



Administration and Finance  
Operations Detail: #11-13

**FACILITIES PLANNING & MANAGEMENT**  
Electronic Waste Recycling Program  
January 27, 2022

## **1.0 PURPOSE**

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This document is a multi-department collaboration to clarify the preferred method for campus recycling practices that involve used printer cartridges and electronic waste (E-waste). It also will clarify the role that Facilities Planning & Management (FP&M), Environmental Health & Safety (EH&S) and Asset Management plays in the recycling and disposal of electronic waste and hazardous waste.

The need for this policy has evolved due to changes in campus culture and the implementation of organizational best practices that support the campus Strategic Plan. CPP strives to minimize waste and lessen environmental impact.

Storage of E-waste on campus negatively impacts economics, employee safety and the environment. By minimizing E-waste, the campus reduces the load on landfills, lessens environmental concerns onsite and offsite, lowers potential liability and health risks, and shrinks disposal costs.

## **2.0 BACKGROUND**

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Staples Advantage® is the systemwide vendor of office products for the California State University system. Printer cartridges can be purchased through the Staples Advantage® website on the CSUBuy shopping portal. Staples will also pick up used printer cartridges at no cost to the campus if the return box is sealed and labeled. It is not known what percentage of used toner is returned to Staples. It is believed that most used printer cartridges are sent to Distribution Services via intercampus mail in unsealed and unlabeled boxes.

Distribution Services is unable to return these items to the vendor for recycling without a label and these boxes are stored on campus.

FP&M has a program to pick up and recycle used printer cartridges from Distribution Services. Asset Management picks up tagged E-waste and EH&S picks up non-asset tagged E-waste and hazardous waste. A complete list of acceptable items can be found on the EH&S website (link provided in Citations section).

### **3.0 OVERVIEW**

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The campus community continues to purchase electronic devices to support business operations. Printer cartridges are purchased by departments based on their equipment needs. To keep discarded electronic waste and printer cartridges from being sent to landfills, this policy is being updated to reflect current procedures and to raise awareness of the campus E-waste recycling program and to further improve waste management practices. This policy is aligned with campus efforts toward reaching a diversion rate of 80% or higher. For more information on this initiative, visit the Climate Action Plan on the Sustainability website (link provided in Citations section).

### **4.0 CITATIONS**

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<https://www.cpp.edu/ehs/waste-management/electronic-waste.shtml>

<https://www.cpp.edu/sustainability/pdfs/cap-update-2019.pdf>

### **5.0 PROCEDURES**

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The preferred method of handling used printer cartridges is to mail it back to the vendor for recycling. This places responsibility on the employee to properly seal and label each box.

#### **Discarding of Used Printer Cartridges**

For ease to the campus, there are several ways to dispose of used printer cartridges.

1. The Staples delivery person will pick up empty cartridges when they are

properly labeled. The label must state **Staples—Empty Cartridge for Pick Up** and the box should be placed in the area where Staples deliveries are made.

2. Some vendors, such as HP, provide return labels with new toner cartridges. The employee must pull the prepackaged label from the new toner box, affix the label to the outside of the box containing the used toner cartridge, and seal the box. The box can be placed in a blue envelope for intercampus mail pick-up. Distribution Services will mail it back to the vendor for recycling.
3. Other vendors, such as Brother, require the employee to print a mailing label from the company website and affix it to the outside of the sealed box. The box can be placed in a blue envelope for intercampus mail pick-up. Distribution Services will mail it back to the vendor for recycling.

Used printer boxes that are sent through intercampus mail without being sealed or containing proper labels cannot be mailed. Those boxes are collected in a pallet at Building 98's loading dock or Building 82's warehouse. FP&M maintains a contract with Tycoon Materials to recycle used printer cartridges for a fee paid by FP&M. Pick-ups are scheduled as needed when pallets are full.

### **Discarding of Electronic Waste:**

Asset Management accepts tagged computer equipment and E-waste, including items such as computer monitors, visual display devices (televisions), computer towers and hard drives, personal digital assistants (iPads and tablets), printers (**printer cartridges must be removed**), fax machines, stereo/audio and video/DVD equipment. For pick-up of tagged items, contact Rod Luna at (909) 869-3394.

For pick-up of all other E-waste, such as mice, keyboards, computer cords, chargers, peripherals, cell phones, and hazardous waste including full or empty printer cartridges, contact EH&S at (909) 869-4697. EH&S accepts E-waste from campus-generated sources. **E-waste from off-campus and the public is not accepted at this time.** E-waste can be dropped off during normal hours by calling EH&S at (909) 869-4697 to schedule an appointment or requested for pick-up through the [online portal](#). EH&S is located at Building 81A. Normal collections are held on the last working day of each week unless scheduled by appointment for a different day.

Printer cartridges and similar items that are not completely empty contain hazardous materials that are classified as hazardous waste upon disposal. Hazardous waste pick-up may be requested by using the link:  
<https://www.cpp.edu/ehs/waste-management/hazardous-waste.shtml>

As stated previously, the preferred method of handling used printer cartridges is to mail it back to the vendor for recycling. Storage of E-waste on campus negatively impacts economics, employee safety and the environment.

## 6.0 DEFINITIONS

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Electronic Waste (E-waste): Various forms of electric and electronic equipment that have ceased to be of value to their users or no longer satisfy their original purpose.

## 7.0 CONTACTS

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## 8.0 REVISION TRACKING

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### Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
12-01-2022	Aaron Klemm	Initial Draft	All
01-27-2022	Aaron Klemm	Revision	All

### Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised