



## INSTRUCTIONS FOR ADDITIONAL RECYCLING MATERIAL GUAM COMMUNITY COLLEGE



### **HP Ink Cartridges, Printheads, Laser Jet Cartridges and Drums**

1. Package each HP Laser Jet toner cartridge/drum/printheads in its original bag and box
  - Option 1: Tape up to 8 boxes together using strapping or packing tape (up to 70 pounds)
  - Option 2: Use your own suitable box, or request a free bulk collection box from [www.hp.com/recycle](http://www.hp.com/recycle) or 1-800-340-2445 (up to 70 pounds)
  - Ensure that each bulk contains the same type of ink product. DO NOT mix HP laser and HP Ink in your bulks
- If your **ink products were purchased through Cartridge World Guam**, place each ink cartridge/toner in its' original Cartridge World Box and set aside. Contact Kiko Palacios for pick-up.
2. Each bulk must have its unique shipping label number
3. Determine how many shipping labels you will need
4. Contact Kiko Palacios via email to request shipping labels for your bulk(s)
5. Adhere shipping label to package with tape or glue. DO NOT tape over barcodes or where postage and fee information is to be recorded
6. Pick-up will be scheduled at your office/department's designate pick-up location no more than two weeks after request for shipping labels

### **Recycling Metal Cans**

- Quite often metal cans get mistaken for aluminum cans. To determine that the can is metal, simply squeeze it. If it is hard to squeeze, chances are that it is metal. Unfortunately, metals are not recycled on campus, however, you should take it home and dispose of it in your curbside recycling bin. Other metal cans include empty can foods, loose metal parts from equipment, etc...

### **Recycling Shredded Paper**

- Shredded paper should never be thrown in the trash. Although shredded paper is not accepted by the mixed paper recycling facility there are numerous ways we can divert this from the landfill. Each Building/Department should have a designated area for storing bags of shredded paper. Each building should contact Kiko Palacios for scheduling pick-up of their shredded paper when at least 5 bags (45 gallon equivalent) have been accumulated.

### **Batteries and other hazardous materials**

- Batteries and from your various electronic devices and other hazardous materials **SHOULD NEVER** be thrown in the trash. Your used batteries can be properly disposed at Guam Solid Waste Authority's Hazardous Waste Facility located in Harmon.