## **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 e-mail:		
<b>Bin size and quantity:</b> □ 95-gallon bi	in/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 percentage to be billed per department (total m	ing will be participating, staple applications together, and indica nust equal 100%)	ate the %

**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.

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

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