

## Shredding Solutions

### Process to ensure confidentiality:



1. Material to be shredded is picked up or customers can drop off materials in closed containers labeled with business's name.
2. Shredding containers are weighed, tracked, and logged into the work schedule.
3. Shredding containers are taken from scale to dedicated, locked storage room.
4. Shredding work from one customer is assigned to a Loma member and access to the locked storage room is controlled by a supervisor.
5. A daily quantity of material to be shredded is signed out to the worker on a tracking sheet.
6. Supervisor re-locks storage room, worker returns to their work station, and all material is shredded.
7. When the daily shredding is done, the tracking form is completed, signed off and given to the supervisor to be checked. Excess, unshredded material is returned to locked storage.
8. Steps 4-7 are repeated each day until customer's work is 100% done.
9. At completion of the customer's work, an invoice is created from the tracking form and mailed.

Shredding produces a concrete, visual success for Loma members, and they proudly earn money for completing shredding jobs.

Charges are by the weight of material to be shredded minus the box or container they were shipped in. Loma's **per pound rate is \$0.15 per pound.**

### FAQ's

How much does a box usually weigh?

<p>12" x 15"                  Weighs approximately 35 pounds                  Standard box for hanging files.</p>	<p>12" x 24"                  Weighs approximately 55 pounds                  Industry standard storage box</p>
	



**Do I weigh the documents or does Loma?**

Loma will weigh the documents when they are brought to the Multi Media Center, 14 W. Walnut Street, Tipp City Ohio, 45371. Pick up is available for a fee based on mileage, and the documents are then weighted at the center.

**Is your facility locked thereby keeping the documents confidential?**

Yes, the documents are logged in, weighed, divided into work allotments and taken to a locked storage room. Only one allotment of documents is brought to the worker at one time. At the end of the shift, any remaining un-shredded documents are logged back into the storeroom and locked.

**Is the information of my documents kept confidential?**

Yes, Loma is a certified vocational workplace in the State of Ohio. Loma ensures that any document brought in for shredding is shredded and not available for breach of confidentiality. At no time are documents copied or removed from shredding workstations.

**Do we need to sort anything?**

No prep work is necessary. You do not need to remove paper clips, rubber bands, staples, binder clips or any other type of fastener. File folders, papers, photos, CDs, DVDS all will be shredded.

**What if I have a small amount or only need shredding once a year?**

We service both one-time and regular clients. Call to arrange receipt of large or small shipments.

**What are your hours?**

Drop off is available from 8 am to 2:30 pm Monday through Friday at 14 W. Walnut Street, Tipp City Ohio, 45371. We can safely receive and store shipments via USPS, shipping services, or private delivery.

**Can you destroy other things such as my hard drive, tapes, CDs, DVDs?**

Yes, we destroy all forms of data. Hard drives can be returned to you after information is destroyed. Tapes are removed from housing and destroyed. All other forms of data are shredded.

**How do I know the shredding was done?**

Loma will provide you with a certificate of completion. We are an insured and certified work site in the State of Ohio and take confidentiality very seriously.

**Other questions can be answered by calling Rick Miller at 937-524-6811.**

**Thank you for your business!**