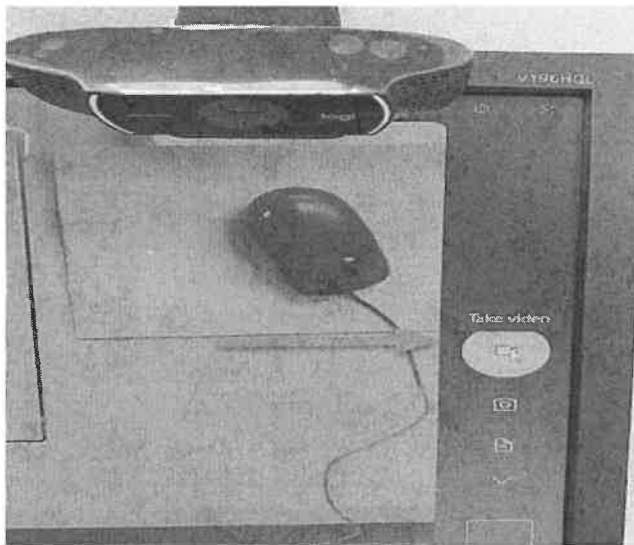


DO NOT OPERATE SHREDDER UNLESS PROPERLY TRAINED OR SUPERVISED

HDD/SSD Shredding Process:

- 1) Gather HDD/ SSD's that need to be destroyed and confirm them with the corresponding order number.
- 2) Pull up the Camera application on the computer above the shredder and check to see if the lens is clean, the video is clear, and the lens is positioned appropriately above the shredding area.



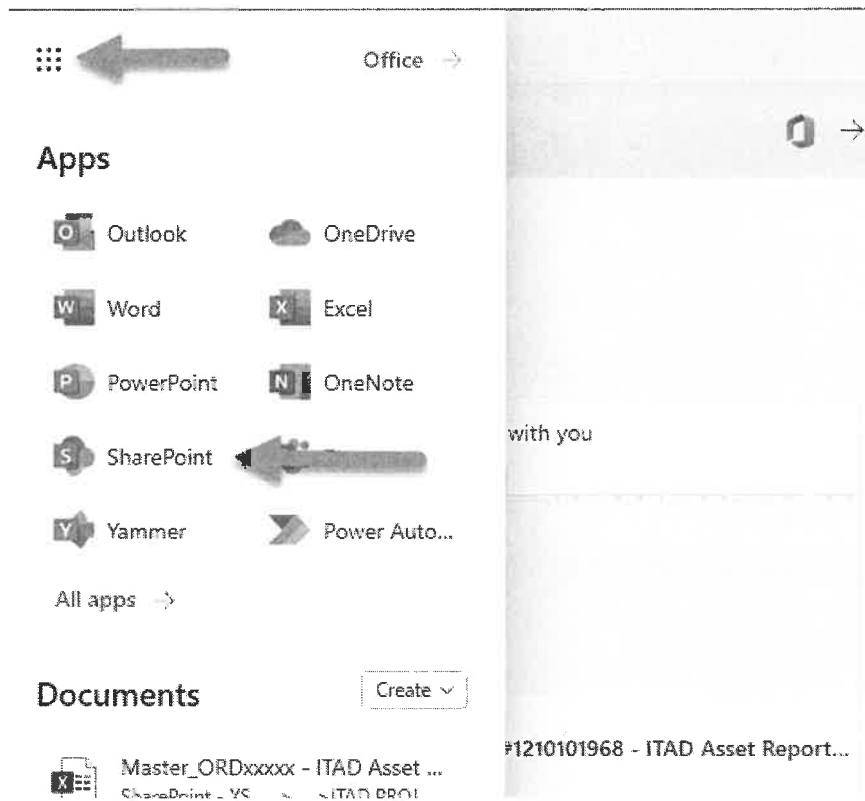
- 3) **Preform Daily/ Pre-use Inspection and complete corresponding form:** Inspect the blades of the shredder for potential debris left over from previous shredding session and remove all existing debris remaining in the catch bins underneath to the proper recycling box. **(When cleaning blades fully confirm the shredder is OFF and wear proper protective gloves to prevent injury from blades or sharp debris.)**
- 4) After removal of any debris, place a small drop of the Multipurpose Oil in between each blade before any use of the shredder.
- 5) Start the shredder by turning the key to the ON position and then push the GREEN button, the machine will begin to spool up. **(Do not attempt to open any panel on the shredder while it is running.)**
- 6) Allow the shredder 2-5 minutes after startup for oil to penetrate before inserting any drives for destruction.
- 7) While the shredder is ON begin the video by selecting the record button on the Camera application on the computer.

- 8) Hold each HDD/SSD up to the camera confirming each Make, Model, and Serial Number for 2 seconds. Ensure the information is clear and legible.



