



## **Chain of Custody for Document Destruction Customers**

When material is picked up from our customer's place of business it is in locked 96 gallon containers. These containers are exchanged at customer's site and replaced with locked empty containers. The containers are loaded into a Straight Truck that is locked with a keyed padlock. The material is brought back to the plant where it is weighed in. The driver then takes the truck to the "destruction building" dock and backs in. Once the truck is in the dock the door is unlocked and the containers are off loaded. Containers are stored in the destruction building where there are closed circuit cameras monitoring the inside of the building 24 hours a day. Within 24 hours of the material arriving, the containers will be brought into the production area. There the containers are unlocked one at a time, put onto a "cart dumper" and dumped into the shredding platform. Material is sorted through to ensure no large material is allowed to pass through the shredder. Once the material has passed through the shredder it is carried by conveyor into an industrial size baler and baled into 1300 to 1400 pound bales. Once the baling is complete the bales are loaded onto a trailer and sent to a paper pulping mill. At the mill the material is hydro-pulped and completely destroyed.

- Containers are keyed with our master key only. No other keys exist outside of our plant.
- Destruction building has 4 cameras that monitor the offloading, dumping and baling of material.
- We have an agreement with our Pulping mills to destroy our product within 24 hours of receiving it. If for any reason it can not be destroyed, it will be left in a sealed trailer until that time it can be destroyed.
- All of our employees are bonded and uniformed
- In the case of a major breakdown of shredder, we have access to a portable shredder that is brought in for use during the downtime.