

## Instructions for Completing the Commercial Refuse and Recycling Decal

<b>CITY OF NEW YORK</b> <b>Business Integrity Commission</b> nyc.gov/bic		CONTROL NUMBER 000000000
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>1 COLLECTION PROVIDED BY</b>          Company: _____          BIC #: _____          Phone: _____       </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>2 AUTHORIZED FOR</b>  <input type="checkbox"/> SINGLE-STREAM  <input type="checkbox"/> CO-COLLECTION  <input type="checkbox"/> SOURCE-SEPARATED       </div>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>3 REFUSE COLLECTION</b> <input type="checkbox"/> YES <input type="checkbox"/> NO          Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT.          Collection Time: [ ] [ ] [ ] [ ] [ ] [ ] [ ]       </div>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>4 MGP COLLECTION</b> <input type="checkbox"/> YES <input type="checkbox"/> NO          Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT.          Collection Time: [ ] [ ] [ ] [ ] [ ] [ ] [ ]       </div>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>5 CARDBOARD/PAPER COLLECTION</b> <input type="checkbox"/> YES <input type="checkbox"/> NO          Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT.          Collection Time: [ ] [ ] [ ] [ ] [ ] [ ] [ ]       </div>		
<div style="border: 1px solid black; padding: 5px;"> <b>6 SINGLE-STREAM COLLECTION</b> <input type="checkbox"/> YES <input type="checkbox"/> NO          Collection Days: SUN. MON. TUES. WED. THURS. FRI. SAT.          Collection Time: [ ] [ ] [ ] [ ] [ ] [ ] [ ]       </div>		
COMPLAINTS: Call 311		

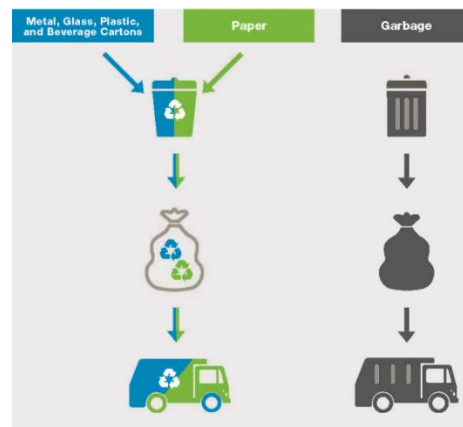
**1 “Collection Provided By” Section provide:**

- Trade waste hauler’s name.
- Trade waste hauler’s BIC-issued license number.
- A telephone number where you can be reached in case of emergencies or any collection issues.

**2 “Authorized For” Section provide:**

- If you have been authorized by BIC to perform single-stream recycling collection, you may also perform co-collection and source-separation of recyclable materials. Check off only the box for single-stream.
- If you have been authorized by BIC to perform co-collection, you may also perform source-separated collection, but not single-stream collection. Check off only the box for co-collection.
- If you have not been authorized to perform single-stream collection or co-collection, you may only perform source-separated collection. Check off only the box for source-separated.

**“Single-stream”** recycling collection means a system in which designated recyclable metal, glass, plastic, and beverage cartons (MGP), and designated recyclable paper, are placed in the same bags or bins by the generator. Such bags and/or the contents of such bins are placed into one waste-hauling vehicle, separate from solid waste and organic waste, and are delivered directly to a recycling processing facility. Such recycling processing facility must be designed to receive, separate and process for reuse or sale commingled loads of designated MGP and designated recyclable paper.



**"Co-collection"** of recyclables means a system in which designated MGP recyclables and designated recyclable paper that have been previously source separated and set out by a generator are collected at the same time and placed in a single compartment of a waste-hauling vehicle. Such designated recyclable materials must be kept separate from solid waste and organic waste. The recyclable materials must be delivered directly to a recycling processing facility that is designed to receive, separate and process for reuse or sale designated MGP recyclables and designated recyclable paper.



**"Source-separated"** recycling collection means a system in which MGP bags are set out separately from bags of designated recyclable paper. Refuse is set out separately from recyclables. The private trade waste hauler uses three vehicles: one to collect MGP, one to collect designated paper, and one to collect refuse.



3

**"Refuse Collection" Section provide:**

- If you provide refuse collection for this particular commercial establishment, select the box indicating "yes." If you do not provide refuse collection, select the box indicating "no."
- If "yes," write an approximate time of refuse collection for each day you collect refuse from this commercial establishment.

