

How to package your printer consumables for recycling

1) Toner Cartridges (copier & desktop) and related consumables – Standard Box

Please ensure you build your recycling box correctly and place it in a convenient location. You don't have to use our boxes, but please ensure the box you use is lined with a strong bag and the box is within the courier weight and dimension limits.

To build your recycling box, open the 3-pack of recycling boxes and place the spare 2 boxes somewhere safe for use once your first box has been filled. Take the box you are going to use, ensure it is the right way up and open it out. Fold the flaps at the bottom of the box and use the two pieces of seal tape provided to secure these in place for the base of the box. Finally, place one of the large bags inside the box and open this out so items can easily be placed inside.

Any unused or unwanted items can remain in their packaging and be placed into the box (these can be left outside of the main bag as they will not leak / contaminate other items).

For all items to be recycled, no packaging or outer box cartons are needed – the cardboard can be recycled locally and this allows for more items to fit in the box; meaning fewer collections and more environmental benefits.

Any items that are leaking should be placed, and sealed, within their own individual bag within the main bag to prevent leaking onto other items.

Copier bottles / cartridges can be placed directly into the main bag.

Desktop / Laser cartridges should be protected – where a protective clip is taken off the new replacement item, this should be attached to the used cartridge to protect it. If there is also an individual bag from the new item, this should be used to contain the used cartridge, again for protection.

Drum / Fuser units should also be protected by protective clips or individual bags where available. They should be placed slowly and carefully within the main bag in the box, to avoid damaging the small / fragile parts.

Full Waste Toner Containers must be contained in their own separate sealed bag and must not leak onto other items. Usually, the new replacement unit is supplied with a bag, which should be used to contain the full unit being taken out of the machine. The full unit should be carefully removed from the machine and placed in the bag, which should then be sealed securely, before being placed into the main bag and box.

When the box is full – it should contain at least 15 items and weigh no more than 20 Kgs. The top flaps should be folded over and the box should be securely sealed shut using tape.

Please log into your online portal account and Book a Collection of the Box. Where possible, please place the sealed box near a main entrance or where there is easy access for a courier to collect.

Remember to order more replacement recycling boxes if you need them.

2) Toner Cartridges (copier & desktop) and related consumables – Standard Pallet

Please follow the same guidelines for the items as detailed for boxes. You do not need to use our recycling boxes on a pallet, but you can do if you prefer. You can use larger boxes to contain the items on a pallet.

Please ensure the pallet is packaged neatly and secure. When full, the pallet should be tightly shrink-wrapped and there should be no leaking or contamination from the items contained within.

Please log into your online portal account and Book a Collection of the Pallet. Where possible, please place the sealed pallet near a main entrance or where there is easy access for a courier to collect.