



Worcester Students' Union

Recycling Ink Jet Cartridges, Toner cartridges, Mobile Phones and Envelopes.

1. Purpose

As part of the Unions Environmental Policy is a commitment to reuse resources whenever possible rather than dispose of them.

The Union presently operate a re-cycling scheme for ink jet cartridges and mobile phones. This scheme needs to be promoted to the wider student community.

2. Scope & History

These procedures cover all staff employed by WSU. These procedures replace any previous procedures, which will be withdrawn from 12th December 2008.

3: Recycling Ink Jet Cartridges, Toner Cartridges, Mobile Phones and Envelopes

All staff to recycle Union ink jet cartridges through the Unions recycling scheme. Freepost envelopes are available from Students Union Reception.

If the ink jet cartridge is an Epson Cartridge it should be recycled through the Universities Recycling Scheme. Contact the Universities Environmental Officer for details.

In the instance a Union mobile phone has been upgraded, in the first instance it should be made available to other staff/officers in the organisation. Followed by lay-students, if the phone is still available it should be recycled via the Unions recycling scheme.

Toner cartridges to be recycled through the Universities recycling scheme. Contact the Universities Environmental Officer for details.

For internal post within the University staff should use internal re-useable envelopes which are located at the Students Union Reception or better still email.

Staff should seek to re-use envelopes. Recycled envelopes suitable for re-using are located at the Students' Union reception Desk.

Procedure Produced: Dec 2008

Procedure Produced By: General Manager

Procedure Approved By: