

Recycling Printer Supplies

The Office of General Services' 3R's Program encourages state agencies to recycle their used printer supplies, such as toner cartridges, according to manufacturers' instructions.

Two brands of printer supplies that are commonly used in state government are Xerox and HP. Following are instructions specific to these brands.

Recycling Xerox Products

Xerox products can be recycled at the Xerox Green World Alliance by going to www.Xerox.com/gwa. The Xerox Green World Alliance is a recycling program that minimizes environmental impacts of printer supplies and provides options to throwing away empty containers.

1. Go to www.Xerox.com/gwa
2. Select the country
3. Select your product type through the menu below
4. Select the consumable. See the sample below.

Start Here to Recycle Your Supplies

1. Select a Product:

Phaser 6110	▲
Phaser 6110MFP	
Phaser 6115MFP	
Phaser 6120	
Phaser 6125	
Phaser 6130	
Phaser 6180	▼

2. Select the Consumable:

113R00719 Phaser 6180 Std Cyan Toner	▲
113R00720 Phaser 6180 Std Magenta Toner	
113R00721 Phaser 6180 Std Yellow Toner	
113R00722 Phaser 6180 Std Black Toner	
113R00723 Phaser 6180 High Cyan Toner	
113R00724 Phaser 6180 High Magenta Toner	
113R00725 Phaser 6180 High Yellow Toner	▼

5. Once you click on the consumable, you will be directed to the Ship Form Customer Information page, where you will need to provide: Company, Contact Name, Address, City, State, Zip Code, and Number of Packages.
6. When all the information is provided, select the "Submit" button. This will then bring you to a screen with a pre-paid, pre-addressed UPS return label. Each label contains a unique tracking number and barcode.
7. Print the label.

The return process is simple:

1. Place the used consumable in the bag from the new consumable, and seal the bag with tape.
2. Package the consumable between the caps in the box. Seal the box with tape.
3. If you have not done so already, complete and print the [pre-paid, pre-addressed UPS return label](#).
4. Tape the label to the top of the box.
5. Call 1-800-PICK-UPS (1-800-742-5877) or go to the [UPS](#) website for the nearest UPS drop off location or to schedule a driver pickup. Packages can be given to your daily driver.

If you are returning multiple items, print one label for each container that you are returning or if you have more than 30 items to return [please use Xerox's Bulk Return process](#). Each container must have an original UPS label.

Only authorized Xerox return labels will be accepted. (Customers may be charged for use of unauthorized return labels or photocopies of Xerox return labels.) One Xerox return label must be affixed to each individual carton (1 LABEL PER CARTON). This label is for use in the 48 contiguous states only.

Recycling HP Toner Cartridges

HP toner cartridges can be recycled by going to the "[Supplies recycling](#)" page that is part of the www.hp.com website.

All HP toner cartridges come accompanied with a pre-paid shipping label upon purchase of the cartridge.

There are three choices for your HP Inkjet cartridge recycling.

1. [Order a shipping envelope](#) or a cartridge collection box. Shipping envelopes and cartridge collection boxes are sent with a pre-paid shipping label. Shipping envelopes hold 6 laser cartridges. Cartridge collection boxes hold up to 300 non-packaged cartridges.
2. [Print a UPS shipping label](#) for your box. Place the used cartridge in the bag from the new cartridge, and seal the bag with tape. Package the cartridge in the box. Seal the box with tape. Once the UPS shipping label is received and your package is ready to be picked up, please call 1-800-PICK-UPS (1-800-742-5877) or go to the [UPS](#) website for the nearest UPS drop off location or to schedule a driver pickup. Packages can be given to your daily driver.
3. For bulk returns of pallets of cartridges please follow these [instructions](#).

There are three choices for your HP LaserJet cartridge bulk recycling.

1. [Order a collection box](#). Collection boxes can hold up to 10 large format cartridges.

2. [Print a UPS shipping label](#) for your box. Please follow the instructions for step number 2 of recycling your HP Inkjet cartridges.
3. For bulk returns of pallets of cartridges please follow these [instructions](#).

Only original HP cartridges are included in this program. Please do not return non-HP cartridges, refilled or remanufactured cartridges, or warranty returns.

According to its website, HP is expanding its HP Planet Partners print cartridge return and recycling program to offer customers more free and convenient return options. The program now includes HP authorized retail recycling locations for HP print cartridge collection. Staples is the first to pilot the HP retail recycling through HP Planet Partners program. HP customers can return their used HP inkjet and LaserJet print cartridges to more than 1,500 Staples U.S. locations.