

EXHIBIT 1



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

Daniel D. Brownell
Commissioner and Chair

April 30, 2018

Notice of Inspection and Audit

To the principals and employees of Sanitation Salvage Corp. (BIC #172):

The Business Integrity Commission is conducting an unannounced inspection and audit of Sanitation Salvage Corp. ("Sanitation Salvage" or the "Company"). I have directed Investigator Brian Noonan, and Auditors Bonnie Chan, Maggie Xu, Taylor Lopez, and Yonghe Chen, (who are all City employees on the Commission's staff) and such other members of the Commission staff who present identification to commence the inspection and audit today at the premises of the Company. The inspection and audit will continue day to day until it is completed.

As you know, Local Law 42 of 1996 requires companies holding licenses to haul trade waste to maintain business records, and states that "[s]uch records shall be made available for inspection and audit by the commission at its request at either the licensee's place of business or at the offices of the commission." New York City Administrative Code, Title 16-A, Chapter 1 § 16-520(c). The Commission's rules state that it "may conduct lawful inspections to ensure compliance" with the administrative code and rules, and that "[s]uch inspections may include, but need not be limited to, the inspection and audit of records." Title 17 of the New York City Rules § 1-07. The rules also state: "The licensee shall cooperate with the representatives of the Commission conducting any such inspection or audit." *Id.* at § 5-03(j). The Commission's rules prohibit licensees and their principals from "refus[ing] to answer an inquiry from the Commission." *Id.* at § 1-09.

Local Law 42 of 1996 requires you to maintain business records. Thus, you must preserve all documents that are in any way possibly relevant to the audit being conducted by the Commission. In addition to paper files, any electronically stored information held in the Company's computer systems and other electronic devices must be preserved. Accordingly, please immediately suspend the deletion, overwriting, or any other possible destruction of electronically stored information.

Failure by the Company, its management and employees to cooperate with the Commission's staff conducting the inspection and audit may adversely affect the Company's status with the Commission as a licensee and could result in the revocation of the Company's license, denial of a future application and/or administrative penalties.

Thank you for your anticipated cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel D. Brownell". The signature is fluid and cursive, with a large initial "D" and "B".

Daniel D. Brownell
Commissioner and Chair



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Tel. (212) 437-0500 · Fax (646) 500-7096

Daniel D. Brownell
Commissioner and Chair

Date: April 30, 2018

Name of Company: Sanitation Salvage Corp. (BIC-172)

Please provide the Commission with the following books and records for the year(s) 2014-2017:

- Cash Receipts Journal / Deposit Detail (in Excel format);
- Cash Disbursements Journal / Check Detail (in Excel format);
- Customer Subsidiary Ledger (in Excel format). For each customer, the customer ledger should show all detailed billing and payment history, including but not limited to, customer name, account number, service location, transaction type, invoice date, invoice number, description, service start date, service end date, quantity/volume (cubic yard/weight), sales price (rate per cubic yard/per 100 pounds), amount/monthly amount, sales tax amount, total invoice amount, payment type (check, cash, credit card etc.), check date/payment date, check number/reference number and running balance);
- Accounts Receivable Aging Report (in Excel format);
- Customer Invoices;
- Accounts Payable / Vendor Detail (in Excel format);
- Accounts Payable Aging Report (in Excel format);
- Detailed Payroll Journal;
- Employee Earning Report;
- Detailed General Ledger (in Excel format);
- Year-End Adjusting Entries;
- Adjusted Trial Balance;
- Statement of Profit & Loss;
- Balance Sheet;
- Corporate Tax Returns, including Federal, State and City Tax Returns;
- New York State Sales Tax Returns;
- NYS-45 Forms ("Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return");
- IRS Form-940 ("Employer's Annual Federal Unemployment Tax Return");
- IRS Form-941 ("Employer's Quarterly Federal Tax Return");
- IRS Form W-2 ("Wage and Tax Statement");
- IRS Form W-3 ("Transmittal of Wage and Tax Statements");
- IRS Form-1099 ("Miscellaneous Income");
- IRS Form-1096 ("Annual Summary and Transmittal of US Information Returns");

- Daily Route Sheet;
- Daily Driver's Activity Logs;
- Employee Sign-In Sheets;
- Monthly Union Dues Statements;
- Union Contracts;
- Any and all business bank account statements, including cancelled checks, deposit slips and deposited items, wires, and withdrawals;
- Any and all business credit card monthly statements; and
- Any and all business loan statements;
- Register of all complaints received from customers or prospective customers;
- Others:

Please provide the Commission with above requested documents on or before _____.

If you have any questions, please contact Taylor Lopez at (212) 437 – 0544

Auditor: _____