

**STAPLES**

Business Advantage®

# **Close the Loop: Buying Recycled Content & Mail Back Program**

Ken Perdue-National Manager of Sustainability

October 23, 2017

IDENTIFY

DEFINE GOALS

CHANGE

RESULTS

Sustainability efforts are important to employees, but

**43%**

say their company does not make an effort to be eco-friendly.

(2016 Workplace Index)

Extensive eco-product offering and support to increase greener choices

15,000+ items with environmental attributes and environmental certifications

Recycling services for furniture, technology, E-Waste & More!




We can help make a greener office happen

Dow Jones Sustainability Indexes  
Member 2012/13

Newsweek

GREEN RANKINGS



**stars**  
a program of aashe

Providing reporting that helps with STARS accreditation



700 + ENERGY STAR buildings

LEED eligible products and reporting




**Sustainable Earth**  
By Staples™

Industry's first paper procurement policy



**SAFER CHOICE**  
Meets U.S. EPA Safer Product Standards

[epa.gov/saferchoice](http://epa.gov/saferchoice)

# Sustainable Focus Areas



Energy



Supply Chain /  
Procurement



Water



IT / Data Centre



Waste &  
Recycling



GHG Tracking



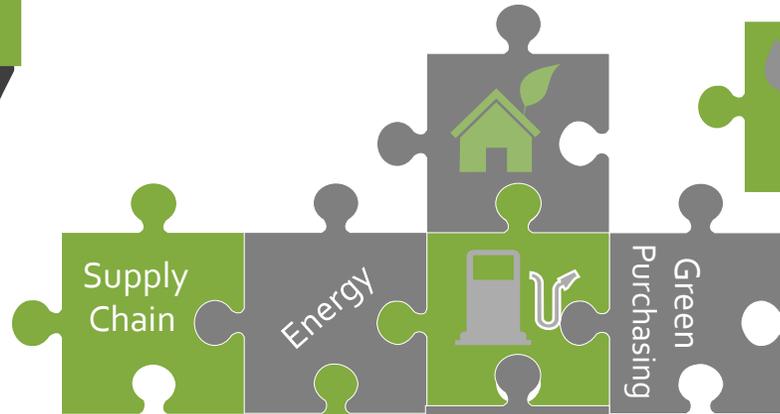
Transportation



How does your organization collaborate with sustainable vendors to create better business value?



What is your organization's vision and strategy for sustainability?



Which green certifications are you trying to achieve within the next two years?

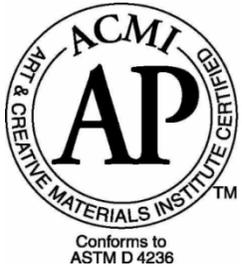


How do major sustainability issues relate to your campus or company?



How are other organizations and institutions using sustainability to innovate? What can you apply?

# Popular Environmental Product Certifications





# Popular Environmental Certifications



# Match Category to Green Logos

  	<p>Paper Goods &amp; Office Supplies</p>	 
 	<p>Technology</p>	  
 	<p>Furniture</p>	  <p>the BIFMA sustainability standard</p>
 	<p>Cleaning &amp; Facilities</p>	 
 	<p>Food &amp; Breakroom</p>	    

Basic ECO Features

Advanced ECO Features

# Green Shopping: A Step-by-Step Walkthrough

## Finding the Eco-Friendly Logo



### Forest Stewardship Council certified

- Choose forest products like paper and wood that have been sourced in an environmentally-friendly, socially responsible and economically viable manner



### Safer Choice EPA Certified

- Helps consumers, businesses, and purchasers find products that perform and are safer for human health and the environment



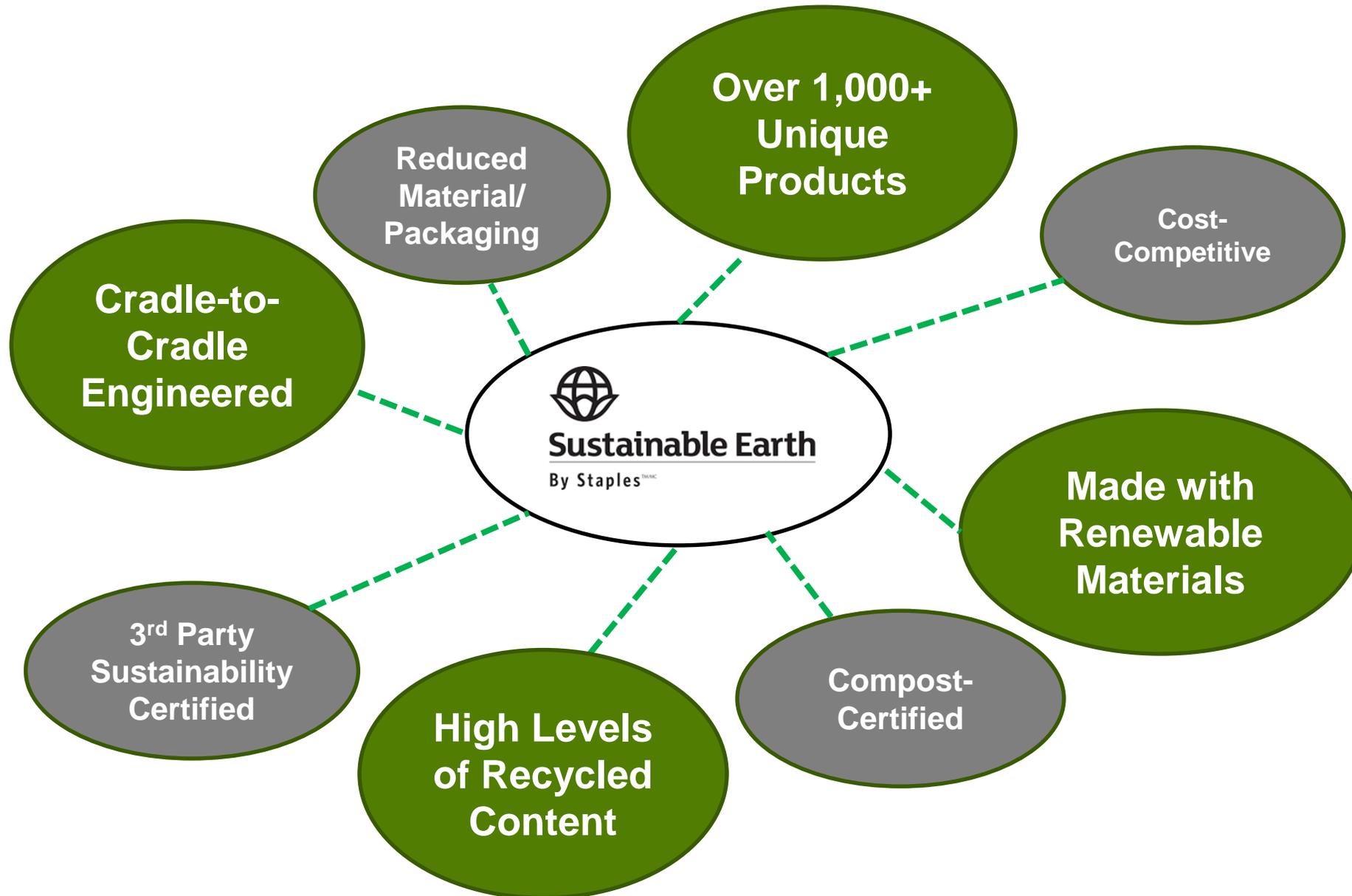
### USDA Organic

- The final product must follow strict production, handling and labeling standards such as addressing a variety of factors such as soil quality, animal raising practices, and pest and weed control

# Simple Ways to Optimize Your Green Procurement

- Ask for green
- Establish green procurement guidelines
- Online procurement
  - Pre-filter to view only eco-conscious products, filter by eco-conscious features and create customized eco-product shopping lists of eco-friendly products.
- **Break cycle of convenience**
- Consolidate Suppliers
  - Choose vendors that adopt the best environmental practices
- Centralize your purchasing
  - Eliminate “maverick spending”
- Educate your supply base
- Reward good behavior and success





# Staples “Fast Sustainable Product”

AMERICANS USE  
2,500,000  
PLASTIC BOTTLES  
EVERY HOUR!  
LESS THAN 1 IN 3  
OF THOSE ARE RECYCLED.



