



## **Community Beautification & Waste Management Policy on Open Top Container Rentals**

### **Statement of Policy**

Chapter 274 of the Florida Statutes and Chapter 69I-73 of the Florida Administrative Code require that each governmental unit shall identify each item of property it owns with an identifying number; maintain an adequate record of its property; and take a complete inventory of all property.

### **Objective**

To establish uniform procedures for the management and control of Open Top Containers purchased by the City of Tallahassee's (the "City") Community Beautification & Waste Management Services (also known as the "department"). This Policy includes the identification, use, leasing and maintenance of these containers. These procedures are established to comply with the City's Property Control Policy for which the department is responsible and accountable. Equipment valued at \$1,000 or more that has a useful life of one (1) year or more must be named, tagged and placed on the City's inventory list.

- The City has placed a label on each piece of equipment as a method of identifying such property.
- The City has determined that Open Top Containers can be used by the City or as Customer rentals.
- General maintenance of the Open Top Containers shall be the responsibility of the City, but any costs for damaged caused during Customer's rental term is the responsibility of the Customer and charges may be assessed by the City for such damage.
- The department has established "Rental Guidelines" for its Open Top Container rental program. The guidelines outline terms and prerequisites for the rental program, including, but not limited to, rental duration, allowed uses, accountability for container damage during rental, required Customer information, and basic rental costs and other associated charges.

### **Rental Guidelines**

- Open Top Containers must be rented through the City's Customer Information System (CIS) for location details and billing.
- Open Top Containers provided by the City for rental shall remain the property of the City.
- Open Top Containers must remain within the City limits and service areas of Community Beautification and Waste Management. Containers can not be sublet or moved to another property. If this occurs, the rental agreement will be canceled, and the Open Top

Container will be picked up. The Customer will be charged for the duration of the agreement, a pull charge and disposal costs, as well as any other fees that may be applicable.

- The Customer agrees to indemnify, defend and hold the City harmless against all claims, damages, suits, penalties, fines and liabilities for injury or death to persons or loss or damage to property arising out of Customer's use, operation or possession of the Open Top Container, including claims relating to the City's negligence.
- Customers shall observe the fill line on the side of the Open Top Container. The Customer must not overload (by weight or volume), may not move or alter the container, and shall use the container only for its proper and intended purpose.
- Extra costs will be assessed to the Customer for any damage to Open Top Containers resulting from misuse of the container, including, but not limited to fire, graffiti or disposal of unacceptable waste. Depending on the severity of the damages, a claim will be filed through the City's Risk Management Department. The Customer may be assessed the cost for repairs, restoration or replacement of the Open Top Container.
- The City will not provide service to an Open Top Container if waste protrudes from the top of the container or surpasses the weight restrictions for the City's equipment. In this event, the Customer is responsible for offloading excess material and rescheduling a time for the City to return to provide service. The Customer will be assessed the cost of a return trip fee in such circumstances.
- The Customer must provide unobstructed access to the Open Top Container on the scheduled collection day. If the container is inaccessible so that the scheduled pick up cannot be made, the City will promptly notify the Customer and afford the Customer a reasonable opportunity to reschedule the service. The Customer will be assessed the cost of a return trip fee in such circumstances.
- The Customer is responsible for scheduling removal of the Open Top Container when the rental term expires. A fee equal to half the cost of the original rental fee will be assessed for each additional day the Customer keeps the Open Top container past the rental term.
- The Open Top Container rental price varies based on the size and term of rental.
- Cost for service depends on the pull charge, tonnage and type of debris deposited in the container. Deposit of Prohibited Materials into an Open Top Container will result in the Customer being charged additional fees.
- A weekend service fee will be applied to all services requested to occur during weekend hours.

- Rental pricing and service fees are subject to change annually based on rate adjustments approved by the City Commission.
- The duration and number of the rentals will be approved by the Operations Manager of Community Beautification & Waste Management Services.
- Requests for an extended rental period will be determined with the appropriate email notification to the department and approved by the Operations Manager. See Frequently Asked Question below for more information.
- The City reserves the right to remove an Open Top Container at any time.
- The City is not responsible for any damage to Customer driveways, curbs or other property caused by placement of Open Top Container.

#### **Unacceptable Waste Materials Include:**

- Hazardous waste
- Industrial waste
- Chemical products
- Oil filters
- Herbicides & pesticides
- Radioactive material
- Solvents
- Paint (except completely dried latex paint cans, no liquids)
- Flammable liquids
- Aerosol cans, propane tanks, motor oil, transmission oil/lubricating/hydraulic oil/oil filters
- Contaminated oils (mixed with solvents, gasoline, etc.)
- Antifreeze
- Dirt/soil
- Tires
- Batteries
- Computers, Monitors, Televisions, Micro waves
- Fluorescent Tubes
- Railroad Ties
- Medical Waste
- Animals
- Barrels
- Dirt
- Petroleum Contaminated Soil
- Paint Chips or other materials contaminated with Lead
- Liquids
- Asbestos or Asbestos contaminated materials, including, but not limited to, drywall, tile, or roofing materials.

