We now have a new campus-wide shredding program in place beginning August 1, 2014. It’s convenient, very affordable and easy to use. It can handle one-time projects or monthly services, or both—your choice.

**Monthly Services:** You select the right container for your department, (1) Console (looks like a piece of furniture), or (2) a Bin (looks like a large trash can on wheels with a slot in the top).

**One-Time Projects:** Materials will be picked-up for special purging projects (cleaning out files).

The great benefits include:
- The consoles and bins are locked.
- The vendor handles getting the paper from the office to the truck.
- Shredding is done on-site at the truck as each console or bin is dumped into the truck.
- Each department will be billed individually for the shredding and will receive a certificate of destruction.
- The P-card can be used to pay for monthly or special services.
- The cost for the containers is included in the removal and disposal of documents.
- Pick-ups are scheduled monthly.

As UMBC makes strides to measure and track our recycling and shredding, the campus is encouraged to assist in this effort by using this special program we have in place. Annual volumes will be captured by Facilities Management for reporting purposes.

**Rates are as follows:**

**Monthly Service:**
- $9.50 per month, per console serviced (100 lbs. capacity)
- $18.00 per month, per tote/bin serviced (300 lbs. capacity)

**On-Call Service:**
- $15.00 per service – console (100 lbs. capacity)
- $25.00 per service – tote/bin (300 lbs. capacity)

**Bulk Shredding/One-Time Purge:**
- $0.12 per pound (minimum $75.00)

All invoices under $5,000 will be paid using the University Credit Card. A Purchase Order will be issued after an estimate is received for services for an individual department or event that totals more than $5,000.

Please contact our rep, Emily Shaw at All-Shred by telephone 301-874-1480 or email emilyshaw@allshredmd.com, to schedule service or other questions you may have.

*Vendor registered with the State of MD as a Small Business and is certified with MDOT as an MBE vendor.*