



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION**

OPERATIONS ORDER 2003 - 04



EFFECTIVE DATE: August 25, 2003

SUBJECT: PLACEMENT AND REMOVAL OF LITTER BASKETS

AFFECTED DIRECTIVES: Operations Order 84-12 is hereby rescinded and replaced by this Order.

REFERENCED DIRECTIVES: Mayoral Executive Order No. 22 of 1995, Interim Guidelines for Private Litter Baskets, and Adopt A Basket Program

I. INTRODUCTION:

Litter baskets are provided by the Department of Sanitation (DSNY), individuals, businesses, commercial establishments, and civic organizations for use by pedestrians to dispose of litter such as gum, candy wrappers, and other waste. The use of litter baskets by individuals for the disposal of household refuse, or by businesses, other commercial establishments and sidewalk vendors for the disposal of commercial waste is **strictly prohibited**.

This Order sets forth guidelines for the placement and removal of DSNY litter baskets, and litter baskets provided by Business Improvement Districts (BIDs), individuals, businesses and civic organizations within each DSNY District. It also provides guidelines for monitoring the litter basket program.

II. DEFINITIONS

For the purpose of this Operations Order, the following terms are used to describe litter baskets located on New York City streets:

- A. **DSNY Basket** shall mean a receptacle provided by DSNY for use by pedestrians to dispose of litter.
- B. **BID Basket** shall mean a receptacle provided by a Business Improvement District (BID) which is placed at a location identified by DSNY, or at another location within the BID.
- C. **Private Basket** shall mean a receptacle provided and owned by an individual sponsor, civic organization, business, or other commercial establishment.
- D. **Adopt A Basket** shall mean a DSNY receptacle identified as being **overflowing** due to heavy pedestrian traffic and enlisted in the Adopt A Basket Program which is described in **Appendix A**. The person, business, or organization "adopting" the receptacle is issued liners, and is responsible for servicing the basket as frequently as needed to avoid the overflowing basket condition. Neatly placed bags of refuse are left adjacent to the basket for collection by DSNY employees.

III. Litter Basket Placement and Allocation

The placement of litter baskets is determined by the volume of pedestrian traffic in a given area. Litter baskets are to be placed at corners, and positioned so as not to block the crosswalk (see **Appendix B** for a diagram showing where DSNY litter baskets may be placed). Thus, DSNY litter baskets will be in compliance with Mayoral Executive Order No. 22 of 1995 which establishes the City's policy for sidewalk corner clearances for the purpose of maintaining safe pedestrian passage.

Specific priorities for the placement of litter baskets are:

Priority	Category	Area Type	Basket Allocation
1	Heavy Pedestrian Traffic	Activities in the area include, but are not limited to: <ul style="list-style-type: none"> • Business • Financial • Theater • Hotel • Amusement • Recreational/Seasonal 	One (1) per corner. Locations identified by the District Superintendent as requiring additional baskets may be assigned up to two (2) baskets. No baskets may be placed in the middle of any block except in a theater district.
2	Areas With Significant Amounts of Pedestrian Traffic	Transportation hubs and shopping areas with a significant amount of pedestrian activity such as: <ul style="list-style-type: none"> • Grand Central Station • Local shopping areas, e.g., Fordham Road in the Bronx 	One (1) per corner. At the discretion of the District Superintendent, areas requiring additional baskets may be assigned up to two (2) baskets. No baskets may be placed in the middle of any block.
3	Areas With Considerable Amounts of Pedestrian Traffic	Areas with mixed use residential buildings, and neighborhood retail stores.	One (1) per corner. No baskets may be placed in the middle of any block
4	BID and Private Litter Baskets	If a representative of a BID, or a business or civic organization wants to place its baskets at a designated DSNY location, it must submit a written request to the Commissioner, Attention, Chief, Cleaning Operations. The Chief, Cleaning Operations, will review the request and inform the BID, or business or civic organization whether its request has been approved. If it is approved, the response will include the guidelines for placement of private litter baskets which must be followed by the BID or organization, and a statement that failure to abide by the guidelines may result in immediate removal of the basket from the location. BIDs will be required to provide collection service for litter baskets as needed (see Appendix C for the guidelines for the placement and maintenance of private litter baskets).	

