



Shari C. Hyman
Commissioner and Chair

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June 25, 2013

COMMISSION DIRECTIVE

Dear Licensee:

Customer register data for the period January 1, 2013 through June 30, 2013 is due to the Commission no later than August 16, 2013. All fields in the customer register must contain complete and accurate information. Customer register data must be submitted as a Microsoft Excel spreadsheet.

You can obtain customer register format files from our website http://www.nyc.gov/html/bic/html/trade_waste/customer_register.shtml. If you are unable to obtain the files from our website, feel free to contact the Commission and we will mail out a CD with the files to you.

Customer register data can be submitted on floppy diskettes, CD/DVD, and electronically via email to customerregister@bic.nyc.gov. Please write your company name, BIC Licensee number and the reporting period on every diskette or CD/DVD that you submit.

If you collect medical waste, recycle tires or shred paper, you **must** submit a customer register. Medical waste haulers, tire recyclers and paper shredders are **not exempt** from the customer register requirement. Also, grease haulers must submit grease customer registers.

YOU MUST RESPOND TO THIS DIRECTIVE. Your failure to respond to this Commission Directive will be considered violations of Title 17, Sections 1-09 and 5-03(g) of the Rules of the City of New York. **The failure to comply with this Commission Directive to submit customer register data may result in penalties of up to \$10,000 for each violation.**

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EXEMPTION FROM CUSTOMER REGISTER: You must submit a **notarized** letter on company letterhead with your BIC Licensee #, the date and reference to the current reporting period (January 1, 2013 – June 30, 2013) along with the notarized certification stating the reason(s) why you believe you are exempt from the customer register requirements. You **may** be exempt from the customer register requirements if:

- You do not have any customers in New York City; or
- You only perform construction and demolition work;

You must submit a letter for this reporting period even if you have submitted a letter for exemption from customer register requirements in the past. The letter and certification must be submitted to the Commission on or before August 16, 2013.

EXTENSION FROM CUSTOMER REGISTER: If you require more time to submit reporting data to the Commission, please contact Sharon Deese via email (customerregister@bic.nyc.gov), fax (212-676-6204) or postal mail **before** the final submission date (August 16, 2013).

If you have any questions regarding the submission of customer register data, please contact Sharon Deese at (212) 676-6301.

Sincerely,

A handwritten signature in black ink that reads "Shari C. Hyman". The signature is written in a cursive style.

Shari C. Hyman
Commissioner and Chair