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