III. Monitoring the Placement of Litter Baskets

The District Superintendent shall evaluate the placement of each litter basket in his/her District every 90 days to ascertain its effect on the general cleanliness of the area. A report describing his/her findings shall be submitted through the appropriate chain of command to the Cleaning Operations Office.

IV. Removal of Litter Baskets

- A. DSNY places litter baskets at designated locations based upon the guidelines set forth in **Section III** of this Operations Order. Under the circumstances outlined in this Section, the Department shall have no recourse other than to remove a litter basket from a specified location.

1. **Improper Use of the Basket:** When it is evident that a litter basket is being improperly used by area residents to dispose of household refuse, or by businesses, commercial establishments or sidewalk vendors to dispose of refuse, or if the location is a chronic dumpout area, the basket shall be removed. Prior to the removal of any litter basket for this reason, the Enforcement Unit shall complete an investigation into the misuse of the basket, and be unable to correct the problem.
2. **DSNY Is Not Able to Service the Basket:** When basket collection and/or household collection service in an area is reduced, and the litter basket is no longer able to be serviced as required to prevent an overflowing condition, the basket shall be removed.
3. **Location:** The location of the basket is not in compliance with the criteria for litter basket placement set forth in **Section III** of this Order.

- B. When a person, business or civic organization is of the opinion that a litter basket should not be placed at a particular location, or that an existing basket should be removed from any location, the following procedure shall be followed:

1. The individual, business or civic organization shall be instructed to forward a written request to the District Superintendent stating the reason(s) why the basket should be removed.
2. The District Superintendent shall review the request and make a decision on whether to grant it and remove the basket, leave the basket at the location, or move the basket to an adjacent location.
3. The District Superintendent shall review his/her decision with the Deputy Chief in charge of his/her District.
4. The Deputy Chief shall then review the decision with the Borough Chief.

5. If the Borough Chief approves of the decision, he/she shall submit it to the Chief, Cleaning Operations, for final approval.
 6. Upon approval of the decision by the Chief, Cleaning Operations, the District Superintendent shall be notified through the appropriate channels.
 7. The District Superintendent shall then notify the person, business or civic organization, in writing, of DSNY's decision.
- C. If a District Superintendent proposes to remove 10 or more litter baskets in his/her District during any one month period, the following procedure shall be followed:
1. The District Superintendent shall inform the Deputy Chief in charge of his/her District of his/her decision to remove the litter baskets prior to their removal,
 2. The Deputy Chief shall review the decision.
 3. If the Deputy Chief, approves of the decision to remove the litter baskets, he/she shall request approval of such action by the Borough Chief.
 4. If the Borough Chief approves of such action, he/she shall submit the request to the Chief, Cleaning Operations, for final approval.
 5. The Chief, Cleaning Operations, shall review the decision and approve it.
 6. Upon approval of such action by the Chief, Cleaning Operations, the District Superintendent shall be notified through the appropriate channels.
 7. The decision to remove the litter baskets and its approval by the appropriate chain of command shall be recorded on the Borough Monthly Litter Basket Report (a copy is attached as **Appendix D**).
 8. The District Superintendent in consultation with the Deputy Chief in charge of the District shall make the appropriate adjustments to the litter basket collection route(s).
 9. Prior to implementation the adjustments, the Deputy Chief shall submit them to the Borough Chief for approval.

10. If the Borough Chief approves them, he/she shall obtain final approval of the adjustments in the litter basket collection route from the Chief, Cleaning Operations.
11. Upon approval of the adjustments by the Chief, Cleaning Operations, the District Superintendent shall be notified through the appropriate channels, and the changes shall be implemented.

