BMP# Computer #2

TITLE: MANAGEMENT OF SPENT PRINTER CARTRIDGES

Regulatory Citation: N/A

Applicability: Spent Printer Cartridges

Purpose: Proper management of spent printer cartridges.

**Person or
Department Responsible:** Computer Services (629-7272)

Schedule: As needed

Procedures: When providing new printer cartridges, Computer Services instructs staff to return spent printer cartridges to the Computer Services Department for proper storage, management and recycling.

Computer Services will store spent printer cartridges in a labeled box which is locked inside the supply closet. When new printer cartridges are purchased, the vendor will take the spent cartridges for recycling.

**Current
Vendor:**   Total Computer Services 518-561-6885)

Record keeping: N/A

**Record
Location:** N/A

Contact: Computer Service Department (629-7289)