

Printer & Toner Cartridge Recycling

Applicability

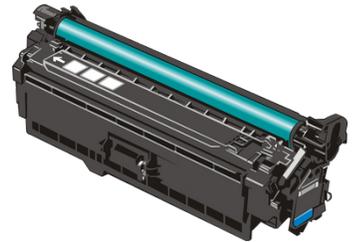
This guidance applies to all locations at San Jose Staté University (SJSU) and refers to the proper handling of printer toner cartridges, drum units, and printer ink. This guidance does not include the recycling and/or disposal of other waste types. Please review other available guidance from SJSU Environmental Health and Safety (EH&S) for other waste types.

Definitions

- **E-Waste:** includes any unwanted electronic device, such as printers, printer toner cartridges, batteries, and light bulbs. E-waste is considered a universal waste in California and **must be recycled**. Because they pose lower immediate risk to people and the environment when properly managed, universal wastes can be handled and transported under more relaxed rules than hazardous wastes. If properly managed and recycled, they do not fall under the definition of hazardous waste.
- **Printer Toner Cartridges & Drum Units:** are consumable components of laser printers that contain toner powder, which is a fine, dry mixture of plastic particles, carbon, and coloring agents that are used to make an image on paper. Toner inside the cartridges often contains hazardous components, so they must either be recycled or disposed of as hazardous waste.
- **Printer Ink:** is a liquid tinted with pigments or dyes used in inkjet printers to make an image on paper.
- **Hazardous Waste:** includes chemicals and formulations that fall within the definition of a listed or characteristic waste as defined by the Federal Resource Conservation and Recovery Act (RCRA) and/or California Title 22.

Options for Printer and Toner Cartridge Recycling on Campus

SJSU generates thousands of pounds of unwanted or used printer toner and ink cartridges each year. California requires all users of these items to properly manage by recycling or reusing them to ensure they do not end up in a landfill. It is the responsibility of every copier/printer user on campus to help properly dispose of these items via recycling and never via disposal in the regular trash. Unused toners may be reused by other SJSU staff, so please ask your neighbors or other departments. When an empty, partially empty, broken, or unwanted toner or ink cartridge is identified, there are **two** main pathways to ensure they are sent for recycling or reuse, as follows:



1. MANUFACTURER / DISTRIBUTOR TAKE BACK PROGRAMS

Departments/printer users are responsible for mailing back toner cartridges by reusing the same box the new toner cartridge arrived in, which often includes a shipping label to facilitate the return. Manufacturers / distributors of toner and ink cartridges are required to maintain a take back program in California.

Always keep the box that the new toner or ink cartridge arrived in because it will either be used to mail the old product back or has product information needed to ensure proper recycling or reuse through take back programs. When managing used or unwanted toner cartridges, **always** place them inside a plastic bag to prevent the toner powders from leaking out and making a mess. To utilize available take back programs, which impose no additional costs to the University, follow these steps:

1. Remove the new toner or ink cartridge from the provided box (**DO NOT THROW AWAY THE BOX OR SHIPPING LABEL**). If included, the shipping label is typically inside the product owner's manual. (If no shipping label was included, consult the printer manufacturer websites provided in the "Common Manufacturing Recycling Websites" section on the next page).
2. If a shipping label was provided, remove the shipping label from the box and fill in the address with the following information:
San Jose Staté University (or SJSU), 1 Washington Sq., San Jose, CA 95192.
3. Adhere the completed shipping label to the exterior of the provided box.
4. Either use the provided bag from the box or place the previously bagged old toner or ink cartridge inside the pre-labeled box and seal it closed with packing tape.
5. After the bag and box are sealed, take them to SJSU Distribution Services located in Corporation Yard Building B, Room 117, and place them on the table near the office area. Shipping/Receiving is the blue door to the left of the blue awning. Thank you for doing your part of the recycling process and helping to prevent recyclable materials from ending up in a landfill!

Printer & Toner Cartridge Recycling cont.

Common Manufacturing Recycling Websites

- **Konica Minolta:** <https://www.cleanplanetprogram.com/>
- **HP (Hewlett Packard):** <https://www.hp.com/us-en/shop/tech-takes/recycle-toner-cartridges>
- **Brother:** <https://www.brother-usa.com/supplies/toner-ink-recycling?srsId=AfmBOooOdVjMCXUMP1-SbCS3JDETOdiZgLaMLjyMILWEEKY-7guKzI0>
- **Canon:** https://www.usa.canon.com/about-us/kyosei-our-corporate-philosophy/environment-and-sustainability/recycling-programs/ink-cartridge-recycling-program?srsId=AfmBOooL91bT0BOEyhMA5nGk_-etLTrWVrwQBszzcTMWSWu5DNrh1uuM
- **Epson:** <https://epson.com/recycle-program>
- **Xerox:** <https://www.xerox.com/en-us/about/recycling>
- **Lexmark:** https://www.lexmark.com/en_us/products/supplies-and-accessories/reuse-and-recycling-program/cartridge-collection-program.html

2. RECYCLING THROUGH SJSU FD&O / EH&S

For toner or ink cartridges that cannot be returned to the manufacturer or distributor and is not acceptable for recycling through manufacturer mail-back program (see Section 1 on the previous page), simply place the toner or ink cartridge inside a sealable bag, seal it closed to prevent leakage of the toner powders, then call or submit a work order through FD&O (4-1990 or <https://sjsu.webtma.com/>). Please include your availability and/or preferred pickup date/time with the request. FD&O will notify EH&S staff who will collect the toners from your work area and transport them to the SJSU Universal Waste Recycling Center for consolidation then subsequent shipment and recycling. This option does come at a cost to the University, therefore the methods described in Section 1 are preferred.