## OPEN TOP CONTAINER RENTAL FREQUENTLY ASKED QUESTIONS (FAQs)

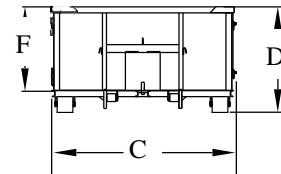
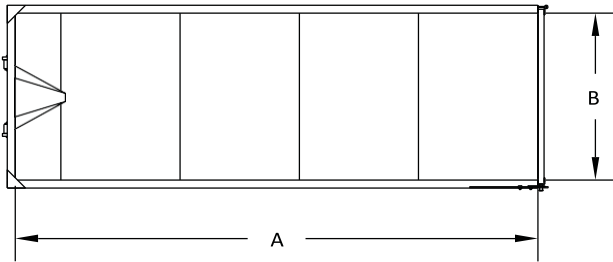
### Open Top Container Specifications:

**1. Does the container have a cover or lid?**

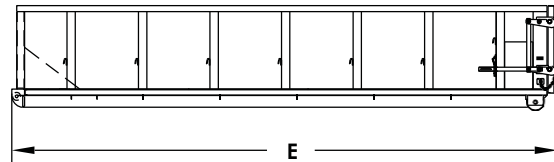
No, our Open Top Containers do not include any type of cover or lid. We highly recommend using a tarp secured with bungee cords to cover the container to help keep out unnecessary weight from precipitation and unwanted debris from nearby residents.

**2. What are the containers' dimensions?**

#### RECTANGULAR STYLE OPEN TOP CONTAINER SPECIFICATIONS



	20 - YARD	30 - YARD
<b>48ft. trailer flat</b>	4 / 5	4 / 5
<b>53ft. trailer flat</b>	4 / 5	4 / 5
<b>A</b>	263"	263"
<b>B</b>	84"	84"
<b>C</b>	92-15/16"	92-15/16"
<b>D</b>	53"	73"
<b>E</b>	275-1/2"	275-1/2"
<b>F</b>	42"	62"



**3. Materials – Weight, Extra Costs and Prohibited Items**

How is the weight of my debris determined?

The truck drives onto a scale at the disposal facility where an initial weight is recorded (gross weight). The truck then empties the contents of the container. Next, the truck drives onto a second scale that records the weight of the truck and the empty container (tare weight). The difference between the first and second weights (gross – tare) is the weight of the debris in the dumpster. The scales are regulated by state bureaus of weights and measures.

**4. What materials are prohibited and will trigger extra fees being charged to the Customer?**

Depositing the following materials in City Open Top Containers will result in extra cost being assessed to the Customer: Hazardous waste, dirt, industrial waste, chemical products, oil filters, herbicides, pesticides, radioactive material, solvents, paint (except completely dried latex paint cans, no liquids), flammable liquids, aerosol cans, propane tanks, motor oil, transmission oil, lubricating/hydraulic oil, oil filters, contaminated oils (mixed with solvents, gasoline, etc.), antifreeze, appliances, petroleum contaminated soil, lead paint chips (or any other materials contaminated with lead), tires, batteries, computers, monitors, televisions, microwaves, fluorescent tubes, railroad ties, medical waste, asbestos or asbestos containing materials (including but not limited to drywall, tile, and roofing materials), animals, barrels, and all liquids.

**5. How full can the container be serviced?**

No materials can be sticking out of the top of the Open Top Container during a service call. The department will not service a container that is filled over the fill line. The customer will be required to off load the excessive material and request another service date. The Customer will be assessed the cost of a return trip fee in such circumstances.

We welcome your call (850) 891-4968 or email at [swscallbacks@talgov.com](mailto:swscallbacks@talgov.com) with any specific questions or concerns.

**Pricing:**

**1. What does the price include?**

The price of an Open Top Container rental includes a one-time delivery and removal fee, disposal costs (if the container does not contain prohibited materials) and a pull charge. The rental fee is based upon a stated rental term. If the rental term is exceeded, an additional rental fee will be charged at a rate half the cost of the original rental fee for each day the Open Top Container is retained by the Customer.

**2. How many tons can I put in my Open Top Container?**

Department of Transportation regulations limit the weight of any Open Top Container to approximately 15 tons. Certain materials such as concrete, dirt, brick, drywall, roofing shingles, tree trunks, etc. can be very heavy. Before placing any heavy materials in your Open Top Container, please contact us at (850) 891-5450 for guidance. Under no conditions should an Open Top Container be loaded above the fill line, even with light material. The department will not service a container that is filled over the fill line. The customer will be required to off load the excessive material and request another service. A return trip fee will be assessed in this circumstance.

**3. Will I be billed for extra weight?**

Yes. The extra cost will depend on the total tonnage once the Open Top Container is weighed at the disposal facility.

