

## GUIDANCE ON THE RECYCLING OF TONER AND INK CARTRIDGES CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Copier toner cartridges, ink cartridges and similar items contain hazardous materials that are normally classified as hazardous waste upon disposal. Hazardous waste disposal is expensive and involves substantial regulatory and administrative burdens.

These same items may be excluded from hazardous waste law provided we meet both of the following conditions:

- 1) The containers must be empty ("empty" means what you think plus, that material can't be poured or leak from the container in any orientation).
- 2) The containers must be recycled or reused.

Recycling of these empty cartridges is therefore both efficient for CSUCI and good for the environment.

### **To recycle...**

Keep the original box and put the used cartridge in it

Label the box with the word "recycle"

Place labeled box in Campus mail – mail room staff will recycle it

However please note:

- In the event that these items are not empty or can't be recycled for some reason they are **hazardous waste** and must be managed as such. Partially full or un-recyclable cartridges must be given to the Environmental Health and Safety Office (X-8847) for proper disposal.
- **Hazardous waste** must never be disposed as regular trash.