

ANNUAL DATA - GOLD

Member: [Staples](#) | Year: [2014](#) | Cycle: [Annual](#)

Please submit all numbers in tons.

An asterisk (*) denotes a required field. Participants cannot submit the data form until all fields marked with an asterisk are complete.

Total Collected for Reuse & Recycling from all Streams

Total Collected for Reuse & Recycling: 1 8,775.79 *tons*

Equipment: 2 * 6,387.57 *tons*

Cell Phones and other Mobile Devices: 3 * 3.62 *tons*

Accessories: 4 * 2,384.60 *tons*

Total: 8,775.79 *tons*

Recycling Data

Total sent to third-party certified recyclers from All Streams: 5 * 8,775.79 *tons*

Percentage sent to third-party certified recyclers: 100.00 %

Has collection increased compared to the previous year? *

Yes

No

State Reporting Data

Total Collected for reuse and recycling from all streams (Note: The total from the below categories should equal the total recycled)

Weight of electronics collected in states with take-back laws explicitly to meet these laws. *

3,410.52 *tons*

Weight of electronics that exceeds state take-back laws, collected in states with take-back laws. *

0.00 *tons*

Weight of electronics collected in states without take-back laws. *

2,735.05 *tons*

Weight of electronics collected but not attributable to a specific state (e.g., collected by mail-back program, regional agreement, or other method that does not allow a company to track). *

0.00 *tons*

Please use this space to convey any details to EPA about your approach for arriving at your state data (i.e., with and without take-back laws) and any company-specific contributing factors and other useful information (e.g., did your company sell pounds to other OEMS? if so, how many?) *

The individual state data for the Staples in-store recycling technology program is captured based on returns at the individual store level. The Call2Recycle data for each state is tracked by individual store. The Staples volume is supported nationwide by Hewlett-Packard (HP). HP utilizes the Staples volume to meet its recycling obligations, where applicable, under the state programs. Regardless of HP's state mandated obligation, HP supports all Staples volume within each state. Staples is not privy to HP's recycling obligations and, as such, is not able to determine the "weight of electronics that exceeds state take-back laws, collection in states with take-back laws". To Staples knowledge, HP utilizes all Staples volume (where applicable based on product categories) to meet the requirements of the state laws regardless of if the volume exceeds HP's target. Please note that not reflected in the above data is "Weight of electronics in states with take-back laws that is not eligible under those laws or part of a program". As an example, this would include items like printers and other e-waste in New Jersey which do not count toward a manufacturer's obligation. It would also include the Staples volume in Washington that is not part of the State Standard Plan (operated by the WMMFA) or an approved Independent Plan (there were no approved Independent Plans in WA in 2014). This volume accounts for 2,630.22 tons in 2014.

Did your company increase collection, recycling and/or reuse in at least one state without a take-back law? *

Yes

No

Provide a specific state without a take-back law and actual data (i.e., not derived from an estimate) in which you achieved a total increase in recycling. *

Massachusetts

Data: *

849.23 *tons*

Please explain how you achieved this increase in the text box below. *

Staples has continued to promote its in-store Technology Recycling Program through a variety of manners including in-store advertisements/promotions, circular advertisements/promotions, social media outreach, and box stuffers/inserts. The effort was nationwide during the 2014 calendar year but the greatest success in a non-regulated state (in terms of total tons recycled) was in Massachusetts. The volume in Massachusetts increased roughly 375.45 tons from 2013 (474.76 tons) to 2014 (849.23 tons).

Reporting Requirements

Mass Balance/Tracking Throughput

Have you verified that all recycling vendors used by your company are required to fully account for the organization's used electronics as they enter and leave each facility used? *

Yes

No

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

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. *

Staples visits all recycling facilities and many times schedules these visits unannounced. We rely on the reporting and manifests as well as 3rd party certifications to the e-Steward and R2 certifications. Staples may utilize third party audit forms to validate and verify in the future.

Our company has verified that all of these policies and/or programs are being followed by each recycler used. *

- Yes
 No

Website where company policies or programs that go beyond third-party certification standards are listed (optional):

<https://www.staples.com/sbd/cre/marketing/easy-on-the-planet/our-goals-and-initiatives.html> *Ensure website address begins with http:// or https://*

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? (If a certified body conducts an annual audit, only one additional person or paper audit is required per year) *

- Yes
 No

Provide the methodology used for verification: *

Recycling vendor (Electronic Recyclers International, Inc. or ERI) is both e-Stewards and R2 certified. Pursuant to those standards as well as the 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 *

Is this information included in the final, publicly-posted report? *

- Yes
 No

List names of certified recycler(s) used and certification programs:

	Certified Recycler Name *	Certified Program *
1	ERI	E-Stewards and R2 (also ISO 14001, ISO 9001, and OHSAS 18001)
2	Call 2 Recycle	R2

Education & Outreach

List and describe public education and outreach activities on safe management of used electronics and available collection opportunities. *

Staples helped fund the development of the Earth 911 business site in 2004 in support of our early efforts as a member of the EPA Plug in to e-Cycling programs. Staples was the first national retailer to offer everyday recycling services for our customer in 2007. We have continued to encourage the responsible recycling of e waste on customer facing materials including but not limited to signage, circular, electronic media and banner placement on our Staples.com website. We focus the messaging during environmental days such as Earth Day/Week and America Recycles Day.

Website where public education and outreach activities are listed (optional):

<http://www.staples.com/sbd/cre/marketing/easy-on-the-planet/recycling-and-eco-services.html> *Ensure website address begins with http:// or https://*

Company Policies Favoring Recycling and Reuse

List and describe company policies that favor recycling and reuse of electronics equipment and/or components, as opposed to energy recovery, incineration, or land disposal. *

Recycle 100% of the technology products sold; Pursue zero waste in Staples observations

Website

List website where EPA provided baseline/annual tier data is publicly posted: *

<http://www.staples.com/soul> *Ensure website address begins with http:// or https://*

Notes:

1. 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 can include company assets, business to business, warranty returns, and electronics collected and/or purchased to meet state take-back laws. See below for definitions of "reuse" and "all streams".

2. Equipment: Defined as electronics equipment such as central processing units (CPUs), desktops, laptops, televisions, printers, monitors, copiers, fax machines, scanners, imaging equipment, radios, tablets, e-readers, 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.

3. Cell Phones & Other Mobile Devices: Defined as electronic equipment such as cell phones, personal digital assistants (PDAs), organizers, tablets, e-readers, slates, smart phones, compact disc players, gaming systems, calculators, and 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.

4. 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.

5. 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. Streams could include consumer take-back programs, asset recovery programs, retired lease returns, collection events, or trade-in programs.

Baseline: The year a participant joins the challenge. Annual results are compared to the baseline as well as preceding years' results.

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