

Environmental Control Board

Recycling: 16 RCNY / AR

To support a defense to the charge of failing to conform with regulations regarding recycling, please include answers to the following questions. If you choose to do a one-click hearing, include your answers on the e-form. If you choose a hearing by mail, submit a sworn, notarized statement containing the relevant information. In either case, you may submit supporting documentation.

- If you are not the respondent named on the Notice of Violation, submit a written statement explaining:
 - (a) your relationship to that named respondent, and
 - (b) whether you are authorized to represent that party.
- Describe the premises involved. If the premises is a multiple dwelling, how many apartments does it have?
- If this is a one- or two-family dwelling, and if the inhabitants are employed, when do they leave and return from their employment?
- What is the procedure for gathering recyclable materials from the premises?
- Do the tenants separate the materials or is it done by building owners or their staff?
- Are tenants directed to place recyclable materials in a specific area inside or outside the premises?
- Describe in detail how household trash is separated from recyclable materials before being placed out for collection.
- Please describe the manner in which you notified the building's tenants of the requirements of the New York City recycling laws.
- Submit photographs of the areas where recycling information was posted for the tenant's information.
- Who places refuse out for collection?
- What are your collection days for placing recyclable materials out for collection?
- What time were your recyclables placed out for collection on or just before the day the Notice of Violation was issued?
- Please describe exactly where material is placed when it is put out for collection.
- What kind of containers do you use where the recyclable materials are gathered and separated?
- What kind of containers do you use where the recyclables are placed out for collection?

- How do you know that the procedures were followed on or just prior to the day the Notice of Violation was issued?