

THE  
UNIVERSITY  
OF RHODE ISLAND

DIVISION OF  
ADMINISTRATION  
AND FINANCE

THINK BIG  WE DO

PURCHASING DEPARTMENT  
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TO: URI Community

FROM: Betty Gil  
Director of Purchasing *Betty Gil*

Mary Brennan  
Coordinator, Recycling & Solid Waste Management *Mary Brennan*

DATE: September 29, 2016

SUBJECT: Recycling Toner Cartridges

Effective October 1, 2016, the University will enter into a partnership with WB Mason through the State of RI MPA #105 to bring a campus-wide recycling effort to capture all used toner cartridges from University printers, copiers and fax machines. The program will accept any brand cartridge.

For your convenience, used cartridges can be placed in recycling boxes at the following designated locations:

- CBLS –Loading dock
- College of Pharmacy -- Loading dock
- Memorial Union –Campus Copy and Design
- Printing Services – entrance of the building
- Library – Lower level CMA and the loading dock
- Chemistry –Mail room on the second floor
- Newman Hall –Admissions
- Carlotti –Next to the vending machines on lower level by Payroll

There will also be designated locations at:

- GSO – Shipping and Receiving building
- FCCE – Computer Lab Room #301
- W. Alton Jones Campus – Main Office

WB Mason will pick up full boxes of used toner cartridges when office supplies are delivered, or you may call URI Recycling at 874-2840 for a pick-up of a full box.

If it is not convenient for you to drop your toner cartridge(s) at a designated location you may contact the Recycling Office at 874-2840 to arrange for a pick-up, or if you would like a recycling box for your department.

Program benefits include:

- Re-Use of the cartridges, which results in fewer disposable items and helps protect the environment.
- A convenient and efficient method to collect the toner cartridges when office supplies are delivered.
- Eliminating toner cartridges from the waste stream, thereby extending the life of landfills.
- The University receives a rebate from WB Mason for each recycled toner cartridge which will be used to enhance the recycling program.

Thank you for your anticipated cooperation in this program.