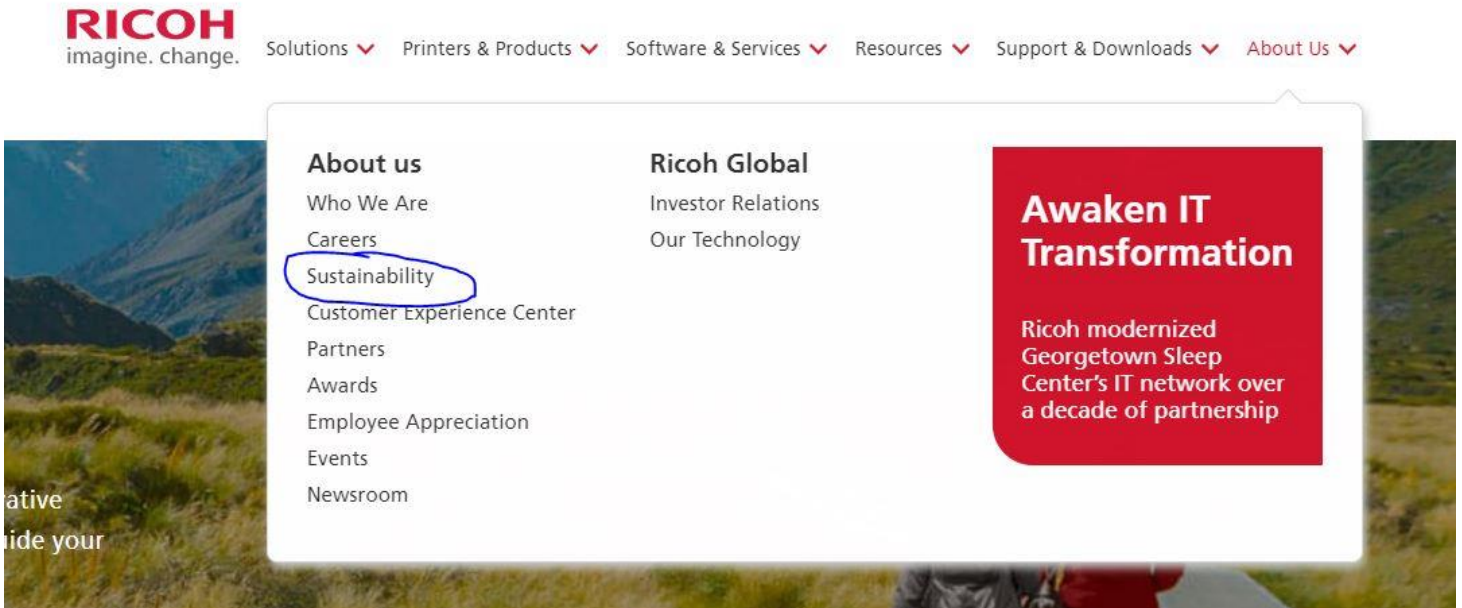
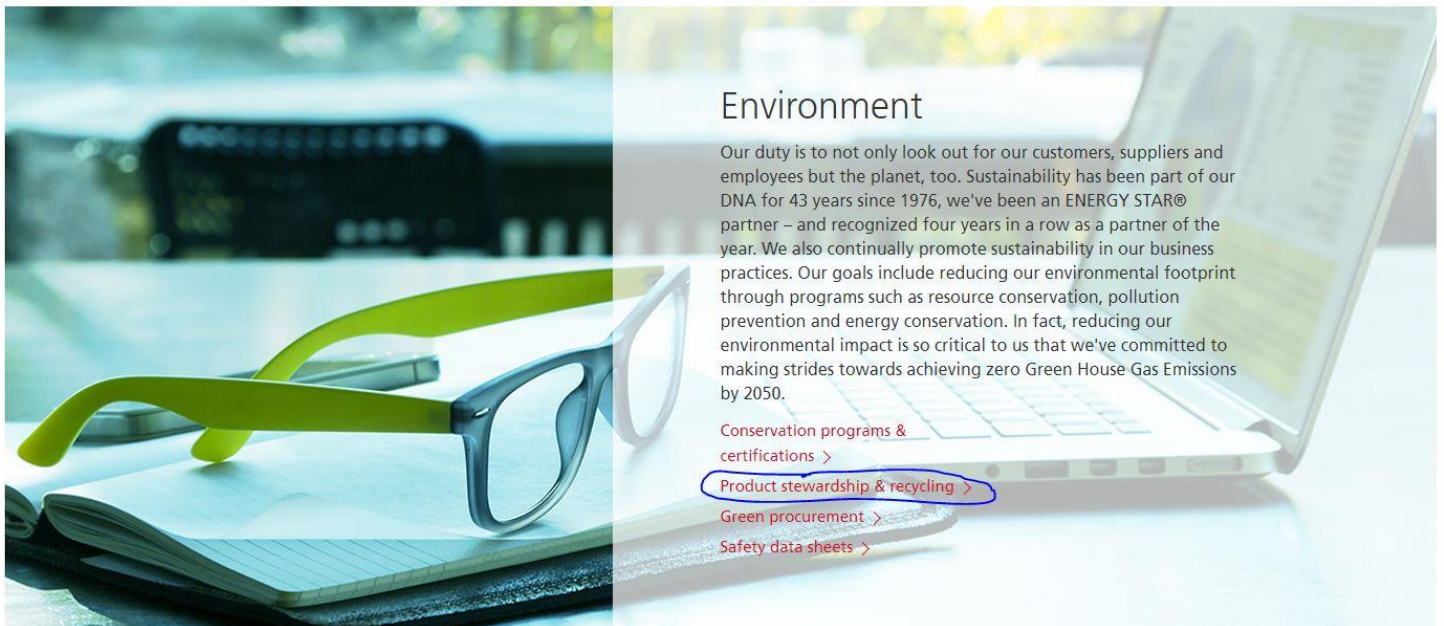


