



**The City of New York
BUSINESS INTEGRITY COMMISSION**

100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 676-6219 · Fax (212) 676-6227

Michael J. Mansfield
Commissioner/Chair

COMMISSION DIRECTIVE

August 3, 2009

Dear Registered Trade Waste Broker:

In order to preserve fairness and competition in the brokerage market, and to ensure that Business Integrity Commission rules and regulations are being followed, the Commission is requiring additional documentation from all brokers collecting trade waste removal fees from commercial establishments. These additional measures will make certain that brokers are providing sufficient information to their clients.

As outlined in Title 17, §6-03(b) of the Rules of the City of New York, each broker collecting fees from a commercial establishment for trade waste removal by a trade waste business shall have a contract setting forth the fee charged for such collection, the rates charged by the trade waste removal business, and the method of billing employed by the trade waste removal business. The contract must also state that the trade waste broker will provide the customer a monthly statement detailing the volume of trade waste removed.

Effective October 1, 2009, all such contracts must be on a form contract approved by the Commission. If you do not collect any fees from commercial establishments for trade waste removal by a trade waste business, you must submit a signed and notarized exemption letter to the Commission stating that you do not collect any such fees. Your form brokerage contract or notarized exemption letter must be submitted to the Commission for approval before September 1, 2009.

The Commission will attempt to complete this review process expeditiously; however, under no circumstances shall a broker continue fee collection after the effective date without prior approval. Thank you for your cooperation and please contact the Commission at (212) 676-6219 and ask to speak to the attorney assigned to your matter with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Mansfield" with a long, sweeping flourish extending to the right.

Michael J. Mansfield
Commissioner/Chair

YOU MUST RESPOND TO THIS DIRECTIVE. Your failure to timely respond to this Commission Directive to submit a sample brokerage contract or notarized exemption letter will be considered a violation of 17 Rules of the City of New York Sections 1-09 & 6-04 and may result in civil penalties up to \$1,000 for each violation.

