

# Shred-It Bin Guide

Use these lists to determine which items can be placed into Shred-It bins.

The following items <b>can</b> be placed in the bins	The following items <b>cannot</b> be placed in the bins
<p><b>Accounting and Information Technology</b></p> <ul style="list-style-type: none"> <li>• Customer lists</li> <li>• Contracts</li> <li>• Internal reports</li> <li>• Payroll statements</li> <li>• Supplier information</li> </ul> <p><b>Executive Level</b></p> <ul style="list-style-type: none"> <li>• Budgets</li> <li>• Correspondence</li> <li>• Finance Forms</li> <li>• Legal contracts</li> <li>• Strategic reports</li> </ul> <p><b>Healthcare Facilities</b></p> <ul style="list-style-type: none"> <li>• All PHI related forms</li> <li>• Census lists Diagnosis</li> <li>• Drug and Rx details</li> <li>• Employee action notices</li> <li>• Finance forms</li> <li>• Health Information management forms</li> <li>• Insurance forms</li> <li>• Pathology reports</li> <li>• Patient chart details</li> <li>• Patient files from physicians</li> <li>• Payment confirmations</li> <li>• Radiological outputs</li> <li>• Registration documents</li> <li>• Treatment information</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Applications</li> <li>• Health and safety issues</li> <li>• Medical Records</li> <li>• Payroll information</li> <li>• Performance appraisals</li> <li>• Training information and manuals</li> </ul> <p><b>Procurement</b></p> <ul style="list-style-type: none"> <li>• Corporate records</li> <li>• Supplier purchase orders</li> <li>• Supplier records and specifications</li> </ul>	<ul style="list-style-type: none"> <li>• Batteries</li> <li>• Blood</li> <li>• Cans</li> <li>• Cardboard tubes</li> <li>• Electrical items</li> <li>• Glass</li> <li>• Ink cartridges</li> <li>• Metal objects (large)</li> <li>• Pressurized containers</li> <li>• Radioactive waste</li> <li>• Sharp Objects</li> <li>• Sharps</li> <li>• Soiled material</li> <li>• Syringes</li> <li>• Toners</li> </ul>