

## "SAFE SUGGESTIONS FROM PUBLIC SAFETY SERVICES"

### Environmental Safety Tips for the California State University, Stanislaus Campus Community

Our campus goes through thousands of printer toner cartridges each year, and due to residual toner chemicals, they should not be thrown away in the regular waste stream. In an effort to provide a safe method for disposing of used toner cartridges, Property Control and Office Max have developed a simple guide for removal from campus.

Please follow these instructions:

1. Remove empty printer toner from printer. Remove new printer toner from box and install in printer; place empty printer toner into box. Place box in an accessible location but not where it might represent a trip hazard or obstacle.
2. E-mail or phone Frank Borrelli, ext. 3986, with a request to pick up the box with the empty printer toner. Give him the location of the box (example: Room MSR 273, on the credenza)
3. A Shipping & Receiving employee will pick up the box within 24 hours. Office Max will then collect all boxes from the Receiving warehouse on a regular basis for recycling.
4. If you do not have the new printer toner box available to put the empty toner into, then any comparable box will suffice. The empty toner must be in a box to avoid ink spillage onto carpet, clothes, furniture, etc. PLEASE NOTE: Office Max will NOT pick up any toners not in a box, and Facilities Custodial Services will NOT pick up garbage from any trash container that has unboxed toner cartridges.
5. Please contact Frank Borrelli with any questions about this procedure.

An alternate plan of removal by the Women's Basketball Team for recycling and fundraising is still in place. For information on how to donate your toner cartridges for this fundraiser, please contact Coach Sharon Turner-Dean at ext. 3424.