- Wrap the discs with food wrap then fold it.
   Shred the discs. There are several CD shredder machines, that operate like
- common paper shredders.

  3. Cut the discs. If you don't use a shredder, a heavy pair of scissors can easily cut through a disc. The reflective foil will crack and flake, which can be messy. Be careful, as cutting the disc is tough. If you prefer a clean and safer alternative, use
- ImageShare.

  4. Break the discs. Wrap the disc in a towel and then break or crack it with a firm kick or heavy hammer. The towel will protect you as CDs tend to shatter into pieces. Dispose of them while wearing safety gloves.

  5. Microwave the discs. Place the disc into a microwave and set it for 5 seconds, or
- a spiderweb pattern of cracks. This might destroy your microwave, so do not try this without adult supervision.

  6. Use duct tape to remove the foil lining from the discs. Put several strips of duct tape over the top of the CD. Once the tape is firmly attached, rip it off. The foil lining should come off and you will be left with a transparent CD. This trick works

until you see sparks along the surface of the disk. When you pull it out, it will have

- on some CD's only.

  7. Cut the discs with a knife. Some CD's, especially burned ones, have the data layer unprotected by plastic. In this case, take a table knife to the label and start scraping shiny flakes in the trash.
- 8. Sand the discs. Use a belt sanfer on the label side. This is quite messy, so do it in an area that is easy to clean.
- 9. Center punch the discs. Using a self-firing center punch or a hammer and a manual punch, stirke a couple dozen deep dimples into the shiny side of the CD or DVD. Anything less than a sozen strikes could allow data to still be extracted.

  10. Erase the discs with the computer. If you have a DVD or CD drive on your computer, you can erase the data on the disc, which only works on burned,

rewritable discs.



1501 St. Paul Street Suite 123 Baltimore, MD 21202

1. Wrap the discs with food wrap then fold it. 2. **Shred the discs.** There are several CD use a shredder, a heavy pair of scissors can easily cut through a disc. tough. If you prefer a clean and safer alternative, use ImageShare. 4. Break the discs. Wrap the disc in a towel and then break or crack it with a **firm kick** or **heavy hammer**. The towel will protect you as CDs tend to **SHATTER INTO PIECES**. a microwave and set it for 5 seconds, or until you see **sparks** along the surface of the disk. When you pull it out, it will have a spiderweb pattern of cracks. **This might destroy** your microwave, so do not try this without adult supervision. 6. Use of the CD. Once the tape is firmly attached, **rip it off**. The foil lining should come off and you will be left with a transparent CD. This trick works on some CD's only. 7. Cut the discs

CD's are messy. To eliminate them from your hospital workflow and enhance your referrals, use ImageShare.

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Baltimore, MD 21202

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