

# CONFIDENTIAL PAPER SHREDDING

## MATERIALS ACCEPTED & NOT AACCEPTED

<p><b>The following materials will be charged separately</b> <i>(Please request for a separate quote for these items)</i></p>	<p><b>The following materials are <u>NOT</u> permitted</b> <i>(Please ensure to remove these materials from your boxes/cartons/containers)</i></p>
<ul style="list-style-type: none"> <li>• Bulk boxes of office paper and printed media, inactive records for destruction.</li> <li>• Cardboard, paperboard.</li> <li>• Casino chips.</li> <li>• CDs, DVDs, tapes, tape reels, USB drives, microfiche.</li> <li>• Electronics - computers, laptops, tablets, phones, televisions, monitors.</li> <li>• Employee ID cards, credit cards, name tags.</li> <li>• Hard drives, solid-State drives.</li> <li>• Library books, hard cover books.</li> <li>• Medical X-Rays, industrial X-Rays, photographic negatives.</li> <li>• Medicine vials (plastic containers only; must be empty and dried).</li> <li>• Mixed paper, such as: glossy paper, color paper, magazines, newspapers, brochures, photographs.</li> <li>• Patient labels.</li> <li>• Photographs, photo negatives.</li> <li>• Product prototypes, product samples.</li> <li>• Recalled/cancelled products.</li> <li>• Uniforms &amp; badges.</li> </ul>	<ul style="list-style-type: none"> <li>• Appliances – refrigerators, dish washers, washing machines, dryers, etc.</li> <li>• Bio-hazardous and contaminated materials, such as mice droppings, etc.</li> <li>• Carbon paper.</li> <li>• Food items, food waste.</li> <li>• Hazardous materials, batteries (of any kind), firearms, ammunition, flammable products, powder, contents.</li> <li>• Lead, pens, ink cartridges.</li> <li>• Metal of any kind (plates, disks, products, chips, blocks, etc.).</li> <li>• Plastics of any type.</li> <li>• Rocks, stones.</li> <li>• Three-ring binders, binding clips, binding folders.</li> <li>• UV ink signages, color signages.</li> <li>• Wet documents, moldy documents.</li> </ul>

