



**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*

July 10, 2025

***COMMISSION DIRECTIVE:  
BY JULY 24, 2025 – Brokers Must Submit Contracts and Rate Schedules***

To All BIC Trade Waste Broker Registrants:

BIC is conducting a review of trade waste broker contracts and rate schedules to ensure compliance with applicable rules and regulations.

***SUBMISSION OF DOCUMENTS REQUIRED***

All trade waste brokers are hereby directed to submit via email to BIC at [policyinfo@bic.nyc.gov](mailto:policyinfo@bic.nyc.gov) by no later than **JULY 24, 2025**:

- A **sample contract** used by the broker registrant for trade waste brokering services in New York City.
- A copy of the broker registrant's **rate schedule** for services provided to customers in New York City.

**A signed and notarized letter may be submitted in place of the above requested documents ONLY IF:**

A broker registrant is not currently operational/does not engage in brokering work for putrescible waste and recyclables in New York City.

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

Failure to abide by this Directive is a violation of BIC rules and may subject you to civil penalties of up to \$1,000 for each violation. See Title 17 of the Rules of the City of New York ("RCNY") 1-09(d) and 6-04(b).

***REMINDERS TO BROKERS***

- **Conduct of Brokers:** Approval by BIC for a class-2 trade waste broker registration allows an entity to broker transactions between commercial establishments that generate trade waste and a trade waste licensed business that removes such waste. A BIC broker registration **DOES NOT** permit an entity to engage in the removal, collection or disposal of trade waste.
- **Acceptance of Payment:** Brokers that conduct evaluation or analysis of waste generated by commercial establishments ("customers") are not permitted to request or accept payment for those services from any party other than the customer, unless the broker has first disclosed to the customer that they propose to request or accept payment from another party (see NYC Administrative Code 16-521(b)).
- **Collection of Fees:** Brokers are **NOT** permitted to collect fees from customers for removal services by a trade waste licensee providing service *EXCEPT* where: the contract complies with all applicable BIC rules, such fee collection is upon request of the customer, AND such fee collection is part of an agreement providing for other services such as periodic waste evaluation and consulting (see 17 RCNY 6-03).

Sincerely,

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

Elizabeth Crotty  
Commissioner and Chair