

FAP 111-18-00

SHREDDING AND BAILING EQUIPMENT PROCUREMENT

1. All Purchase Requests for shredding and bailing equipment, excluding equipment on Master Agreements and Catalog Master Agreements, shall be routed through the Environmental and Public Protection Cabinet (EPPC), Department for Environmental Protection, Division of Waste Management for approval. The Division of Waste Management shall review Purchase Requests to ensure the equipment is appropriate and compatible with the Commonwealth's material recovery and recycling program. Agency purchases within an agency's small purchase authority shall be routed to EPPC for approval prior to purchase payment by the agency.
2. Cut-off shredders and disintegrators shall not be purchased for paper document destruction unless it can be demonstrated that:
 - a. it is necessary for the material to be processed in this manner; and
 - b. the material can be processed and included in the material recovery program; and
 - c. the material is compatible with existing infrastructure capabilities for recovery.
3. Except as outlined in paragraph 2, all office shredders costing less than an agency's small purchase authority are exempt from this policy. However, the agency shall comply with KRS 224.10-650.