



Laguna Pest Control - SOP 003 Ink Cartridge Recycling

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1. Purpose

This SOP outlines the procedures for the safe collection, storage, and recycling of used ink and toner cartridges at **Laguna Pest Control**, in compliance with Queensland environmental legislation and supported by national recycling initiatives such as **Cartridges 4 Planet Ark**.

2. Scope

This SOP applies to all Laguna Pest Control staff responsible for printing, replacing, storing, or disposing of ink and toner cartridges used in printers and multifunction devices at any of the company's sites across Queensland.

3. Definitions

- **Ink/Toner Cartridge:** Replaceable components in printers containing liquid ink or powdered toner.
- **Cartridges 4 Planet Ark:** A national program offering free recycling of used printer cartridges in partnership with major brands and Officeworks.
- **Hazardous Waste:** Includes cartridges that may leak toner or ink, especially if damaged.

4. Responsibilities

- **Office Staff** are responsible for collecting and storing used cartridges.
- **Administration Manager** coordinates cartridge drop-offs and record-keeping.
- **Environmental Compliance Officer** (if appointed) ensures ongoing legal compliance and monitors recycling volumes.





5. Procedure

5.1 Cartridge Collection

- After replacement, used cartridges must be placed in a **designated cartridge collection box** located in the office.
- Cartridges should be kept upright and not crushed or dismantled.
- Only compatible brands accepted by Cartridges 4 Planet Ark (HP, Canon, Brother, Epson, Kyocera, etc.) are to be included.
- Do not place used cartridges in general waste bins.

5.2 Storage

- Keep cartridge collection boxes in a dry, ventilated, and easily accessible area within the office.
- Ensure cartridges are not exposed to direct heat or sunlight to prevent leaks or damage.
- If a cartridge is leaking, place it in a sealed bag before placing it in the box.

5.3 Recycling and Disposal

- Full boxes or containers must be taken to a participating **Cartridges 4 Planet Ark collection point**, such as **Officeworks** or a registered partner store.
- Record each drop-off, including:
 - Date
 - Number and type of cartridges
 - Drop-off location
 - Name of staff member
- Retain drop-off confirmation (if provided) and file records for compliance tracking.

5.4 Emergency Procedures

- In the event of a cartridge spill or leak:
 - Wear gloves to avoid contact with toner or ink.
 - Clean the spill with disposable cloths and place waste into a sealed plastic bag.
 - Dispose of used cleanup materials in general waste unless heavily contaminated.
 - Report any significant exposure or incident to the Administration Manager.

6. Legal and Regulatory References

- **Waste Reduction and Recycling Act 2011 (QLD)**
- **Environmental Protection Act 1994 (QLD)**
- **Work Health and Safety Regulation 2011 (QLD)**
- **Planet Ark / Close the Loop Recycling Guidelines**
- **Australian Packaging Covenant Organisation (APCO) Guidelines** (for office-based materials)





7. Staff Training

- All administrative and office staff will be trained on:
 - Proper cartridge handling
 - What can/cannot be recycled
 - Spill response procedures

Training is included in staff induction and reviewed annually.

8. Auditing and Review

- The Administration Manager will conduct **annual checks** of recycling volumes and compliance.
- This SOP will be **reviewed every 2 years** or upon any change in recycling provider, regulation, or office printer setup.

Appendices (Optional)

- **Appendix A:** Cartridge Recycling Log Template
- **Appendix B:** Map of Nearby Collection Points (e.g., Noosaville Officeworks)
- **Appendix C:** Accepted Cartridge Brands List (from Planet Ark)

