



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

January 26, 2023

NOTICE: ***Violations of Safety Inspection Record Keeping Rules***

To all trade waste licensees and registrants:

BIC urges you to share the following information with your trade waste drivers. This is an important notice regarding compliance with BIC's safety record keeping requirements.

BIC rules require the following records to be available in the corresponding trade waste vehicle at all times in either paper or electronic form:

- Copies of inspection and certification of repair forms for the most recent six-month period (*see* 17 RCNY § 5-03(m) for licensees or 17 RCNY § 7-06(e) for registrants); and
- Copies of daily vehicle inspection reports for the last fourteen (14) days (*see* 17 RCNY § 5-03(n) for licensees or 17 RCNY § 7-06(f) for registrants).

If you utilize an electronic form of record keeping, the driver must be able to access and provide the relevant documents when asked to do so by a member of BIC's enforcement team. ***If a driver cannot retrieve the documents when requested, your company may be subject to enforcement action.***

[Click here to read the full text of BIC's traffic safety rules.](#)

[Click here to access a template inspection and certification of repair form for vehicle inspections.](#) You may use this form to comply with the requirement, or another of your choice, as long as all information required by BIC rules is included on the form.

Sincerely,

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

Elizabeth Crotty
Commissioner and Chair