

The following items **CAN** be placed in consoles or totes:

- White paper
- Colored paper
- File folders
- Window envelopes
- Staples / paper clips
- Books / magazines / newspaper
- Photographs
- Receipts, tickets, paper based items
- Credit cards / ID cards / gift cards
- Small bulldog clips / soft bindings

The following items **CANNOT** be placed in consoles or totes:

- Metal binding
- Binders / plastic book covers
- Batteries / Any Electrical devices
- Chemicals / Cleaners / Alcohol
- Uniform / Clothing
- Rolled / rolls of paper
- Reels of film
- Garbage / recycling items
- Hard plastic / metallic materials