P.8  We purchase only recycled or remanufactured laser and copier toner cartridges.

**Intent**  
Ink cartridges are made out of plastic, which is a petroleum-based product that takes about 1000 years to decompose. Also, the energy needed to produce a new cartridge is several times the amount needed to reuse or recycle an old one. Three pounds of raw materials are saved when you recycle an empty ink cartridge.

**Point Value**  
3 points

**Instructions**  
To purchase products with recycled content from an approved vendor, visit the Telrose website for Office Depot in the Penn Marketplace:

If you know how to get to the Telrose/Office Depot products page:  
At the bottom of the page, click on Greener Office, which is listed under Specials. This will give you the green product choices.

If you do not know how to get to the Telrose/Office Depot product page:  
1. From the www.upenn.edu homepage, click the link at the top of the page for Faculty & Staff.  
2. Under Business Services, click on Purchasing Services. At the top of the page, click on the icon for Penn Marketplace for Shoppers Only.  
3. Login on this page with your PennKey and Password.  
4. Click on Home/Shop at the top of the page.  
5. Scroll down to the Office/Technical Supplies section and click on Telrose.  
6. At the bottom of the page, click on Greener Office, which is listed under Specials. This will give you the green product choices.