# Sustainable Product Choices

## ─ *Cradle to Cradle Product Design*

- 1 Bottle = 2 B2P Pens
- Refillable
- The official pen of the 2009 Climate Change Summit in Copenhagen
- Every hour, close to 250,000 plastic bottles enter landfills and comprise close to 50 percent of the recyclable waste.
- Only about 15% of plastic bottles are recycled



THE PLASTIC FROM  
1 BOTTLE  
MAKES  
2 B2P® PENS!

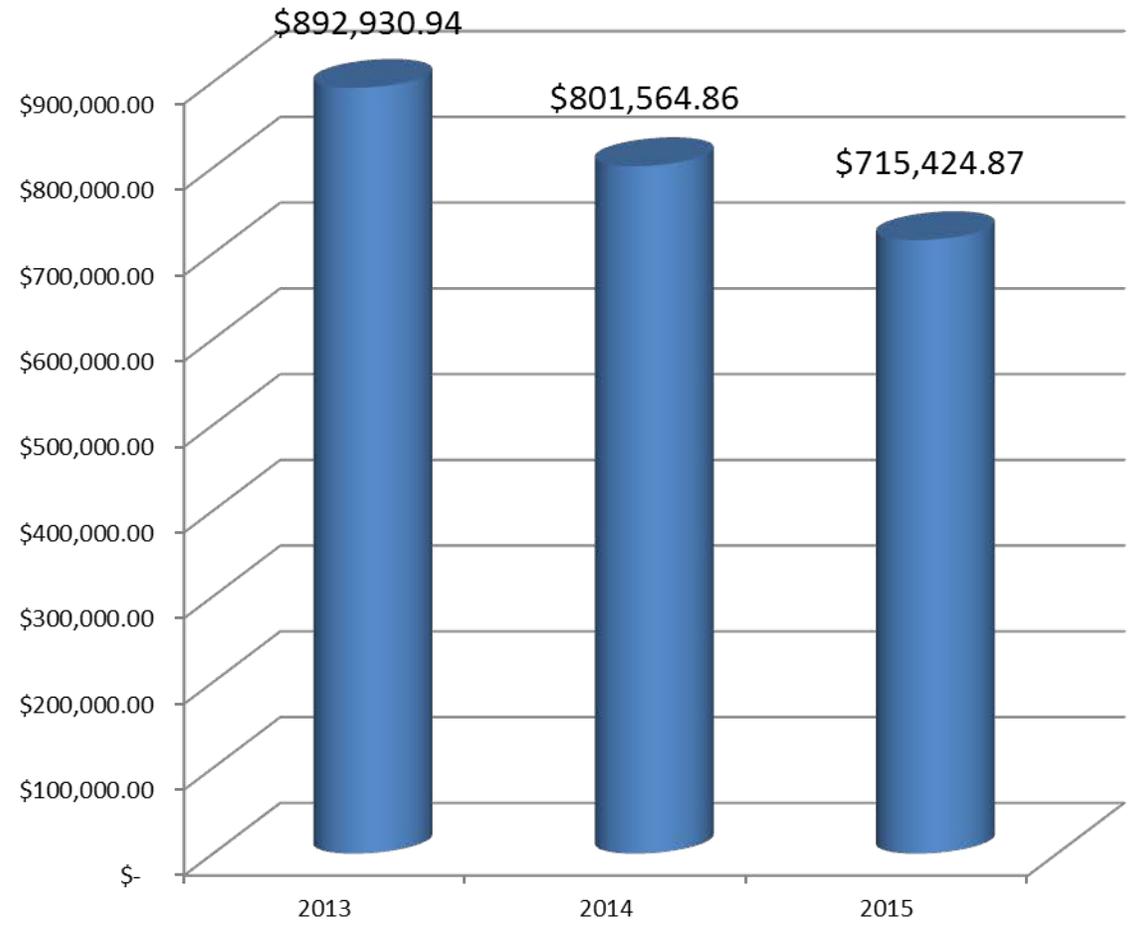


# Rechargeable/Reusable Products





### Paper Expense-White Copy Paper Example



■ Paper Expense-White Copy Paper



# Sustainable Reinvestment Plan



# Sustainable Earth Toner Life-Cycle



**Make a difference.**

Staples recycles your ink and toner cartridges.

