



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500

Daniel D. Brownell
Commissioner and Chair

March 30, 2017

COMMISSION DIRECTIVE

To all BIC licensees:

The City of New York's Business Integrity Commission (BIC) and the Department of Sanitation (DSNY) have updated the rules private trade waste haulers and their customers must follow with regard to commercial recycling set-out and collection procedures. The commercial recycling law went into effect on August 6, 2016, and it will be enforced beginning on August 1, 2017. In addition to the new commercial recycling rules, the City also implemented new commercial organic rules applicable to large-scale commercial food establishments and the carters that service those establishments. To view a copy of those final rules, please visit: <http://www.nyc.gov/html/bic/html/rules/rules.shtml>.

As a result of these new procedures, the decals that private trade waste haulers previously used are no longer valid. Therefore, BIC is making available two new decals: one for commercial refuse and recycling collection and one for organics recycling.

Accordingly, all BIC licensees are hereby directed to issue a new decal to those businesses who have a written or oral contract for commercial refuse and recycling collection services. Additionally, any licensee that provides organic waste removal services to a designated covered establishment, as defined by Title 17, Chapter 1 of the Rules of the City of New York (RCNY), Section 1-01, shall issue an organics recycling decal. BIC will require licensees to distribute the new decal(s) to each customer within 90 days after the decals are made available to the industry.

- **To obtain the new decals, schedule an appointment with BIC by calling (212) 437-0565. You will need to provide the number and type of decals you will be purchasing. (Please note, you must schedule an appointment to pick up the decals. No walk-ins will be honored. There will be no exceptions to this rule.)**
- **Refuse and recycling decals are \$21 per 50 decals. At this time, there is no fee for the organic recycling decal. A blank company check, money order, certified check, or company credit card will be accepted for payment.**
- **You must issue the new decal(s) to your customer by June 29, 2017.**

Failure to comply with this Directive may result in administrative penalties and/or fines up to \$10,000 for each violation. *See* 17 RCNY Section 1-09. Failure to comply with this Directive may also affect your company's licensing status with BIC.

Sincerely,

A handwritten signature in cursive script that reads "Daniel D. Brownell".

Daniel D. Brownell
Commissioner and Chair

The regulations listed below pertain to decals, which are provided to customers of companies licensed with BIC for the collection, removal or disposal of trade waste:

Pursuant to Title 17, Chapter 1 of the Rules of the City of New York (RCNY), Section 5-01(a),

- “Every licensee shall provide to every recipient of its services a sign or decal which the licensee shall obtain from the Commission. A licensee shall not provide such a sign or decal to a business unless such licensee has entered into an agreement with such business to provide waste removal services. Such sign or decal shall conspicuously and legibly display the name, [], telephone number, number of license and the day and approximate time of waste collection. Such sign or decal must also identify, by type, each designated recyclable material (as defined in section 1-01 of title 16) that will be collected by a licensee and, if applicable, whether a licensee will be using single stream collection and recycling (as defined in section 1-01 of title 16) or co-collection of recyclables (as defined in section 1-01 of title 16). Any licensee that provides organic waste removal services to a designated covered establishment shall also provide a sign or decal that provides the name of the licensee that collects the designated covered establishment's organic waste. Any licensee that provides organic waste removal services to a designated covered establishment shall also provide the designated covered establishment with a sign or decal that states (i) the name of the licensee that collects the designated covered establishment's organic waste; or (ii) that the licensee transports its organic waste to an entity that provides for beneficial organic waste reuse; or (iii) that the licensee provides for on-site processing of organic waste generated at its premises.”

Pursuant to 17 RCNY Section 5-01(b): “Such sign(s) or decal(s) shall be conspicuously posted as prescribed in section 16-116(b) of the Code by the owner, lessee or person in control of the commercial establishment which receives the licensee's services. The licensee shall provide each decal to the customer and shall inform the customer of its obligation to post the decal in accordance with the requirements of section 16-116(b) of the Code.”

Pursuant to 17 RCNY Section 5-01(c): “A licensee shall not charge a fee to any business for a sign or decal issued by the Commission.”

- Decals must be issued to your customers by June 29, 2017.

