



February 1, 2022

To Whom It May Concern

RE: 2021 Annual Recycling Report

To assist in all current and future inquiries, please contact [recycling@staples.com](mailto:recycling@staples.com)

Per your request, attached are the materials and average quantities Staples Retail recycled in 2021 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](http://www.staples.com/recycle) and [www.staples.com/environment](http://www.staples.com/environment)

Sincerely,

*Robert W. Valair*

Bob Valair  
Director of Energy Management





**1. Cardboard:** **9.1 tons per store**

Staples bales 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:** **4.4 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:** **460 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: 16,000 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.): 4.8 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: .04 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:

Waste Management  
800 Capitol Street, Suite 3000  
Houston, Texas 77002  
Phone: 713.512.6200

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

Republic Services  
18500 N Allied Way  
Phoenix, AZ 85054  
Phone: 480.627.2700

### Wooden pallets:

Palnet USA  
100 N. Black Horse Pike  
Williamstown, NJ 08094  
Phone: 302.356.1587

### Florescent lamps:

Clean Earth (formerly SteriCycle)  
334 South Warminster Road  
Hatboro, PA 19040, US

### 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

### Rechargeable batteries:

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