

EPA's SMM Electronics Challenge - Gold Reporting Template

PLEASE SUBMIT ALL NUMBERS IN METRIC TONS

Basic Information			Used Electronics Collection Data					Recycling Data		
Company Name	Reporting Timeframe	Baseline or Annual Data?	Businesses & Institutions ¹	Consumers ²	Non-Voluntary Channels ³	Voluntary Channels ⁴	Total Collected for Reuse & Recycling from all Streams ⁵		Total Sent to Third-Party Certified Recyclers from all Streams ⁹	Percentage Sent to Third-Party Certified Recyclers
<i>Staples, Inc.</i>	<i>January 1, 2013- December 31, 2013</i>	<i>Annual</i>	<i>0</i>	<i>5,838</i>	<i>0</i>	<i>5,838</i>	Equipment ⁶	<i>4,085.3</i>	<i>5,838</i>	<i>100.00%</i>
							Cell Phones and other Mobile Devices ⁷	<i>0.2</i>		
							Accessories ⁸	<i>1,752.3</i>		
							Total	<i>5,838</i>		

Notes:

1. Businesses & Institutions: The amount of used electronics collected for recycling and/or reuse from businesses and institutions, or from the management of the IT equipment associated with the participant's own operations and off-spec production waste.

2. Consumers: The amount of used electronics collected for recycling and/or reuse from consumers at collection sites, through episodic collection events, or through mail-back programs.

3. Non-Voluntary Channels: The amount of used electronics collected for recycling and reuse via contractual activities, such as leasing transactions, warranty returns, or from the management of the IT equipment associated with the participant's own operations.

4. Voluntary Channels: The amount of used electronics collected for recycling and reuse via non-contractual activities, such as consumer collection events or take-back programs. This could include both business and consumer data and electronics collected in association with State take back laws.

5. Total Collected for Reuse and Recycling: This is the total amount of used electronics collected for reuse and recycling, including the amount sent to certified and non-certified recyclers. It should equal the sum of the amount collected from businesses and institutions and the amount collected from consumers. Similarly, it also should equal the sum of the amount collected via non-voluntary channels and voluntary channels. Also see below for definitions of 'reuse' and 'all streams'.

6. Equipment: Defined as electronics equipment such as central processing units (CPUs), desktops, laptops, televisions, printers, monitors, copiers, fax machines, scanners, imaging equipment, radios, tablets, eReaders, slates, netbooks, and heavy equipment such as servers. It further includes any other or new (future) types of equipment that are designed primarily to store or convey information electronically and have a 4-inch screen or larger measured diagonally.

7. Cell Phones & Other Mobile Devices: Defined as electronic equipment such as cell phones, personal digital assistants (PDAs), organizers, tablets, eReaders, slates, smartphones, compact disc players, gaming systems, calculators, MP3 devices. It also includes any other or new (future) types of equipment that are designed primarily to store or convey information electronically and that are lightweight, mobile in design, and have a 4-inch screen or less measured diagonally.

8. Accessories: Defined as headphones, speakers, CDs, printers, toner cartridges, USB sticks, keyboards, game system accessories, cables, chargers, and other small, miscellaneous items as defined by the participant. It further includes any other or new (future) types of accessories to either the equipment or cell phone and other mobile devices equipment. The participant is welcome to provide a separate breakout of any of the items listed as accessories.

9. Total Sent to Third-Party Certified Recyclers: For the purposes of the SMM Electronics Challenge, the term "recycler" denotes refurbisher or recycler certified to a recognized third-party certified recycling program. Similarly, the term "recycling" denotes recycling, refurbishment and reuse. Currently, Responsible Recycling Practices (R2) and e-Stewards are the only recognized certification standards for recyclers. However, EPA may recognize additional standards at a later date. Also see definition of 'all streams' below.

Reuse: Denotes an electronics object, or component of an electronics object that is used again by a different owner either for its original purpose or for a similar purpose, without significantly altering the physical form of the object or material. The electronics object may be cleaned, repaired, or refurbished between uses.

All Streams: Denotes used electronics collected for recycling or reuse from the various return streams used by the participant including: consumer take-back programs; asset recovery programs; retired lease returns; collection events; trade-in programs; etc.

Baselines: Previous year's results become baseline for the following year.

