



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

Michael J. Mansfield
Commissioner/Chair

January 6, 2010

Dear Licensee:

The Business Integrity Commission has discovered an error in the "*Customer Register Field List – Excel Version*" document of the customer register. Field AR, AS, AT and AU were improperly labeled in this document. We have attached a corrected version of the Field List. These corrections have no impact on the Excel spreadsheet itself as the fields in the spreadsheet are correctly labeled.

Please find attached with this letter the corrected "*Customer Register Field List – Excel Version*". In order to ensure that all licensees have sufficient time to make any necessary adjustments, the deadline for submission of customer registers has been extended one week.

The customer register is now due no later than **February 8, 2010**.

If there are any questions, please do not hesitate to contact the customer register liaison, Matthew Gonzalez at 212-676-6209.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Gonzalez".

Matthew Gonzalez
Customer Register Liaison

NYC BUSINESS INTEGRITY COMMISSION

CR Period: July 1 – Dec 31, 2009

NEW TRADE WASTE CUSTOMER REGISTER FIELDS

FOR MICROSOFT EXCEL-BASED REGISTER

Complete only **one record for each customer**. Please note that there are fields specifically for information about the customer's refuse and fields that ask for information about the customer's recyclables.

Fields:

- A. CARTER'S BIC LICENSE NUMBER (will be the same for all records)
- B. NAME OF CUSTOMER BUSINESS (use business or trade name)
- C. ACCOUNT NUMBER (Carter's account number for customer)
- D. CUSTOMER AUTHORIZED REPRESENTATIVE (must include first and last names)
- E. SERVICE ADDRESS - NUMBER
- F. SERVICE ADDRESS - STREET
- G. SERVICE ADDRESS - CITY
- H. SERVICE ADDRESS - NEW YORK
- I. SERVICE ADDRESS - ZIP (5 digits)
- J. SERVICE ADDRESS - TELEPHONE NUMBER (area code & tel. number)
- K. SERVICE ADDRESS - FAX (area code & tel. number)
- L. CUSTOMER E-MAIL ADDRESS
- M. BILLING ADDRESS - BLDG. NUMBER
- N. BILLING ADDRESS - STREET
- O. BILLING ADDRESS - CITY
- P. BILLING ADDRESS - STATE
- Q. BILLING ADDRESS - ZIP (5 digits)
- R. BILLING ADDRESS – TELEPHONE NUMBER (area code & tel. number)
- S. BILLING ADDRESS – FAX (area code & tel. number)
- T. TYPE OF BUSINESS (see business codes sheet)
- U. DATE SERVICE TO CUSTOMER BEGAN (**MM/DD/YY**)
- V. HOW WAS CUSTOMER OBTAINED IF KNOWN (Manner in which customer was obtained: customer initiated, carter solicitation, broker, or unknown)
- W. CURRENT SALESPERSON (Name of Salesperson who solicited or handled the account)
- X. BROKER (Name of Broker who solicited account)
- Y. WRITTEN CONTRACT (Yes/No)
- Z. IF ON CALL CUSTOMER – Please check here
- AA. ★ DATE OF LAST WASTE STREAM SURVEY (OR WAIVER) CONDUCTED. (If no waste stream survey was conducted, indicate by checking None in field BB)
- AB. ★ NONE – Check if no waste stream survey has been conducted or waiver collected.
- AC. ★ REFUSAL TO SIGN WASTE STREAM SURVEY OR WAIVER (Check if customer refused to sign off on a waste stream survey or waste stream waiver.
- AD. ★ MONTHLY CHARGE FOR COLLECTION
- AE. RATE CHARGED BY VOLUME (per cubic yard)

- AF. RATE CHARGED BY WEIGHT (per 100 pounds)
- AG. TOTAL BILLING FOR REPORTING PERIOD (Total billing for reporting period for all services performed for this customer)
- AH. OTHER FINANCIAL ARRANGEMENTS (Any other financial arrangements performed other than those determined by DD or GG.) Yes/No. Include "On Call" Putrescible and Recyclable pick-ups.
- AI. SERVICES PERFORMED (List all services performed for this customer – Putrescible, Recyclable, C&D, Other)
- AJ. PUTRESCIBLE – AMOUNT OF WASTE (Monthly amount of waste collected by volume or weight)
- AK. PUTRESCIBLE - VOLUME OR WEIGHT (Indicate whether waste was picked up by volume or weight)
- AL. ★ PUTRESCIBLE – ROUTE (Use carter's code for route customer is on)
- AM. ★ PUTRESCIBLE – NUMBER OF REGULAR SCHEDULED PICKUPS PER WEEK
- AN. PUTRESCIBLE – TRANSFER STATION(S) OR DESTINATION(S) - (Transfer Station or other Destination - See Destination Code)
- AO. PUTRESCIBLE – SECOND TRANSFER STATION OR DESTINATION, if used
- AP. SPECIAL CONDITION FLAG: (enter "M" if carter collects **infectious medical waste**)
- AQ. PUTRESCIBLE: TYPE OF SET OUT (explain what was set out by customer - Bags, Containers, Compactor, other)
- AR. ★ RECYCLABLE – NUMBER OF REGULAR SCHEDULED PICKUPS PER WEEK
- AS. RECYCLABLE – AMOUNT (Amount of recyclables picked up by volume or weight)
- AT. RECYCLABLE - VOLUME OR WEIGHT (Indicate whether recyclables were picked up by volume or weight)
- AU. RECYCLABLE ROUTE – Only if recyclable route is different (use carter's route designation)
- AV. RECYCLABLE – TRANSFER STATION OR OTHER DESTINATION (see **Transfer Station & Destination Codes**)
- AW. RECYCLABLE – SECOND TRANSFER STATION OR OTHER DESTINATION, if used
- AX. RECYCLABLE MATERIAL 1 (See recyclable Codes)
- AY. RECYCLABLE MATERIAL 2 (See recyclable Codes)
- AZ. RECYCLABLE MATERIAL 3 (See recyclable Codes)
- BA. RECYCLABLE: TYPE OF SET OUT (explain what was set out by customer - Bags, Containers, Compactor, Bales or other)
- BB. ★ TOTAL REGULAR SCHEDULED PICKUPS PER WEEK (All pickups including putrescible, recyclable, construction and demolition)
- BC. COMMENTS (Section for any miscellaneous information, can be used as a narrative section if needed)

Recyclable Codes

- 1 Paper/Cardboard
- 2 Glass
- 3 Plastic
- 4 Aluminum Foil
- 5 Metal
- 6 Other