

Campus Shredding Procedures

Personal shredders should be emptied into a translucent plastic bag and then tied securely prior to recycling.

If your department has a large amount of material to shred, the university holds master contracts with The Shredding Company and Proshred Security. These companies will provide on-site shredding services and the department is responsible for all associated charges. Any questions regarding these contracts should be directed to Procurement.

The Recycling & Solid Waste unit of Facilities Management usually hosts one free shredding event per year. This event has occurred in conjunction with the annual RecycleMania competition in February or March.

