



Toner Cartridge Recycling Guidance Document

This guidance document provides information on how to properly dispose of spent toner cartridges. Spent toner cartridges must be recycled and not disposed of in the trash. Spent toner cartridges at Syracuse University may be recycled for free by following the manufacturer's recycling instructions that are found on or inside the cartridge's original packaging box, or by contacting Syracuse University's Materials Distribution Department.

Toner Cartridge Recycling Procedures

1. Recycling via Manufacturer:

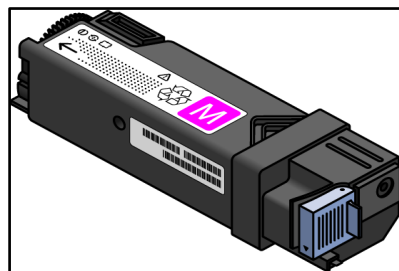
- a. Each toner manufacturer will have different instructions for the recycling of their spent toner cartridges. These instructions are normally found on or inside the cartridge's original packaging box.

For example:

- i. Hewlett Packard (HP) requires that spent toner cartridges be placed into a cartridge packaging box. Either the cartridge's original box or the box from the replacement cartridge may be used.
- ii. HP provides a pre-paid return UPS shipping label inside each cartridge's packaging box.

2. Recycling via Syracuse University Materials Distribution:

- a. Contact Materials Distribution to make arrangements to have the spent toner cartridges picked-up for recycling by:
 - i. Calling 315.443.1940, or
 - ii. Emailing surplus@syr.edu.
- b. Keep the spent toner cartridge in an accessible area for the Materials Distribution staff to pick up.



For assistance with managing and disposing of other regulated wastes, please contact EHSS at 315.443.4132 or submit an online Request for Service at: <http://ehss.syr.edu/about/request-for-service>