

# **Certified Destruction**

## **What can and can't go into the receptacles**

A question we are frequently asked is: What can be put into the shredding receptacles. Below is a list of the items that can and cannot go into the receptacles.

### **ACCEPTABLE ITEMS TO COLLECT**

Computer paper  
White papers: bond, typing copier and index cards  
Colored paper: pastel colors only  
Envelopes with or without windows, white or printed with color  
Fax paper  
Carbonless paper, also known as NCR paper with multi color pages  
Slick or glossy paper – **NO MAGAZINES PLEASE**  
Manila and bleached file folders  
Coated White paper  
Staples, Paper Clips and Small Gator Clips

### **UNACCEPTABLE ITEMS TO KEEP OUT**

Carbon Paper	Ream Wrappers
Goldenrod paper	Deep tone & fluorescent dyed paper
Newspaper	Unbleached file folders
Magazines	Hard cover books
Cardboard	Plastics
Clipboards	Kraft envelopes
Paper towels	Restroom paper items
Kleenex	Laminated Material or
Aluminum cans	Anything that doesn't tear
3 Ring Binders	Large Gator Clips

### **ABSOLUTELY NO FOOD OR FOOD WRAPPERS**

Please review this with your personnel to insure that everyone is aware of what is acceptable and unacceptable. Our drivers will be educated on these items and if you have any questions, please feel free to call our office for clarification.

Thank you for allowing us to take care of your shredding needs.