



January 15th, 2019

To Whom It May Concern

RE: 2018 Annual Recycling Report

To assist in all current and future inquiries, please contact energy@staples.com

Per your request, attached are the materials and average quantities Staples Retail recycled in 2018 on a per store basis. Since these materials are consolidated at our distribution centers for our recyclers, we do not have specific values for each individual store.

Staples is committed to environmental protection, and is continuously refining our waste reduction and recycling strategies along with other environmental programs. For additional information on our recycling programs please reference www.staples.com/recycle and www.staples.com/environment

Sincerely,

Robert W. Valair

Bob Valair
Director of Energy Management



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www.staples.com



1. Cardboard: 8.3 tons per store

Staples bale all of its cardboard. The baled cardboard is then transported in a Staples truck to the Staples Distribution Center where it is picked up by our recycler, Cellmark. At select locations, our waste collection provider, Waste management, also provides recycling pick up services for cardboard.

2. Mixed paper: 7.7 tons per store

Staples collect mixed paper for recycling in our stores. The mixed paper is then transported in a Staples truck to the Staples Distribution Center where it is picked up by our recycler, Cellmark. We also have paper shredding services; this paper is recycled by Iron Mountain and picked up at the store.

3. Aluminum cans: Amount not tracked

Many stores recycle to benefit local charities or finance store events, but we do not collect information on aluminum recycling.

4. Wooden pallets: 453 pallets per store

Wooden Pallets are returned to the Staples Distribution Center for reuse. Broken pallets returned to the Distribution Center are picked up by the recycler and rebuilt or rendered into wood chips for mulch or waste to energy. *Based on historical numbers.

5. Used florescent lamps and bulbs: Amount not Tracked

Staples store lighting is washed and re-lamped on a three year cycle. All used florescent lamps. Flood lights and bulbs are recycled through Stericycle



6. Inkjet and laser toner cartridges: 27,280 units per store

Staples have a national ink and toner recycling program across all stores. Ink and toner cartridges collected are shipped and recycled through Hewlett Packard, Close the Loop, and Clover. Tracking does not differentiate between cartridge types.

7. Electronics (computers, printers, cell phones, etc.): 7.9 tons per store

Staples offers recycling for old office electronics at our stores nationally. Electronics are recycled through Electronics Recyclers International (ERI) – all office electronics and also Call2Recycle - rechargeable batteries and some cell phones. Most electronic materials collected by stores are backhauled to a Staples Distribution Center for pickup by our national electronics recycler, ERI.

8. Rechargeable batteries: .06 tons per store

Staples sends loose rechargeable batteries from laptops, cell phones and other electronic devices and some cell phones directly to Call2Recycle from stores for recycling using Call2Recycle's box program.



Recycler Contact Information

Cardboard and mixed paper:
International Paper – Recycling
National Accounts Business
1002 15th St SW Suite 200
Auburn, WA 98001
Phone: 866.332.4969

Waste Management
100 Brandywine Blvd
Newtown, PA 18940
Phone: 800.372.7963

Iron Mountain
745 Atlantic Ave
Boston, MA 02111
Phone: 617.535.4766

Wooden pallets:
Lopes Pallets, Inc.
11080 Redwood Avenue
Fontana, CA 92337
Phone: 909.823.0865

Industrial Pallet
27 Chaplin Road
Eastford, CT 06242
Phone: 860.974.0093

American Fibertech Corporations
d/b/a Industrial Pallet Corp.
11349 US 52 South
Clarks Hill, IN47930
Phone: 765.523.2298

Florescent lamps:
SteriCycle
28161 N. Keith Drive,
Lake Forest, IL, 60045
Phone: 847.367.5910
Fax: 847.367.9493

Inkjet and laser toner cartridges:
Clover Technologies Group
2001 Anchor Ct.
Thousand Oaks, CA 91320
Phone: 800.464.0272

Hewlett Packard
3000 Hanover St
Palo Alto, CA 94304
Phone: 650.857.1501

Close the Loop
2051 Meridian Place
Hebron, KY 41048
Phone: 859.757.1115

Electronics Recycling:
Electronic Recyclers International
7815 N. Palm Ave. Ste 140
Fresno, CA 93711
Phone: 800.374.3473

Call2Recycle
1000 Parkwood Circle Suite 200
Atlanta, GA 30339
Phone: 678.419.9990

Rechargeable batteries:
Call2Recycle
1000 Parkwood Circle Suite 200
Atlanta, GA 30339
Phone: 678.419.9990