

# UMW Shred Event!



[sustainability.umw.edu](http://sustainability.umw.edu)

## Recyclemania Shred Event 2013

Recycling is an essential component of UMW's commitment to sustainability. On March 7, we will host a Community Shred Event from 10:00AM until 1:00 PM. The collection will take place in the William Street parking lot. To maximize the number of customers served we request a limit of 5 boxes per vehicle. We will be able to receive office paper-based material, customers are relieved of any responsibility to remove small metal fasteners or report covers. The shredder will destroy them all. However, we do require that customers remove 3-ring binders, hardcover books, newspapers, magazines, plastic objects, metal objects or electronic media such as CDs and DVDs.

IRON MOUNTAIN OFF-SITE DATA PROTECTION will complete the service on site using high speed industrial shredding equipment contained in their mobile shredding trucks. Their Customer Service Professionals will place the contents of each box in a secure wheeled security cart and take it to the truck where the cart will be mechanically lifted to the shredder and the confidential materials securely destroyed. The Customer Service Professionals will transport the shredded paper to a facility where it will be recycled.

Any questions about the event can be directed to Joni Wilson, Director Landscape and Grounds at [jwilson@umw.edu](mailto:jwilson@umw.edu)

Please continue reading for additional information regarding collection!

# UMW Collection

**Wednesday, March 6**, Landscape and Grounds staff will provide pick-up of materials. Please follow scheduling instructions and material requirements.

**REQUEST PICK-UP:** submit a Work Request by Tuesday, March 5th by 4:00 PM. The Work Request must include:

- 1. Material amounts** (estimated number of boxes or bags)
- 2. Location**
- 3. Responsible person:** Person on site to verify the correct materials, we will not pick-up materials without verification
- 4. RM-3 Records Destruction form:** a **copy** of the RM-3 must be taped to materials, RM-3 is available at <http://www.lva.virginia.gov/agencies/records/forms.asp> **If the form is not attached the materials will not be picked-up.** Forms must be sent to Ruth Lovelace, Director Emergency Management and Safety for her approval. The time frame may not allow return of the RM-3 by Ms. Lovelace in time for the pick-up. You may attach the voided form even if the final signature has not been acquired.

# UMW Schedule

Pick-up **Wednesday, March 6**, by schedule only:

**8:00AM - 10:00AM**

1004 College Ave  
1201 William St  
Anderson Center  
Annex A  
Annex B  
Brent House  
Brompton  
Chandler Hall  
Combs Hall  
duPont Hall  
Eagle Village Offices

**10:00AM-11:30AM**

Fairfax House  
Fitness Center  
GW Hall  
Goolrick Hall  
Hamlet House  
Heating Plant  
Jepson Alumni Center  
Jepson Science Center  
Lee Hall  
Marye House  
Melchers Hall  
Mercer Hall

**1:00PM -3:30PM**

Monroe Hall  
Physical Plant  
Pollard Hall  
Ridderhoff-Martin Art Gallery  
Seacobeck Hall  
Simpson Library  
Tennis Center  
Trinkle Hall  
Tyler House  
Woodard Campus Center  
James Monroe Museum  
Stafford North and South

Materials will be secured at Facilities Services overnight for delivery on March 7.

# Community

The UMW Shred Event is **open to local businesses and area residents**. They may deliver their materials to the **William Street lot on Thursday, March 7**. There is a **5 box limit** per vehicle.

We will accept office paper-based material, small metal fasteners such as paperclips and staples do not have to be removed. The shredder will destroy them all. However, we do require the removal of 3-ring binders, hardcover books, newspapers, magazines, plastic objects, metal objects or electronic media such as CDs and DVDs. Materials must be in boxes or bags, boxes will not be returned.

Questions about the event can be directed to Joni Wilson, Director Landscape and Grounds at [jwilson@umw.edu](mailto:jwilson@umw.edu)

# Instructions

## Step 1:

Remove 3-Ring Binders, Hardback Books, Newspapers, Magazines, Plastic, Metal, DVDs and CDS



## Step 2:

Recyclables must be put in a box or bag



## Step 3:

Attach voided RM-3 forms



## Step 4:

Submit work request (UMW community only) by March 5<sup>th</sup> at 4:00PM

