

September 2014

Dear Principal:

This fall, your school will join over 700 other public schools in the **NYC Organics Collection Program**. This program started during the 2012-2013 school year servicing schools in Manhattan, Brooklyn, and Staten Island and is expanding to schools in all five boroughs.

Organics Collection is a partnership between the New York City Department of Education (DOE) and Department of Sanitation (DSNY) to institutionalize the collection of organic waste and to recycling, in an effort to reduce the quantity of trash NYC sends to landfills. Chancellor's Regulations A-850 (2013) and Local Law 41 (2010) require all schools to recycle; Local Law 77 (2013) establishes participation mandates for Organics Collection.

As a Principal, your sustained support and leadership are crucial. To be in compliance with City recycling requirements, please **create a supportive structure in your school**:

- Provide support to Sustainability Coordinators on their efforts to engage students.
- Educate staff, teachers, and students on the program benefits and how to properly participate. (Food and food-soiled paper — including paper bags and compostable trays — must be separated from recyclables and trash using waste sorting stations in cafeterias and kitchens.)
- Ensure your school's full and proper participation.
- Troubleshoot compliance issues and answer questions about the program in your school.

The **DOE and DSNY are providing the following assistance**:

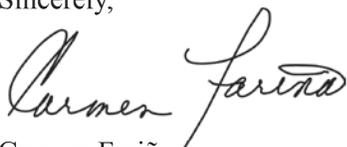
- Organics collection bins and posters.
- Trainings and resources for Custodian Engineers, Sustainability Coordinators, and SchoolFood staff.
- Nightly collection Monday through Friday of organic waste, while reducing frequency of collection for landfill waste.
- Help troubleshooting collection issues and answering questions about the program.

In addition, **GrowNYC's Recycling Champions Program** is available to work with students, staff, and custodians at individual schools that need extra help. To request their assistance, contact schoolrecycling@grownyc.org.

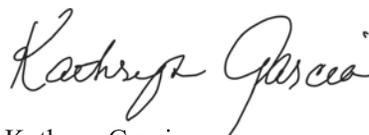
For additional information on recycling organics, please contact the DOE Office of Sustainability at sustainability@schools.nyc.gov, and visit www.nyc.gov/organics.

Thank you in advance for your support.

Sincerely,



Carmen Fariña
Chancellor, NYC Department of Education



Kathryn Garcia
Commissioner, NYC Department of Sanitation

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2014-2015 DSNY Collection Schedule for schools with NYC Organics Collection

Beginning Monday October 6, 2014, your school will receive the following DSNY collection service. Your custodian has a printed copy of your school's specific collection schedule. You can also download a copy at www.nyc.gov/organics.

Food scraps & food-soiled paper	Mon, Tue, Wed, Thu, Fri	Set out by 4pm on day of collection
Clean paper & cardboard	Mon, Wed, Fri	
Metal, glass, plastic, and cartons	Tue, Thu	
Trash	Same as neighborhood schedule	Set out after 5pm the night before, or before 6am the morning of collection

DSNY will NOT collect material that is set out on the wrong day.