

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF FIELD OPERATIONS**

March 15, 2023

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 4 – 2022/23

**NOTE: All Circulars are to be kept in a permanent file**

**TO ALL CUSTODIAN ENGINEERS**

**Proper Disposal of Leftover Paint**

Leftover paint is a common waste that can have negative environmental impacts if not disposed of properly. Paint contains hazardous chemicals that can contaminate soil and groundwater and can harm wildlife if released into the environment. To protect the environment and public health, it is important to properly dispose of all leftover paint. The New York State Paint Stewardship Law, established in 2019, requires paint manufacturers to design and operate a program that will minimize public sector involvement in the management of post-consumer paint.

It is the policy of the Division of School Facilities to promote the proper disposal of leftover paint by encouraging the safe and responsible management of this waste stream in accordance with the Paint Stewardship Law and by utilizing the PaintCare program. PaintCare accepted items are collected at no cost to the Department of Education or your school.

Effective immediately, all custodian engineers must ensure that the below list of items are disposed of in accordance with current law by following PaintCare's free disposal program.

List of PaintCare accepted items:

- Interior and exterior architectural paints: latex, acrylic, water-based, alkyd, oil-based, and enamel (including textured coatings)
- Deck coatings, floor paints (including elastomeric)
- Primers, sealers, undercoaters
- Stains
- Shellacs, lacquers, varnishes, urethanes (single component)
- Waterproofing concrete/masonry/wood sealers and repellents (excluding tar or bitumen-based)
- Metal coatings, rust preventatives
- Field marking paints (excluding aerosols)

**The Division of School Facilities will hold periodic paint collection events. During these events, DSF will survey custodian engineers for leftover paint and partner with PaintCare to schedule collection. In addition to these periodic paint collection events, PaintCare offers the additional two disposal options below:**

- 1. Free pickup service to New York City Schools with 100 gallons or more of leftover paint—based on container volume, not the amount of liquid paint.**
- 2. For smaller quantities, 5 gallons or less, custodian engineers can bring leftover paint to any of the many PaintCare drop-off locations.**

**Please refer to the PaintCare website, <https://www.paintcare.org/drop-off-sites>, to locate a drop-off location near your assignment.**

**To request a pickup of 100 gallons or more of leftover paint:**

- 1. Do not consolidate paint. Keep paint in original containers.**
- 2. Sort and count leftover paint cans. Tally the number of each container size and the type of products you have, sorted into two categories:**
  - a. Water-based paint products**
  - b. Oil-based paint products**
- 3. Fill out the Large Volume request form on PaintCare's website ([www.paintcare.org/pickup](http://www.paintcare.org/pickup)). The form is available as a PDF and can be returned to PaintCare by email or regular mail. Call PaintCare at (855) PAINT09 to request the printable form.**

**PaintCare staff will review the request and schedule your site for a pickup if it meets the requirements. A record of paint pickup requests must be maintained and kept on site.**

**The following products are not included in the program and must be disposed of by entering a work request via Passport Portal J for their removal through trade code 75. Under this process, the Office of Environmental Health and Safety (EHS) schedules the disposal of items in a method prescribed by law.**

**For tracking purposes, in the short description field, you are to indicate your geographic district, your building ID, and the term "Waste Disposal." For example, X001 would enter 07X001/Waste Disposal in the short description field.**

**List of EHS accepted items:**

- Paint thinners, mineral spirits, solvents**
- All full or partially full aerosol cans, including spray paint, baseboard stripper, WD40, Lysol, aerosolized air fresheners, etc. Note: Empty aerosol cans are to be recycled as part of DSNY's metal, glass, and plastic recycling program.**
- Auto and marine paints**
- Roof patch and repair**
- Asphalt, tar, and bitumen-based products**
- Empty or leaking containers**
- Containers without the original printed manufacturer's label**
- Unlabeled chemical substances**

**Additionally, custodian engineers who are unable to drop off leftover oil-based paints and do not have enough leftover paint to generate a PaintCare pickup can enter a work request to EHS following the directions outlined above.**

**Note: Per the New York City Fire code, the maximum amount of Class I, Class II, or Class III liquid storage (e.g., oil-based paints), with a flashpoint of 300°F or less that are commonly used for painting, varnishing, staining, or other similar purposes, including paint, varnish, and lacquer cannot exceed 20 gallons without a permit.**

**Additional Guidelines for Proper Storage and Disposal:**

- 1. Use up leftover paint: Before disposing of leftover paint, consider using it up by completing unfinished projects.**
- 2. Properly label leftover paint: Label leftover paint with the date it was opened and any additional information about its condition. This information will be helpful for properly disposing of the paint and will help ensure that it is managed in a safe and environmentally responsible manner.**
- 3. Store leftover paint properly: Store leftover paint in its original container with the lid tightly secured. Store paint in the paint room or a cool, dry place away from heat sources and direct sunlight to prevent the paint from drying out or becoming unstable.**

**By following these guidelines and utilizing the PaintCare program, the New York City Department of Education's Division of School Facilities promotes the proper disposal of leftover paint and helps to protect the environment and public health.**

**Please contact your deputy director of facilities if you have any questions regarding this information.**

*John T. Shea*  
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*Division of School Facilities*