- 9) After confirming the Make, Model, and Serial Number insert 1 HDD/SSD at a time into the proper labeled slot on the top panel. Allow the shredder time to completely destroy the current drive before beginning the next one. Annotate each drive in the accompanied order as destroyed once completed.
- A) Note: If a drive is inserted into the wrong slot or if the shredder becomes clogged and halts then immediately hit the large RED STOP button on the switch panel. While observing the blockage push the YELLOW REVERSE button to attempt to loosen the blockage. When unseated turn the shredder COMPLETELY OFF and don protective gloves to remove debris. If unable to remove the debris contact Mike Ford.
- 10) Once all shredding is complete turn off the shredder and stop the recording. Confirm no existing debris remains in the blades of the shredder. **(Use proper protective gloves if clearing debris is required.)**
- 11) The video recording will automatically upload to the pictures folder on the computer next to the shredder. Access Sharepoint to move the video from the pictures folder into the corresponding order folder within Sharepoint. **(Create a sub folder within the order folder named "Shred Videos" for all future submissions.)**
- 12) Update any necessary changes within the order's excel sheet and empty the catch bin in the proper recycling box.

Navigating to Sharepoint:



The screenshot shows a SharePoint interface. On the left, a sidebar contains 'Following' and 'Recent' sections. An arrow points from the 'Following' section to a 'Frequent sites' panel on the right.

Following

- ITAD Status

Recent

- XSi Files - Alpharetta Location
- IT Support
- Operations
- Staff

Frequent sites

XF

XSi Files - Alpharetta Location

Group

- You viewed CS0003201 Test Report on 10/11/2022
- Mari Wycoff modified ORD17805 BIO... pallets on 10/22/2022
- InventoryMastser_Oct2022 is popular

The screenshot shows a SharePoint site page titled 'XSi Files - Alpharetta Location'. The left sidebar contains a list of links, with an arrow pointing to 'Documents'.

SharePoint

XF XSi Files - Alpharetta Location

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

Edit

+ New










Page details

Analytics

News

+ Add

SHREDDING PROCEDURES

ents in		Flash FSL	March 22	Justin Cleary
		Forklift PMCS	March 22	Mari Wycoff
		Inventory	March 2	Mari Wycoff
		Isaac	August 10	Justin Cleary
		ITAD Documentation	October 6	Mike Ford
		ITAD PROJECTS 2022	June 27	Mari Wycoff
		Keith	4 days ago	Isaac Graves
		Ladders Inspection	March 22	Mari Wycoff
		LOGISTICS 2022	July 20	Justin Cleary
		Packing Slips	April 1	Justin Cleary
		Recycle Material from Alpharetta	December 13, 2021	Mari Wycoff

XSI SHREDDER

Daily (Before Use) Inspection Checklist for Series 1 Hard Drive Shredder

Date: ____/____/____

Model Number: AMS-150HD-SSD

Serial Number: 3011158

Technician: _____

Hour Meter Reading: _____

WARNING BEFORE USE LOCK OUT ALL POWER TO SHREDDER

Daily/ Pre-Use Cleaning:

- ☐ Remove any debris that has built up on the cutters and blade guards. This can be done using compressed air or vacuum.
- ☐ Use heavy protective gloves to dislodge magnetic material from cutters.
- ☐ Visually inspect cutters and blade guards for damage.

Daily/ Pre-Use Lubrication:

- ☐ Apply a small amount of 3in1 Multipurpose Oil in between each cutter and blade guard. Run for 2 minutes before shredding.

XSI SHREDDER

Monthly Inspection Checklist for Series 1 Hard Drive Shredder

Date: ____/____/____

Model Number: AMS-150HD-SSD

Serial Number: 3011158

Technician: _____

Hour Meter Reading: _____

WARNING BEFORE USE LOCK OUT ALL POWER TO SHREDDER

Monthly Cleaning:

- ☐ Remove any debris that has built up on the cutters and blade guards. This can be done using compressed air or vacuum.
- ☐ Use heavy protective gloves to dislodge magnetic material from cutters.
- ☐ Remove debris buildup from base pan around catch bins.
- ☐ Visually inspect cutters and blade guards for damage.
- ☐ Wipe the entire machine and inspect for any oil leaks. Notify appropriate maintenance personnel if oil leak observed.

Monthly Lubrication:

- ☐ Apply a small amount of 3in1 Multipurpose Oil in between each cutter and blade guard. Run for 5-10 minutes.
- ☐ Remove backplate and check Reducer Oil level.
- ☐ Remove Spur Gear plate and inspect lubrication of gears. Apply grease to gears as needed.

XSI SHREDDER

Yearly Inspection Checklist for Series 1 Hard Drive Shredder

Date: ____/____/____

Model Number: AMS-150HD-SSD

Serial Number: 3011158

Technician: _____

Hour Meter Reading: _____

WARNING BEFORE USE LOCK OUT ALL POWER TO SHREDDER

Yearly Cleaning:

- ☐ Remove any debris that has built up on the cutters and blade guards. This can be done using compressed air or vacuum.
- ☐ Use heavy protective gloves to dislodge magnetic material from cutters.
- ☐ Remove debris buildup from base pan around catch bins.
- ☐ Visually inspect cutters and blade guards for damage.
- ☐ Wipe the entire machine and inspect for any oil leaks. Notify appropriate maintenance personnel if oil leak observed.

Yearly Lubrication:

- ☐ Remove backplate and check Reducer Oil level.
- ☐ Remove Spur Gear plate and inspect lubrication of gears. Apply grease to gears as needed.
- ☐ Remove rear guard behind cutters and lubricate the cutters with 3in1 Multipurpose Oil. Once reassembled run for 10 min.
- ☐ Drain oil from Reducer. Clean magnetic drain plug. Refill reducer to proper level using a high-grade petroleum base, rust and oxidation inhibited gear oil.