

BERGER & COMPANY RECYCLING INC.

Since 1912

126 FRONT STREET PAWTUCKET RI, 02860-1044

TEL: 401-723-7240 FAX: 401-725-2760

www.bergerrecycling.com

Re: Confidential Document Destruction

Date of Pick-Up: today's date

Generator: your company

Type of Documents: description of your documents

Attn: your name

Please be advised that all material referenced above shall be handled as follows:

Only authorized employees shall handle material. Material shall be observed while loaded onto baler infeed conveyor belt. Material shall be compacted in extreme high-density hydraulic baler. Bales shall be stored in locked alarmed warehouse. Bales shall be transported in sealed trailers directly to the Fort James Paper Mill. In accordance with Fort James Confidential Document Program, all bales shall be charged directly into a hydro-pulper. This process will result in the total destruction of all material. This pulp will then be recycled for reuse as paper stock.

Regarding medical records: All Berger & Co. Recycling, employees with access to such documents have signed a document in accordance with HIPAA. These documents are on file and available for your inspection.

Please call if you have any questions regarding this service.

Yours truly,

Samuel S. Sinel
General Partner