

## NYC Organics Collection Bin Replacement Policy for DOE Schools

### **BACKGROUND:**

The New York City Department of Sanitation (DSNY) provides organics collection bins to New York City Department of Education (DOE) schools participating in the NYC Organics Collection Program ([www.nyc.gov/organics](http://www.nyc.gov/organics)). **The bins are considered property of the Department of Education once delivered to a school. Upon receipt, all bins should be labeled by the custodian with the school address, name, and/or building code, using paint or permanent marker.**

### **PROCEDURE FOR LOST OR STOLEN BIN:**

1. Custodian 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 [sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov). Include:
  - i. DOE Building Code
  - ii. Building address
  - iii. Number of bins missing
  - iv. Number of replacement bins requested
  - v. 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”.
  - vi. Custodian name and contact info (phone and email)
  - 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 be notified and will issue replacement bins (please allow a few weeks for processing and delivery).

### **PROCEDURE FOR DAMAGED BIN:**

1. Submit notification of damaged bins and requests for replacement bins to [sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov). Include:
  - i. DOE Building Code
  - ii. Building address
  - iii. Custodian name and contact info (phone and email)
  - iv. Number of bins damaged or malfunctioning
  - v. ID number of these 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 or 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 be notified and will issue replacement bins (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 [sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov). Include:
  - i. DOE Building Code
  - ii. Building address
  - iii. Number of students
  - iv. Custodian 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 be notified and will issue replacement bins (please allow a few weeks for processing and delivery).