



DSNY COMMUNICATION PROTOCOL FOR PRIVATE SCHOOLS

MISSED COLLECTIONS, ILLEGAL DUMPING

1. Contact DSNY district office (see list on p 2) and notify them of the issue. Be ready to provide:
 - i. Name and address of school, including Borough
 - ii. Date of missed collection
 - iii. Material missed
 - iv. Location where material was set out
 - v. Time period that material was left at set out location
 - vi. Building Contact name and email/phone

SPECIAL PICK-UP REQUESTS, CLEAN-OUTS, AND SPECIAL CONTAINER REQUESTS:

1. Contact DSNY district office (see list on p 2). Provide:
 - i. Subject: [TYPE OF REQUEST]
 - ii. Name and address of school, including Borough
 - iii. Description of Items and Quantity
 - iv. Date special request needed
 - v. Building Contact name and email/phone
2. DSNY will send an officer to your site to evaluate need.

UNRESOLVED COLLECTION ISSUES

1. If (and only if) any **problems persist** without resolution, email [DSNY Recycling and Sustainability](mailto:schools@dsny.nyc.gov) at schools@dsny.nyc.gov. Include:
 - i. Subject: [ISSUE], name and address of school
 - ii. School name, address and borough
 - iii. Contact's name and email/phone
 - iv. Log of when this was reported to DSNY District Office, including name and number of person you spoke with
2. DSNY Collections will investigate and resolve the issue.

ORGANICS COLLECTION BINS:

- Follow instructions in the NYC Organics Collection Bin Replacement Policy for private schools.

SCHOOL MATERIALS REQUESTS (POSTERS, DECALS, EDUCATIONAL INFO, SCHOOL RECYCLING GUIDE):

- Order online at www.nyc.gov/organics.

OTHER RECYCLING OR ORGANICS ISSUES

1. Email DSNY Recycling and Sustainability at schools@dsny.nyc.gov with the school's name and Borough in the subject.
2. Describe the issue briefly with sufficient detail so that we can forward and resolve.
3. Include School name, address and borough; Contact's name and email/phone.

DSNY DISTRICT CONTACT LIST

Ask for the District Superintendent or Supervisor.

Find your DSNY District # (same as your Community Board #):

<http://on.nyc.gov/address-info>

MANHATTAN BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
1	212-732-5014
2	212-807-8525
3	212-732-6468
4	212-506-7402
5	646-885-0956
6	212-868-0286
7	212-506-7415
8	212-942-0272
9	718-292-7531
10	212-862-7427
11	212-369-6414
12	212-567-4600

QUEENS WEST BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
1	718-786-4702
2	718-334-9070
3	718-334-9057
4	718-334-9062
5	718-326-9804
6	718-476-9759
9	718-847-8466

QUEENS EAST BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
7	718-746-2412
8	718-835-7446
10	718-835-8833
11	718-217-8697
12	718-835-9066
13	718-525-7758
14	718-734-3711

STATEN ISLAND BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
1	718-447-3543
2	718-370-5409
3	718-317-7885

BRONX BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
1	718-993-0224
2	718-542-0850
3	718-993-0320
4	718-993-7516
5	718-293-5050
6	347-565-2048
7	212-569-5460
8	212-569-6022
9	718-828-5646
10	718-828-5400
11	718-828-0681
12	718-325-6867

BROOKLYN NORTH BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
1	718-571-6405
2	718-768-4105
3	718-386-4726
4	718-571-6415
5	718-649-3074
8	718-756-7027
9	718-284-2467
16	718-257-1520
17	718-257-3874

BROOKLYN SOUTH BOROUGH	
<u>DIST</u>	<u>TELEPHONE NUMBER</u>
6	718-768-5795
7	718-439-3700
10	718-492-6447
11	718-714-2708
12	718-837-0802
13	718-372-2961
14	718-629-6694
15	718-769-2333
18	718-257-3547