



# An easy decision. Ink and Toner Recycling Program.

**Conserve natural resources.**

*Remanufactured cartridges minimize the waste of limited resources, such as plastic, steel, aluminum and rubber.*

**Reduce materials in landfills.**

*A discarded toner cartridge adds 2.5 lb. of metal and plastic waste to a landfill and can take 1,000 years to decompose.*

**Recycle packaging.**

*The packaging materials that protect the toner cartridge are designed to be reused when you return your old cartridge for recycling.*

**Committed to the environment.**

*With more than 50 million ink and toner cartridges recycled over the past two years, Staples is one of the world's largest ink and toner recyclers.*

Used ink and toner cartridges that are not disposed of properly pose a threat to our environment. By working together, we can ensure cartridges do not end up in landfills where they take 1,000 years to decompose. Staples is committed to the highest level of environmental responsibility by recycling or reusing 100% of a cartridge's components.

Not only do we recycle all of your ink and toner cartridges, regardless of brand, our drivers will collect them from you the next time a delivery is made. It's that easy.

- Arrange a pickup location with your delivery driver
- Securely package your empty cartridges in the original box, a copy paper box or any other appropriately sized box
- Leave the box for your delivery driver to pick up at the designated location

Additionally, prepaid mailing labels are available on [StaplesLink.com](http://StaplesLink.com)® so you can simply mail back your empty cartridges. We also offer full-pallet pickup for customers who have large quantities of empty cartridges to recycle.

**For more information about developing a recycling program, talk with your delivery driver or contact your Account Manager.**





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Staples is committed to recycling or reusing 100% of a cartridge's components, ultimately limiting the number of cartridges sent to landfills. The remanufactured toner process emits 60% fewer carbon equivalents than manufacturing a new cartridge. And each remanufactured toner helps save 2 quarts of oil.

Cartridges that cannot be reused are recycled to create new products. The process is as follows:



**Spent cartridges collected for recycling**



**Carriers deliver units to collection center**



**Cartridges evaluated for recycling or reusing**

## Recycle

1. Cartridges sorted by material type
2. Cartridges disassembled to component level
3. Components recycled
4. Plastic cartridge parts ground up
5. Raw material can be used to manufacture new products



## Reuse

1. Cartridges qualified and sorted through ISO 9001 inspection process
2. Cartridges remanufactured and quality tested
3. Remanufactured cartridges inspected, tested and packaged
4. Cartridges ready for reuse