V. Litter Basket Inventory

- A. At the end of calender month each District shall complete the Borough Monthly Litter Basket Report. When completing the Report, each District shall break down its litter basket inventory by Section.
- B. The completed form shall be forwarded to the Cleaning Operations Office through the appropriate chain of command.
- C. District and Section maps pinpointing basket locations shall be maintained at each District location. They shall be updated every 6 months. The following symbols shall be used on each map:

Symbol	Definition
S	DSNY Basket required and on location.
B	BID Basket on location at any location at which a DSNY basket was placed previously.
+B	BID Basket on location at any location at which no DSNY basket was placed previously.
P	Private Basket on location at any location at which a DSNY basket was placed previously.
+P	Private Basket on location at any location at which no DSNY basket was placed previously.

- D. A list of streets where the litter baskets are located shall also be maintained by each District. It shall include frequency of basket service, including the shift on which such service is provided, and how such service is provided, i.e., motorized litter patrol, collection truck, basket service, etc.

- E. The District Superintendent shall ensure that maps and street listings are reviewed and updated when the Borough Monthly Basket Inventory Report is prepared. The District Superintendent shall place his/her initials and the date of review in the lower right corner of each map and street listing. The Deputy Chief in charge of the District shall review the maps at least once during every 90 day period. The Deputy Chief shall signify that he/she has reviewed the maps by placing his/her initials and the date of review in the lower left hand corner of each map.

CANCELLATION: Until Rescinded

Issuing Authority:


Peter Montalbano
First Deputy Commissioner

DISTRIBUTION: All Uniformed Officers and Managers

APPENDIX A

ADOPT-A-BASKET PROGRAM



ITEM

- 1 **ADOPT-A-BASKET PROGRAM (Color Flyer)**
 - issue to potential adopter (explains program)
- 2 **ADOPT-A-BASKET PROGRAM (Questions & Answers)**
 - issue to potential adopter explains program (in question and answer format)
- 3 **SANITATION DISTRICT'S RESPONSIBILITY**
 - explains District's responsibility step by step
- 4 **CERTIFICATE OF APPRECIATION**
 - issued to adopter when they agree to participate in program
- 5 **LOCATION OF ADOPT-A-BASKET AND SERVICE SCHEDULE**
 - issued to adopter when they agree to participate in program
- 6 **FORM #1 ADOPT-A-BASKET (D.S. Litter Basket ONLY)**
 - progress Report for a specific month
 - completed by District, reviewed by Borough Commissioner or ABS and forwarded to Cleaning Office by 10th of each month
 - Cleaning Office will print information on Captions 3,4,5,6,7,9,10,11,12,13,14,15,16 and update monthly and issue to Borough based on information received from Borough
 - captions 18, 19, to be completed by District
- 7 **FORM #2 ADOPT-A-BASKET (D.S. Litter Basket ONLY)**
 - Progress Report for a specific month
 - Cleaning Office will print information on Captions 3,4,5,6,7,9,10,11,12,13,14,15 and update monthly and issue to Borough based on information received from Borough
 - captions 16,17 to be completed by District

SPECIAL NOTE:

WHEN ORDERING FORMS ORDER BY ITEM NUMBER



ADOPT-A-BASKET PROGRAM

By participating in the Department of Sanitation's Adopt-A-Basket Program, New Yorkers can assist in reducing litter conditions caused by overflowing litter baskets. Maintaining a clean neighborhood requires the combined efforts of the Department of Sanitation along with public cooperation and participation.

Any person, group, store operator, building manager etc., can participate in the Adopt-A-Basket. Once a basket is identified and enlisted in the program, the Department of Sanitation will provide the adopter with a new basket, a supply of plastic liners, as well as a certificate of recognition and appreciation.

Sanitation requires that the adopter monitor the litter basket for usage. When the basket is three quarters full, the adopter is expected to remove the loaded plastic liner from the basket, tie it and leave it next to the basket for the Department of Sanitation to service. The adopter will then place a new plastic liner in the basket as needed.

