

## Shred-It Processes with Ohio University

Effective **3/30/2018**, Shred-It Document Destruction Services acquired Information Destruction Services (IDS). With this acquisition, Shred-It has taken possession of all IDS destruction bins. A master service agreement was executed in late November between Ohio University and Shred-It. The following information below will help in the transition from IDS to Shred-It. And provide guidance for any future service.

### **Who to Contact:**

#### **Ohio University dedicated Shred-It Representative**

Michelle Caudill  
Shred-It / Stericycle  
[michelle.caudill@stericycle.com](mailto:michelle.caudill@stericycle.com)  
513-816-3016

### **Services Provided**

1. Scheduled Pick-ups - Weekly, Bi-Weekly, Monthly
2. Purge (Multiple Boxes) – meant for on-time major clean out – Allow 10 business days to schedule.
3. On-Site Destruction for HIPPA covered areas – Allow 10 business days to schedule.

### **New Accounts**

1. Please contact Michelle Caudill to create all new accounts and to schedule pick up.
  - i. Primary Pick up day is Monday
  - ii. You will need to fill out a [Shred-It Container Request Form](#)
2. Reference Ohio University's Master Agreement (**Contract # 18-0810RD03**) with Shred-It on all service agreement requisitions submitted into BobcatBUY and all documentation related to Shred-It.
3. Each Department will create their own purchase orders. PO is required to set up a new account and to continue with existing accounts. The preferred method is to create a service agreement requisition for a blanket amount to cover all of the scheduled pick-ups in the current fiscal year. You should attach your completed [Shred-It Container Request Form](#) as justification for your requisition. Or you may choose to submit a requisition in BobcatBUY with each pick-up (must reference Master Agreement).
4. Once you have your PO, submit the [Shred-It Container Request Form](#) to [Michelle Caudill](#).

### **Existing Accounts**

1. If you have an existing bin from Information Destruction Services (IDS) and/or Shred-It, a representative from Shred-It will be contacting you to create your account under the OHIO master account and establish the appropriate pick-up schedule.

2. Please contact [Ohio University Purchasing](#) if you have any outstanding invoices from IDS and/or existing invoices from Shred-It.
3. Reference Ohio University's Master Agreement (**Contract # 18-0810RD03**) with Shred-It on all service agreement orders requisitions submitted into BobcatBUY and all documentation.
4. **Please do not sign any contracts or agreements.**
5. Each Department will create their own purchase orders. PO is required to continue with existing accounts. The preferred method is to create a service agreement requisition for a blanket amount to cover all of the scheduled pick-ups in the current fiscal year. You should attach your completed [Shred-It Container Request Form](#) as justification for your requisition. Or you may choose to submit a requisition in BobcatBUY with each pick-up (must reference Master Agreement).
6. Once you have your PO, submit the [Shred-It Container Request Form](#) to [Michelle Caudill](#).

### **Pricing**

1. Regular off-site – 36 inch standard console - **\$30.00**
2. Regular off-site – 24 inch mini - **\$30.00**
3. Regular off-site – 96 gallon tote - **\$30.00**
4. Regular on-site – Minimum **\$45** includes 1<sup>st</sup> container, additional equipment **\$35** ea. (96 gallon totes, Standard or Mini console), **\$25** distance fee.
5. Purge – Minimum **\$60** for 1<sup>st</sup> 10 boxes; additional boxes small/large **\$5.50** each; media box - **\$39**; 96 gallon tote **\$30**. Purge can be scheduled for days other than normal scheduled pick up day (Monday).
6. Media Box - \$39 – CD's, Floppy Discs, VHS, Microfische, or any plastic
  - a. Must be separated from paper destruction items.

*Pricing Scenario – if you have 2 bins that are only partially full on day of scheduled pick up, you will be charged for 2 bins. Shred-It will work with you to create a schedule to where bins will be full at time of pick up.*

### **Certificate of Destruction**

1. Upon pick-up you will be asked and are allowed to sign to acknowledge the Certificate of Destruction
2. Certificate of Destruction will be sent to contact person for each Department via email.
3. Shred-It will keep an electronic copy of each Certificate of Destruction, can provide copies upon request.

### **Additional Information**

1. If you need a delay in service/pick up, please call Shred-It by **Thursday** to delay your **Monday** pick up.
2. If you have over 10 boxes to destroy on a normal scheduled pick-up day, please call Shred-It by **Thursday** to give them time to plan appropriate logistics for pick up.