Recycling your HP Toner and Ink

- Single vs. multiple
Toner Recycling options

- Recycling a single toner cartridge.
- Recycling multiple toner cartridges.

Ink Recycling options

- Recycling a single ink cartridge.
- Recycling multiple ink cartridges.
- How to print a shipping label?

Return Shipping Materials available

- How to order return shipping material?
  No shipping material needed for single toner cartridge return.
- Packaging instructions
- Help
Toner Cartridges
Recycling a single toner cartridge

UPS Toner

1. Load Box
Place empty supply into the bag and box that accompanied the new HP printing supply

2. Close Box
Close the box using flaps

3. Apply Label
Affix Shipping label that accompanied the new HP Printing Supply

4. Give to carrier
Place package at UPS pick up location
Recycling multiple toner cartridges

**UPS Toner**

1. **Load Box or Pallet**
   Place empty supplies into the box/pallet. To know how to order an HP Box or schedule a pallet pickup go to Return Shipping Materials.

2. **Apply Label**
   Print a return shipping label and affix it to the box. To know how to print a shipping label go to How to print a shipping label*?

3. **Give to carrier**
   Place package at UPS pick up location.

*If you ordered an HP Box a prepaid label is included. You don’t need to print a new label.
Ink Cartridges
Recycling a single ink cartridge

**UPS Ink**

1. **Load Envelope**

Place empty supplies into the HP envelope*. To know how to order an HP Envelope go to Return Shipping Materials.

2. **Give to carrier**

Place envelope at pick up location.

*Each U.S. Postal Service pre-paid envelope holds up to 6 ink cartridges without packaging.
Recycling multiple ink cartridges

**UPS Ink**

1. Load Box or Pallet
   Place empty supplies into the box/pallet. To know how to order an HP Box or schedule a pallet pickup go to Return Shipping Materials.

2. Apply Label
   Print a return shipping label and affix it to the box. To know how to print a shipping label go to How to print a shipping label?*

3. Give to carrier
   Place package at UPS pick up location

*If you ordered an HP Box a prepaid label is included. You don’t need to print a new label.*
Return Shipping Materials
Returns Shipping Materials – For multiple cartridges

Go to hp.com/go/USSuppliesRecyclingMPS

1. Go to hp.com/go/USSuppliesRecyclingMPS
   Once there select the type of supplies you are returning.

2. Fill out the amount of supplies you need to return

Next Steps
2. Fill out your contact information

Returns Shipping Materials – For single or multiple cartridges
Returns Shipping Materials – For single or multiple cartridges

3. Submit your order

4. Order completed.

You will receive an e-mail confirming the order.

ETA 7-10 BD.
How to print a shipping label?
Print a return shipping label

1. Go to hp.com/recycle

2. Fill out your contact information and submit your order

Go to hp.com/go/USSuppliesRecyclingMPS

Next Steps
Print a return shipping label

3. Submit your order
Review your order before submitting.

4. Print your label.
Packaging Instructions
HP Ink supplies collection box

1 Open and fill
Open the box and make sure the plastic liner is inside the box to protect the cardboard from any leakage, should it occur. Fill the box more than half full, but do not overfill the box, as this may cause the plastic liner to rupture.

2 Seat liner
When box is full, close the plastic liner and seal it with the attached tape.

3 Seat box
Seal the cardboard box using your own adhesive tape.

4 Give to carrier
Give the package to the label’s carrier during your next delivery, or take to the carrier’s authorized drop-off location. For carrier information and locations:

**UPS:**
www.ups.com;
1-800-pick-UPS
(1-800-742-5877). Requested UPS pickup will be charged normal pick-up rates.
Multiple HP LaserJet Supplies

1. Load box(es)

Package empty supplies as described above. Tape up to eight single boxes together (maximum 70 pounds). Use a single pre-paid shipping label.

OR

1. Collection box

Place empty supplies without packaging into collection box provided by HP or use a suitable replacement. Use a single pre-paid shipping label. Box should be full but not bulging.

2. Give to carrier

Give the package to the label's carrier during your next delivery, or take to the carrier's authorized drop-off location. For carrier information and locations:

UPS:
www.ups.com;
1-800-pick-UPS
(1-800-742-5877). Requested UPS pickup will be charged normal pick-up rates.
Customer Support

1-800-340-2445
Monday – Friday
8:00 am to 8:00 pm Eastern

Customer Support

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Don't forget to check our frequently asked questions and program information pages. We might already have the answers you're looking for. We can also help you check your order status.

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