

## Sustainable Practice Standard Operating Procedure

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### **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.*