The Greener Purchasing Program

A useful set of tools to help you save time and money while reducing your environmental footprint

Exclusively for Office Depot® customers
Dear Office Depot\textsuperscript{®} customer or potential customer,

If you’re interested in buying greener but aren’t sure how to start, we’ve designed The Greener Purchasing Program for you. It has five main steps and a series of tools to help you save time and money while reducing your environmental footprint. Each tool in this guide was created by Office Depot to solve a specific customer need. Now, we’ve pulled them together in this step-by-step program to bring a new methodology to your greener purchasing efforts. We hope you find it valuable.

Following the program below can not only support your success in greener purchasing efforts, but may also make you eligible for a Leadership in Greener Purchasing Award from Office Depot. As described on the back cover of this guide, we recognize a small number of customers who show leadership in greener purchasing at a special awards ceremony. We hope to present one to you in the future.

Thank you for your interest and efforts towards greener purchasing and your partnership with Office Depot.

Molly Ray,
Sustainability Strategy,
Office Depot

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1. **Analyze your spend**
   - Green Business Review
   - Custom Green Spend Reports

2. **Define your priorities & policies**
   - Greener Purchasing Priorities
   - Shades of Green

3. **Switch to greener options**
   - Greener Options Tools
   - End User Education & Engagement
   - The Green Book\textsuperscript{®} Digital Catalog
   - GreenerOffice\textsuperscript{TM} Website

4. **Measure your results**
   - Environmental Benefits of Greener Purchases
   - Environmental Benefits of Greener Practices

5. **Recognize leadership**
   - Celebrate Your Results
Green Business Review
Evaluate your green spend at a glance

The first place to start on your greener purchasing journey is with the Green Business Review (GBR). This report, exclusively for Office Depot Business Solutions Division customers, gives you a thorough summary of your green purchasing by visually depicting your spend based on the Office Depot® GreenerOffice™ rating system. Using this system, we have rated thousands of products, as defined on pages 5-7.

The GBR has been optimized to help you easily identify opportunities to increase your green purchases that are important to your organization’s goals. Complimentary reports are available on a quarterly basis to Office Depot Business Solutions Division customers, which will help you set a baseline and track greener purchasing over time. Office Depot Business Solutions Division contract customers with a minimum of 3 months of purchases may request a GBR from their Account Representative.
Green Spend
by Office Depot Eco-Rating

**GREEN SPEND**

<table>
<thead>
<tr>
<th>Category</th>
<th>Spend</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Green Spend</td>
<td>$203.461</td>
<td>17%</td>
</tr>
<tr>
<td>Medium Green Spend</td>
<td>$169.736</td>
<td>14%</td>
</tr>
<tr>
<td>Dark Green Spend</td>
<td>$29.740</td>
<td>2%</td>
</tr>
<tr>
<td>Total Green Spend</td>
<td>$402.936</td>
<td>33%</td>
</tr>
</tbody>
</table>

**OFFICE ESSENTIALS**

- Ink & Toner
- Cleaning & Breakroom
- Technology
- Filing & Binding
- Writing & Drafting
- Furniture
- Paper
- Labels & Forms
- Copy & Print Depot
- Miscellaneous
- Managed Print Services

Note: Office Depot has a Green Attribute Database (GAD) in which we capture member choices on the environmental and economic attributes associated with their products. Based on these choices, we allocate or exclude reporting to the Green spend. We do not include GAD reporting to the Green spend in all reports. The Green spends are based on the type and level of environmental and economic attributes. More details are available on request. Spend is based on victim.
Define your priorities & policies

After analyzing your spend, it's important to define your purchasing priorities. You can focus on specific product categories, specific economic goals, or particular environmental issues.

The images below explain the GreenerOffice™ "shades of green" product rating system (eco-ratings) as well as the Office Depot product definitions of "not green", "meets industry norms", "light green", "mid green" and "dark green" in various product categories.

Greener Purchasing Priorities & Shades of Green

Decide the categories or impacts you want to address

Meets Industry Norms
Light Green
Mid Green
Dark Green
Not Green

Office DEPOT
Define your priorities & policies

Example eco-ratings for greener paper

- Remanufactured but not certified
- 74% post consumer recycled
- 30% post consumer recycled
- Remanufactured & EcoLogo certified
- 100% post consumer recycled

Example eco-ratings for greener toner

- Free take-back
- High yield or some recycled plastic
- Remanufactured but not certified
- Remanufactured & EcoLogo certified

Example eco-ratings for greener pens

- 0% not refillable, not recycled
- 54% total recycled
- 74% post consumer recycled
- 89% post consumer recycled & Refillable
Define your priorities & policies

Example eco-ratings for greener drinkware

- Disposable, not recycled
- 25% recycled
- Compostable & BPI certified
- Reusable

Example eco-ratings for greener lighting

- Incandescent bulb
- Halogen bulb
- CFL bulb
- LED bulb
Greener Options Tools
Helpful ways to promote greener purchasing

If you’ve analyzed your spend, defined your priorities and are ready to switch to greener products, Office Depot can help with the following greener options tools available at business.officedepot.com.

Green Select Cart
This optional functionality allows greener product options which are presented as suggestions when a buyer is shopping at business.officedepot.com and logged in as a contract customer. Shoppers have the option to choose the greener product or continue to purchase the existing item in their shopping cart. Pricing for the greener option is always shown to support your greener purchasing strategy.

