



## **CARPET TILE PACKAGING INSTRUCTIONS**

Attention to packaging details is important in order for DPM Enterprises to receive materials for recycling and to keep the recycling cost to a minimum. Major cost variables in carpet recycling are transportation and material handling. These can be minimized if procedures are followed to package materials correctly as they are removed from the floor. Should materials arrive packaged incorrectly, DPM reserves the right to refuse the shipment or charge for additional handling time.

Carpet tiles may be packaged by either of two methods:

1. **Repackage Method** :

Provided new carpet tile is being installed, existing carpet tiles can be placed into the new carpet tiles boxes after being emptied. Place the boxes of carpet tiles (150 sq. yds.) to be recycled on (48" wide maximum) pallets. Package the carpet tiles back-to-back. Cut pieces can be placed in boxes or stacked on top of boxes on the pallets. Shrink-wrap each pallet and strap for proper shipping. **DO NOT LET CARPET TILE HANG OVER THE EDGE OF THE PALLET.**

2. **Stack Method**:

Use the stack method when carpet tiles are being replaced by roll goods, hard surface, or when the stack method would be more feasible for the installer. Place carpet tiles back-to-back in four (4) stacks on a pallet with 18" x 18" tiles - 150 sq. yds. per pallet. Do not use a pallet wider than 48". Package 36" x 36" carpet tiles by the stack method only, and package them 150 sq. yds. per pallet. Shrink-wrap each pallet and strap for proper shipping. **DO NOT LET CARPET TILE HANG OVER THE EDGE OF THE PALLET.**