



February 1, 2024

To Whom It May Concern

RE: 2023 Annual Recycling Report

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

Per your request, attached are the materials and average quantities Staples Retail recycled in 2023 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 <https://www.staples.com/stores/recycling>

Sincerely,

Robert W. Valair

Bob Valair
Director, Energy & Environmental Management





1. Cardboard: 8.95 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, also provides recycling pick up services for cardboard.

2. Mixed paper: 4.3 tons per store

Staples collects mixed paper for recycling in our stores and has paper shredding services. All 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: 430 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: 14,000 units per store

Staples has 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.): 9.1 tons per store

Staples offers recycling for old office electronics at our stores nationally. Electronics are recycled through Electronics Recyclers International (ERI) for all office electronics and also Call2Recycle for 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. Batteries: .06 tons per store

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



Recycler Contact Information

Cardboard:

Cellmark
1 International Boulevard, Suite 730
Mahwah, NJ 07495
Phone: 203.299.5000

Paper:

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

Wooden pallets:

Kamps Inc.
646 S. Delsea Drive,
Vineland, NJ, 08360
Phone: 856.692.0303

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

Batteries:

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