



# RPV's DOCUMENT SHREDDING EVENT

**\*\*See Changes Due to COVID-19\*\***

EDCO and the City of Rancho Palos Verdes (RPV) are sponsoring a free document/paper shredding event on **Saturday, October 23 from 8 a.m. to 11 a.m.** at the RPV Civic Center (City Hall overflow parking lot) located at 30940 Hawthorne Boulevard. This is a biannual event that takes place in the Spring and Fall of every year.

Additionally, EDCO will collect electronic waste (computers, TVs, printers, etc.) and provide mulch (self-serve, self-load, self-haul) for residents. Bring your own shovel, gloves and cans for the mulch. Maximum of three cans per vehicle.

**\*\*\*NEW \*\*\*COVID-19 SAFETY PRECAUTIONS:** The City's shredding event will be held with new COVID-19 precautions in place to protect the health and safety of residents and staff. All attendees must wear a face covering and must remain in their vehicles at all times. Please have your windows closed, if possible. Event staff will only remove boxes or bags with your documents from the unlocked trunk or pickup bed of your vehicle (staff will not open the vehicle door or enter the vehicle's cabin). To avoid any confusion or errors, please make sure your document containers are easily identifiable as boxes/bags that should be shredded. There is a limit three boxes or large bags per household.

Please stay home if you are experiencing any COVID-19 symptoms, have been recommended to quarantine or isolate, or have recently traveled internationally.

**COVID-19 Precautions**

 Do not attend if you have 1. Any COVID-19 symptoms 2. Been asked to quarantine 3. Recently traveled internationally	 Wear a face covering	 Stay in your vehicle with windows closed, if possible
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**DOCUMENT SHREDDING**- The perfect opportunity for RPV residents to dispose of personal documents safely and confidentially. During this event, certified document shredding trucks will be on site to shred your documents **on site**. Acceptable items include: payroll stubs, credit card and bank statements, credit applications, tax documents, legal documents, mortgage and escrow documents, medical records, or documents containing any type of confidential information. No records will leave the site unshredded.



There will be a special event day traffic control plan in the vicinity of the Civic Center. Please drive carefully and observe all traffic signs. Expect a 5-15 minute delay depending on the number of cars ahead of you.

**Note:** There is a **limit of three** bankers boxes (approximately 10"x12"x15") per household. Paper in bags will also be accepted. This event is for residential customers of EDCO only. Due to the popularity of the event, proof of residency in RPV will be required (California driver's license, utility bill, etc.). **This event is for shredding of household documents only. It is not for businesses.** Businesses should not bring their documents for shredding as they will be turned back. **Non-RPV residents will be turned away.**

For more event details, please read the FAQs below.

## SHREDDING EVENT FAQs

If you plan to attend RPV's shredding event, we hope you will find the information below helpful.

1. When and how often are the shredding events?  
The City, in cooperation with EDCO, holds two shredding events a year on Saturdays. The spring season event, is typically held in late April (that event was canceled this year due to COVID-19). The fall season event is typically held in late October/early November.
2. Who can attend the event?  
The shredding event is open to RPV residents only. Please bring ID or a utility/EDCO bill to prove your RPV residency. Non-RPV residents will be turned away and your material will not be accepted. Please find another shredding alternative.
3. What are the event hours?  
The event will take place from 8 a.m. to 11 a.m. These hours are strictly enforced.
4. Where is the event location?  
The event takes place at RPV City Hall/Civic Center in the overflow parking lot at 30940 Hawthorne Boulevard in Rancho Palos Verdes. There will be a special event traffic control set up to and from the Civic Center. Please drive carefully and obey all posted signs. Additionally, due to the large number of cars entering and exiting the overflow parking lot, you might temporarily experience some dust.



5. How does the shredding work?  
All paper and documents are removed from your car trunk and placed in designated containers next to certified shredding trucks. The containers then securely enter the shredding trucks. The trucks are equipped with industrial-size shredders, which quickly shred the material as they enter the trucks. No documents are left un-shredded.



