

Environmentally Preferable Purchasing Specifications for Ink & Toner Cartridges

SUGGESTED TASKS BEFORE FINALIZING BID DOCUMENTS

- Inventory all imaging equipment and record ink and toner cartridge needs.
- Determine the highest volume of ink and toner cartridges used.

SUGGESTED HEIRARCHY, in order of preference, for purchasing ink and toner cartridges is:

- Remanufactured High-yield Cartridges
- High-yield OEM or Compatible Cartridges
- Remanufactured Standard Cartridges

GENERAL REQUIREMENTS

- Bidder shall furnish high-yield manufacturers' (OEM) toner cartridges and remanufactured high-yield toner cartridges for all imaging equipment of purchasing entity.
- Bidder shall furnish remanufactured toner cartridges that have been fully remanufactured to specifications equal to, or exceeding OEM cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards. Toner cartridges furnished to this specification shall meet or exceed the latest remanufactured toner cartridge standards, or the guidelines adopted by the Standardized Test Methods Committee (STMC), the American Society for Testing and Materials (ASTM) and the International Safe Transit Association (ISTA), including the ASTM F 1856 Standards, ASTM F 335 and F 2036 Standards and ISTA – Integrity Procedure 1A Standards (ISTA 1A).
- Bidder shall furnish ink and laser jet toner cartridges that are Ecologo certified.
- Cartridges that are merely refilled “drill and fill” cartridges will not be considered. “Split hopper” cartridges will not be considered unless there is no alternative method of remanufacturing them.
- Bidder shall certify that its remanufactured ink and toner cartridges have been tested in accordance with the above standards and guidelines and that its cartridges have met or exceeded those tests.
- Bidder shall furnish documentation with this bid stating the number of company personnel who have completed the training for the STMC Guidelines. This includes the standardized testing certification for ASTM F 1856-98, ASTM F 2036, and ISTA 1A VERSION-99.
- Bidders shall have facilities, skilled personnel, equipment and parts available to completely service, maintain, overhaul and repair all brands of copiers and printers that are associated with the brand of cartridges listed in this solicitation.
- Bidders shall furnish documentation with this bid demonstrating that service personnel have completed training sufficient to completely service, maintain, overhaul and repair all brands of copiers and printers that are associated with the brand of cartridges listed in this solicitation.
- Bidders shall provide verification that the company (or the remanufacturing company) has a densitometer, test printers and applicable operation procedures to perform on-site cartridge testing. If bidder does not have a densitometer, test printers and copiers and applicable operating procedures, bidder shall provide detailed information regarding its (or the remanufacturer's) on-site toner cartridge testing.
- To be eligible for awards, bidders must include bids for all toner cartridges listed in this solicitation.
- Bidders shall furnish documentation with this bid indicating the current and expected failure rate of cartridges supplied under the contract.

CARTRIDGE REMANUFACTURING PROCESS

- The term “Remanufactured” is defined as a cartridge which has been completely disassembled and cleaned, replacing with a new long-life optical photo conductive (OPC) drum with a minimum rating of 30,000 page lifespan and with all brand new parts except using the existing casing.

- The term "remanufactured" includes, at a minimum, the following:
 - Assessment to determine if the cartridge can be remanufactured.
 - Complete disassembly of toner cartridge to thoroughly clean and check all internal and external components against the original manufacturer's specifications. Worn, damaged, or end of life-cycle components should be replaced.
 - Replacement of the original OEM drum with a new drum (which may include an extended life-drum). If the returned toner cartridge is equipped with an extended-life drum, bidder shall inspect it, clean, or replace it with a new extended-life drum or new aftermarket drum.
 - Replacement of all seals with an OEM-type heat seal, card seal, or pressure sensitive seal.
 - Replacement of the primary charge roller (PCR) with a re-coated or new PCR.
 - Replacement of wiper blade meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.
 - Replacement of any parts not meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.
 - Chemically cleaning or replacing the corona wire assembly (where applicable).
 - Provision of one fuser wand (where applicable) with high temperature resistant felt wiper and one cotton swab shall be provided with each cartridge.
 - The hopper shall be filled to capacity with new toner meeting or exceeding OEM standards.
 - A toner hopper seal/separator meeting or exceeding OEM standards shall be inserted to prevent spillage of toner or ink during shipping.
 - Print yield shall be equal to or exceed OEM rating for each cartridge. Yield shall be determined by the use of a standard pattern that features 5 percent coverage.
 - Exterior surfaces shall be thoroughly cleaned, with all traces of old labels and ink or toner removed entirely.