Staples is committed to recycling or reusing 100% of a cartridge's components, ultimately limiting the number of cartridges sent to landfills. The remanufactured toner process emits 60% fewer carbon equivalents than manufacturing a new cartridge. And each remanufactured toner helps save 2 quarts of oil.<sup>1</sup>

Cartridges that cannot be reused are recycled to create new products. The process is as follows:



# Sustainable Earth Toner Life-Cycle



## Recycle

1. Cartridges sorted by material type
2. Cartridges disassembled to component level
3. Components recycled
4. Plastic cartridge parts ground up
5. Raw material can be used to manufacture new products



## Reuse

1. Cartridges qualified and sorted through ISO 14001:2004 inspection process
2. Cartridges remanufactured and quality tested
3. Remanufactured cartridges inspected, tested and packaged
4. Cartridges ready for reuse



# Sustainable Earth Toner Recycling

**Step 1:**



- Sort empty cartridges
- Disassemble non-usable
- Grind plastic



**Step 2:**



- Ship recycled plastic pellets to manufacturer



**Step 3:**

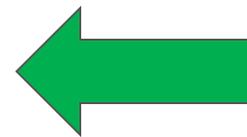


- Recycled plastic pellets used to injection mold new parts

**Step 4:**



- New product is assembled and ultimately sold at Staples

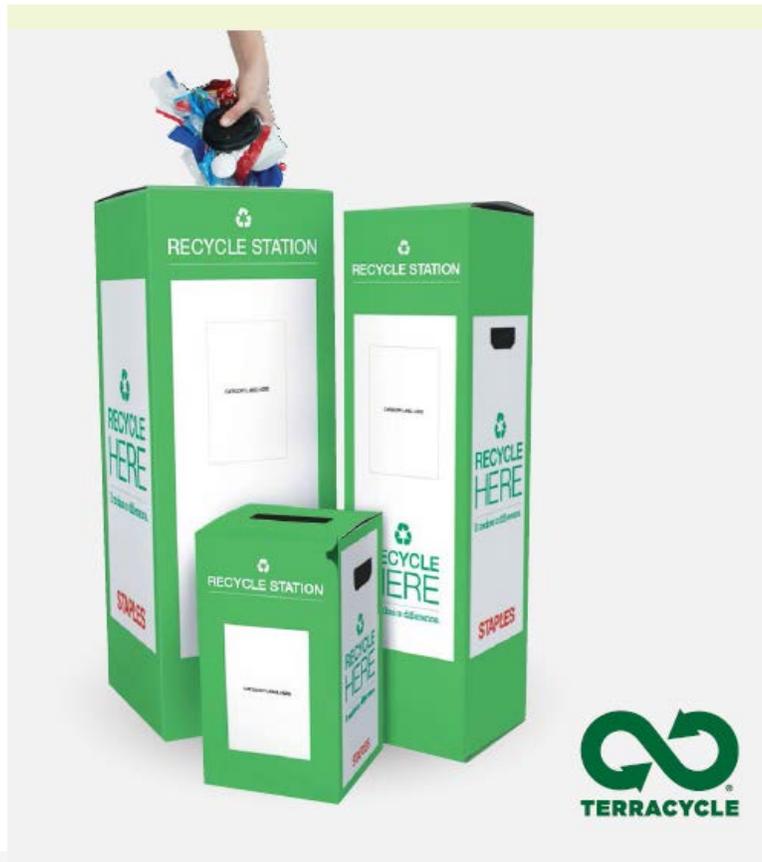


# Staples Recycling Solutions

# Helping with your Zero-Waste Initiatives

## Recycle. Ship. Done.

The Zero Waste Box is not ordinary recycling.



Staples and Terracycle have created an innovative way to recycle all of your workplace waste with the Zero Waste Box System.

You can order boxes in a variety of sizes to recycle various workplace waste, such as:

- Coffee capsules
- Dining disposables
- Cleaning supplies
- Office supplies
- Safety equipment

Every box comes ready-to-ship with a printed prepaid label to send to Terracycle. This unique recycling company, takes the waste collected and turns it into new products like benches, garden beds, playgrounds and picnic tables.