6. Will there be a long wait to get my material shredded?  
The City's shredding events attract approximately 500-800 cars during the three-hour duration. Therefore, depending on the number of cars ahead of you, you can expect a 5-15 minute wait time. Typically, the longest wait time is at the start of the event, around 8 a.m., which could be up to 20 minutes. Attendees are advised to arrive after 8:30 a.m. when the long line has diminished. Once you get to the shredding trucks, your documents will be added to other documents in designated containers, which enter certified trucks for shredding. Shredding is performed continuously during the event.



7. What should I bring? How should I bring my documents?  
Place your personal, confidential, financial, and/or medical documents in storage/bankers boxes (approximate size 10"x12"x15"), or in paper/plastic bags.

Residents are limited to up to three boxes/bags per household. If you have more, find another shredding alternative, or wait for the next event in six months.

8. Should I remove staples and/or paper clips?

No. You can leave paper clips and stapled items. However, if your documents are in sturdy binders with metal clasps, you will have to remove the documents from the binders in advance. Due to COVID precautions, you may not leave your car, so no last-minute binder separation or paper sorting will be allowed on site. You will be turned away and will have to return when your items are ready and placed in your trunk.

9. How can I make sure the material is shredded?

Certified shredding trucks are stationed at the site, and your material is shredded on-site. No material is left un-shredded. The shredding trucks leave the site after all shredding is completed.



10. Will I get a certificate of destruction?

No. You will not receive a certification of destruction. This event is strictly for RPV household document destruction purposes, not for businesses. If you require a certificate of destruction for your medical/business/legal records, you will have to find an alternative. Check shredding websites to see other certified destruction companies and options.

11. What happens to my empty storage boxes?

Due to COVID-19 precautions, workers will return your empty storage boxes or bags back in the trunk of your vehicle after emptying the content.

12. I own a business. Can I bring my unwanted legal documents to shred?

No. This event is organized to help safeguard residential households' personal and confidential material. It is not organized for businesses for commercial document shredding purposes. You will need to find other alternatives. Check shredding websites to see which certified destruction companies offer "on-call/mobile" or "at-their-location" shredding services.

13. What if I cannot make it that day, or do not have time until after 11 a.m.?

The shredding event ends at 11 a.m. sharp. If you have a conflict with the date or times, you can attend the next shredding event in six months or check shredding

websites to see which certified destruction companies offer "on-call/mobile" or "at-their-location" shredding services.

14. What if I have special needs and/or have questions?

Unfortunately, due to COVID-19, precautionary measures have to be in place to keep everyone's safety and health in mind. You may not leave your car and you must wear a mask. We ask for your windows to be closed at all times. Please contact us in advance if you have any special needs so we can try to address it. If you feel like you need to leave your car, we advise you to consider waiting for the next shredding event, or choose another shredding alternative.

If you are a person with a disability and need an accommodation to participate in programs, services, activities, and meetings, contact the City's ADA Coordinator/Risk Manager at 310-683-3157, [adarequests@rpvca.gov](mailto:adarequests@rpvca.gov), 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275, at least 48 hours in advance to request an auxiliary aid or accommodation.

Additionally, EDCO will collect electronic waste (computers, TVs, printers, etc.) and provide mulch (self-serve, self-load, self-haul) for residents. Bring your own shovel, gloves and cans for the mulch. Maximum of three cans per vehicle.

## **CUSTOMER SERVICE/ INQUIRIES**

Who can I call or email if I have additional questions?

If you have additional questions about shredding, please call EDCO's customer service phone number at 310-540-2977 or visit [www.rpvrecycles.com](http://www.rpvrecycles.com). Alternatively, you may call RPV Public Works at 310-544-5252 or email [publicworks@rpvca.gov](mailto:publicworks@rpvca.gov).

Thank you for your interest, and see you at the next shredding event!

RPV Public Works