

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.13	PAGES: 1 of 1
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 26, 2014	
	REVISION DATE: October 1, 2014	
CHAPTER: Fiscal Management	SUBJECT: Recycling of Computer Printer Cartridges and Ribbons	

- I. **PURPOSE:** To provide a procedure for recycling used computer cartridges and ribbons.
- II. **POLICY:** Staff will save used computer printer cartridges and ribbons for recycling as directed by General Services Agency Purchasing.
- III. **PROCEDURE:** Staff who are responsible for changing computer printer cartridges and ribbons will do the following:
 - A. **USED COMPUTER PRINTER RIBBON:** Place the used ribbon in a box or larger QIC-code envelope and forward the item to Supply or place the used cartridge into a paper recycling bin provided by Salvage.
 - B. **USED COMPUTER TONER CARTRIDGE:** Remove the new cartridge and cleaning wand from the box and wrapping. The used cartridge and cleaning wand will then be placed in the box and sent to Supply or placed into a paper recycling bin provided by Salvage.
 - C. Supply personnel will be responsible for storing all used computer printer cartridges and ribbons and will, approximately once per month, forward the used inventory to the proper disposal location.