4

**"MGP Collection" Section provide:**

- If you provide service collection of metal, glass, plastic, and beverage cartons (MGP) for this particular commercial establishment, select the box indicating "yes." If you do not provide MGP collection, select the box indicating "no."
- If "yes," write an approximate time of MGP collection for each day you collect MGP from this establishment.

5

**"Cardboard/Paper Collection" Section provide:**

- If you provide cardboard/paper collection for this particular commercial establishment, select the box indicating "yes." If you do not provide Cardboard/Paper collection, select the box indicating "no."
- If "yes," write an approximate time of collection for each day you collect cardboard/paper from this commercial establishment.

6

**"Single-Stream Collection" Section provide:**

- If you provide single-stream recycling collection for this particular commercial establishment, select the box indicating "yes." If you have not been authorized to provide single-stream recycling collection or do not intend to provide single-stream recycling collection for this establishment, check "no."
- If you do not provide single-stream recycling collection for this particular commercial establishment, you will need to complete sections 3, 4, and/or 5 of the decal.
- If "yes," write an approximate time of single-stream collection for each day you collect single-stream collection from this commercial establishment.

## Instructions for Completing the Commercial Organics Recycling Decal

The commercial organics recycling decals are only for designated covered establishments, as defined by Title 17, Chapter 1 of the Rules of the City of New York, Section 1-01, that are required by law to obtain the decals. At this time, other commercial establishments that are not covered by the rules, but voluntarily separate their organic waste, do not need to display this organics decal.

CITY OF NEW YORK  
Business Integrity Commission  
nyc.gov/bic | Complaints: Call 311

**ORGANICS**

CONTROL NUMBER 000000

**1** **COLLECTION PROVIDED BY:**  
Company:  
BIC#:  
Phone:

**2** **COLLECTION DAYS/TIME:**  
SUN. MON. TUES. WED.  
     
THURS. FRI. SAT.

- 1** **“Collection Provided By” Section provide:**
- Trade waste hauler’s name.
  - Trade waste hauler’s BIC-issued license number.
  - A telephone number where you can be reached in case of emergencies or any collection issues

- 2** **“Collection Days/Time” Section provide:**
- An approximate time of organic waste collection for each day you collect organic waste from this commercial establishment

If you have questions regarding how to complete any section on this decal, please call the NYC Business Integrity Commission’s Licensing Unit at 212-437-0555.



**The City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 437-0500 · Fax (646) 500-7096  
[www.nyc.gov/bic](http://www.nyc.gov/bic)

Elizabeth Crotty  
*Commissioner and Chair*

## FAQs: Commercial Refuse and Recycling and Organics Collection Decals

### **1) Which of my customers should receive the new Commercial Refuse and Recycling decal?**

As per the BIC rules and regulations, a carter must provide a decal to each customer who has a written or oral contract for commercial refuse and recycling collection services.

### **2) Do I need to purchase decals if my company only collects tires? grease? medical waste?**

Yes. You must provide Commercial Refuse/Recycling decals if you have a written or oral contract with a customer to collect trade waste of any kind, including, but not limited to: tires, grease and medical waste. Please write the specific trade waste material that you collect on the decal next to “refuse.”

### **3) Which of my customers should receive the new Organics Collection decal?**

Only *designated covered establishments* are required to obtain the decals. Designated covered establishments are defined in Title 17, Chapter 1 of the Rules of the City of New York (RCNY), Section 1-01.

### **4) Can I sell the decals to my customers?**

No. As per the BIC rules and regulations, you are not allowed to sell either the commercial recycling or organics decal to your customers. You must provide them to your customers free of charge.

**5) What is an acceptable collection time to write on the decals?**

You must state the day and *approximate time* of waste collection. The Commission's rules do not require the specific time of waste collection – only the approximate time.

**6) How do I obtain authorization to perform single-stream recycling collection or co-collection of recyclables?**

Please complete the online Commercial Recycling Authorization form, which can be found on the BIC Online Portal at <https://bicportal.nyc.gov> .

**7) If I am authorized to perform single-stream recycling collection and I also provide refuse collection, how do I properly complete the decal?**

(1) Check the box that indicates that you are “authorized for Single-Stream” on the upper right corner. (2) Fill out the information under the “Refuse Collection” section. (3) Fill out the “Single-Stream Collection” section.