

GATEWAY CONFIDENTIAL TRANSPORT, TRANSFER, DESTRUCTION PROCESS

Gateway Confidential places locked recycling containers conveniently around office. Company puts confidential documents into secured paper containers.

If the company chooses to utilize Gateway's On-Site Confidential Destruction Services, a state of the art shred truck is brought to the facility. A trained and certified Gateway employee will collect the containers of material that has been collected by the company and set up an onsite shred on the company's property. During the on-site shred the company is welcome to witness the secure shred. After the shred is finished, all containers are returned to their convenient places specified by the company.

If the company chooses to utilize Gateway's Off-Site Confidential Destruction Services, a state of the art vault truck is brought to the facility. A trained and certified Gateway employee will collect the containers, and place the materials into the high security vault truck. The truck is locked and the security system is set. All secured containers are returned to their places throughout the office. The Gateway Truck makes route to the Gateway Facility.

All documents from the containers are securely transported to the Gateway facility where they will be shredded.

At the Gateway facility, the truck goes through security and enters into a confidential destruction area. The certified and trained Gateway employees remove all materials from the truck. The area is re-examined to make sure everything was securely handled properly. The confidential destruction facility is secured with an id-card entry system, surveillance cameras, and alarmed throughout.

The material is then shredded within 72 hours, according to NAID AAA Certification standards (3/4" x 2 1/2"), then baled into 1200-1500# bales and sent for recycling.

Security and Confidentiality are never an issue with Gateway's Closed Loop System. No information will leave the hands of Gateway until it is in recycling form. There are no middlemen in the business. Gateway does everything from the confidential shredding to the recycling.