



NYC Department of Sanitation
NYC Organics Collection
Bin Replacement Policy for Private Schools

BACKGROUND:

The New York City Department of Sanitation (DSNY) provides organics collection bins to schools participating in the NYC Organics Collection Program (www.nyc.gov/organics). **The bins are considered property of the recipient. Upon receipt, all bins should be labeled by facility staff with the school address and/or name, using paint or permanent marker.**

PROCEDURE FOR LOST OR STOLEN BIN:

1. Facility staff must file a police report with the local police precinct. List the value of each bin as \$100.
2. Submit notification of lost or stolen bins and requests for replacement bins to schools@dsny.nyc.gov. Include:
 - i. School name
 - ii. Building address
 - iii. Facility Manager name and contact info (phone and email)
 - iv. Number of bins missing
 - v. Number of replacement bins requested
 - vi. Remaining bins: quantity of and ID numbers for remaining bins, if any. ID numbers are located on the front of the container in the format 3NO-000000. Not all bins have ID numbers; in this case, write “no bin id numbers”.
 - vii. Police report number (Complaint Number), the date the report was filed, the precinct where it was filed, and the name of the officer that filed the report

NOTE: ONLY requests that include all of the required information and police report number will be fulfilled.

3. DSNY will issue replacement bins (please allow a few weeks for processing and delivery).

PROCEDURE FOR DAMAGED BIN:

1. Submit notification for damaged bins and requests for replacements to schools@dsny.nyc.gov. Include:
 - i. School name
 - ii. Building address
 - iii. Facility Manager name and contact info (phone and email)
 - iv. Number of bins damaged or malfunctioning
 - v. ID number of damaged or malfunctioning bins. ID numbers are located on the front of the container in the format 3NO-000000. Not all bins have ID numbers; in this case, write “no bin id numbers”.
 - vi. Detailed description of the damage or malfunction, including possible cause
 - vii. Picture of the damaged/ malfunctioning part

NOTE: ONLY requests that include all of the required information will be fulfilled.

The description of the damage is necessary for coverage under manufacturer warranty.

2. DSNY will remove the damaged bin and issue a replacement (please allow a few weeks for processing and delivery).

PROCEDURE TO REQUEST ADDITIONAL BINS:

1. To accommodate the school’s generation of food and food-soiled paper, submit requests for additional bins to schools@dsny.nyc.gov. Include:
 - i. School name
 - ii. Building address
 - iii. Number of students
 - iv. Facility Manager name and contact info (phone and email)
 - v. Number of additional bins needed
 - vi. Description of why additional bins are needed

NOTE: ONLY requests that include all of the required information will be fulfilled.

2. DSNY will review the request and issue replacement bins (please allow a few weeks for processing and delivery).