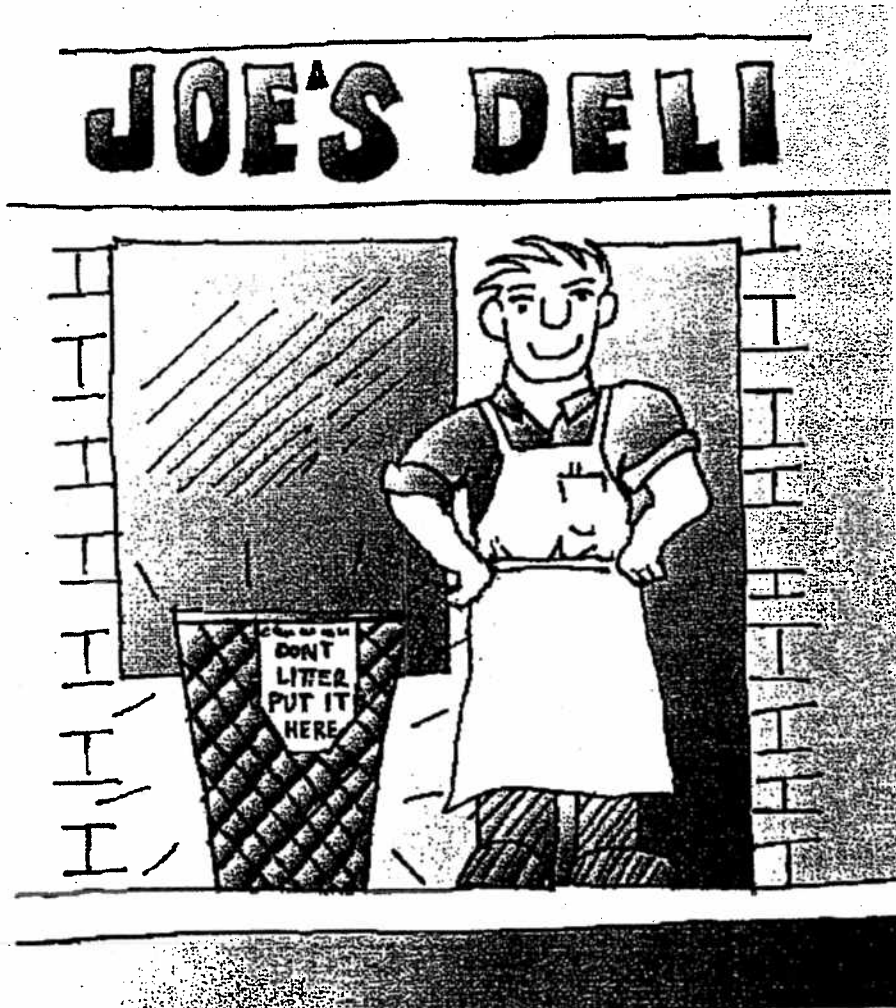
Key to this Program is maintaining a relationship with the Department of Sanitation. The adopter will be given the schedule of sanitation service for the basket(s) and a contact person from the local Department of Sanitation office.

Establishments that adopt a basket can elect to place the loaded bag with their own commercial refuse, for their private carter to service, if they do not want to leave the bag(s) next to the basket until the next scheduled Department of Sanitation pick up.

To become an adopter or to get additional information, contact the Department of Sanitation's Action Center at (212) 219-8090.

ADOPT-A-BASKET PROGRAM

[QUESTIONS & ANSWERS]



Joe helps himself and his neighbors
by adopting a basket.

Eff. 11/14/96

ADOPT A BASKET

WHAT IS THE ADOPT A BASKET PROGRAM?

It is a Department of Sanitation program whose aim is to reduce street litter caused by overflowing litter baskets. Through community outreach, individual persons, groups, store operators, or building managers, etc. are enlisted to participate in the Adopt-A-Basket Program and assist the Department in its effort to maintain neighborhood cleanliness.

WHAT BASKETS CAN BE ADOPTED?

Baskets that have the potential of overflowing due to heavy pedestrian traffic and/or not enough basket service.

WHO CAN ADOPT A BASKET?

Individuals, store owners, groups, communities, etc.

WHAT IS THE ADOPTEE'S RESPONSIBILITY?

