

AGREEMENT FOR RESPONSIBLE DISPOSAL OF DESTROYED MATERIALS (between a Secure Destruction Service and Disposal Agent)



The following Secure Destruction Service is NAID® Certified or seeking NAID® Certification and is in possession of destroyed materials as identified below that it must responsibly dispose:

Secure Destruction Service Firm: _____

Address: _____

Destroyed Materials consisting of: _____

The following Disposal Agent accepts the Destroyed Materials and will responsibly dispose of these materials in the method identified below: _____

Disposal Agent Firm: _____

Address: _____

Final Disposition Method of Materials Received: _____

If destroyed computer hard drives are being disposed, the above Disposal Agent must be registered by the International Organization for Standardization (ISO) as being compliant with the 14001 standard.

By signature below, the Disposal Agent agrees to the following in accepting the Destroyed Materials from the Secure Destruction Service:

- Disposal Agent agrees to process and route the Destroyed Material by a mutually acceptable method and to a mutually agreed destination that fulfills the obligation to keep them from entering the public realm in a manner in which they could be reconstituted (such as in packing materials or animal bedding) or that is violation of any environmental regulations.
- The Disposal Agent agrees that the final disposition method identified above will be adhered to unless notice and permission have been obtained from the Secure Destruction Service firm in writing in advance.
- The Disposal Agent understands that the decision to use their firm to accept the Destroyed Material and process it under the agreed manner is required by the NAID Certification standards.
- The Disposal Agent understands that the decision by the Secure Destruction Service to transfer the Destroyed Materials to the Disposal Agent is made only in consideration of their ability and willingness to comply with this agreement.
- The Disposal Agent agrees to process and dispose of the Destroyed Materials as agreed herein
- The Secure Destruction Service also agrees that this is not an agreement that transfers any obligation or intention on the part of the Disposal Agent to provide secure destruction services.

Disposal Agent

Representative's Signature: _____ Date: _____

Representative's Printed Name: _____

Representative's Title: _____