

## CSU GREEN ENCOURAGES STAFF TO RECYCLE TONER CARTRIDGES

It is easy to recycle your used toner cartridges through the program facilitated by Ricoh. This system has been set up to collect ALL brands of toner cartridges in a central location.

### IT HAS BEEN ESTIMATED



### TONER COLLECTION ON CAMPUS:

The central point of collection will be within stores or a representative at each campus, who will facilitate collection and pick up of used toner cartridges for recycling with Ricoh. This process aims to improve recycling of toner cartridges at each campus with one collection point for external couriers.

### What happens to the cartridges that Ricoh collects?

Ricoh believes that the biggest action we can take to reduce our environmental impact is to reduce our level of wastage and resources, prolong the life of our products through reuse, or recycle end of life material into a feed stream for new products.

By participating in Ricoh's recycling program, Charles Sturt University can be assured that used toner cartridges are broken down into raw materials, which in turn are purchased by companies for downstream processes.

Raw materials can then be used to produce products such as outdoor furniture, carpets, and even recycle bins. Ricoh will accept used consumables from any manufacturer's facsimile machine, printer or photocopier from Ricoh customers.

### Please find the specific guidelines for your campus and the campus contact below:

#### 1. Albury-Wodonga

Rodney Mayne - **02 6051 9768**

Please leave well packaged, leak free, toner cartridges for recycling with your daily mail bag collection and address to 'Stores' and note 'toner cartridge for recycling'.

#### 2. Bathurst

Ken Hotham - **02 6338 4160**

Please contact Stores to collect well packaged, leak free, toner cartridges for recycling on the LAST Monday of every month as they are collected by Ricoh on the last Friday of every month.

#### 3. Wagga Wagga

John Byrne - **02 6933 2256**

Please leave well packaged, leak free, toner cartridges for recycling with your daily mail bag collection and address to 'Stores' and note 'toner cartridge for recycling'

#### Please note Albury / Bathurst / Wagga

If your section generates a lot of used toner cartridges, please contact Rodney Mayne or Ken Hotham for a collection bag. Once the bag is full, please log a BEIMS request to have it collected in the last week of the month on the days prior to the last Friday (collection day).

#### 4. Get used toner cartridge for recycling (the toner cartridge can be disposed of in the collection bin in wrapping) to a disposal point with your sustainability champion:

**DUBBO - (02) 6885 7305**

**Skye Ireland** - Front Reception (Rm ILC)

**ORANGE - (02) 6365 7509**

**Bernadette Crombie** - Finance Officer  
(Mail Store Room 101B)

**PORT MACQUARIE - (02) 6582 9334**

**Alison Woods** - Administrative Assistant  
(Level 3, Room 3005)

**MANLY - (02) 9932 5207**

**Sheridan Binns** - Administration Assistant  
(C/O AIPM)

**SYDNEY OLYMPIC PARK - (02) 9932 5207**

**Ros Allum** (Communications)  
(Suite 1.01 Quad 3)

**GEORGE BROWNING HOUSE, CANBERRA - (02) 6272 6201**

**Lyndon Mayfield** - Administrative Assistant  
(George Browning House)

**BRISBANE AVENUE, CANBERRA - (02) 6272 6247**

**Katie (Jinrong) Wu** - Administration Assistant  
(Australia Room: 1.18)