

## **How to package your printer consumables for recycling**

### **Standard Box Collection**

Please ensure you build your recycling box correctly and place it in a convenient location. Please only use our authorised OWA or REVIALLIS recycling boxes.

Any unused or unwanted items can remain in their packaging and be placed into the box.

For most items to be recycled, no packaging or outer box cartons are needed – the cardboard can be recycled locally and this allows for more items to fit in the box; meaning fewer collections and more environmental benefits.

Any items that are leaking should be placed, and sealed, within their own individual bag within the box to prevent leaking onto other items.

**Copier** bottles / cartridges can be placed directly into the recycling box, without packaging.

**Desktop / Laser** cartridges should be protected to enable reuse – where a protective clip is taken off the new replacement item, this should be attached to the used cartridge to protect it. If there is also an individual bag from the new item, this should be used to contain the used cartridge, again for protection.

**Drum / Fuser** units should also be protected by protective clips or individual bags where available. They should be placed slowly and carefully within the box, to avoid damaging the small / fragile parts.

**Full Waste Toner Containers** should not be included in the recycling box.

**Inks** should be placed, and sealed, within a separate bag from the other items. All inks can be placed into the same bag (unless leaking, which required them to have their own individual bag) and once full, this bag of inks can be sealed and placed into the recycling box.

When the box is full – it should contain at least 15 items and weigh no more than 25 Kgs. The top flaps should be folded over and the box should be securely sealed shut using tape.

Please log into your online portal account and Book a Collection of the Box. Where possible, please place the sealed box near a main entrance or where there is easy access for a courier to collect.

Remember to order more replacement recycling boxes if you need them from your usual supplier.

### **Standard Pallet Collection**

Please follow the same guidelines as the Standard Box Collection. Please build the pallet up to 2.1m high and pack as many items as possible into the boxes, onto the pallet. The boxes should not overhang the edges and the pallet footprint should be no bigger than 1.0m x 1.2m.

There are no weight limits for a pallet.

When the pallet is full please ensure the boxes are shrink-wrapped tightly and secured to the pallet.

Please log into your online portal account and Book a Collection of the Pallet. Please ensure you tick the box on the form if a tail-lift vehicle is required (when you have no forklift on site) to load the pallet.

Where possible, please place the pallet near a main entrance or where there is easy access for a courier to collect. After booking the collection of the pallet(s), you will receive an email with a label to print and attach to the pallet.