



NEW YORK CITY PUBLIC SCHOOLS

October 22, 2024

CUSTODIAL CIRCULAR NO. 25.006

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

TO ALL CUSTODIAN ENGINEERS

Curbside Containerization for NYC Public Schools

To support NYC Public Schools' alignment with citywide waste management initiatives and compliance with [Local Law 41](#) and [Local Law 77](#), all public schools are required to implement curbside containerization for regular trash and composting waste starting in November 2024, in accordance with the New York City Department of Sanitation's (DSNY) mandated containerization policy.

This mandate applies to all school buildings and covers both regular waste and composting materials. Please note that non-compliance may lead to citations from DSNY. [DSNY has provided detailed information](#) about the containerization initiative.

Recycling (including paper, cardboard, metal, glass, plastic, and beverage cartons) does not require containerization and can continue to be placed curbside in clear bags on designated collection days, as per your current schedule. However, schools in designated Rat Mitigation Zones must containerize recycling for metal, glass, plastic, and beverage cartons as well.

To meet the containerization requirement, New York City Public Schools will provide black tilt trucks with lids, designated for trash and composting, to every school. It is essential that lids remain secured on the tilt trucks at all times to prevent spills, control odors, and ensure compliance with city sanitation standards. To ensure proper differentiation between trash and compost streams for both custodial staff and sanitation workers, custodian engineers are instructed to follow these guidelines:

- Label tilt trucks designated for trash with “Trash Only” decals.
- Label tilt trucks designated for composting with the orange “Compost” decals.

Decals will be distributed through your Deputy Director of Facilities. Alternatively, DSNY provides [detailed instructions on their website](#) for ordering free decals.

Curbside Setout Requirements

- Tilt trucks must be placed at the curb between 3:00 p.m. and 7:00 p.m.
- Tilt trucks must be brought back onto school property the following morning, after collection.

Tilt Truck Security

Custodian Engineers must ensure that tilt trucks are always securely fastened. When placed at the curb, they should be chained in a way that ensures security while still allowing sanitation workers to tilt them properly. Brown bins may be used for composting, but they cannot be chained.

To reinforce best practices, please watch the [Tilt Truck Operation Video](#).

For further details, please refer to the [Tilt Truck Protocol](#).

Compliance with Setout Rules

Custodian Engineers are reminded to review the [Waste Set Out Schedule Template](#) and [Setout Rules](#). Adherence to these guidelines is essential for efficient waste management and ensuring timely waste collection.

For any questions or support with recycling setup or training for students and staff, please contact the Office of Energy & Sustainability at [wastesupport@schools.nyc.gov].

Should you have any further questions, please contact your Deputy Director of Facilities.