



## Steps to Recycling and Helping the Environment

1. Notify students, club members, parents, adults, local businesses to save cartridges.
2. Use Public Relations (PR) opportunities to promote with Newsletters, Newspaper articles, flyers, etc. to raise money for your organization and to help the environment.
3. Have members save ink jet and laser jet cartridges only, by doing the following:
  - a. Put old cartridge in box the new cartridge came in.
  - b. If new cartridge doesn't come in a box, place old cartridge in a zip-lock bag to prevent ink from leaking.
  - c. Bring cartridges to central location/collection site.
  - d. Collect cell phones, pagers and PDAs, place individually in plastic bags for shipping.
4. Save cartridges until you have collected at least 10 to be shipped by FedEx. When packaging the boxes, place as many cartridges as possible in a large box. Be sure to protect the cartridges using bubble wrap, air pouches, newspaper or other packing materials. (Do NOT use Styrofoam peanuts.)
5. Zone Facilitators contact M. L. C. Enterprises to receive pre-paid shipping labels and instructions for shipping.
6. Pre-paid FedEx shipping labels and packing lists will be sent via U.S. mail.
7. Zone Facilitators send prepaid FedEx shipping label and packing list as requested.
8. Pack items as directed; complete and include packing list describing package contents.
9. Take package to local FedEx shipping site.
10. Remuneration check will be sent to your organization approximately 45 days after cartridges are processed.



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