

# Best Practices To Prevent Overage Charges

Properly managing materials, containers and service schedules at your location can help you prevent overage charges.



## 1. Manage Cardboard

- Keep cardboard boxes out of the trash dumpster
  - Break down all cardboard boxes before recycling
  - Post signs to reinforce proper material handling
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## 2. Recycle Properly

- Divert recyclable materials to your recycling container
  - Train site personnel about what materials can be recycled
  - Post signs to reinforce proper recycling behavior
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## 3. Keep Containers Secure

- Install locking devices
  - Keep your dumpsters locked to prevent off-site disposal
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## 4. Manage Bulky Materials

- Schedule a bulk pickup for over-sized material
  - Keep materials such as pallets, furniture and appliances out of your dumpster
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## 5. Anticipate Service Changes

- Anticipate increases to your waste or recycling volume—from an event, a clean-out or emergency, or during your high season
  - Proactively schedule an extra pickup or increase your pickup schedule
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## 6. Train And Educate

- Make sure everyone at your location is aware of how to use each container and understands the importance of not overloading