

## Tenant Bulletin



**Date:** May 8, 2009  
**To:** Ninth & Jefferson Tenants  
**From:** Elisa Handley, Property Administrator  
**Re:** Recycling and Confidential Data Disposal

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We are pleased to announce that we are partnering with Sea-Dru-Nar to meet the recycling and confidential data disposal needs of our tenants.

### **About Sea-Dru-Nar**

Sea-Dru-Nar Recycling is a local non-profit organization that uses the proceeds from our recycled materials to help fund Seattle Drug and Narcotics Center (SEA-DRU-NAR), a long-term drug and alcohol treatment center here in Seattle. They also provide AAA NAID certified mobile data destruction with 25 years of experience recycling in the Seattle area.

### **Recycling Process**

Starting immediately, the Property Management Team requests that you dispose of any documents with protected health information (PHI) in your desk-side bins or in the locked blue bins located in or near a copy/print room in your space. Non-confidential papers may be disposed of in the regular recycle bins located in the break rooms. Additionally, other recyclable items such as newspaper, plastic bottles or bags, magazines, non-coated cardboard, and aluminum cans should also be placed in the break room recycle bins. Please do not mix papers to be shredded with other recyclable items.

The janitorial staff will empty your desk-side bins into the locking recycle bins in your area each evening. Our janitorial staff will coordinate with the Property Management Office and Sea-Dru-Nar to schedule pick-up of full containers. Sea-Dru-Nar will be responsible for picking up these bins and replacing them with empty locking bins.

If you have any questions regarding this process, please contact the Property Management Office.

Thank you.