



TONER RECYCLING PROGRAM

To Return Used MDA Toner Cartridges

For Interdepartmental Mail (IDM) Clients

- Re-package toner cartridges using the original plastic bag and box.
- DO NOT place toner cartridges directly into IDM bags as residual toner may leak onto mail.
- Place beside your IDM bag for pickup.
- No IDM sticker required for returning used cartridges.

Winnipeg IDM Clients:

- When returning **more than three** used cartridges, call MDA at 204-945-2820 one day prior to your mail pick-up.

For Clients Outside the IDM System

- **OPTION 1:** Visit h30248.www3.hp.com/recycle/supplies to use HP's Canada Post label printing option.
If you are unable to print, you may also:
- **OPTION 2:** Re-package cartridges and write "For recycling" on the boxes. Drop them off at MDA, 1715 St. James Street, from Monday to Friday between 8 am and 4 pm.
- **OPTION 3:** Take them to your local recycling depot.

To Return Unused MDA Toner Cartridges

To obtain a refund for **unused** toner cartridges:

- Cartridges must be in the original package.
- Cartridges must be returned within 30 days of purchase.
- Cartridges must be accompanied by proof of purchase (packing slip or invoice).

Contact MDA for a Return Authorization (RA) Number:

- Call 204-945-0570 or 204-945-1614
- Email mda@gov.mb.ca

Please Note

We recommend offices maintain a minimum supply of replacement toner cartridges to avoid unnecessary expense and to maintain toner reliability.

Consider the environment – less printing, less toner, less paper.