



**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 22, 2018

***COMMISSION DIRECTIVE***

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

All BIC-licensed trade waste companies are required to maintain records concerning their businesses, including, but not limited to, lists of collection routes and schedules. *See* Title 17, Chapter 1, of the Rules of the City of New York (“RCNY”) Section 5-03(a). At the Commission’s request, a licensee must “provide the Commission with a list of its collection routes and schedules.” *Id.* at § 1-07.

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](mailto: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](mailto: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 cursive script that reads "Daniel D. Brownell".

Daniel D. Brownell  
Commissioner and Chair

Enclosures