

TONER/INK CARTRIDGE DISPOSAL

ENVIRONMENTAL DIVISION POLICY

Toner/Ink cartridges used or unused that are no longer required must be disposed of properly. Therefore it is the responsibility of the person or office that ordered the cartridges or who controls the space they are stored in to arrange for their disposal. It is recommended that a person be appointed to coordinate this program within your area or department.

New, **unused cartridges** can be advertised for give away on the NPS Excess Share Point site, available on the NPS intranet. Contact Eric Kanstrup at the Supply Warehouse - 656-3761 or email elkanstr@nps.edu for further instructions.

HP, DELL AND LEXMARK

HP, Dell, and Lexmark cartridges can be returned to the respective company via the prepaid UPS shipping label that comes in the original packaging. If you do not have a label available for each cartridge, you can tape up to four boxes together and use one shipping label.

XEROX

Xerox has a recycling program through their website that provides printable prepaid labels for all their products. They will also provide free collection boxes so several cartridges can be returned in one box if the original packaging is missing. <http://www.xerox.com/about-xerox/recycling>

ALL BRANDS

Office Depot offers a free recycle program for all brands of cartridges. http://www.officedepot.com/a/promo/pages/tonerink_recycling/

For more information please contact the NSA Monterey

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