



**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*

October 13, 2022

**IMPORTANT NOTICE:**  
**Documentation and Waiver Applications for Upcoming Side Guard Requirement**

To all trade waste licensees and registrants:

For **every vehicle** with BIC-issued Trade Waste Conveyance Plates (“BIC plates”) and a GVWR over 10,000 pounds, you must:

- 1. Submit proof of side guard installation including photographs through the BIC Online Portal;**

**OR**

- 2. Apply for a waiver of the side guard requirement from BIC**

in order to comply with the side guard law, Local Law 56 of 2015, as amended by Local Law 108 of 2021, which goes into effect on January 1, 2023.

***Licensees and registrants that fail to provide proof of compliance with the side guard requirement or submit a waiver application by that date for any vehicles with BIC plates will be subject to a violation.***

**REPORTING PROOF OF SIDE GUARDS:**

Documentation for each vehicle equipped with side guards can be uploaded through the [BIC Online Portal](https://www1.nyc.gov/assets/bic/downloads/pdf/portal/bic-sideguardreportingmodule-how-to-guide-2022.pdf). Please see instructions at this link for assistance with uploading side guard compliance proof: <https://www1.nyc.gov/assets/bic/downloads/pdf/portal/bic-sideguardreportingmodule-how-to-guide-2022.pdf>

A list of vendors that install side guards can be found [here](#). Selection of side guard supplier and installer is at the discretion of the licensee or registrant.

**SIDE GUARD WAIVER APPLICATIONS:**

You may now apply to BIC for a waiver of the side guard requirement for vehicles where side guard installation would be impractical. *A separate application must be submitted for each vehicle for which you are seeking a waiver.*

Applications for a waiver must be submitted through the BIC Online Portal [here](#). **Only side guard waiver applications submitted properly through the portal will be reviewed by the Commission. BIC will not accept hard copy or emailed waiver applications.** Please see the instructions attached to this notice for assistance submitting a waiver application

**For questions relating to the side guard requirement or waiver applications, please email [PolicyInfo@bic.nyc.gov](mailto:PolicyInfo@bic.nyc.gov).**

Please be advised that providing false information to BIC, including information provided through the BIC Online Portal, is a violation of the Commission’s Rules (*see* 17 RCNY § 1-09), which may subject you to civil penalties of up to \$10,000 for each such violation, and could adversely affect your license or registration status.

You are advised to regularly check e-mail communications from BIC and the [BIC website](#) for updates on the side guard requirement and other matters that could impact your license or registration status.

Sincerely,



Elizabeth Crotty  
Commissioner and Chair