

# Operations

## Shredding Services

Operations' warehouse offers paper shredding specifically to ACU departments for their own documents with confidential or personal information. As this service is provided at no charge, we request the following:

- Please only put paper in the container; remove envelopes, file folders, binders, binder clips and dividers, brads, paperclips and rubber bands.
- We do not shred instruction manuals, brochures, journals or magazines, calendars, letterhead, blank paper, syllabuses, etc.; please do not put them in the container.
- The weight limit for each container is 30 pounds.

### Security

- The paper to be shredded is stored in the warehouse until there is time available to shred it. The containers are not secured and are available to anyone in the warehouse. The paper is shredded by student staff.
- The shredder cuts the paper into 5/16" wide strips and does not cross cut. 

↕ 5/16" Wide ↕
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- The shredded paper is bagged and put in the trash; **it is not recycled**.
- Departments needing a finer shred size or increased security should contact one of the local shredding companies.

### Containers

While we prefer you use the containers we provide, you may use your own container or box provided:

- It has a lid that fits well and will not blow off during transportation in a cart
- It has handles
- It does not weigh more than 30 pounds
- The container will not be returned to you

### Using the Service

1. Request an empty shredding container using Operations' Warehouse Pickup and Delivery Request Form which is available by emailing [warehouse@groupmail.acu.edu](mailto:warehouse@groupmail.acu.edu).
2. When the container is full, have it picked up and a new empty container delivered using the Operations' Warehouse Pickup and Delivery Request Form.

### Questions?

Email: [warehouse@groupmail.acu.edu](mailto:warehouse@groupmail.acu.edu).