

SECURE PAPER SHREDDING



Acceptable Materials



- All paper (computer paper, glossy paper, newspaper, etc.)
- Books
- Brochures
- Envelopes / Tyvek envelopes
- File folders / hanging files
- Junk mail
- Notepads
- Post-it notes



Unacceptable Materials



- Cans/bottles
- Food/wrappers
- Thick metal
- Copier/printer cartridges
- Corrugated cardboard
- Non-recyclable materials
- Large quantities of plastic
- Biohazard
- Medical waste



Every customer's office recycling programs and needs are unique, IRS will rely on the vendors it works with in facilitating these needs to determine whether they are able to handle your recycling materials.