

# Consumables Eco Reporting Tool



## Get a snapshot of your recycling efforts

When it comes to recycling consumables and keeping toner out of landfills, do you have data that shows how much of an impact your efforts are making? Are all departments and branch offices participating? Which areas of your organization could do more to help meet your company's goals?

Now you can easily return, recycle and track your consumables with the Ricoh Consumables Eco Reporting Tool. This free tool provides you with direct access to convenient, no-cost prepaid return labels — making it easy to return toner cartridges and know that they will be properly recycled. The tool then tracks and measures recycling data by reporting period, location or department. You'll be able to see how you're doing month-to-month and year-to-year — from a single branch office to your entire organization.

### Why use the Consumables Eco Reporting Tool?

- It's a free value add program
- Save time by automatically collecting recycling data each time a no-cost prepaid return label is used
- Measure the impact of your recycling efforts and CO<sub>2</sub> reduction over time, and use the data for compliance reporting
- Identify locations or departments that are recycling and how much

# Consumables Eco Reporting Tool

## Collect data with the prepaid return label

The first step to understanding your recycling efforts is to capture relevant data. The Ricoh Consumables Eco Reporting Tool saves you time by automatically collecting data each time a no-cost prepaid return label is used with your assigned account number. This gives you the ability to easily track shipments by day, month or a specific date range — no need to keep a manual log each time a branch or department returns toner cartridges for recycling.



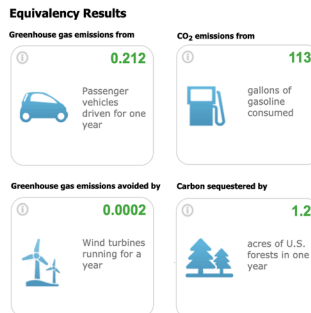
## Measure results with reports

Each sub-location or department gets a unique ID to use on the prepaid return labels — making it easy to view recycling habits by group and track progress over time. Keep track of trends — such as who is doing the most, who needs to do more and which regions/areas are performing better than others. Use this information to learn from the groups that are doing the most and to educate and encourage other locations to participate.



## Use data for compliance

Now that consumable recycling data is automatically collected and measured for you, you can use the data, results and EPA computations to assist with compliance reporting and highlight the positive impact you are making on the environment.



## See your environmental impact

After you've collected data and measured results, it's time to see your environmental impact. Simply access the link to the EPA site from within the Consumables Eco Reporting Tool, and your data will be turned into meaningful metrics that demonstrate how much you've actually reduced your carbon footprint. Use these reports to motivate employees by showing them how their efforts are making a difference.

## Frequently Asked Questions

**Q: Do I need to have an account to have access to the prepaid labels?**

**A:** No. The prepaid labels are directly available to any user. However, in order to be able to track and report on consumable recycling, you will need to complete the easy sign-up process to assign an account number to you — this number will link your recycling efforts to your specific company.

**Q: What information is included in the reports?**

**A:** Reports are categorized by shipping date, company location (or department within the location), individual tracking number, weight and number of pieces\* returned.

**Q: Can I set up my own tracking parameters?**

**A:** Yes. You can track by company location (branch office, HQ, etc.) or by a department within the location in order to see what's relevant to you.

**Register today — it's free!**

Sign up to start tracking and reporting on your consumables recycling today.



Go to [ecoreporting.ricoh-usa.com](http://ecoreporting.ricoh-usa.com) and click on the "Register Today" button.

\* Must use the designated field/position in order to track number of pieces returned

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