- monitoring the basket
- lining the basket
- removing the full liner, and placing an empty liner in the basket as often as needed
- placing full plastic liner next to basket for service by Department of Sanitation
- it is recommended that the liner be replaced when it is $\frac{3}{4}$ full to avoid overflowing.

HOW DOES PERSON GET LINERS?

- Section Supervisor meets with the adoptee and establishes a quota for that basket and issues a one month supply.
- Gives adoptee telephone number and who to contact when they need more bags.

HOW DOES PERSON KNOW WHEN THE BASKET IS SERVICED?

Section Supervisor will give schedule to person.

ITEM # 2

HOW DOES SANITATION SERVICE BASKET?

Sanitation crew picks up bags next to basket. They do not service baskets or remove liners from baskets. Crew is requested to scalp the basket so material does not spill onto the sidewalk. Crew will service basket if no liner is in it.

WHO IS RESPONSIBLE TO CHECK ON ADOPT A BASKET?

Section Supervisor will monitor and from time to time will meet with the adoptee to ascertain if there are any problems or any suggestions. Remember DOS personnel are professionals at what we do. You must give some helpful suggestions.

Some Examples: ① check the basket when the store opens; ② check the basket during the day; ③ check the basket if possible at the end of the day before the store closes; ④ always try to have a new basket at the location; ⑤ keep the corner cap free of grassy dirt.

DOES THE DEPARTMENT WANT ALL BASKETS TO BE IN THE ADOPT A BASKET PROGRAM? NO!

Just the ones that are giving us problems overflowing and creating an unsightly condition.

HOW DOES A PERSON ADOPT A BASKET?

Section Supervisors identify chronic baskets and approach store owners or residents and explain the adopt a basket program to them.

Citizens call the Action Center and the District will act upon receipt of the Action Center complaint.

Local Community Board may forward a request to the District and the District will follow up.

WHAT MATERIALS ARE GIVEN TO THEM?

- Day of Service
- A certificate of appreciation for the person adopting the basket.
- Plastic liners

SANITATION DISTRICT'S RESPONSIBILITY

- District Superintendent or his designee will meet with the prospective adopter and thank them for their interest in the Adopt-A-Basket Program (D.S litter basket only) and explain, in detail, their responsibilities. See Item #1 Letter S,

IF ADOPTER ACCEPTS THE ADOPT-A-BASKET PROGRAM:

Adopter will:

1. Provide the District Superintendent with his/her name, telephone number and days and times when they may be reached in the event of a problem regarding the adopted litter basket.

District Superintendent will:

1. Provide Certificate of Appreciation. (See attached)
 2. Provide one (1) months supply of green plastic bags with orange Department logos. (Borough will supply)
 3. Provide a list of the frequency of litter basket service that they will receive. (See attached)
 4. District Superintendent will provide the district telephone number to the adopter and explain that if any problems should occur they may call Monday through Saturday 24 hours a day.
- District Superintendent will submit a monthly report (use the attached forms) Form # 1 and Form # 2 through channels to the Cleaning Operation's Office no later than the 10th of the following month.

Certificate of Appreciation

awarded to

JOE'S DELI

For your contribution to a cleaner New York City,
through your participation in the Department of
Sanitation's Adopt-A-Basket Program.

December 3, 1996

John J. Doherty, Commissioner

Date: _____

LOCATION OF ADOPT-A-BASKET AND SERVICE SCHEDULE

Name of Responsible Store: _____

Address: _____

Name of Responsible Person: _____

Telephone #: _____ Person can be contacted _____
DAYS HOURS

Location of Basket:

_____ corner of _____ & _____

Frequency of Basket Service

DAY	12-8AM	7-3PM	4-12AM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

A Department of Sanitation contact person can be reached Monday thru Saturday 24 hours a day. Dial _____ and ask for the Garage Supervisor and explain that you have adopted a basket, give location, and would like the District Superintendent to contact you. Please leave your name, address, phone number, the nature of the problem, as well as where you can be reached.

