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.
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:

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

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.
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”.