



Commission Directive: Instructions for Providing Collection Route Information

**Business Integrity Commission
100 Church Street, 20th Floor
New York, NY 10007**



Overview

- Please provide all collection route schedules for each day for the following four periods:
 - July 6 – July 12, 2014
 - September 7 – September 13, 2014
 - December 21 – December 27, 2014
 - January 25 – January 31, 2015



Overview

- Use the Excel document to provide information for each collection route.
 - If you have more than one collection route, please use a separate excel document for each collection route.
- If a section in the worksheet does not apply or you do not have information for that field, place an “N/A” or “NONE”
- Please save each file as:
company_MMDDYYYY_routenum.xlsx
- Send completed files via email to routeinfo@bic.nyc.gov



Overview

- The Excel document consists of four worksheets, which are as follows:
 - Route Information
 - Vehicle Information
 - Load Information
 - Customer Information



Route Information Worksheet

- **DATE Field**
 - Please enter the date on which the collection route was executed.
 - Format: XX/XX/XX e.g. 05/08/15
 - The date of each route should cover each day for the following four weeks:
 - July 6 – July 12, 2014
 - September 7 – September 13, 2014
 - December 21 – December 27, 2014
 - January 25 – January 31, 2015



Route Information Worksheet

- **NAME Field**
 - Please enter the name given to the collection route
 - Examples: AA or 501



Route Information Worksheet

- **ROUTE Field**

- Provide the day for the collection route schedule.
- Example: If the route is executed on Monday and Friday, place “M, F” in this field.
- The days of the week should be abbreviated as follows: M, T, W, “H” for Thursday, F, S, and “U” for Sunday.



Route Information Worksheet

- **MATERIAL Field**
 - Material refers to the specific commercial waste you collect from a generator.
 - Provide the type of material collected during this route.
 - The following choices are available in the drop-down menu:
 - Trash
 - Metal/Glass/Plastic
 - Cardboard/Paper
 - Commingled: Metal/Glass/Plastic and Cardboard/Paper
 - Food Waste
 - Grease
 - Medical
 - Tires
 - Landscaping
 - C&D
 - Textiles



Vehicle Information Worksheet

- **NUMBER OF MILES DRIVE PER TRUCK FOR EACH COLLECTION ROUTE Field**
 - Provide the total number of miles traveled per truck for this particular collection route.



Vehicle Information Worksheet

- **TYPE OF TRUCK Field**
 - Provide the type of truck used on this collection route.
 - Examples: Rear-Load Truck, Front-Load Truck, Container/Roll-off Truck
 - If more than one truck was assigned to the route, please provide information for all trucks.



Vehicle Information Worksheet

- **MAKE Field**
 - Provide the make of the truck used on this collection route.
 - If more than one truck was assigned to the collection route, please provide information for all trucks.



Vehicle Information Worksheet

- **MODEL Field**
 - Provide the model of the truck used on this collection route.
 - If more than one truck was assigned to collection route, please provide information for all trucks.



Vehicle Information Worksheet

- **CAPACITY Field**
 - Provide the total capacity for the truck used on this route.
 - If more than one type of truck is used, please provide the capacity of all trucks.
 - Please specify capacity in tons or cubic yards e.g. “13.5T” or “30CY”



Vehicle Information Worksheet

- **VIN Field**
 - Provide the Vehicle Identification Number for each truck used on this route.
 - If more than one truck is used, please provide the VIN for all trucks.
 - Format: use numbers to indicate VIN e.g.
00011112222



Load Information Worksheet

- **LOAD NUMBER Field**

- Load refers to a truck trip whereby a truck picking up waste is empty at the point of origin and serves multiple customers until it is either filled to capacity or reaches a pre-determined point in the route where it is convenient to empty its load at a nearby transfer station.
- Provide the load number for each truck trip.
- If the truck is only collecting one load on the collection route, please place “1” in this field.
- Format: use numbers to indicate Load e.g. 1



Load Information Worksheet

- **GARAGE LOCATION Field**
 - Provide the garage location of the truck at the start of the collection route.
 - Format: Example: 100 Church St, New York, NY
10007



