



Support our **Green Team** recycling program

# SHRED ALL



Put these in a shredding container when you no longer need them

- ▶ **Patient information** (*outdated PHI*)
- ▶ **Company papers** (*outdated*)
- ▶ **Used envelopes**
- ▶ **Printed materials** (*outdated*)
- ▶ **Brochures** (*outdated*)
- ▶ **File folders** (*used*)
- ▶ **Letterhead products** (*outdated*)
- ▶ **Post-Its**
- ▶ **Photos**
- ▶ **Junk mail**
- ▶ **Hand-written notes**
- ▶ **Pads of paper**
- ▶ **Research work** (*outdated*)
- ▶ **Insurance documents** (*outdated*)
- ▶ **Billing information** (*outdated*)
- ▶ **Paper clips and staples are OK**

*\*Remove binder clips or bulldog clips.*

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**For electronic items such as hard drives, floppy disks, CDs and thumb drives: Contact IT Helpline, 206-292-2579, for recycling.**

If the shredding container is full, contact Chris Matala at 206-720-8668 or [chris.matala@nwkidney.org](mailto:chris.matala@nwkidney.org)



NORTHWEST  
Kidney Centers