



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

Elizabeth Crotty  
*Commissioner and Chair*

April 5, 2023

## ***COMMISSION DIRECTIVE*** ***TRADE WASTE DRIVER AND HELPER ONLINE PORTAL***

To all licensees and registrants:

**PLEASE SUBMIT the required information about drivers and helpers through your existing BIC Online Portal account.**

The **Driver and Helper Management Module** now allows you to submit the required information about your trade waste vehicle operators (drivers). For licensees, the portal can also be used to submit required information regarding employees who serve as “helpers” on trade waste vehicles.

You are hereby directed to ensure that this information is provided to BIC.

- Updates to material information are still required to be reported to BIC within ten (10) business days of the change, per 17 RCNY §§ 2-05(a)(6), 2-05(b)(1). For identification of drivers and helpers, updating the Driver and Helper Management Module within the required period satisfies this requirement, making additional update forms unnecessary.
- Please see the attached guide with instructions and screenshots.
- For technical assistance, please contact: [portalsupport@bic.nyc.gov](mailto:portalsupport@bic.nyc.gov).

### ***YOU MUST COMPLY WITH THIS DIRECTIVE***

Failure to disclose required information is a violation of the Commission’s rules, and you may be subject to civil penalties of up to \$10,000 for each such violation; nondisclosure could also adversely affect your licensing or registration status or future license or registration renewal applications.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Crotty".

Elizabeth Crotty  
Commissioner and Chair