

Recycling of Toner Cartridges, Batteries, Fluorescent Lamps and E-waste

Toner Cartridges: This information pertains specifically to original HP LaserJet and inkjet cartridges:

1. When you install a new HP toner, take out the UPS Return Label from inside the new box and apply it on the outside of the box.
2. Package the old used toner into the now labeled new box. You can bend the label over the end of the box to seal it, this way you do not need to use tape.
3. Return box, **which now has the Return Label affixed to it**, to the Warehouse.

If you have the smaller inkjet cartridges, just return your used cartridges to the Warehouse; you do not need to put them into anything. They will be returned by the Purchasing Department and Warehouse.

The Warehouse cannot manage non-HP print cartridges; you must package and ship these yourself, or box and place them in the e-waste collection area (see below). Non-HP inkjet cartridges can be shipped for recycling via USPS using free self-addressed, self-stamped envelopes located at the Post Office counter.

Batteries: Batteries are collected at various locations using small collection buckets. Please see location table below and an example collection container. Simply deposit your battery in the container and close the lid. Please contact the number listed on the container when full.

Building	Location
Facilities	Facilities Offices - Safa's Office
	Shops - Carpenter
	Receiving Office
Filippi Hall	Media Services - basement level of the Filippi Hall
Library	Library Service Desk - 1st floor
Brousseau Hall	Chemical Supply Room - 1st floor
Galileo Hall	Hazardous Waste Room
	Room 111 - IT Genius Bar
Rheem Campus	Lunch Room in the back
Ferroggiaro	First Floor (SIL)
Saint Joseph	Copy Room 103
Warehouse	Main Warehouse Area
BUG Hall	Career Development side by printer
Madigan Gym	Training Room
Filippi Academic	Filippi Academic Hall 182 A
	Second Floor - Copy Room



Fluorescent Lamps: Do not dispose of fluorescent lamps in the trash. Any accumulated fluorescent lamps must be collected by Facilities and properly recycled. If you encounter expired fluorescent lamps, please contact Facilities to have them removed.

E-Waste: All e-waste (computers, monitors, computer peripherals, etc.) must be collected and recycled. Most e-waste is collected by IT Services and deposited in the appropriate location for recycling. If you have or encounter e-waste, please contact IT Services at x4266 to have them removed.

**DO NOT dispose any of the above items in the trash. Call
EH&S at extension 8287 if you have any questions**