NOTE: Storeowners are not permitted to place any of their commercial refuse in the Department litter basket at any time.

SUBJECT: FORM #2 Adopt a Basket (D.S. Litter Basket Only) Progress Report for

**DUE AT CLEANING OFFICE BY
10TH OF EACH MONTH**

⑧

BOROUGH: ⑥ DISTRICT: ⑦

⑦

THE

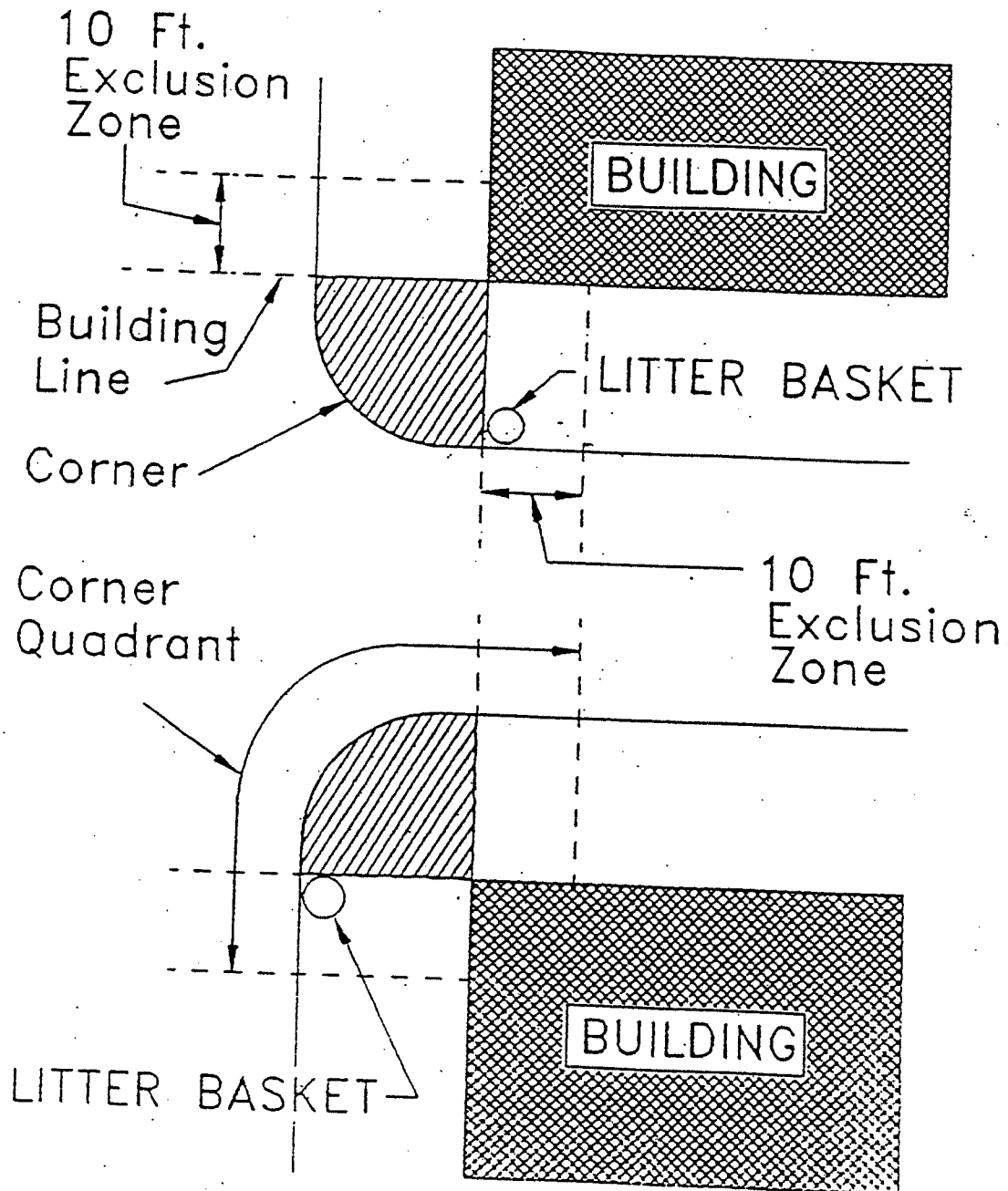
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EFF. 12/27/96