Make the planet a better place:

**Order Zero Waste Boxes at [StaplesAdvantage.com](https://www.staplesadvantage.com)**

# ZERO WASTE BOX™ ELIMINATING THE IDEA OF WASTE®

## RECYCLE BIN SOLUTIONS FOR DIFFICULT-TO-RECYCLE WASTE

### THE PROBLEM

- Over 3.8 million tons of waste are generated around the world **PER DAY**<sup>1</sup>
- That's about 114 million tons of garbage a **MONTH**
- Due to the complexity of our waste streams today, most of that garbage is not recycled.



### THE SOLUTION

- A Zero Waste Box allow us to recycle almost everything
- There is a Zero Waste Box for personal protective equipment, writing instruments, coffee capsules, break room waste and more

### NEXT STEPS

- Talk to your Staples Business Advantage account manager or [WWW.StaplesAdvantage.com](http://WWW.StaplesAdvantage.com)
- Select a waste stream you'd like to recycle at your office
- Fill up the Zero Waste Box and send to TerraCycle for recycling



# ZERO WASTE BOX™

## ELIMINATING THE IDEA OF WASTE®

### RECYCLE BIN SOLUTIONS FOR DIFFICULT-TO-RECYCLE WASTE

#### Why should I use a waste box?

1. Increased sustainability: Is an easy way to enhance company-wide green initiatives while showing employees and customers your commitment to sustainability.
2. Convenient Recycling: your office will be provided with durable collection boxes for each waste stream you choose to recycle boxes are:
  - Made from recycled, double-wall corrugate
  - Available in three convenient sizes
  - Managed and handled by TerraCycle®

#### What is included when I use a waste box?

The purchase of the waste box includes the full services of recycling your selected waste stream. This means it includes the collection bin, shipping, processing, recycling and customer support.

#### How do I get started?

After you've received your box, assemble and place it in an open visible location where employees and customers have easy access to them.

#### What should I do once a box is full?

Close and seal the inner bag, tape the box, adhere label and ship to Terracycle via UPS.

#### How is the waste recycled?

All collected waste is first sorted by material type, and any contaminants are removed. The sorted waste is then recycled according to its material composition. For example, plastic waste is melted down and pelletized, and then made into new recycled products

#### **Box Dimensions**

Small: 11" x 11" x 20"  
Medium: 11" x 11" x 40"  
Large: 15" x 15" x 37"



# ZERO WASTE BOX™

## ELIMINATING THE IDEA OF WASTE®



### Dining Disposables Zero Waste Box



Styrofoam/paper/plastic

- Cups, Plates
- Storage containers
- Utensils
- Straws
- Wrapping paper
- Ribbons & Bows
- Tissue paper
- Napkins
- Party supplies
- Garlands
- Noise makers
- Party favors
- Punch bowls
- Balloons & Confetti

Staples No: **1932813 – Small**  
**1932807 – Medium**  
**1909104 - Large**

### Break room non-organic Zero Waste Box



- Coffee Capsules
- Dining Disposables
- Coffee and Tea Accessories
- Plastic Packaging
- Paper Packaging
- Laminated Paper Packaging

Staples No: **1932825 – Small**  
**1932818 – Medium**  
**1932808 - Large**

**BREAK ROOM  
RECYCLE BIN  
SOLUTIONS FOR  
DIFFICULT-TO-  
RECYCLE WASTE**

### Coffee Capsules Zero Waste Box



Single serve beverage

- Capsule
- Pod
- Disc
- Pouch

Staples No: **1932824 – Small**  
**1932817 – Medium**  
**1909105 - Large**

**STAPLES**  
Business Advantage®

**STAPLES**®  
BRAND PRODUCTS



For more information see your Account Manager or visit [StaplesAdvantage.com](https://www.StaplesAdvantage.com)

# ZERO WASTE BOX™

## ELIMINATING THE IDEA OF WASTE®

### CLEANING SUPPLIES RECYCLE BIN SOLUTIONS FOR DIFFICULT-TO-RECYCLE WASTE

#### Cleaning Supplies Zero Waste Box



- Brooms
- Mops
- Buckets
- Dry cleaning pads
- Wet cleaning pads
- Dust pans
- Empty spray bottles
- Empty detergent bottles and nozzles
- Empty cleaning product bottles
- Lid tops
- Dryer sheets

