



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

February 28, 2018

AMENDED COMMISSION DIRECTIVE

To: All companies licensed by the Business Integrity Commission who collect commercial refuse, organic waste and recyclables:

This Commission directive amends the directive issued on February 22, 2018, regarding the collection of route data. The February 22nd directive required, among other things, that you provide various data points such as sequence of pickups, customer information, and type of waste on an electronic spreadsheet. You may leave the column on the spreadsheet entitled "Amount of Waste" blank. In all other respects, the February 22nd directive remains the same – you must complete the remainder of the spreadsheet in its entirety. You must also submit dump tickets that shows the amount of refuse, recyclables, organics you tipped at each transfer station and/or material recovery facility for each route.

You are hereby directed to complete the attached Excel spreadsheet with information from your list of collection routes and schedules for the period beginning at 5:00 p.m. on Sunday, March 4, 2018, through 5:00 p.m. on Sunday, March 11, 2018. The Excel spreadsheet submission must include every refuse, recycling and organics route that has at least one collection stop within New York City. For this one week period, you must also produce to the Commission a copy of all dump tickets that correspond to each of the routes for that period and clearly identify it with the same Route ID that you list in the spreadsheet.

You must submit the completed spreadsheet along with the corresponding dump tickets to the Commission via email on or before **5:00 p.m. on Friday, March 23, 2018** to route@bic.nyc.gov. A blank copy of the spreadsheet, along with a sample completed spreadsheet, an instruction sheet, and an FAQ may also be found on the Commission's website at: <http://www1.nyc.gov/site/bic/industries/trade-waste-forms.page>

If you have any questions regarding this directive, please contact Christine Li at route@bic.nyc.gov.

You Must Respond to this Directive

Failure to respond to this directive is a violation of 17 RCNY § 1-09, could subject you to civil penalties of up to \$10,000 for each such violation, and could adversely affect your licensing status in the future.

Sincerely,

A handwritten signature in black ink that reads "Daniel D. Brownell". The signature is written in a cursive style with a large, prominent "D" at the beginning.

Daniel D. Brownell
Commissioner and Chair