



Helpful Hints to Prepare Used Cartridges, Cell Phones, Pagers, & PDAs for Shipment

- § **Laser Jet Cartridges** – Check inside boxes to make sure there is only one used cartridge in each box. Use packing materials provided as much as possible. Seal box via tape or tuck flaps as shown on box.
- § **Ink Jet Cartridges** – If small box is available that the cartridge came in, carefully place cartridge in box. Be careful not to touch the electrical contacts. If original packing box is not available just place cartridge in zip lock bag (one cartridge in each zip lock bag).
- § Try to encourage those that are collecting cartridges for you to place the cartridges in their original shipping/packaging boxes. If the printer cartridges are not prepared/packaged as suggested, it will be necessary for you to take on this responsibility to prepare these cartridges for shipment.
- § **Cell Phones, Pagers & PDAs** – Place Cell Phones, Pagers & PDAs in zip lock or plastic bag. Batteries and chords or charger peripherals can be sent. (They are not required, but send them if you have them.)

**** NOTE:** We are not accepting Epson brand or some Canon (Canon BCI) printer cartridges at this time. (Printer cartridges must have a metal print head to be recyclable.)

Thank you for all of your assistance in this regard. It makes this task easier for everyone. Continue to share the word so we can collect as many used printer cartridges and old cell phones as possible.

If you have further questions, contact our local zone president.