State by State Reporting

Note: States in <i>Red</i> indicate a state with an electronics take-back law.	Total Metric Tons Collected		Collection Sites & Events Data				Description of Methodology for Estimating Data - if applicable (optional)
	Total Collected	% of Total that is Derived from an Estimate	Episodic Collection Event(s) ¹		Permanent Collection Site(s) ²		
			Yes	No	Yes	No	
Alabama	25	0.44%			X		State data is estimated based on data captured upon return at the individual store level.
Alaska	-	0.00%			X		
Arizona	46	0.79%			X		
Arkansas	27	0.46%			X		
California	573	9.82%			X		
Colorado	174	2.98%			X		
Connecticut	370	6.34%			X		
Delaware	15	0.26%			X		
Florida	175	2.99%			X		
Georgia	99	1.69%			X		
Hawaii	-	0.00%			X		
Idaho	39	0.66%			X		
Illinois	169	2.90%			X		
Indiana	149	2.56%			X		
Iowa	44	0.75%			X		
Kansas	25	0.43%			X		
Kentucky	39	0.67%			X		
Louisiana	2	0.03%			X		
Maine	26	0.45%			X		
Maryland	696	11.92%			X		
Massachusetts	431	7.38%			X		
Michigan	158	2.70%			X		
Minnesota	72	1.23%			X		
Mississippi	2	0.04%			X		
Missouri	33	0.57%			X		
Montana	106	1.81%			X		
Nebraska	41	0.71%			X		
Nevada	28	0.48%			X		
New Hampshire	119	2.03%			X		
New Jersey	180	3.09%			X		
New Mexico	24	0.41%			X		

Note: States in <i>Red</i> indicate a state with an electronics take-back law.	Total Metric Tons Collected		Collection Sites & Events Data				Description of Methodology for Estimating Data - if applicable (optional) <i>State data is estimated based on data captured upon return</i>
	Total Collected	% of Total that is Derived from an Estimate	Episodic Collection Event(s) ¹		Permanent Collection Site(s) ²		
			Yes	No	Yes	No	
New York	314	5.37%			X		
North Carolina	102	1.76%			X		
North Dakota	2	0.04%			X		
Ohio	153	2.62%			X		
Oklahoma	65	1.12%			X		
Oregon	65	1.12%			X		
Pennsylvania	579	9.92%			X		
Rhode Island	12	0.21%			X		
South Carolina	35	0.61%			X		
South Dakota	5	0.09%			X		
Tennessee	51	0.88%			X		
Texas	175	3.00%			X		
Utah	21	0.36%			X		
Vermont	18	0.30%			X		
Virginia	73	1.26%			X		
Washington	191	3.28%			X		
West Virginia	10	0.18%			X		
Wisconsin	60	1.03%			X		
Wyoming	16	0.28%			X		
TOTAL	5,838						

Notes:
1. Episodic Collection Sites: Defined as collection points (including periodic public events such as Earth Day or sporting events) that are available to consumers episodically and not on a permanent, year-round basis.
2. Permanent Collection Sites: Defined as collection points operated by the organization (including physical locations or mail-in programs) where consumers have access to used electronics collection on a year-round basis.

Other Reporting Requirements	
Mass Balance/Tracking Throughput	
Have you verified that all recycling vendors used by your company are required to fully account for <u>the organization's</u> used electronics as they enter and leave each facility used? Provide the methodology used for verification.	Yes, the recycling vendor has an internal tracking system that allows for the tracking of incoming material from the point of receipt through the recycling process. Vendor conducts a mass balance account at the end of each month to ensure the volume of electronics coming into the facility is aligned with the outgoing commodities.
Beyond 3rd Party Certification Standards	n/a
List company policies or programs for vendors that go beyond third-party certification standards, and verify that the policies are followed by each recycler used.	Our company has verified that all of these policies and / or programs are being followed by each recycler used. _____ (check if verified)
Due Diligence	
Have you verified that your company conducts due diligence to ensure that the certified recycler of first entry into the system as well as vendors receiving materials after the initial certified recycler (i.e., downstream vendors) are also certified to an established third-party certification standard or are examined by the company's auditors at least semi-annually to ensure safe management practices? Provide the methodology used for verification.	Recycling vendor is both e-Stewards and R2 certified. Pursuant to those standards as well as the recycling company's internal downstream vendor management program, all downstream vendors are audited. The audit includes a thorough and comprehensive multi-media audit that ensures each downstream vendor in the recycling chain continues to comply with all international, Federal, state and local environmental, safety and health laws, rules, regulations, permits, licenses and registrations for as long as it receives material directly or indirectly from ERI. U.S. vendors are audited at least biennially and international vendors are audited every 3-5 years. The type and frequency of audits is determined based on the material managed.
Certified Recyclers and Programs	
List names of certified recycler(s) used and certification programs.	Electronic Recyclers International, Inc. All ERI facilities that receive material from the Staples technology recycling program are e-Stewards, R2, ISO 9001, ISO 14001 and OHSAS 18001 certified. Copies of certifications can be found on ERI's website: http://www.electronicrecyclers.com/sustainability/certificates.aspx .
Education & Outreach	
List and describe public education and outreach activities on safe management of used electronics and available collection opportunities.	Marketing on staples.com®, via direct mail, through search, social media, PR, and other mechanisms to raise awareness of Staples' free electronics recycling program.
Company Policies Favoring Recycling and Reuse	
List and describe company policies that favor recycling and reuse of electronics equipment and/or components, over energy recovery, incineration, or land disposal.	We don't have a formal policy, but all internal electronics are handled by e-Stewards certified recyclers as part of Staples' e-Stewards Enterprise pledge.
Website	
Provide website where data and commitments are posted.	http://www.staples.com/sbd/cre/marketing/about_us/recycling-solutions.html