RE: Toner cartridge disposal recommendations

Unused toner for leased copiers:

Full, unused, toner cartridges (or bottles) meant for use in a leased copier remains the property of the leasing vendor. If a leased copier is removed and unused toner is left behind, effort should be made to return it to the manufacturer (Xerox or Sharp) using the prepaid return address labels provided. If there are no return labels included with the toner, call 800-537-7192 and use the unit copier service menu option to be connected to the appropriate vendor service call center for assistance. If the leasing company that owns the toner shows no interest in reclaiming the toner, then it should be disposed of in the most environmentally friendly manner possible and in accordance with applicable local laws, such as an office supply toner recycling center. (No attempt is made by Copier Administration to redistribute unused toner since all leased copiers are expected to be replaced in 2008. No credit or refund is given to the local unit by the manufacturer for returned toner.)

Empty purchased toner cartridge disposal:

The first priority is to use accompanying shipping labels to return cartridges to the vendor, or reseller. If return labels are present for both the original toner manufacturer, such as HP, Xerox, or Sharp, and also the reseller, Corporate Express, then the manufacturer label should be used. If the return shipping option is not feasible, then the empty toner cartridge should be disposed of in the most environmentally friendly manner possible, such as recycling at a local office supply store.

Neither full nor empty toner cartridges should be thrown in the garbage.