Staples No: **1932830 – Small**  
**1909106 – Medium**  
**1932809 - Large**



**STAPLES®**  
BRAND PRODUCTS



# ZERO WASTE BOX™

## ELIMINATING THE IDEA OF WASTE®

### Earplugs Zero Waste Box



- All earplugs

Staples No: 2636824 – Small  
2636832 – Medium  
2636837 - Large



### Garment Zero Waste Box



- Disposable garments
- Chemical protection suits
- Flame resistant suits
- Socks
- Nitrile gloves

Staples No: 2636823 – Small  
2636831 – Medium  
2636836 - Large

### Glasses Zero Waste Box



- Glasses or Goggles
- Safety
  - Swimming
  - Tanning

Staples No: 2636822 – Small  
2636830 – Medium  
2636835 - Large

**PERSONAL PROTECTION EQUIPMENT  
RECYCLE BIN SOLUTIONS FOR  
DIFFICULT-TO-RECYCLE WASTE**

# ZERO WASTE BOX™

## ELIMINATING THE IDEA OF WASTE®

### PERSONAL PROTECTION EQUIPMENT RECYCLE BIN SOLUTIONS FOR DIFFICULT-TO-RECYCLE WASTE

#### Hairnets Zero Waste Box



- Beard nets
- Hair nets

Staples No: 2636531 – Small  
2636826 – Medium  
2636834 - Large



#### Safety Zero Waste Box

- Disposable gloves
- Dust masks
- Garments
- Hairnets
- Beard nets
- Earplugs
- Safety glasses

Staples No: 2636521 – Small  
2636825 – Medium  
2636833 - Large

#### Gloves Zero Waste Box



Used gloves including:

- Plastic
- Nitrile
- Latex

Staples No: 1932810 – Small  
1932802 – Medium  
1932801 - Large



# ZERO WASTE BOX™

## ELIMINATING THE IDEA OF WASTE®



### Office Separation Zero Waste Box



- Art Supplies
- Books & Magazines
- Eye Wear
- Cleaning Accessories
- Fabrics and Clothing
- Interior Home Furnishings
- Media Storage
- Office Supplies
- Paper Packaging
- PET Products (Non-Food)
- Plastic Packaging
- Plastic Cards
- Shipping Materials

Staples No: 1932797 – Small

### Writing Zero Waste Box



- Pens & caps
- Mechanical pencils
- Markers & caps
- Permanent markers & caps

Staples No: 1932827 – Small  
1932820 – Medium  
1932796 Large

**OFFICE SUPPLIES  
RECYCLE BIN  
SOLUTIONS FOR  
DIFFICULT-TO-  
RECYCLE WASTE**

### Binders Zero Waste Box



- Binders
- Binder clips

Staples No: 1932831 – Small  
1932823 – Medium  
1932806 - Large

**STAPLES**  
Business Advantage®

**STAPLES**  
BRAND PRODUCTS



For more information see your Account Manager or visit [StaplesAdvantage.com](http://StaplesAdvantage.com)

# Staples Pro Environmental Reporting

# Environmental Reporting

## [Environmental Purchases Summary](#)

- Overview of total spend and percentage of spend overall and within top 10 product categories that has environmental features
- Categorized by basic and more advanced eco-features

