



Printer/Copier Cartridge Disposal Procedures

Environmental Health & Safety

Best Management Practice

Purpose

Printer cartridges are made up of a complex combination of plastics, metals, foam, ink and toner. Landfilling these items represents a waste of resources and contributes to the growing problem of electronic waste. In order to conserve natural resources and minimize our solid waste stream, this plan has been put in place to provide employees guidance on how to correctly dispose of spent cartridges.

Department personnel are responsible for the proper disposal and replacement of cartridges through this plan. Contact Environmental Health & Safety ext. 7965 for any assistance.

Disposal Procedures

In order to recycle your toner cartridges, simply follow these four easy steps:

1. Place used toner cartridge in the bag that your replacement cartridge was packaged in.
2. Place bag with used toner cartridge in the box of your replacement toner cartridge.
3. Seal the box (both ends).
4. Mark box as "Waste Cartridges".

They can then be collected through Mail Services or by contacting EHS ext. 7965 for recycling. Pickups should be requested when a number of cartridges have accumulated in order to minimize the number of pickups needed.

Recyclable Components

- Toner cartridges
- Laser printer cartridges
- Ink jet printer cartridges
- Bubble jet printer cartridges
- Copier cartridges
- Fuser drums
- Imaging units
- Transfer rollers
- Fuser oil units

Not Recyclable

- Waste toner collection containers
- Printer maintenance cartridges

Look for a recyclable label on the item in question to determine if it should be recycled.

Mail Back

Some manufacturers offer a mail back program to recycle their cartridges. Use the supplied postage label that comes in the box of the cartridge and send it back through mail services. Follow the directions included with the label on how to mail back cartridges.

Most manufacturers will only accept their products, so be sure to only fill boxes with appropriate cartridges.



**Printer/Toner
Cartridges**



**Fusers &
Transfer rollers**



**Drum/Imaging
Units**



**Fuser Oil
Units**



**No Waste Toner
Containers**

