

USDA ARS CNRC-Based SOPs

Safely Recycling Printer Cartridges

REFERENCES:

Executive Order 13423 requires federal agencies to explore recycling options.
REE Manual 230, "Safety, Health & Environmental Management Program"
ISO Standard 14001, "Environmental Management Systems".

BUSINESS UNIT: Children's Nutrition Research Unit (CNRC)

This SOP has been written for the CNRC Personnel to maintain an active part in recycling printer cartridges on a regular basis.

ASPECT: Use of Printer Cartridges

IMPACT(S):

1. Filling landfill with ink jet print cartridges
2. Filling landfill with laser jet print cartridges

FOR THE IMPACTS, ARE THERE:

1. Emergency preparedness issues? None
2. Compliance issues? Executive Order 13423 requires federal agencies to explore recycling options.

HOW WOULD YOU CHARACTERIZE THE PRIORITY OF EACH IMPACT?

1. Filling landfill with waste paper: High priority

PURPOSE OF THE SOP FOR RECYCLING PRINTER CARTRIDGES:

1. The purpose of the SOP is to provide guidance on How to recycle laser printer cartridges is maintained.
2. The purpose of the SOP is to provide guidance on How to recycle inkjet printer cartridges is maintained.

SCOPE STATEMENT ON THE RECYCLING OF PRINTER CARTRIDGES:

1. This procedure applies to all personnel involved in the use of laser jet print cartridges and inkjet printer cartridges.
2. Removal of these printer cartridges to a recycling facility.

INSTRUCTIONS:

1. When someone replaces Printer cartridges in a Printer there are two types of printer cartridges in the CNRC Office, laser jet printer cartridges and inkjet printer cartridges.
2. Either cartridge may be turned into Kathy Jenkins Office RM 2060 for collection and deposition.
3. When significant quantities have been obtained, a volunteer from BCM collects and furnishes to a local school that utilizes these as a fundraiser.

MONITORING: None

USDA ARS CNRC-Based SOPs

CORRECTIVE ACTION: CNRC housekeeping manages the center's refuge and should they notice a cartridge in a waste basket they know to provide these to K. Jenkins or leave outside her doorway. Additional email notifications are then sent out.

VERIFICATION AND RECORD KEEPING:

1. Kathy Jenkins will maintain printer cartridge collection dates and quantities in the CNRC Green Calendar for accurate recordkeeping.

DATE EMPLEMENTED: January 1, 2007

BY: Perry Rainosek

DATE REVIEWED: January 1, 2007

BY: Dr. Dennis M. Bier

DATE REVISED: _____ BY: _____