

INBOUND SCALE

****Clean Sweep drop off does not need to check in on the scale unless they have landfill or recycling items****

1. **Touch Screen** to begin.
2. **Material Screen**: select the material that you are disposing of and hit enter (green button, lower right corner).
3. **Payment Screen**: Select method of payment (you do not need to insert credit card at this point) and hit enter (green button, lower right corner).
4. Take your scale ticket, this has your weight on it. Drive to the designated location for your material.
 - a. Getting to the landfill: drive off the scale, veer to the right and follow the paved road. At the end of the paved road, go up the gravel hill, and locate the flag. Back in, leaving access for other drivers to also back in.
5. Unload vehicle, return to scale and park vehicle on outbound scale.

OUTBOUND SCALE

****Pay at the kiosk if using credit card. Cash payments park on the scale and come inside foregoing the kiosk. ****

1. **Scan your QR code**-get the red light centered on the code. If it doesn't scan, slowly lower your receipt.
2. **Material Screen**: confirm your material type. If you were redirected during disposal, change to the location you actually unloaded and hit enter (green button, lower right corner).
3. **Payment Screen**: verify your payment choice and hit enter (green button, lower right corner)
4. Insert credit card and *leave in until transaction is completed*.
5. Look at the small screen located above the silver keypad for any further instructions. You will hear a slight beep once the card has been approved, remove card.
6. A receipt will print with your weights and total payment on it.

If you have any trouble paying, **STAY ON THE SCALE** and come inside or hit the intercom button for assistance. Thank You!