Instructions for Completing the Commercial Refuse and Recycling Decal

CITY OF NEW YORK Business Integrity Commission nyc.gov/bic		CONTROL NUMBER 00000000
<div style="border: 1px solid black; padding: 5px;"> 1 COLLECTION PROVIDED BY Company: BIC #: Phone: </div>	<div style="border: 1px solid black; padding: 5px;"> 2 AUTHORIZED FOR <input type="checkbox"/> SINGLE-STREAM <input type="checkbox"/> CO-COLLECTION <input type="checkbox"/> SOURCE-SEPARATED </div>	
<div style="border: 1px solid black; padding: 5px;"> 3 REFUSE COLLECTION <input type="checkbox"/> YES <input type="checkbox"/> NO Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT. Collection Time: [] [] [] [] [] [] [] </div>		
<div style="border: 1px solid black; padding: 5px;"> 4 MGP COLLECTION <input type="checkbox"/> YES <input type="checkbox"/> NO Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT. Collection Time: [] [] [] [] [] [] [] </div>		
<div style="border: 1px solid black; padding: 5px;"> 5 CARDBOARD/PAPER COLLECTION <input type="checkbox"/> YES <input type="checkbox"/> NO Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT. Collection Time: [] [] [] [] [] [] [] </div>		
<div style="border: 1px solid black; padding: 5px;"> 6 SINGLE-STREAM COLLECTION <input type="checkbox"/> YES <input type="checkbox"/> NO Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT. Collection Time: [] [] [] [] [] [] [] </div>		
COMPLAINTS: Call 311		

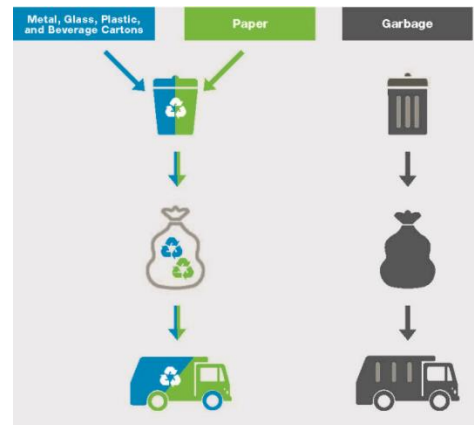
1 “Collection Provided By” Section provide:

- Trade waste hauler’s name.
- Trade waste hauler’s BIC-issued license number.
- A telephone number where you can be reached in case of emergencies or any collection issues.

2 “Authorized For” Section provide:

- If you have been authorized by BIC to perform single-stream recycling collection, you may also perform co-collection and source-separation of recyclable materials. Check off only the box for single-stream.
- If you have been authorized by BIC to perform co-collection, you may also perform source-separated collection, but not single-stream collection. Check off only the box for co-collection.
- If you have not been authorized to perform single-stream collection or co-collection, you may only perform source-separated collection. Check off only the box for source-separated.

“Single-stream” recycling collection means a system in which designated recyclable metal, glass, plastic, and beverage cartons (MGP), and designated recyclable paper, are placed in the same bags or bins by the generator. Such bags and/or the contents of such bins are placed into one waste-hauling vehicle, separate from solid waste and organic waste, and are delivered directly to a recycling processing facility. Such recycling processing facility must be designed to receive, separate and process for reuse or sale commingled loads of designated MGP and designated recyclable paper.



"Co-collection" of recyclables means a system in which designated MGP recyclables and designated recyclable paper that have been previously source separated and set out by a generator are collected at the same time and placed in a single compartment of a waste-hauling vehicle. Such designated recyclable materials must be kept separate from solid waste and organic waste. The recyclable materials must be delivered directly to a recycling processing facility that is designed to receive, separate and process for reuse or sale designated MGP recyclables and designated recyclable paper.



"Source-separated" recycling collection means a system in which MGP bags are set out separately from bags of designated recyclable paper. Refuse is set out separately from recyclables. The private trade waste hauler uses three vehicles: one to collect MGP, one to collect designated paper, and one to collect refuse.



