



# INK AND TONER RECYCLING

Have empty printer ink and toner cartridges? Send via intercampus mail to the mailroom for proper recycling! Follow the guided instructions below:

## STEP BY STEP:

1



Place toner in its original box. If you don't have the original box, use any cardboard box or clear liner. If using a box, be sure to write TONER RECYCLING on the outside.

2



Place toner with your outgoing INTERCAMPUS mail.

3



If toner is not picked up within 7 days – please call Stacie Scott 1-7192.