CARTRIDGE PACKAGING AND LABELING REQUIREMENTS

- Packaging for the cartridges shall be constructed to permit users to re-package spent cartridges for return to bidder. It is desirable that all corrugated packaging contain a minimum of 35% post-consumer recycled content and provide certification from the carton manufacturer/supplier to verify the actual percentage of recycled content.

CARTRIDGE TESTING

- All cartridges are to be tested after remanufacturing by installing the cartridge in an applicable printer, running and inspecting test copies. It is required that a copy of a test page be included with the finished product.

WARRANTY

- Bidder will provide a warranty for remanufactured cartridges against defects in material and workmanship for a minimum of one (1) year from the date of manufacture will be included.
- If problems occur with printers or copiers due to a bidder's defective remanufactured toner cartridge, bidder shall provide: (1) a competent factory-trained authorized service technician to repair printer or copier within one (1) business day, or (2) shall reimburse the buyer for any printer or copier repair service performed due to the bidder's defective cartridge. If the printer or copier cannot be repaired or restored to its previous condition. Bidder shall replace the printer or copier at no cost to the Buyer.
- The Bidder shall warrant that the use of remanufactured cartridges will not void any manufacturer's warranty on the printers or copiers. All cartridges supplied under the contract shall have a 100%

replacement warranty. This warranty shall be provided with each cartridge and shall cover defects in the cartridge, material used in the cartridge, workmanship and damage during shipment.

USED CARTRIDGE RECYCLING COLLECTION

- Bidder shall provide in-person or third party collection of all used and empty cartridges or provide a prepaid shipping/ mailing label for returning each empty cartridge.
- Toner cartridges for recycling shall be picked up. Cartridge packaging must be conducive to repackaging empty cartridges.
- Bidder shall recycle end-of-life cartridges and provide buyer with details of its recycling program upon request.

WASTE TONER RECYCLING OR DISPOSAL

- The bidder shall ensure that remaining toner in used cartridges is recycled or disposed of in a manner that complies with all environmental and human health and safety laws.
- At buyer's request, bidder shall provide manifests and any other documentation needed to confirm the proper disposal of material.

SPECIAL PROVISIONS

- A Material Safety Data Sheet (MSDS) shall be provided in each container. A copy of the original MSDS furnished with the bid can be provided as long as the chemical composition has not changed.
- Each shipping container shall have, on at least one of the long sides, a label which clearly states: "IMPORTANT: SAVE THIS BOX AND ALL INTERNAL PACKAGING FOR RETURN OF THE EMPTY CARTRIDGE."
- Each cartridge shall be provided with complete instructions for installation and maintenance of the cartridge to optimize the performance and life of the cartridge.

DEFINITIONS

[ASTM – American Society for Testing Materials](#)

Compatible Cartridge – a cartridge manufactured by a third party company that fits and works in an OEM imaging product.

[EcoLogo CCD-039](#) - standard for remanufactured cartridges with specifications for the remanufacturing process, cartridge quality, and end-of-life management

High-yield Cartridge – a cartridge filled with ink or toner to obtain maximum number of copies of printed material.

[International Imaging Technology Council \(I-ITC\)](#) - global trade association of the imaging supplies industry and institutional host of the Standardized Test Methods Committee (STMC)

[International Safe Transit Association \(ISTA\)](#) - testing and standard setting organization for packaging used for shipping goods

Remanufactured Cartridges – a used ink or toner cartridge that has been emptied, clean refurbished, and refilled for use in imaging equipment.

OEM Cartridge – a cartridge developed by the original equipment manufacturer.

Standard Cartridge – a cartridge that is partially full with ink or toner.

[Standardized Test Methods Committee \(STMC\)](#) – a global committee, created by the International Imaging Technology Council, to promote standardized test methods for the printer cartridge industry.

STMC certification for remanufactured toner cartridge vendors that signifies that the vendor's employees are trained in and use STMC test methods.