**Property Considerations:**

**1. Will the Open Top Container cause damage to my parking lot or driveway?**

Although driveway damage is unlikely, please be aware of the possibility of damage caused by the weight of the container and the contents placed in the container. The City is not responsible for any damage caused by the Open Top Container.

**2. Prevent Scratching & Cracks**

We recommend that you place 4' x 8' sheets or 2" x 4" plywood where the container will be placed. The wood may prevent the container from scratching or cracking the pavement. Please take the proper precautions to protect your property.

**3. Do I need a container permit?**

Container permits are typically only required when placing a container on public property such as a street, easement, or sidewalk. Please contact the City's Traffic Engineering department to determine the exact permit requirements for your specific situation. Permit requirements can vary based on placement specifics.

**4. Can I put the Open Top Container on the street?**

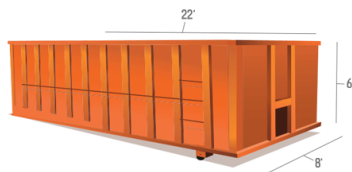
Please check with the City's Traffic Engineering department. Permits are sometimes required for containers placed on streets.

**5. How large of a space do I need for delivery of the Open Top Container?**

It is recommended to allow 4 feet of clearance on all sides of the container and 24 feet of overhead clearance to assure adequate service. Open Top Container dimensions:

**20-Yard Open Top Container**

- Holds 20 cubic yards of waste
- Approx. 4' high, 8' wide, 22' long



**30-Yard Open Top Container**

- Holds 30 cubic yards of waste
- Approx. 6' high, 8' wide, 22' long

### **Scheduling Your Open Top Container Rental:**

**1. How far in advance do I need to request an Open Top Container rental?**

We recommend ordering at least 48 hours in advance to ensure we have a container available. Please note there is no guaranteed delivery time, so if an Open Top Container is needed first thing in the morning, delivery should be scheduled for the day prior.

**2. Is an emergency container service available?**

Emergency services are based upon availability. Please call (850) 891-4968. If service is requested for the weekend, then a weekend service fee will be applied in addition to other rental costs.

**3. What are my payment options?**

Cost for the service will be added to your utility bill. Customers without an active utility account, must attach a color copy of their driver's license and an account will be established for you.

**4. Is it necessary for someone to be there at the time of delivery/removal?**

It is preferred, but not necessary, to have someone onsite for delivery or removal of the Open Top Container. If no one is in attendance at the time of container delivery, the driver will use his/her best judgment and place the Open Top Container in the safest accessible area. The Customer will be responsible for all charges involved with relocation of the container should it be necessary. For removal, the Customer agrees to provide unobstructed access to the Open Top Container on the scheduled removal day. If the Open Top Container is inaccessible, the Customer will be assessed a return trip fee.

**5. What if I need to change or cancel my Open Top Container rental order?**

You may cancel or change a rental request by calling us at (850) 891-4968 Monday through Friday 8:00 am – 5:00 pm or contacting us via email at [swscallbacks@talgov.com](mailto:swscallbacks@talgov.com). A trip fee may apply if the driver is already in route.

### **Once You've Ordered Your Open Top Container:**

**1. What if I schedule service but it turns out I am not ready upon the driver's arrival?**

If service (delivery, removal, container swap out, empty & return, relocate, etc.) is scheduled but not performed due to a Customer's on site or last-minute change request, a return trip fee will be charged. If the driver arrives on site and is asked by the Customer to wait, the driver is only permitted to wait for 15 minutes. If wait time exceeds 15 minutes the driver must continue with his/her route and Customer will be charged a return trip fee. All service change requests must be made prior to the driver heading to your location in order to avoid return trip fees.

**2. What if my Open Top Container is full and I need service?**

Please call us at (850) 891-4968 or email [swscallbacks@talgov.com](mailto:swscallbacks@talgov.com) if you need your container emptied and returned to you. We recommend contacting us at least 24 hours in advance to ensure service.

**3. How long may I keep the Open Top Container?**

Our standard rental period is one month. However, a shorter time period may apply to your rental request depending upon the demand for containers or by agreement between the City and the Customer. If a longer rental period is approved, additional rental fees will be charged. If an Open Top Container is kept by the Customer after the rental term expires, additional fees will be assessed.

**4. Do I need to schedule removal of my Open Top Container?**

Yes, you need to let us know when to remove the container. We do not automatically remove the container at the end of the rental period. You can schedule removal online, via telephone (850) 891-4968 or email to [swscallbacks@talgov.com](mailto:swscallbacks@talgov.com). Failure to schedule removal of the Open Top Container at the end of the rental term will result in additional rental fees being assessed.

**5. What if I need to keep my Open Top Container longer or have it removed sooner?**

If you want to modify the date your Open Top Container rental is picked up, please call (850) 891-4968 or email [swscallbacks@talgov.com](mailto:swscallbacks@talgov.com). Please have your City of Tallahassee utility account number available when making changes. If the Open Top Container rental term is extended, additional rental fees will be assessed.