



Swansea University
Prifysgol Abertawe

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Waste Management Guidance Note WMGN14 Ink and Toner Cartridges

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Waste Management Guidance Note WMGN14 Ink and Toner Cartridges	
Location Generated	Various
EWC	08-03-17*
Type	Hazardous
Disposal Method	Segregated for recycling / reuse
Bin/ Bag Type	Original packaging and sealed in a clear bag

Duty of Care Requirements

Any business or public body that generates waste materials should apply the waste hierarchy to all streams in order to minimise the amount of waste sent for disposal. In practice, this means ensuring all wastes are segregated at source and disposed of via the correct stream. General municipal waste should therefore be the last option for waste.

The University has committed, to segregating its waste at source and focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recycle quality and also adheres to the Waste Regulations (England and Wales) 2011. The Regulations stipulate that materials such as paper, metal, plastic and glass must be collected separately if it is necessary to encourage high quality of the recycling of the material

Classified as hazardous, it is a legal requirement for waste ink and toner cartridges to be segregated from all other wastes, under the Hazardous Waste Regulations. Furthermore, as of 2016, the WEEE Regulations apply to waste ink and toner cartridges, therefore, all waste cartridges must be sent to an Approved Authorised Treatment Facility (AATF) for recycling. Many used toner cartridges can contain left over material, which could be hazardous and therefore it is essential that these are handled correctly and recycled for reuse.

The University has a dedicated waste management company, which collects Waste Electrical and Electronic Equipment (WEEE) including toner cartridges for reuse and recycling.

Disposal Instructions

Where possible empty ink and toner cartridges must be placed back into their original packaging and securely sealed so no ink/toner can escape. If the original packing isn't available the cartridge must be placed into a clear bag and sealed. Collection can be refused if the cartridge/s have not been secured.

For collection a minimum of 3 ink/toner cartridges are required, with a maximum of 5 allowed per collection. Place a works order via the [Help Desk](#) portal for collection. The University Campus Services Team Member will then collect the cartridge/s within 5 working days of allocation.

Waste ink/toner cartridges cannot be placed into external non-recycling or recycling bins



Figure 1 – Waste Toner and Ink Cartridges

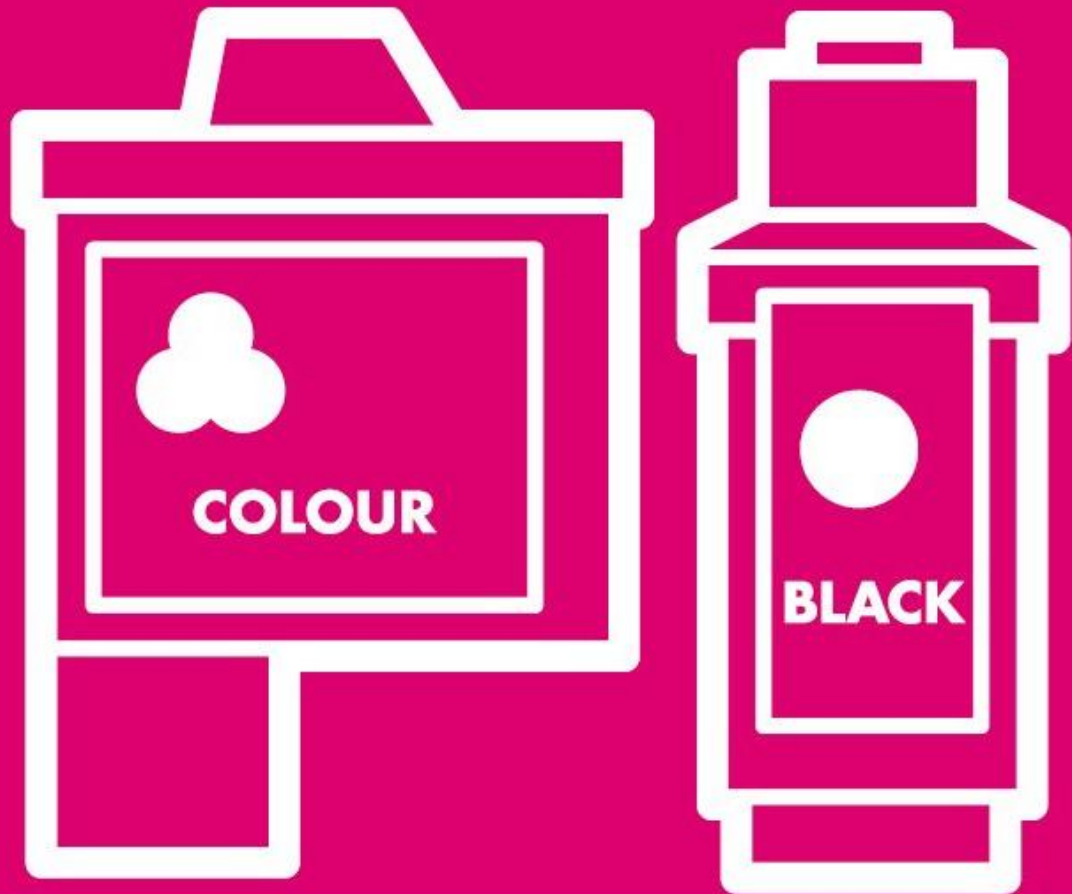
Disposal Cost

The disposal cost is factored into the University's waste management service provision; therefore there is no direct cost to individuals/Faculties/PSUs. However individuals can minimise cost and contribute the University's target to achieve 63% diversion rate away EFW or landfill by utilising the general waste stream only when required.

Labelling

See template

For further guidance please contact estates-waste@swansea.ac.uk



**printer
cartridges**



Recycle ink and toner cartridges



Used ink and toner cartridges can contain left over material which could be **HAZARDOUS**. Correct handling and recycling is essential.



DISPOSAL INSTRUCTIONS

1

Where possible, place empty ink and toner cartridges into their original packaging. Securely seal the packaging so no ink/toner can escape.

2

If the original packaging is not available, place the cartridge into a clear bag and seal securely.

Collection can be refused if the cartridges have not been secured.
Minimum of 3, maximum of 5 ink/toner cartridges allowed per collection.

3

Place a works order via the HELP DESK portal for collection. Please specify WEEE disposal. (To be collected within 5 working days of allocation).