



Office of Sustainability: Division of School Facilities Protocols, Program and Support Guide

(updated 8.2021)

The DOE Office of Sustainability's mission is to provide NYC schools with resources and programs that improve building efficiency, addressing environmental issues and social inequities to support lasting change. The Office of Sustainability works to support the Division of School Facilities via Waste and Recycling Management, Energy Conservation & Efficiency Programs, Supply Grants & Resources and Chancellors Regulation A-850.

Waste and Recycling Management

- Department of Sanitation Protocols & Services
 - The Office of Sustainability serves as your liaison to DSNY for issues requiring escalation and/or for support with schedules, protocols, recycling, and any other questions.
 - Recycling is mandated for ALL schools for metal/glass/plastic/cartons and paper/cardboard.
 - Issues with DSNY collections should first be dealt with by the building staff and local DSNY Garage ([Phone Numbers Here](#))
 - The links below provide detail on how to address the most common waste/recycling service issues:
 - [Missed Collections/Illegal Dumping](#)
 - [Bulk Collection](#) (please anticipate peak times in advance, e.g. end of year cleanouts)
 - [Book Recycling](#) - There are separate protocols based on book type (hard cover vs. soft cover) and quantity. Bulk collections are provided for quantities over 1,000.
 - EZ Packs
 - To replace or repair EZ Packs, contact your Borough Maintenance Planner. Information on the contact found [here](#).
 - DSNY will not add new EZ Packs to existing routes.
 - DSNY provides EZ Pack collection and must be notified in advance of any construction or site changes.
 - Stickers/Labels
 - DSNY provides free labels and delivery to all DOE buildings. [Order here](#).
- Electronic-Waste Disposal
 - Contact DIIT for electronic recycling of computers and computer accessories (e.g. keyboards, monitors) and find waste protocols [here](#).
 - Locate DSF protocols for removal of other non-IT equipment [here](#).
- Special Material Disposal
 - [This guide](#) details proper disposal for items that are not placed curbside for DSNY.
- Infrastructure/Bins
 - Buildings are required to provide bins for waste and recycling. Additional materials should be purchased [directly from SDI](#).

Energy/Conservation & Efficiency Programs

- Building Energy Use and Monitoring
 - Local Law 33 – Requires all buildings over 10,000 square feet to post the building’s energy efficiency grade near all public entrances.
 - Meters – All items related to meters, e.g. installations, trouble shooting, are managed by DOE Sustainability. For questions/support contact: MKurylyk@schools.nyc.gov

Demand Response Program

- Electricity (Con Ed/NYISO)
 - During periods of peak electrical demand, (e.g. heat waves) grid operators can activate Demand Response events to mitigate stress on the grid to prevent blackouts/brownouts. During such events, over 350 participating buildings reduce energy consumption in accordance with customized building protocols. Meeting energy reduction commitments earns DOE revenue that is reinvested in building infrastructure, energy efficiency projects, and school grant programs.
 - To find out if your building is in the Demand Response Program (Electricity), [see this list](#).
 - [EnerTrac](#) – Provides real-time monitoring of Demand Response performance.
- Natural Gas (National Grid) – Piloting in ~40 buildings to reduce natural gas use during peak heating periods.
- NYC Solar Schools
 - DOE Sustainability manages all solar installation projects and the Solar Schools Education program. For questions related to solar, contact nycsolarschools@schools.nyc.gov

[Chancellor’s Regulation A-850](#) for School Sustainability

- Mandates removal of personal appliances from classrooms and offices. Flyer [here](#).
- Requires annual designation by the Principal of a [Sustainability Coordinator](#) at every school. To find SC designation for a school's email Sustainability@schools.nyc.gov. A Sustainability Coordinator can serve as a link onsite between the Custodian and school community.

Supply Grants & Resources

- DOE Sustainability creates opportunities for Custodian Engineers as often as possible, including bi-annual grants and/or supplies offerings to support waste management compliance and energy efficiency. Sustainability staff are always available to support site specific inquiries and provide support. For support, contact Sustainability@schools.nyc.gov
- DOE Sustainability also provides trainings, programs, and support for school based pedagogical staff and students. To learn more about the full suite of the Office of Sustainability’s programs check out our [Resource Portal!](#)



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