

Printer Toner Recycling

Environmental Safety Tips

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, Support Services has developed a simple guide for removal from campus.

These directions pertain to the toner cartridges from large printer/copiers, not the small ink cartridges for desk printers.

- Remove empty printer toner from printer.
- Remove new printer toner from box and install in printer;
- Place empty printer toner cartridge into replacement cartridge box;
- Place box in the clearly marked "Used Toner Bin" located in copy centers and paper recycling areas throughout campus buildings. Location "drop off points" for each major building are listed below. Do not leave the toners in the hallway or put in front of campus mailboxes. If you do not have a new printer toner box available, you may put the toner cartridges in a different box. The empty toner must be in a box to avoid ink spillage onto carpet, clothes, furniture, etc.

PLEASE NOTE: Staples will NOT pick up any toners not in a box, and Facilities Custodial Services will NOT pick up any trash receptacles that contain unboxed toner cartridges.

- Used toner bins will be emptied on a regular basis by Facilities Services, and used toner cartridges will be stored in the Receiving Warehouse.
- Staples will then collect all boxes from the Receiving warehouse on a regular basis for recycling.

Recycle Cartridges Toner Drop Off Locations

| Building | Location |
|-------------------------|------------------------------------------------------|
| Bizzini Hall | C 134C |
| Library | Library Dock Area |
| MSR | M 010 Mailroom/Print Shop, MSR 120, MSR 270, MSR 360 |
| Naraghi Hall of Science | N 126A, N 324A |
| University Union | U 106 |
| Demergasso-Bava Hall | DBH 149 |