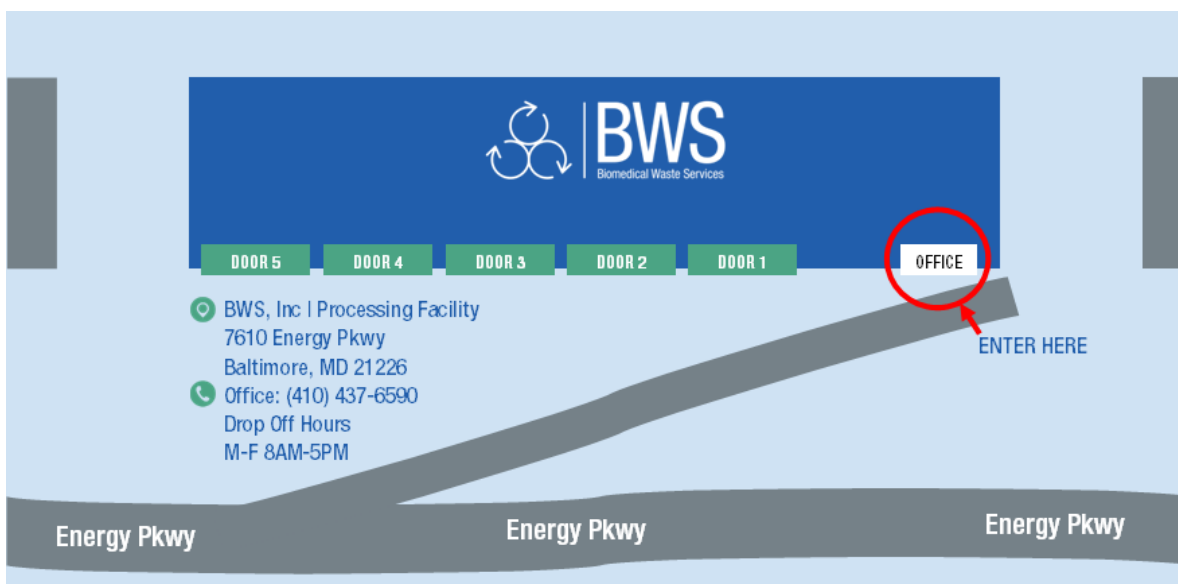


## NEW DROP OFF PROCEDURES

Updated March 11, 2024

To better serve our regulated waste and document destruction **drop off customers**, we have implemented the following procedures which will help make your visit as seamless as possible.

STEP 1	Call at <b>least 30 minutes ahead</b> prior to arriving to our facility – (410) 437-6590 This will allow us ample time to prepare for your arrival. For shredding services, please indicate if witnessed shredding is required. <b>PLEASE NOTE:</b> wait times for witnessed shredding may be 30+ minutes.
STEP 2	Any previous account balances must be settled prior to your arrival to our facility.
STEP 3	Upon your arrival, please enter through the Office entrance (see map below).
STEP 4	After checking in, you will be instructed where to proceed for unloading/service. Please do not enter through any other part of the building.
STEP 5	Once unloaded, please re-enter through the Office entrance of the building to sign your paperwork and make payment. <b>Payments must be made at time of drop off.</b> Acceptable forms of payment: Credit Card, Check, or e-check.



BWS is proudly your medical waste disposal and document destruction partner. We appreciate your assistance in helping keep your service visit fast and efficient.