

HOW

TO...

# RECYCLE YOUR TONER CARTRIDGES



## SUSTAINABILITY OPPORTUNITY

Since over 90% of the materials in a toner cartridge are recyclable, Stanford's Procurement Department together with Office Max offer a toner cartridge recycling program for all campus buildings. Toners in some printer cartridges even contain hazardous components that Office Max will dispose of appropriately. In the past, toner cartridges could be recycled at central drop-off locations around campus. Now, Office Max will pick up your used toner cartridges right inside your own building if you sign up for the new program.

### HERE'S HOW:

#### 1) Sign up for the Toner Cartridge Recycling Program

Contact Cris Nadzam in the Procurement Department at [cnadzam@stanford.edu](mailto:cnadzam@stanford.edu) to sign your building up for the toner cartridge recycling program. For more information visit: [http://web.stanford.edu/dept/EHS/prod/enviro/toner\\_and\\_ink\\_cartridge\\_recycling.html](http://web.stanford.edu/dept/EHS/prod/enviro/toner_and_ink_cartridge_recycling.html).

#### 2) Choose a location for your bin

Select a bin to designate as the toner cartridge recycling bin and place it in a location convenient to the printer to make toner cartridge recycling fast and easy.

#### 3) Confirm with Office Max

Tell your Office Max representative where your toner cartridge recycling bin is located. If you already communicated the bin location to Procurement, they can take care of this step.

#### 4) Recycle!

Make sure everyone in your building knows where the toner cartridge recycling bin is located. You can send an email to your building occupants to let them know about the new system and encourage them to place used toner cartridges in the new recycling bin.

- The Office of Sustainability has created email templates and signage that you can use to promote the new toner cartridge recycling program to your colleagues as part of the [Cardinal Green Office Program](#).



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## 5) Office Max will pick up your cartridges

Whenever Office Max makes a delivery to your office, they will check the toner cartridge recycling bin and collect any cartridges they find inside. This also means that no additional emissions will be associated with conducting this new program!

## 6) Go Further

If you would like to take your sustainable practices to the next level, review the [How To Improve Printer Efficiency Guide](#) and other materials available through the [Cardinal Green Office Program](#) to see how you can make printing a more eco-friendly practice in your work place.



*Office Max will remove the empty cartridges from your office's collection bin when making other deliveries.*

## QUICK TIPS

### Purchasing:

Whenever possible, look for the label “remanufactured” when purchasing toner cartridges. Remanufactured toner cartridges are generally less expensive and require less energy and raw materials to produce, saving up to 60% of the carbon and two quarts of oil per cartridge.

### Central Toner Cartridge Recycling Bins:

If you need an alternative to the program highlighted above, you can use the central toner cartridge recycling bins located throughout campus. The cartridges must be boxed or bagged when placed into these central bins. For a list of current toner recycling bin locations visit: [http://web.stanford.edu/dept/EHS/prod/enviro/toner\\_dropoff\\_locations\\_on\\_campus.pdf](http://web.stanford.edu/dept/EHS/prod/enviro/toner_dropoff_locations_on_campus.pdf)

#### MORE INFORMATION

#### CARDINAL GREEN OFFICE PROGRAM

<http://sustainable.stanford.edu/cardinal-green/campaign/cardinal-green-office-program>

#### CONTACT

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