Document checks at submission — 2,520 files, and the three-position mandate

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

Document issued on 09/11/2026

The year's files run back through the control rule · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **The check happens AT SUBMISSION, within the minute — not at assessment, three weeks later. No allocation, exemption or ordering decision is taken by the agent:** it says what is missing and prepares the file; the service assesses and signs.

The year's 2,520 files, and the documents the by-law requires

Type of file	Annual volume	Documents required by the collection by-law
Initial bin allocation (moving in)	1,340	Proof of address less than 3 months old + household composition statement
Bin exchange (change of size)	840	Household composition statement

Type of file	Annual volume	Documents required by the collection by-law
Exemption or reduction	340	Proof of address + document specific to the ground relied on
Total	**2,520**	**2,180 allocations and exchanges + 340 exemptions**

The 418 incomplete files, reason by reason

Reason	Files	Share of the 2,520	What the agent writes to the applicant, within the minute
Document absent from the submission	**212**	8.4%	**Names the document and cites the article of the by-law that requires it**
Proof of address more than 3 months old	**121**	4.8%	**Gives the date read on the document and the acceptance deadline**
Household composition inconsistent with the bin size requested	**85**	3.4%	**Recalls the resolved grid and proposes the matching size**
Total	**418**	**16.6%**	**Three letter templates, not 418**

> **The 85 files on the third line are worth their weight, and it is the figure that speaks most directly to a director of technical services. They are 85 240-litre bins that would have gone to two-person households** — so **85 exchanges to redo**, with collection of the oversized bin and delivery of the right one. **On your supply contract of 4 February 2026, a delivery or a collection costs €18.50, and an exchange needs two: €3,145.00 of avoided call-outs over the year**, before counting the 85 residents who would have waited twice.

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What is read, what is recorded, what is not kept

Document submitted	What is recorded	What is neither recorded nor kept
Proof of address (energy bill, rent receipt, council tax notice)	**Name, address, date of the document**	**Amount, consumption, account number, bank details, payment method**
Household composition statement	**Name, address, number of people**	**Dates of birth, family relationships, marital status, children's first names**
Document specific to the exemption	Nature of the document, date, validity	**Any element of individual circumstances beyond the nature of the document**
Image of the document submitted	—	**Not kept beyond assessment — period set in the service's record: 90 days after the decision**

A tax notice carries far more than a bin allocation needs. Article 5.1.c GDPR asks precisely that only what is necessary to the purpose pursued be processed — and an allocation needs a name, an address, a date and a number of people. **That is an argument your data protection officer can reuse as it stands**, because it rests not on a promise but on the reading configuration, which can be checked.

What checking at submission does to the lead time for a bin

Stage	Today	With checking at submission
Submission → missing document detected	**14 days — at assessment**	**1 minute — at submission**
Chaser → document submitted by the resident	5 days	3 days (the request is precise, the document arrives first time)
Assessment and bin order	2 days	2 days

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Stage	Today	With checking at submission
Total lead time to bin delivery	**21 days**	**6 days**
Files concerned	—	**418 a year, i.e. one file in six**

The mandate — three scopes to choose from, and the dial moves both ways

Scope	What the agent carries out alone	What waits for a signature	Ceiling	Review
1 — the most cautious	**Nothing. The agent prepares, the service approves line by line.**	Every allocation, every exchange, every exemption, every invoice	—	Quarterly
2 — intermediate	**Allocations matching the resolved grid, on a complete file**	Exchanges outside the grid, exemptions, invoices, supplier orders	**40 bins a month**	Quarterly
3 — the widest	**Allocations and exchanges matching the grid, and ordering from the supplier under the current contract**	Exemptions, invoices, ex gratia waivers	**120 bins and €7,500 a month**	Monthly
Outside every scope, whatever the setting	—	**Ex gratia waivers — they rest with the chair**	—	—

Issuing an invoice, granting an exemption or ordering a bin from the supplier are acts that bind the authority. These are not acts the agent rules out — they are acts it carries out as soon as the mandate is written: named scope, costed

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ceiling, review date, identified signatory. **The mandate is withdrawn with a word, and the withdrawal takes effect within the second**; files already under way stay visible with the date and reason for the withdrawal. **Starting at scope 1 and moving up one notch a quarter is the path I recommend — but it is a recommendation, and the service can open at scope 3 on day one.**

Mandate scope adopted (1, 2 or 3), ceiling and review date settled by: _____ on _____

Authorised signatory for exemptions, designated on: _____

> **Request a demo with your own documents**
>
> This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.
>
> https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-gestionnaire-dechets

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.

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