

Empty Toner and Ink Cartridges Instructions
Department of Integrative Biology

The majority of iBio Department printers and copiers use HP ink and toner cartridges. Here is how you can return empty cartridges to HP free of charge.

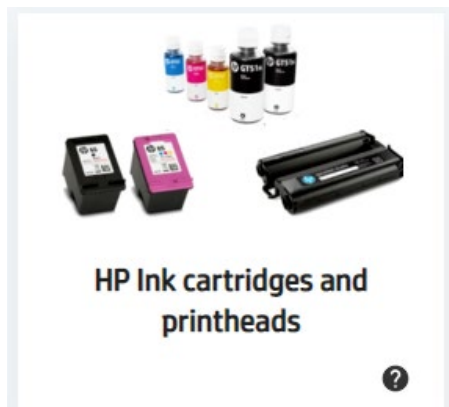
Large Toner cartridges

- **If original packaging contains a UPS return shipping label**, place the cartridge in the packaging, attach shipping label, tape up packaging, and drop off in Noland Hall Mail Room (room 107) in Toner and Ink return box located underneath the copier opposite the copier. Please email the name listed on the return box once you have dropped off package as Department admin staff will set up a pickup for the package.
- **If no return shipping label is found**, place cartridge in packaging and drop off in Noland Hall Mail Room (room 107) in Toner and Ink return box located underneath the copier opposite the copier. Please email iBio Admin staff once you have dropped off package as Department admin staff will set up a pickup for the package.



Small Ink cartridges

- Please email iBio Department admin staff with the quantity of empty cartridges you would like to return. Then either drop off the empty cartridges in Noland Hall Mailroom (room 107) in Toner and Ink return box located underneath the counter opposite the copier.



For recycling guides on other items such as batteries, appliances, sharps, lab trash, empty chemicals and drums, etc., please visit the UW [recyclopedia site](#). Please note that normal alkaline batteries can be disposed of in the normal trash.