TONER AND INK CARTRIDGE RECYCLING PROGRAM

(Revised 03/2018)

OFFICE ESSENTIALS:

Danforth, North, West and Satellite Campuses:

1. Package your used toner cartridge into your new toner box and mark it *OE Toner Empty Return*.

2. The Office Essentials driver will pick up marked boxes when delivering their next order.

   Or, you may contact OE Customer Care at customerservice@offess.com or call (314) 432-4666 to arrange a pick up.

Medical Campus:

1. Package your used toner cartridge into your new toner box and mark it *OE Toner Empty Return*.

2. Send marked boxes to your dock for the Office Essentials driver to pick them up.

CANON:

1. Package your used toner cartridge into your new toner box .

2. Order a pre-paid shipping label at www.usa.canon.com/tonercartridge_recycling.

3. Canon requests returning more than one item in a box by bundling multiple Canon boxes together securely with tape or using your own large box. Seal and ship.

KONICA MINOLTA:

1. Register for a Customer ID at www.myctlportal.com/konica-minolta/new-customer-registration.aspx. Select "Single Label Program".

2. Package your used toner cartridge into your new toner box .

3. Order pre-paid shipping labels from this same www.myctlportal.com/konica-minolta/new-customer-registration.aspx website.   Seal and ship.

KYOCERA:

1. Email SumnerOne (Copying Concepts) at stlsupplies@sumnerone.com to request a toner recycling box to be sent to you.

2. Add your empty Kyocera toner containers until the box is full. Seal and ship.

HEWLETT PACKARD:

1. Order an envelope or box at www.hp.com/recycle or call (800) 340-2445. Each return envelope/box comes with a pre-paid shipping label.

2. Fill up to (6) HP cartridges in one returnable box and mail. Seal and ship.

XEROX:

1. Order a kit of (3) Eco Boxes at www.xerox.com/perl-bin/product.pl?mode=recycling. Each Eco Box can hold 5-30 used cartridges.   The Eco Box has a pre-paid shipping label.

2. Package your used toner cartridge into your new toner cartridge box .

3. Place the returnable cartridge box in the Eco Box. *There is a minimum requirement to include 5 used toner cartridges in each Eco Box before returning the Eco Box to Xerox.*

4. Once a minimum of five cartridges are collected, ship the Eco Box via UPS. UPS delivery options include:

    1. Handing the Eco Box to a UPS driver when they deliver to your location.

    2. Drop off the Eco Box to any UPS location or UPS Store.

    3. Schedule a pick up by calling (800) PICK-UPS (742-5877) or schedule online at www.ups.com. Indicate to UPS this is a "Pre-paid return shipment".