

Department Participation Form -- Document Destruction Program

The department listed below would like to participate in the campus-wide document destruction program and agrees to pay the applicable fee. If more than one department within a building participates in the program, FP&M can prorate the tipping fee between departments according to the percentage designated by the departments (*see below).

Each department participating in the document destruction program needs to assign a designated contact person. This person will be responsible to request collection; for getting full bins to the building dock (or other designated location) on collection day; to store the bin key securely; and to serve as contact with FP&M. When you have completed the form below, scan and email back to Recycle Coordinator.

Building: _____ **Date:** _____

Contact person:

Name: _____

Department: _____

Campus address: _____

Campus phone: _____

Campus e-mail: _____

Bin size and quantity: 95-gallon bin/s

Specify number needed: _____

(We will be able to adjust the number of bins later, if need/volume changes.)

Bin is for:

permanent use

Fees:

Bin rental \$5.00/month per bin

Destruction service \$15.00/tip per bin

temporary use/loaner

Fees:

Bin rental \$32.00/month per bin

Account # for billing*: _____

**If more than one department within the building will be participating, staple applications together, and indicate the percentage to be billed per department (total must equal 100%) _____ %*

(We will be able to adjust the percentage if additional departments from the building join the program.)

Bin delivery information: FP&M stocks 95-gallon bins for temporary use and special arrangement can be made for temporary large volume needs. Temporary bins will be delivered/picked up by FP&M staff. Bins for permanent use will be provided by document destruction company. Contact Recycle Coordinator to make arrangements. A **bin key** will be sent via campus mail to the contact person or you can make arrangements to pick up the key.

Attach plat sheet/drawing showing dock location where you will place your bin/s on collection day. Consult with Recycle Coordinator for assistance.

Signature of Department Head: _____

Signature of Building Supervisor: _____

Signature of Contact Person: _____

Return completed form and plat sheet via campus mail, fax, or email:

Recycling Coordinator
FP&M
152 General Services Bldg
Email: recycling@iastate.edu