# Ricoh Recycling Process

1. Put used toner cartridge in the box the new cartridge came in.
2. Search [www.ricoh-usa.com](http://www.ricoh-usa.com)
  - a. Choose About Us
  - b. Choose Sustainability



3. Scroll down to the Environment section
  - a. Choose Product stewardship & recycling



#### 4. Scroll down to the button that says Prepaid Shipping Label and click it



For toner cartridges and maintenance kits that do not have a prepaid shipping label inside the box (for small offices with few returns):

Click on the button below to print a prepaid shipping label. Tape the label to the outside of the package, and follow the return instructions on the form. Please note: For the prepaid shipping label link to work properly, you must access it through this Ricoh page only.

When filling out the form to print the prepaid label to return the consumables, you need an EDP code.

EDP codes are product designations used to identify a specific consumable item for Ricoh, Savin and Lanier products. You can find the code on the label of the original carton box; in some instances, it can be found on the cartridge or container itself. If the box is unavailable or the cartridge/container is unmarked, please contact your supplier to obtain this information. Please note: You need only one EDP code per return, even if you are returning multiple cartridges in one box.



#### 5. Verify you aren't a robot.

### Guest Log In

**Log In**

Company Name   
Ricoh Savin Lanier Recycling center

I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

**6. Fill out the shipping information form.**

- a. For the EDP code, it's always located on the box the toner cartridge is shipped in.

The screenshot shows a web form titled "Shipping Information." It is divided into two main sections: "Company/Address" and "Shipment".

**Company/Address Section:**

- Company/Customer Name:** Western Kentucky University
- Address:** 1906 College Heights Blvd.
- City:** Bowling Green
- State:** Kentucky
- Postal Code:** 42101
- Phone Number:** 2707453496
- E-Mail Address:** jacob.young@ricoh-usa.com
- Email delivery notification desired?

**Shipment Section:**

- Package 1**
- Estimated weight in whole LBS:** 5
- EDP code #:** 888324
- Add** button
- Package 1** dropdown menu

At the bottom of the form, there are two buttons: **Process Shipment** and **Clear**.

**7. If you're only shipping one package, fill out the information and click Process Shipment. From there, you should be able to print out the shipping label.**

- a. If you're shipping multiple packages, click Add after entering each EDP code and you'll be able to enter the EDP code for each toner model you need to ship back to Ricoh. You can then click Process Shipment and print out each label.

**8. Deliver cartridges to Shipping & Receiving, located in the Service & Supply Building, or request pick-up through DFM's Work Order system. Instructions on how to submit a pick-up request may be found at the following link (\*Note: Select "Recycling" instead of "Surplus Pick-up" on the Work Order Request):**

[https://www.wku.edu/recycling/surplus\\_pick\\_up\\_request\\_new.pdf](https://www.wku.edu/recycling/surplus_pick_up_request_new.pdf)