

# Iron Mountain Shred bin guidelines

## What can go 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 does not go in a shred bin:



### Paper Exceptions

- > Cardboard
- > Telephone books
- > Hardcover books

### Plastics\*

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

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

### Hardware/Metals/Other Waste\*\*

- > Computer parts
- > Printer and photocopier parts
- > Trash or hazardous materials
- > Metals (including binders, hanging folders, large clips)
- > Batteries – no batteries of any kind
- > Biohazardous & 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

Phone: 1.800.934.3453

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

### Technical support

Phone: 1.800.888.2774

## General inquiries

Phone: 1.800.899.4766

For more information on Iron Mountain Secure Shredding, please visit:

[ironmountain.com/services/secure-shredding](https://ironmountain.com/services/secure-shredding)