

# SHRED BIN GUIDELINES



## WHAT GOES IN A SHRED BIN\*



- > Clean paper, any color and any size
- > Blueprints
- > Newspapers
- > Magazines
- > Brochures
- > Mail – including window envelopes
- > Photographs
- > File folders, any color
- > No need to remove staples, paper clips, rubber bands or small binders

## WHAT DOESN'T GO IN A SHRED BIN\*



### Paper Exceptions

- > Cardboard
- > Telephone books
- > Hard cover books

### Plastics\*\*

- > Plastic bags and packing material
- > Computer discs, CDs, DVDs
- > Backup and VCR tapes
- > Transparencies

- > ID badges and driver's licenses
- > Microfiche and Microfilm
- > X-rays

### Batteries (no batteries of any kind)

### Hardware\*\*

- > Computer parts
- > Printer and photocopier parts
- > Trash or Hazardous materials

### Metals (including binders, hanging folders, large clips)

### Biohazardous and Medical Waste (including needles and sharps)

\*These guidelines apply to all Iron Mountain containers, bins, consoles and other receptacles.

\*\*Iron Mountain can provide secure destruction and recycling of these materials. However, we require that the items be collected separately from the paper-based materials.

## QUESTIONS OR CONCERNS?

### Customer Service

To discuss your unique business needs, contact us:

☎ By Phone **1.800.934.FILE (3453)**

✉ By Email [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)

### Technical Support

For technical support needs, contact us:

☎ By Phone **1.800.888.ASSIST (2774)**

### General Inquiries

Not sure who to call? Contact us:

☎ By Phone **1.800.899.IRON (4766)**

For more information on Iron Mountain Secure Shredding, please visit: [www.ironmountain.com/shred](http://www.ironmountain.com/shred).