

Environmental Program

ECO EASY AT A GLANCE



October 5, 2009

This fact sheet outlines STAPLES' current environmental initiatives and their progress and successes.

Ink & Toner Return Program



STAPLES launched the Million Cartridge Challenge, September 24, 2008 with the hopes of diverting a million cartridges from landfill by encouraging consumers to drop off their used cartridges as any STAPLES location for recycling. The goal of collecting one million cartridges by April 22, 2009 was surpassed with 1.3 Million cartridges collected. The campaign was so successful; STAPLES continues to collect ink and toner cartridges and has increased the goal to 2 million by April 22, 2010.

Recycle For Education

For every eligible cartridge collected, a rebate is donated to participating schools. The Recycle for Education Program has operated since 2004. During this time, STAPLES has donated over \$1.69 Million to schools nationwide. STAPLES is the first retailer to partner with HP Cartridges under their Planet Partners program.

Rechargeable Battery Recycling Program

STAPLES partners with the Rechargeable Battery Recycling Corporation (RBRC) to collect and recycle rechargeable batteries across the country. STAPLES collected 4201lbs of batteries in 2008, up 46% from 2007. Under earth cycle planning's management STAPLES will expand the program to include all sites in Canada over Fall 2009. In early 2010, non-rechargeable batteries will also be accepted at all STAPLES locations. A portion of proceeds goes to Kids Help Phone. All of the reclaimed materials are automatically diverted from landfills.

Mobile Electronic Recycling Program

STAPLES is working with Collective Good Canada to facilitate the recycling of cell phones, PDAs, pagers and chargers.

Waste Electrical & Electronic Equipment (WEEE) Recycling Program

ONTARIO ELECTRONIC STEWARDSHIP

With the support of their environmental partner, earth cycle planning inc., STAPLES is participating in the Ontario Electronic Stewardship's (OES) WEEE program. May 1, 2009, STAPLES launched a pilot program at 17 sites in SouthWestern Ontario. To date the pilot program has diverted over 68, 500kgs of used electronics from landfill. Due to the success of the program, it is being expanded across Ontario into 5 districts and 60 stores beginning during Waste Reduction Week Canada (October 19-25).

MISSION ZÉRO

Bureau en Gros (BEG) is presently engaged in Mission: Zéro déchet électronique, a WEEE initiative operating in 65 stores in Quebec. BEG is partnered with the Centres de formation en entreprise et récupération (CFER) to donate computers and other used electronic equipment to schools and community programs helping to train and educate young adults. The program was launched in September 2007, and STAPLES has collected over 1600MTs of WEEE material to date. All material is remanufactured or reused, thus diverted from landfill.

ecycle solutions

Ten STAPLES locations in the Calgary, AB area have partnered with ecycle solutions to collect e-waste. In 2009 alone, they've collectively recycled over 930MTs of WEEE product.

Ministry of Environment Compliance

STAPLES is committed to the corporate approach of achieving compliance with Regulations 102/94 and 103/94 with the Ontario Ministry of Environment. Together with earth cycle planning, STAPLES has developed Waste Reduction Work Plans which implement best practices in an effort to improve diversion by 10% by the end of 2010. All sites in Ontario will fall into compliance October 1, 2009.

STAPLES' Recycling Fixtures

On April 22, 2009, STAPLES rolled out Recycling Fixtures nationwide. Two models are displayed in each store; the retail floor model features ink cartridges, toner cartridges, mobile devices and rechargeable batteries, and the lunch room model features organic and glass/ plastic/ aluminum recycling (where end markets exist). With the support of earth cycle planning, the program went live in Ontario on June 1, 2009. Quebec's program will launch December 1, 2009 and the remainder of the country will follow in 2010. Additionally, copy centres are now equipped with totes to recycle paper waste.

Branding & Procurement

In 2009, STAPLES developed the EcoEasy brand to make access to eco-friendly products easy and economical. There are over 2800 skus identified as EcoEasy. Among these are a range of Energy-Star rated electronics, and several post-consumer recycled paper products and Forestry Stewardship Council (FSC) certified products. STAPLES produced a FSC certified high-volume paper, which began retailing by the case in April 2009. STAPLES is now selling environmentally friendly filing and storage units, office supplies, and cleaning products.

In addition to accepting ink toners and cartridges for recycling, STAPLES also retails remanufactured ink toner and drums.

STAPLES is phasing PVC out of their brand packaging and products and is encouraging their suppliers to do the same.

STAPLES Facilities

ENERGY

STAPLES has installed Energy Management Systems in 250 locations across Canada. These systems allow STAPLES to centralize control of lighting and temperature set points. In 2007, STAPLES launched the 'Lights Out Program.' During June and July, more than 130 store locations minimize their non-essential lighting. In 2008, STAPLES reduced their consumption by 432,712 KWH over the baseline year (2006).

STAPLES is in the process of changing the fluorescent lighting at 100 stores from 32W to 25W. This will reduce consumption by 50, 000KW/store and GHG by 17MT/store each year. In 2010, STAPLES will be retrofitting over 20 HID stores to fluorescent which will reduce consumption on average by 100, 000KW/store. All bulbs removed during the relamping/retrofitting process are recycled.

Cleaning Products

All STAPLES facilities have transitioned their traditional cleaning products to environmentally friendly brands.

All cleaning products at Home Office are ecologo certified and the paper towel and toilet paper are made from recycled content.

Fifty Green

Since August 1, 2008, STAPLES has requested that all orders placed for delivery are greater than or equal to \$50. The goal is to reduce the unfavourable environmental impact of small orders. In order to discourage small orders, STAPLES is charging a \$5 processing fee for orders under \$50, half of which is donated to Tree Canada. Tree Canada is a charitable organization that plants and care for trees in cities and rural areas across the country. Tree Canada will plant a tree for every small order placed.

Other Notable initiatives

As a part of STAPLES ongoing goal to educate consumers, three flyers a year are dedicated to environmentally friendly products. In February 2009, STAPLES was able to shave an inch from their flyer. This resulted in the preservation of 713 MT stock, equivalent to 13,222 trees. STAPLES has also changed the layout of their business cards to print 10 per page, as opposed to 8 per page. This led to a 20% reduction in the use of paper.

To offer an alternative to plastic shopping bags, STAPLES offers a reusable bag for under \$1 at locations nationwide. earth cycle planning launched a program for STAPLES associates to recycle plastic bags in the (416) area code.

STAPLES is partnering with Waste Reduction Week Canada to educate municipalities, schools and businesses on how to make a difference in the amount of waste they produce.



As a member of the global community STAPLES strives to be a leader in environmental enterprise. In pursuit of this goal, STAPLES has partnered with environmental management company, earth cycle planning inc. (ECP). ECP works closely with STAPLES to facilitate the success of the above programs and introduce new and innovative programs to STAPLES platform. ECP connects STAPLES' various environmental initiatives to create and communicate a single cohesive program. This unified approach to management allows STAPLES to effectively measure and grow their progressive environmental program.

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