

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 copier 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

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.