

FAQ Commission Directive regarding Collection Schedules

1) Can I submit all of my collection schedules in one spreadsheet?

Yes. Based on industry feedback and conversations with our technical team, BIC has created a second format. This additional format allows carting companies to submit all of their collection schedules using one spreadsheet instead of sending multiple spreadsheets. The information we are requesting is still the same, but in a different format. BIC will accept both formats.

2) What if I have two vehicles for one route? Do you need information for both?

Yes. Even if you have multiple vehicles on one route, you must submit information for all of the vehicles.

3) I don't have information for certain fields, what should I do?

To the extent possible, please provide information for all the fields. If such information is unavailable, please put N/A in the corresponding fields and include an explanation for why the information was not tracked. Provide only actual data. Do not provide estimated data.

4) Can I get an extension?

At this time, BIC is not granting automatic extensions. Please submit information on a rolling basis. If you make a good faith effort to comply with the directive, BIC will consider a request for additional time. To request additional time, please submit your request in writing to Salvador Arrona by email (routeinfo@bic.nyc.gov).

5) How is this different from the Customer Register?

The Customer Register requirements ask you to submit information on all of the customers you service in New York City. However, the Commission Directive requires you to provide the collection schedules that your drivers follow to service customers in New York City.

6) Why are you collecting this information?

BIC is currently undertaking a study to understand the actual “truck miles” traveled and collection routes used, so that we can better determine how the regulatory structure for the trade waste industry can be updated to achieve the relevant OneNYC plan goals.

7) Will BIC be requesting this information in the future?

Pursuant to the administrative code, companies licensed by BIC must maintain route sheets. All route sheets are subject to review by BIC. Although the administrative code does not specify how you must maintain these files, that may change. BIC suggests that you maintain your data using one of the two formats provided in the Commission Directive.

8) Will BIC consider granting certain licensees an exemption from this requirement?

BIC is considering granting exemptions to companies that only collect 100% construction and demolition debris or other specialized trade waste. You will be notified by letter if you are granted an exemption. If you believe you qualify for an exemption, please notify Salvador Arrona (212-676-6308) or routeinfo@bic.nyc.gov.