

ORGANICS COLLECTION STANDARD OPERATING PROCEDURE (SOP)

As part of an on-going commitment to sustainability, The Durst Organization has launched an initiative at 4 Times Square to promote the composting of organic food waste. Tenant participation is voluntary but encouraged. For participating companies, below are the procedures for handling organic waste material and containers. The standard service is offered free of charge.

a.

TENANT SPACES



1. Tenants who choose to enroll in the program will receive a 2.5 gallon organics collection bin which will be placed in their pantry area (pictured above.)
2. Throughout the day, tenants will load their organics collection bins with food waste, non-edible organic waste, and soiled paper products as outlined on the 4-Can system signage.
3. The organics collection bins will be removed from the pantries at night by Durst Organization cleaning staff and placed by the freight elevator along with the other office trash.
4. This bin will be replaced with a clean organics collection bin.

ADDITIONAL SERVICE REQUESTS

- If a tenant requests that an organics collection bin be emptied during the day shift there will be an additional CTT Charge.
- If a tenant requests a larger bin for catered events or parties a 21 gallon toter can be provided and there will be an additional CTT Charge.

b.

REMOVAL of ORGANICS COLLECTION BINS from TENANT FLOORS

1. Each building will be given four (4) - 21 gallon organics collection toters (pictured below.)
2. Every weeknight, Durst Organization staff will bring the toters into the freight car and collect the 2.5 gallon organics collection bins from each participating floor.
3. The contents of the collected 2.5 gallon bins will be dumped into the 21 gallon toters in the freight elevator area.
4. When the 21 gallon toters are full, they will be placed in the loading dock for the hauler to pick up the organic waste material each night (M-F.)
5. The emptied 2.5 gallon bins will be cleaned and dried by Durst Organization cleaning staff.

