure to implement the New York City Recycling Law together with a record of their disposition.

C. School Recycling and Waste Reduction Coordinators

1. Each principal shall be responsible for the planning and implementation of a Recycling and Waste Reduction Plan for the school building under his/her supervision. Each principal shall designate a person from the school's administrative or teaching staff to be the Recycling and Waste Reduction Coordinator for that individual school.
2. The School Recycling and Waste Reduction Coordinator and principal shall be responsible for the development and implementation of a site-specific School Recycling and Waste Reduction Plan. The School Recycling and Waste Reduction Coordinator and principal shall consult with representatives from all sectors of the school, including food services and custodial staff, and wherever possible, parents and students, in developing and implementing the School Recycling and Waste Reduction Plan. By October 1<sup>st</sup> of each year, the School Recycling and Waste Reduction Coordinator shall submit an annual status report on the effectiveness of the School Recycling and Waste Reduction Plan for the preceding July 1<sup>st</sup> through June 30<sup>th</sup> to the appropriate ISC Recycling and Waste Reduction Coordinator.
3. If a school is located on a campus (i.e. a building containing more than one school or program), the principals for the various schools shall mutually select a Lead Recycling and Waste Reduction Coordinator. The Lead Recycling and Waste Reduction Coordinator shall coordinate the efforts of all the schools on such campus to develop and implement their School Recycling and Waste Reduction Plans.

D. Administrative Offices

Working with administrative office managers, ISC Directors shall designate a Building Recycling and Waste Reduction Coordinator for each administrative office site. The Building Recycling and Waste Reduction Coordinator shall be responsible for the development and implementation of a Building Recycling Plan. By October 1<sup>st</sup> of each year, the Building Recycling and Waste Reduction Coordinator shall submit an annual status report on the effectiveness of the Building Recycling Plan for the preceding July 1<sup>st</sup> through June 30<sup>th</sup> to the appropriate ISC Recycling and Waste Reduction Coordinator.

## E. Reporting

1. Each School Recycling and Waste Reduction Coordinator must complete a Recycling Plan as directed and provided by the Department and forward it to the ISC Recycling and Waste Reduction Coordinator by October 1<sup>st</sup> of each year.
2. Each Building Recycling and Waste Reduction Coordinator must complete a Recycling Plan and forward it to the respective ISC Recycling and Waste Reduction Coordinator by October 1<sup>st</sup> of each year.
3. Each ISC Recycling and Waste Reduction Coordinator must complete a Recycling Plan and forward it to the Department's Recycling Waste and Reduction Coordinator by November 1<sup>st</sup> of each year.
4. In the annual report referred to in Section II.A, the Chancellor shall report on waste preventive measures that have been adopted and implemented by the Department for the preceding July 1<sup>st</sup> through June 30<sup>th</sup>.

III. **PROCESSING OF RECYCLING VIOLATIONS**

- A. If the Department of Sanitation issues a summons to a school facility, the principal must ensure that all required documentation is appropriately and timely completed and signed. The principal must consult with the ISC Recycling and Waste Reduction Coordinator and obtain his/her signature if necessary. The ISC Recycling and Waste Reduction Coordinator must ensure that the violation mentioned in the summons has been corrected by the principal or review the condition that caused the violation with the principal and prepare a remedial plan to correct the violation. The ISC Recycling and Waste Reduction Coordinator shall then forward the plan and completed documentation to the Department's Recycling and Waste Reduction Coordinator as soon as practicable, but no later than seven days after receipt, for resolution. Additionally, the ISC Recycling and Waste Reduction Coordinator shall ensure that any summons pertaining to any other facility under their jurisdiction is appropriately and timely completed and forwarded to the Department's Recycling and Waste Reduction Coordinator for resolution.
- B. The Department's Recycling and Waste Reduction Coordinator shall be responsible for the processing of any summons documentation received from the ISC Recycling and Waste Reduction Coordinator and for resolving the matter with the Department of Sanitation. If necessary, the Department's Recycling and Waste Reduction Coordinator shall forward all required documentation to the appropriate ISC counsel for adjudication before the Environmental Control Board.

IV. **INQUIRIES**

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