



Innovative Service Technology
Management Services, Inc.

LYNN UNIVERSITY PROCEDURES

Procedure	Number	Subject	Effective Date	Page
MGMT	F 041135-14	Recycle Toners, Ink Jets Cartridges & Waste Toner Bottles	12/10/2009	1 of 1

Revised Pages: (if applicable)

PROCEDURES

1. All toner cartridges, inkjets and waste toner bottles must be recycled.
2. Place a label on the toner box asking to return all empty toner cartridges and waste toner bottles to the copy center.
3. The labels are kept on the file folder on the desk in the copy center.
4. All empty cartridges and waste toner bottles must be placed in the recycle box.
5. When the recycling box is full place shipping label on it, then have the mailroom pick up the box to go out UPS.
6. Starts a new recycle box, these boxes are kept in the Refuge across from the copy center.
7. When the Refuge is running low on recycling supplies go to www.cleanplanetus.com to place an order, click on boxes and labels and put in all information needed.

Please Recycle

**Bring/Send Your Waste Toner
and Empty Cartridges
to the Copy Center
for recycling**

Thank you!!!

Please Recycle

**Bring/Send Your Waste Toner
and Empty Cartridges
to the Copy Center
for recycling.**

Thank you!!!