

HOURS OF OPERATION: Tue-Th by **Appointment ONLY**.

FOR APPOINTMENTS: Call 432-2488 (If no answer leave name, telephone number.) **If you need to cancel or reschedule your appointment or if the amount of material changes from original appointment please call back. This allows us to adjust the schedule as needed!**

LOCATION: Bldg C-1629 Ardennes St. Take Reilly to Longstreet Rd, turn onto Longstreet Rd, go to Ardennes, turn left and we are the 4th bldg on the left. Go thru gate to the back of the facility.

SHREDDER USER OPERATION CONSISTS OF:

- **TRANSPORT** vehicles must remain on premises while shredding and **ALL MATERIAL** must be brought in a container. All materials will be prepared for proper destruction **PRIOR TO ARRIVAL AT THE FACILITY INCLUDING REMOVING ALL NON-BENDABLE METALS AND ROLLED PAPER is folded flat or cut to 18" x 24"!** **DRY** material only!
- If your material is **not properly prepared** for shredding you will be rescheduled.
- **A MINIMUM OF 2 PERSONS ARE REQUIRED TO USE THE SHREDDER!**
- **User is responsible for clean up during and after shredding.** All debris will be placed in appropriate outside dumpster. **BE PREPARED TO RAKE DEBRIS LEVEL AND/OR EMPTY DUST CAN (Besides getting dirty there is no heat/AC in the building so dress accordingly).** **If you have respiratory issues don't come to this facility.**
- Activities may destroy **classified material (up to TS/SCI, courier card or orders required, applicable clearance level of users and properly packaged/transported)**, CUI, PII, bulk holdings, privacy act, and sensitive materials, publications, superseded files/materials, floppy disks, CDs and DVDs. **NO SHREDDED MATERIAL** unless at wrong size for SECRET or above **contact facility before bringing it.**
- Place material **EVENLY** across the conveyor belt and **no higher than 1". NO READING!**
- When feeding plastics in large volumes; mix **2 parts paper to 1 part plastic.**
- All bulk items, **1" or thicker** (TMs, FM's, books, etc) must be split at the spine. Government produced material only. **NO Telephone books, cardboard or newspapers!**
- **NO TRASH!** In the event of any activity attempting to **destroy material such as coffee cups, food containers, etc, DPTMS is authorized to halt operations and instruct the activity to remove all material from the CMDF site.**
- **Computer HDs and magnetic media may also be degaussed to the TS/SCI level.** Call prior to coming in order to ensure facility is open and the Degausser is operational.
- Do **NOT leave** until released by staff. If the system gets jammed due to improper loading you will not be released until system is restored to working order (**approximately 3 hours.**)

I have read & understand these rules: (Print/Sign)_____

BN CDR Name and Phone # _____