

Confidential/Shred Bin Guidelines

Below is a listing of items that can and those that cannot be run through the Mobile Shred Truck. If uncertain or should you require information, please contact Ext. 33276.

What Can Be Shredded?

- ✦ General Mixed Office Paper (Any Color & Any Size)
- ✦ File Folders
- ✦ Newspapers & Magazines
- ✦ Catalogues & Brochures
- ✦ Books (Soft Covered)
- ✦ Blueprints, Drawings & Photographs
- ✦ Cash Register & Adding Machine Tape
- ✦ Staples & Paperclips

What Cannot Be Shredded?

- ✦ Paper Exceptions (Cardboard, Hard Cover Books, Paper Rolls)
- ✦ Metals (including Binders, Hanging Folders & Large Clips)
- ✦ Electronics including (Computer Discs, CD's, DVD's, Backup and VCR Tapes)
- ✦ Plastics or Rubber (Plastic Bags & Packaging Materials)
- ✦ Corrosive or Highly Flammable Materials (Harsh Cleaners, Powders & Alcohol)
- ✦ Trash, Organic or Hazardous Waste
- ✦ Fabric Materials (Uniforms, T-Shirts, Hats, Mouse Pads)
- ✦ Reel to Reel Films, Negatives, Microfiche, Microfilm & X-Rays

ABSOLUTLEY NO – BATTERIES OR 3-RING BINDERS

Failure to adhere to the above noted guidelines may result in applicable contamination charges/fees.