Standard Operating Procedures: Shred-It Recycle Program

Originated: November, 2013
Revised: June, 2014; November, 2017
Responsible Department/Office: Physical Plant

1. Shred-It Arkansas Contract
   a. The Purchasing Department/Director of Operations will be responsible for contract changes or renewals.
   b. The Physical Plant Administrative Assistant will be the primary contact for issues regarding Shred-It Arkansas bins and locations.
   c. The Director of Operation’s Administrative Assistant will be the secondary contact for issues regarding Shred-It Arkansas bins and locations.

2. Current Shred-It recycle bins
   a. Keep Spreadsheet list updated on locations of bins
      i. Nancy Mills’ H-Drive
      ii. Physical Plant
      iii. Shred-It
      iv. Locations and Orgs
   b. Locations of Shred-It recycle bins
      i. Seven in the Burns Hall building
      ii. Six in the Student Center building
      iii. Two in the Health Professions building
      iv. One at the Brightwater location
      v. One at the Washington County Center location
      vi. One at the Jones Center for Families location
      vii. One at the Farmington location
   c. Expense of Shred-It recycle bins
      i. One standing PO is created each fiscal year with all Fund/Orgs participating in the program.
      ii. Payment of monthly invoices from Shred-It Arkansas will be paid from each department’s Fund/Org listed on the Standing PO.

3. New Shred-It recycle bins
   a. Any department wanting an additional or new Shred-It recycle bin shall make a request to the Physical Plant.
      i. Requests should be made via email.
      ii. Requests will include the Fund/Org to be charged for the additional/new bin
      iii. No NWACC staff other than the Director of Operations, the Director of the Physical Plant or the primary or secondary contact persons noted above may contact Shred-It Arkansas to make arrangements for new/additional console locations.