



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500

Daniel D. Brownell
Commissioner and Chair

September 27, 2016

COMMISSION DIRECTIVE

Customer Register data for the period October 1 through December 31, 2016 is due to BIC no later than January 31, 2017.

As you are aware, BIC previously directed all Licensees to file customer register data before October 7, 2016 by using the BIC Online Portal. BIC has extended the due date for the submission of customer register data to January 31, 2017. Also, you can now use two different methods to submit your customer register data to BIC. You may choose which method to use:

Method 1: The BIC Online Portal (BIC-OP). The link to BIC-OP is:
<https://nycbicportal.force.com/BCP>.

Method 2: Provide BIC with Customer Register data in comma-separated-value (.CSV) text file format. You can find the new template for Customer Register data on BIC's website, http://www.nyc.gov/html/bic/html/trade_waste/customer_register.shtml. If you choose Method 2, you must take the following steps:

- a. Contact BIC's Information Technology Department at portalsupport@bic.nyc.gov to obtain instructions regarding data rules that must be complied with.
- b. Email the Customer Register data to BIC (in .CSV text file format) to:
customerregister@bic.nyc.gov.
- c. Email a completed certification form in PDF format to
customerregister@bic.nyc.gov. You may find the certification form at
http://www.nyc.gov/html/bic/downloads/CustRegister/CR_Cert.pdf.
- d. Any customer register data that is filed in the wrong format, is incomplete, or contains errors will not be accepted and will be returned to the licensee.

If you choose Method 1 or Method 2, a complete and up-to-date customer register shall be filed quarterly: on January 31 for the period from October 1 to December 31, on April 30 for the period January 1 to March 31, on July 31 for the period April 1 to June 30, and on October 31 for the period July 1 to September 30.

Exemption From Customer Register: If you do not collect putrescible waste or recyclable materials from regular customers; if you do not have any customers in New York City; if you only collect construction and demolition debris; or if you only perform on-call work, you may apply to BIC to be exempt from Customer Register reporting requirements. To apply for a Customer Register exemption, you must login to BIC-OP (<https://nycbicportal.force.com/BCP>) and go to the “Request an Exemption” tab.

YOU MUST RESPOND TO THIS DIRECTIVE. Failure to respond to this Directive and to submit customer register data to BIC will be considered to be violations of BIC’s rules, 17 RCNY Sections 1-09 and 5-03(g), and will subject you civil penalties of up to ten thousand dollars (\$10,000) for each such violation.

Sincerely,

A handwritten signature in black ink that reads "Daniel D. Brownell". The signature is written in a cursive style with a large, sweeping initial 'D'.

Daniel D. Brownell
Commissioner and Chair