Load Information Worksheet

- **TIME TRUCK LEFT GARAGE Field**
 - Provide the time that the truck left the garage at the start of the collection route.
 - Format: Please use military time - Example: for 1:00 a.m. write “1:00” and for 1 p.m. write “13:00”



Load Information Worksheet

- **ARRIVAL TIME AT TRANSFER STATION Field**
 - Provide the time that the truck arrived at the Transfer Station to tip its load.
 - Format: Please use military time - Example: for 1:00 a.m. write “1:00” and for 1 p.m. write “13:00”



Load Information Worksheet

- **DEPARTURE TIME FROM TRANSFER STATION Field**
 - Provide the time that the truck departed the Transfer Station after tipping its load.
 - Format: Please use military time - Example: for 1:00 a.m. write “1:00” and for 1 p.m. write “13:00”



Load Information Worksheet

- **TRANSFER STATION USED Field**
 - Provide the name of the Transfer Station used for this segment of the collection route.
 - Example: NYCDOS Staten Island Transfer Station



Load Information Worksheet

- **TRANSFER STATION ADDRESS Field**
 - Provide the address of the Transfer Station used for this collection route.
 - Example: 600 West Service Road, Staten Island, 10314



Load Information Worksheet

- **TIME TRUCK RETURNED TO GARAGE Field**
 - Provide the time that the truck returned to the garage at the end of the collection route.
 - Format: Please use military time - Example: for 1:00 a.m. write “1:00” and for 1 p.m. write “13:00”



Customer Information Worksheet

- **SEQUENCE NUMBER/ORDER OF PICK UP Field**
 - Provide the customer sequence number or the order of pick up for each particular customer on the collection schedule.
 - Example: If the first customer on the route is Starbucks, put a 1 in this field. If the second customer you pick up from on this route is NYC Restaurant #1, put a 2 in this field. If after NYC Restaurant # 1, you pick up from Crunch Gym, put a 3 in this field.



Customer Information Worksheet

- **CUSTOMER ID/ACCOUNT NUMBER Field**
 - Provide the customer identification number or the account number for each particular customer on the collection schedule.



Customer Information Worksheet

- **CUSTOMER NAME Field**
 - Provide the customer name for each stop on the collection schedule.
 - Examples: Starbucks, McDonalds, NYC Restaurant #1



Customer Information Worksheet

- **SERVICE STREET NUMBER Field**
 - Provide the street number for the address of each particular customer on this route.
 - EXAMPLES: “100” and “45-17”



Customer Information Worksheet

- **SERVICE STREET NAME Field**
 - Provide the street name for the address of the customer.
 - **EXAMPLES: “124 St” and “5 Ave”**
 - For Streets use “St”
 - For Avenues use “Ave”
 - For Boulevards use “Blvd”
 - For Roads use “Rd”
 - For Place use “Pl”



Customer Information Worksheet

- **SERVICE CITY Field**
 - Provide the city where the customer is located.
 - **EXAMPLES:**
 - For Manhattan use “New York”
 - For Brooklyn use “Brooklyn”
 - For the Bronx use “Bronx”
 - For Queens use Neighborhood Name e.g. “Astoria”
 - For Staten Island use “Staten Island”



Customer Information Worksheet

- **ZIP CODE Field**
 - Provide the customer service location's zip code.
 - Example: 10007



Customer Information Worksheet

- **DAYS SERVICED Field**

- Provide the days of the week that this customer requires service.
- Example: If the collection schedule is for Monday and Fridays, place “M, F” in this field.
- The days of the week should be abbreviated as follows: M, T, W, “H” for Thursday, F, S, and “U” for Sunday.



Customer Information Worksheet

- **MATERIAL Field**

- Material refers to the particular commercial waste that you collect from this customer.
- Commercial waste includes:
 - Trash
 - Metal/Glass/Plastic
 - Cardboard/Paper
 - Commingled: Metal/Glass/Plastic and Cardboard/Paper
 - Food Waste
 - Grease
 - Medical
 - Tires
 - Landscaping
 - C&D
 - Textiles



Customer Information Worksheet

- **TYPE SET OUT Field**
 - Provide the way in which the customer leaves out their materials for curbside collection.
 - Examples: Use “bags” for black bags and “cardboard” for bales or loose cardboard. For bins use “bins” and for containers use “containers.”



Contact Information

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