- 3 **"Refuse Collection" Section provide:**
 - If you provide refuse collection for this particular commercial establishment, select the box indicating "yes." If you do not provide refuse collection, select the box indicating "no."
 - If "yes," write an approximate time of refuse collection for each day you collect refuse from this commercial establishment.
- 4 **"MGP Collection" Section provide:**
 - If you provide service collection of metal, glass, plastic, and beverage cartons (MGP) for this particular commercial establishment, select the box indicating "yes." If you do not provide MGP collection, select the box indicating "no."
 - If "yes," write an approximate time of MGP collection for each day you collect MGP from this establishment.
- 5 **"Cardboard/Paper Collection" Section provide:**
 - If you provide cardboard/paper collection for this particular commercial establishment, select the box indicating "yes." If you do not provide Cardboard/Paper collection, select the box indicating "no."
 - If "yes," write an approximate time of collection for each day you collect cardboard/paper from this commercial establishment.
- 6 **"Single-Stream Collection" Section provide:**
 - If you provide single-stream recycling collection for this particular commercial establishment, select the box indicating "yes." If you have not been authorized to provide single-stream recycling collection or do not intend to provide single-stream recycling collection for this establishment, check "no."
 - If you do not provide single-stream recycling collection for this particular commercial establishment, you will need to complete sections 3, 4, and/or 5 of the decal.
 - If "yes," write an approximate time of single-stream collection for each day you collect single-stream collection from this commercial establishment.

Instructions for Completing the Commercial Organics Recycling Decal

The commercial organics recycling decals are only for designated covered establishments, as defined by Title 17, Chapter 1 of the Rules of the City of New York, Section 1-01, that are required by law to obtain the decals. At this time, other commercial establishments that are not covered by the rules, but voluntarily separate their organic waste, do not need to display this organics decal.

CITY OF NEW YORK
Business Integrity Commission
nyc.gov/bic | Complaints: Call 311

ORGANICS

CONTROL NUMBER 000000

1 **COLLECTION PROVIDED BY:**
Company:
BIC#:
Phone:

2 **COLLECTION DAYS/TIME:**
SUN. MON. TUES. WED.
THURS. FRI. SAT.

- 1** **“Collection Provided By” Section provide:**
- Trade waste hauler’s name.
 - Trade waste hauler’s BIC-issued license number.
 - A telephone number where you can be reached in case of emergencies or any collection issues

- 2** **“Collection Days/Time” Section provide:**
- An approximate time of organic waste collection for each day you collect organic waste from this commercial establishment

If you have questions regarding how to complete any section on this decal, please call the NYC Business Integrity Commission’s Licensing Unit at 212-437-0555.



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FAQs: Commercial Refuse and Recycling and Organics Collection Decals

1) Which of my customers should receive the new Commercial Refuse and Recycling decal?

As per the BIC rules and regulations, a carter must provide a decal to each customer who has a written or oral contract for commercial refuse and recycling collection services.

2) Do I need to purchase decals if my company only collects tires? grease? medical waste?

Yes. You must provide Commercial Refuse/Recycling decals if you have a written or oral contract with a customer to collect trade waste of any kind, including, but not limited to: tires, grease and medical waste. Please write the specific trade waste material that you collect on the decal next to “refuse.”

3) Which of my customers should receive the new Organics Collection decal?

Only *designated covered establishments* are required to obtain the decals. Designated covered establishments are defined in Title 17, Chapter 1 of the Rules of the City of New York (RCNY), Section 1-01.

4) Can I sell the decals to my customers?

No. As per the BIC rules and regulations, you are not allowed to sell either the commercial recycling or organics decal to your customers. You must provide them to your customers free of charge.

5) What is an acceptable collection time to write on the decals?

You must state the day and *approximate time* of waste collection. The Commission's rules do not require the specific time of waste collection – only the approximate time.

6) How do I obtain authorization to perform single-stream recycling collection or co-collection of recyclables?

Please complete the online Commercial Recycling Authorization form, which can be found here: <https://nyc-bic-portal.secure.force.com/recyclingcollectionapp/>

7) If I am authorized to perform single-stream recycling collection and I also provide refuse collection, how do I properly complete the decal?

(1) Check the box that indicates that you are “authorized for Single-Stream” on the upper right corner. (2) Fill out the information under the “Refuse Collection” section. (3) Fill out the “Single-Stream Collection” section.