



The City of New York  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 676-6219 · Fax (212) 676-6204

May 14, 2015

**COMMISSION DIRECTIVE**

Dear Licensee:

All companies licensed by the Business Integrity Commission (the “Commission”) are required to maintain certain records concerning its business and produce those records to the Commission upon request for inspection and audit. *See* Title 17, Chapter 1, of the Rules of the City of New York (“RCNY”) §§ 1-07, 5-03. Among the records that licensees must maintain and produce for inspection and audit are drivers’ route trip sheets. *Id.* at § 5-03(a). At the Commission’s discretion, the Commission may conduct the inspection or audit at the offices of the Commission. *Id.* at § 5-03(j). A licensee also “shall, upon request by the Commission, provide the Commission with a list of its collection routes and schedules.” *Id.* at § 1-07.

**You are hereby directed as follows:** for each day for the following four periods: (i) July 6 – July 12, 2014; (ii) September 7 – September 13, 2014; (iii) December 21 – December 27, 2014; and, (iv) January 25 – January 31, 2015, you must produce to the Commission all drivers’ route trip sheets and a list of your collection routes and schedules. You must submit these records to the Commission on or before June 19, 2015, in an electronic Microsoft Excel spreadsheet in the form attached hereto. A blank copy of the spreadsheet, along with a sample spreadsheet, and an instruction sheet may be found on the Commission’s website at:  
<http://www.nyc.gov/html/bic/html/home/home.shtml>.

If you are unable to obtain the files from our website, feel free to contact the Commission and we will provide you with a CD that contains the files. In addition, you must submit the enclosed certification form that is completed and signed by all principals before a notary public.

You may submit the documents described above to the Commission on CD/DVD or electronically via email to Salvador Arrona at [routeinfo@bic.nyc.gov](mailto:routeinfo@bic.nyc.gov). Please write your company name and license number on every CD/DVD that you submit.

**YOU MUST RESPOND TO THIS DIRECTIVE.**

Failure to respond to this Commission Directive may be considered to be one or more violations of 17 RCNY §§ 1-07, 1-09, 5-03(a), and 5-03(j), and could result in civil penalties up to \$10,000 for each violation. *See* Title 16-A of the New York City Administrative Code § 16-515(a), 17 RCNY § 1-04(a). Furthermore, your failure to abide by this Commission Directive may affect your licensing status before the Commission.

Any questions regarding this Commission Directive should be directed to Salvador Arrona at (212) 676-6308 or [sarrona@bic.nyc.gov](mailto:sarrona@bic.nyc.gov). For further clarification, please also consult the Commission's rules and regulations on the Commission's website at <http://www.nyc.gov/html/bic/html/rules/rules.shtml>.

Sincerely,

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

Daniel D. Brownell  
Commissioner and Chair

Enclosures

**CERTIFICATION**

**This certification must be completed by the licensee’s current principals before a notary public.**

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS COMMISSION DIRECTIVE MAY AFFECT THE LICENSEE’S STATUS BEFORE THE BUSINESS INTEGRITY COMMISSION AND MAY BE SUFFICIENT CAUSE FOR DENIAL OF A RENEWAL APPLICATION OR REVOCATION OF YOUR TRADE WASTE LICENSE, THEREBY PRECLUDING THE APPLICANT FROM DOING BUSINESS AS A PRIVATE CARTER IN NEW YORK CITY. IN ADDITION, SUCH FALSE SUBMISSION MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, \_\_\_\_\_, being duly sworn, state:  
(Full Name)

that I am \_\_\_\_\_ of \_\_\_\_\_; and  
(Title/Position) (Applicant Name)

that I have read and understood the Commission Directive and the information contained in the attached records, which consists of \_\_\_ pages; and

that to the best of my knowledge the information provided in response to the Commission Directive is full, complete and truthful; and

that the New York City Business Integrity Commission may, by any means they deem appropriate, determine the accuracy and truth of the statements made in these records.

\_\_\_\_\_  
(Signature of Principal)

By \_\_\_\_\_  
(If corporation or partnership, state title)

Sworn to before me

this \_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public