

## Cleaning Procedure for Toner Spills

### **Background**

Toner is used throughout campus in photocopiers and laser printers. It is classified as a nuisance dust under WorkSafe BC Regulations and can become a health concern if dispersed into the air in large quantities. Its inhalation hazards are limited to physical irritation of the respiratory tract, as is the case with any non-toxic dust.

### **Cleaning Procedure**

Occasionally toner dust can spill onto the floor when cartridges are exchanged, waste toner is emptied or if a cartridge is damaged. In the event of a toner spill in your office:

- ❖ Place a loose piece of paper over the spill to prevent others from disturbing the powder.
- ❖ Contact Facilities Management (FMGT) by phone (local **7616**) or internet (**Famis Self Service**) to request clean up. Please do not leave a note for your janitor as this clean up requires the use of special equipment. This service will normally be provided within a few hours of the request.
- ❖ Do NOT attempt to clean the spill with a regular vacuum cleaner. The fine particles may pass through the filter and become airborne and/or produce an electrical shock in the vacuum cleaner.

FMGT has a specially designed vacuum cleaner that will safely and effectively remove the toner

### **Waste Disposal**

- ❖ Toner dust is not a hazardous waste and can be safely disposed of in the regular trash. To avoid dispersal into the air, waste toner should always be placed in a sealed bag.
- ❖ Spent toner cartridges should be recycled where possible. Place old cartridges in the box supplied with the new cartridge and request pickup from your office supply company. Cartridges can also be dropped-off at the UVIC Computer Store for recycling.

**Questions?** Email [ohs@uvic.ca](mailto:ohs@uvic.ca) or call OHSE at local 8971.