



Guide to the Ponderosa Customer Service & Recycling Building

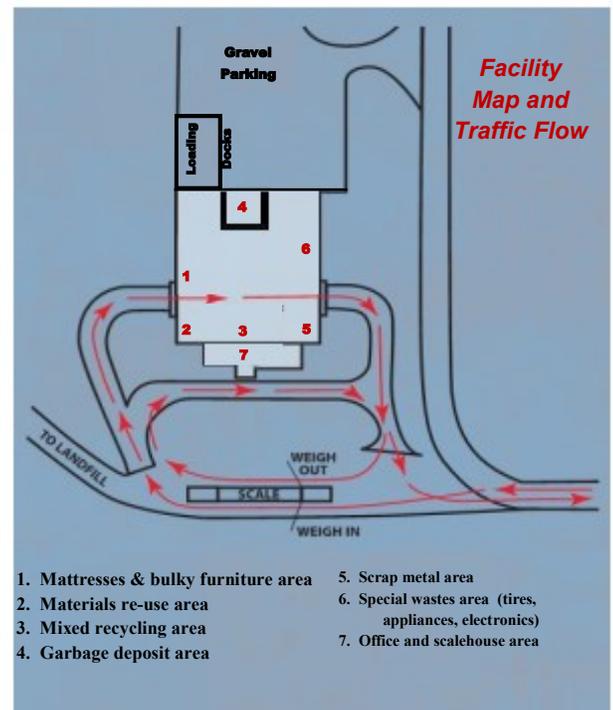


Providing increased safety & convenience with greater opportunities to recycle

The following is a guide to how the public can make use of the new facility:

- **Pull onto the Scale** until you reach the speaker on your left. The scale operator will ask questions, then give you instructions, & when ready, you will get the “green light” to pull off the scale.
- **Proceed to Building**. Most general public loads will be directed to take their load into the building. To do this, turn RIGHT when you get off the scale & follow road.
- **Wait your Turn**. If there are vehicles inside dropping off waste, the door may be closed. Please wait until the door opens to enter building. If the door is open and several vehicles are already inside, please wait outside until there is room to safely enter.
- **NO SMOKING in the building**. Fire is a serious problem for waste facilities. Please do not smoke in the building or in your car while you are in the building.
- **Waste Drop-off Areas**. Inside the building there are several different areas for waste materials. An attendant is usually available to answer your questions. Please get assistance before unloading waste to ensure it is put in the correct area. The following areas are currently available:

1. **Mattress Drop-Off** is immediately to your left. Mattresses and box springs are collected here. Please ask for assistance when dropping off these items.
2. **Materials Re-Use area**. Items found in the waste that might be useful to someone else are placed here. These items are free - just ask the attendant to put them aside for you. You may claim it after you have weighed back out across the scale.
3. **Mixed Recycling**. The container on the right is for recyclable materials. This is for plastic, metal and glass food and beverage containers as well as corrugated cardboard and recyclable paper. Please do not put garbage in this container. Other items to keep out include shredded paper and window glass, which are not recyclable.
4. **Garbage**. On the far left is the garbage deposit area. Look for the “Deposit Waste Here” sign. Deposit waste as close to the wall as possible.
5. **Scrap Metal**. As you go through the building, it’s the last station on the right. Items that are primarily metal may be deposited here.
6. **Tires, Appliances, Electronics**. These items are stored along the far wall to the left. Please check with the attendant before leaving this areas since there is an extra charge for these items.



- **Exit the Building**. Pull straight ahead and exit the large door on the east side of the building.
- **Weigh Out**. Drive around to the right and drive across the scale from the same direction you entered the first time. Pull up to the speaker and wait for the attendant to tell you to proceed and with a green light.
- **Pay your Bill**. Drive off the scale and turn sharply to the right. You can drive past the drive-up window and pay your bill. The weight of your load is determined by subtracting the empty weight of your vehicle from the full weight taken when you drove across the first time.
 - ◇ The price of disposal is based on the weight of your material. It also includes extra charges for special waste items, such as tires, appliances, electronics, and mattresses.
 - ◇ For most waste, the State of Minnesota adds a 17% tax.
- **Claim your prize**. If you saw something in the Materials Re-Use area you wanted, now is the time to pick it up. Park your car and contact the attendant to assist you in picking up your item.