RECYCLE
your toner cartridges and bottles

You can recycle Ricoh toner cartridges and bottles for copy machines by sending them back to Ricoh.

To recycle:

1 Check for label
   • Check the original packaging for a UPS or FedEx prepaid shipping label and fill out the label.
   • If there is no prepaid shipping label go to http://bit.ly/harvard-ewaste-ricoh. Follow the instructions to print a prepaid shipping label.

2 Box it
   • Recap or tape all openings to prevent leakage before boxing.
   • For a single cartridge: Place cartridge or bottle in the original box or a box that you supply.
   • For multiple cartridges: Consolidate the cartridges into a larger box. Each box should weigh no more than 25 lbs. and contain no more than four cartridges.

3 Label it and drop it
   • Tape the label to the package and drop the box in the outgoing mail for the Harvard Mail and Distribution Services (HUMS) drivers to collect.
   • Questions about shipping? Email hums@harvard.edu

Please take note these items are no longer accepted in a single-stream recycling bins in Massachusetts.