

## Shred Materials Process:

1. Label any box:
  - a. **Materials that need to be Shredded**
2. Place materials in a box with a cover
3. When the box is full notify Central Receiving
  - a. Central Receiving will pick up the shred box of materials to be shredded.
  - b. Central Receiving – Chris Hartman
    - i. Purchasing/Central Receiving
    - ii. Extension 5363