

To: Refuse Disposal District #1 only
All County Offices
Municipal Offices
State Agencies
Westchester County Public Schools

From: Peter Costa
Mgr. Transfer Stations

Re: **Mobile Shredder / Requirements from Users**

The Mobile Shredder is a **free shared service** from Westchester County Environmental Facilities to all the listed agencies above. As a shared service we are requiring assistance from agencies when we shred your documents. Below is a list of requirements requested from your departments and /or agencies:

1. If your estimate of the quantity of material has increased, contact ppc9@westchestergov.com, this may affect your appointment.
2. Material should be ready either at a loading dock, curbside, entrance way etc. when the truck arrives.
3. Freight elevators, where accessible, must be locked out at appointment times for staff to use.
4. **Staff from your department/agency is requested to assist** in the operation. In the event the quantity of boxes **exceeds 50**, and only one County DEF Staff member can be present, we request you to provide a staff member to assist in the completion of the task.
5. You can leave in the material:
 - a. Staples
 - b. Paper clips
 - c. Small binder clips
6. The material **CANNOT** have: (these items can damage the blades)
 - a. Large binder clips
 - b. Metal clips/binders
 - c. Hard cover material
 - d. Loose leaf binders (papers must be removed)
 - e. Hard cover journals
7. Staff must check for any flammable/combustible items – i.e. matches, lighters etc.
(These can cause a fire within the truck)
8. All cardboard boxes will be returned to the user for recycling, they cannot be shredded
9. An area to park the shredder, close to area where material will be is preferable
10. To cancel a scheduled appointment you can e-mail: ppc9@westchestergov.com
11. If we need to cancel due to mechanical issues, weather related or staffing issues, you will receive an email from us.

This will be emailed to all requestors when scheduling the Mobile Shredder.