APPENDIX B

Litter Basket Placement
In Compliance With
Mayoral Executive Order No. 22
April 13, 1995



APPENDIX C

Interim Guidelines for Private Litter Baskets

The following interim guidelines relate to the placement of free standing private litter baskets on New York City sidewalks. The Departments of Transportation and Sanitation reserve the right to ensure compliance with these guidelines by sponsor/owners as well as the right to the location of privately placed basket(s) and may direct the sponsor/owner to remove or relocate the basket(s) at any time.

A. Private Litter Basket Placement - Minimum Distance Requirements:

1. Ten (10) feet from any fire hydrant;
2. Five (5) feet from any driveway;
3. Five (5) feet from any bus stop shelter;
4. Five (5) feet from any cellar door, grating, or utility maintenance cover;
5. Ten (10) feet from any corner, where "corner" is defined as the area between the extension of the building lines to the curb at the intersection of two streets;
6. At least eighteen (18) inches and a maximum of 30 inches from the face of the curb;
7. At least fifteen (15) feet from a sidewalk cafe;
8. Five (5) feet from a newsstand or news rack;
9. Fifteen (15) feet from any entrance or exit of any elevated railway station or subway;
10. Three (3) feet from street signs, parking meters, transformer vaults, subway grates or any other fixed element on the sidewalk.

Basket shall not be placed on, in, or over any part of the roadway of any public street or at any location where placement would endanger the safety of persons or property. Any basket that presents an imminent threat or peril to public health, as determined by the Sanitation Commissioner, is subject to immediate removal. Basket can only be bolted to sidewalk if approved by D.O.T. Sponsors shall obtain consent from property owner/business operator whose property the basket is placed in front of.

B. Private Litter Basket Size, Design, Advertisements and Material

1. **Height, Width, and Weight.** Private litter basket may not be higher than four (4) feet nor occupy more than four (4) square feet and must weigh at least fifty (50) pounds empty.
2. **Design.** Private litter baskets must be designed with rounded edges designed to prevent injuries. Designs are subject to DOS approval.
3. **Advertisements Prohibited.** The surface of the privately placed litter baskets may not include any advertisement, whether painted on, posted to, or otherwise affixed, except that the name of the sponsor/owner and/or a corporate logo may be displayed. The acknowledgment is to be no larger than six (6) inches in height per panel and must include an anti-litter message as indicated on the reverse. *
4. **Material.** Private litter baskets should be made of metal, high-impact plastic or poured masonry. Other materials may not be used.

C. Maintenance

The sponsor/owner shall ensure that all baskets are kept clean and are emptied on an "as needed" basis (prior to basket overflowing). Bagged litter from baskets must be placed with the sponsor's private trash for removal by its private carter. The sponsor/owner shall be responsible for: removal of graffiti from all surfaces of baskets in a timely manner, removal of all damaged baskets from the sidewalk within 48 hours and painting of baskets, as necessary, to avoid rust.

D. Removal for Failure to Comply with Guidelines

If any sponsor/owner fails to conform to these guidelines, the Commissioners of DOT or DOS or their designee shall notify the sponsor/owner of the nonconformity. The sponsor/owner shall either bring the non-conforming basket(s) into compliance, or remove it/them entirely within five (5) days of such notice. Failure to do so shall result in the removal of non-conforming basket(s) by the city.

DOT and DOS shall not be responsible for any damage to basket(s) that occurs during removal.

*** ACKNOWLEDGMENT SUGGESTED SAMPLE**

XYZ Inc. (organization's name) Supports a Clean New York
Don't Litter

Options: XYZ Inc. (organization's name) Supports a Clean (Street Name)
(Neighborhood Name)
(Borough Name)
(New York)

APPENDIX D

[illegible]

SIGNATURE