## [Environmental Purchases Details](#)

- Detailed information about environmental attributes of each product purchased

## [Small Order Reduction Impacts](#)

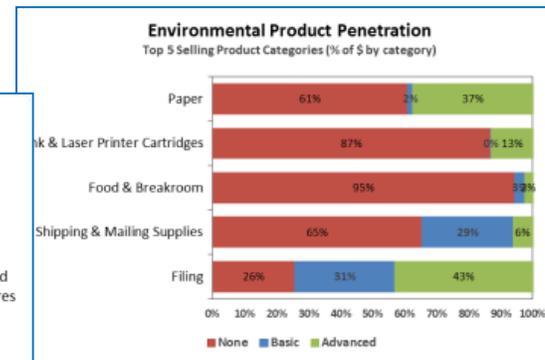
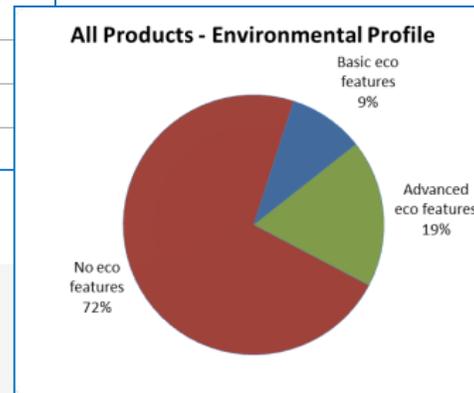
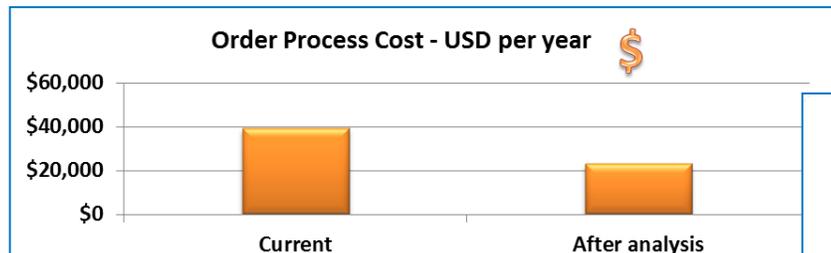
- Cost and environmental impact reductions due to reducing & consolidating small customer orders

## [LEED EBOM Eligibility Assessment & Credit Details](#)

- Eligibility for 5 purchasing credits under LEED-EBOM green building rating system
- Purchase details for accreditation submission

## [AASHE STARS Eligibility Assessment & Credit Details](#)

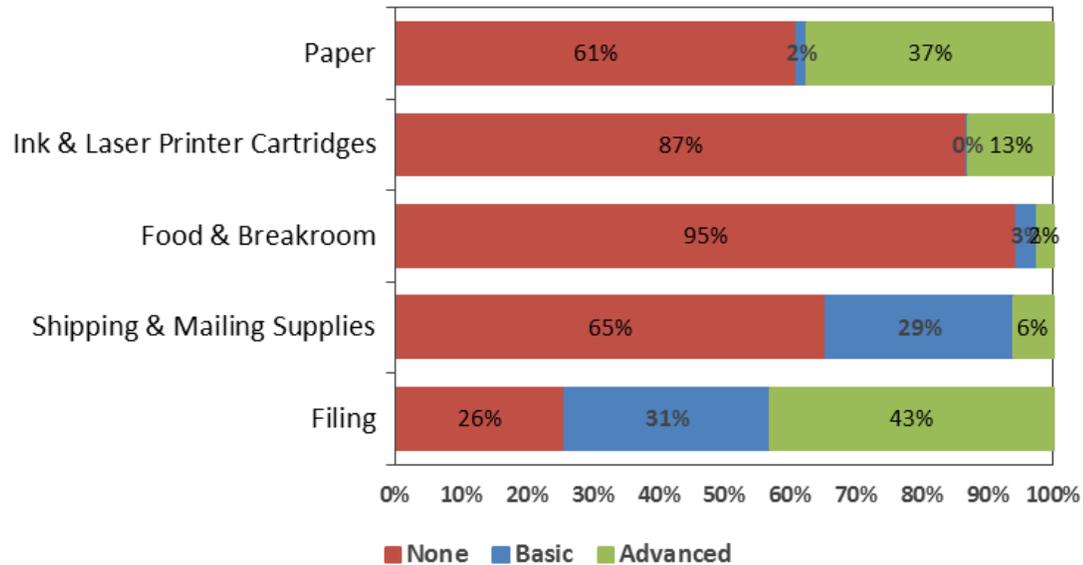
- Eligibility for 3 purchasing credits under STARS higher education sustainability rating system
- Purchase details for rating submission



