Toner and Printer Cartridge Recycling

Intent:
The purpose of this Standard Operating Procedure (SOP) is to establish a uniform procedure for recycling toner and printer cartridges on campus. The procedures outlined in this SOP are applicable to all departments on campus that require toner and printer cartridge removal.

General Comment:
The departments that require toner and printer cartridge removal are responsible for properly labeling the items and placing them with outgoing campus mail.

Procedure:
1. Place toner and/or printer cartridge in a box and label “Toner and/or Printer Cartridge Recycle - SMS Distribution”.

2. Place box in campus mail to be picked up (if you do not have access to campus mail pick-up or you have multiple toner and/or printer cartridges that may be too large for the mail person to take, you can contact the Distribution Operations - Dispatcher (492 - 4122) and they will direct you to the nearest campus mail pick-up location or come and pick-up the toner and/or printer cartridges themselves.

3. The toner and/or printer cartridges will then be transferred to Supply Management Services and from there taken to a facility for recycling.