



Acceptable Materials that Can Be Shredded:

- ❑ **All paper products.** *Guests do not need to remove: Paper Clips / Staples / Rubber Bands / Binder Clips – our equipment will shred right through these materials without compromising the ability to recycle all shredded material
- ❑ File folders, hanging file folders (with metal bars), spiral bound material, ledgers (including metal parts), 3-ring binders (including metal rings), clear plastic bags, white plastic bags, plastic media in small amounts (CD's, disks, data tapes)

Unacceptable Materials

- ❑ **Cardboard Boxes.** When clients bring materials in cardboard boxes, we simply empty the contents of the box and give them the box back (works every time and they are thrilled the documents are gone). – small check boxes are minimal contaminant and are ok. If customers leave boxes, COPS will take those and recycle them.
- ❑ **Black Plastic Bags.** When clients bring materials in black plastic bags, we simply break open the bag and empty contents into the service bin...then collect and throw away the black plastic bags. Clear and white plastic bags are better.