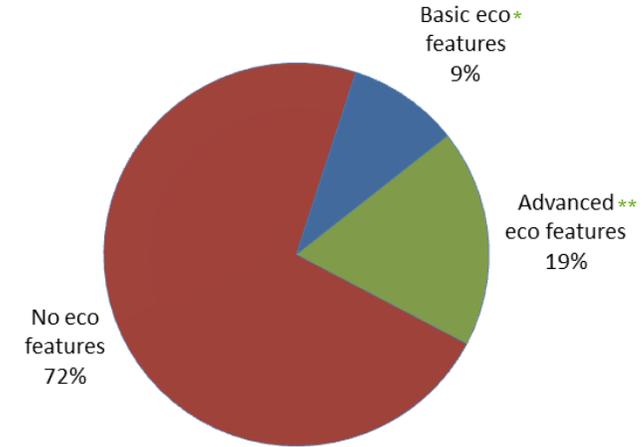
# Sample Of Environmental Purchases Summary

- Report integrates data on thousands of products and 48+ eco attributes into a 1-page report
- Track your performance and identify improvement opportunities at enterprise, building, and/or bill-to level
- Benchmark against best practice and identify the impact of different strategies over time

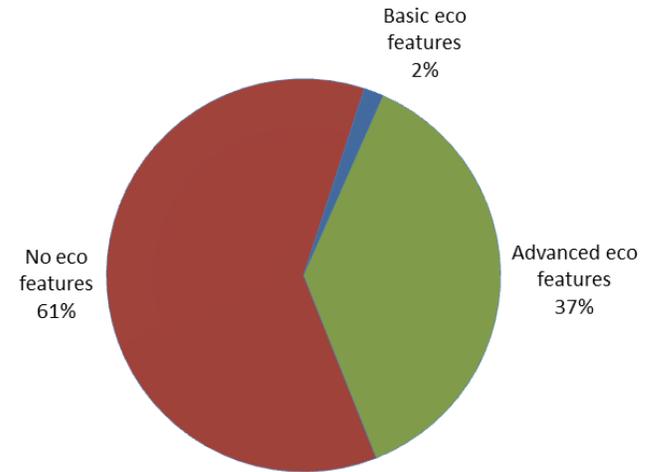
**Environmental Product Penetration**  
Top 5 Selling Product Categories (% of \$ by category)



**All Products - Environmental Profile**



**Paper Products - Environmental Profile**



\***Basic eco features:** Less than 30% post-consumer content, less comprehensive standards or features (SFI, AP nontoxic, solar powered calculators, Indoor Advantage indoor air quality, refillable pens, etc.)

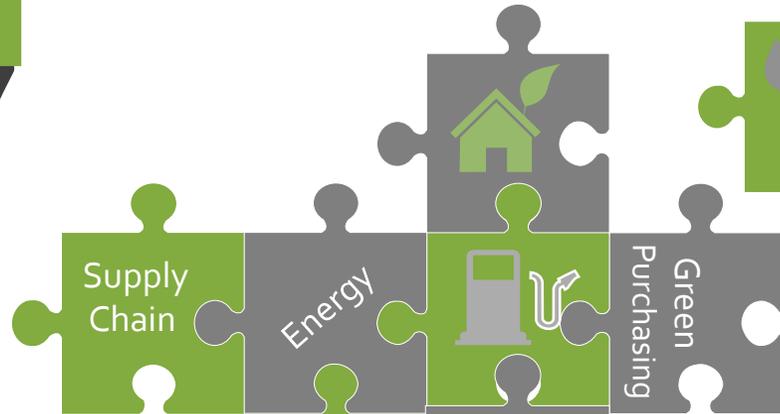
\*\***Advanced eco features:** Meet leading environmental standards or features: 30%+ post-consumer recycled; remanufactured; certified to leading standards (FSC, GreenSeal, EPA DfE, Energy Star, level, etc.); or contain >= 30%+ bio-based plastics or agricultural residues



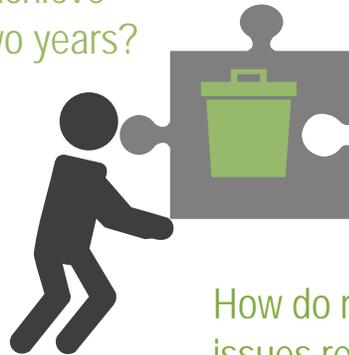
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