Product Substitution
For a specific list of items, product substitution ensures greener items are delivered even if non-green items are ordered by your buyers. We work with you to identify the specific items you don’t want, and the replacements you’ve selected. An important reminder when utilizing Product Substitution is to communicate the program to all your buyers so that they are aware they will receive a substituted product or products when ordered.

Greener Options Report
This report allows you to see the most commonly purchased products that currently have greener options.
You’ll be able to review historical purchases to compare the price of each greener option to the current item purchased and learn how greener buying decisions may increase or decrease your costs overall. This report requires a minimum of 3 months of purchases.

Remanufactured Toner

<table>
<thead>
<tr>
<th>Current SKU</th>
<th>Current Shade of Green</th>
<th>Current Price</th>
<th>Greener Option SKU</th>
<th>Shade of Green for Option</th>
<th>Price for Greener Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonly Purchased Toner</td>
<td>Not Green</td>
<td>$110</td>
<td>Dark Green</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>Commonly Purchased Paper</td>
<td>Meets Industry Norm</td>
<td>$35</td>
<td>30% Recycled Paper</td>
<td>$37</td>
<td></td>
</tr>
<tr>
<td>Commonly Purchased Cleaner</td>
<td>Not Green</td>
<td>$7.50</td>
<td>Green Seal Certified Cleaner</td>
<td>$7.25</td>
<td></td>
</tr>
</tbody>
</table>
People can be particular about office products. When you switch to greener options, it’s a good idea to educate and engage purchasers about your strategy and program. This can be achieved by sharing samples of greener products, hosting workshops or providing useful links and web-based information.

To learn how to use more effective eco-conscious products, learn about greener purchasing strategies, and learn about the Office Depot environmental journey, we encourage you to explore solutions using the weblink below:

[business.officedepot.com/sustainabilitysolutions](http://business.officedepot.com/sustainabilitysolutions)

Switch to greener options

Videos

- MCCC excels at greener purchasing
- Pizza Fusion greens all their supply chains
- SKLAR saves over $200,000 with LEDs

You can also watch our customer case studies and learn how we’ve helped other companies succeed in reaching their sustainable purchasing goals.
Making greener choices is much easier with The Green Book® from Office Depot, which showcases a visual journey of product solutions for every space in your office. Whether a breakroom, boardroom or cubicle space, we’ve got an assortment to fit every need and style.

Our digital version of The Green Book is designed to educate customers and promote the wide range of eco-conscious products we offer. The Green Book is an interactive experience that customers can view on all their devices including cell phones and tablets. The navigating experience is simple and intuitive, with full support for familiar touchscreen gestures such as pinch-to-zoom and swiping between pages.


The heart of The Green Book features a diverse set of eco-conscious products and their associated shade of green and certifications, presented in their native office environments. Customers can click on each product to read Features & Benefits and see color-coded green ratings, eco-attributes and eco-labels with their respective explanations. No need to flip back and forth between product pages and an icon reference!

As customers browse the diverse product selections, they can view videos and see other related content along the way. Sharing The Green Book experience with their colleagues is encouraged through an icon in the built-in toolbar that allows users to create an email or post a link to Facebook or other social media channels.

I helped create the digital version of The Green Book® in a way that shows our customers that we carry solutions for every space in their office, featuring a sample of products but leading them to our large assortment of Office Depot® GreenerOffice™ products online.

Zulema Ledesma,
Senior Consultant,
Sustainability
You’ll find thousands of greener options right at your fingertips on the Office Depot® GreenerOffice™ website. The site includes products with eco-attributes and eco-labels in nearly all product categories, from office supplies and technology to furniture and cleaning products.

All of the products on the site meet the Office Depot® GreenerOffice™ eco-rating for light, mid or dark green. For each product, you’ll see its description, associated eco-conscious attributes and eco-labels, and a recycled icon if the item contains recycled content. The site also has customer reviews for many greener products as well as links to useful greener resources.

Your Account Representative can guide you through all the functions within the GreenerOffice™ site so you can decide how to share these with buyers in your organization.

Here are some ideas from Office Depot® customers who have used the GreenerOffice™ site in the past:

- Send a link of the homepage, specific products or product categories to all purchasers
- Suggest purchasers bookmark the site
- Host a Lunch & Learn to educate purchasers on how to find the site and search for greener products
- Create your own greener shopping lists and encourage others to do the same

To access the site, contract customers may visit business.officedepot.com/greeneroffice
All other customers may visit officedepot.com/greeneroffice
Environmental Benefits of Greener Purchases
Reports to help you announce your purchasing efforts

One of the common questions associated with greener purchasing is “how do you measure results?”. One simple way is to review your green spend with the Office Depot® Green Business Review, described on page 3. Identifying the environmental benefits of greener spend is more complicated, but it can be done through a Life Cycle Assessment (LCA) and comparing prior purchases with greener purchases. For most product categories this is very difficult, but in a handful of categories such as paper, lighting and ink/toner, there are some widely accepted LCA tools.

Below is an example of a lifecycle benefits report, based on data from papercalculator.org, which Office Depot uses to quantify the benefits of recycled paper purchases. This report is included in the Office Depot® Green Business Review and benefits achieved have been communicated by many Office Depot customers in their annual Sustainability Reports.

Copy Paper Life Cycle Analysis

**LIFECYCLE IMPACTS**

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Impact</th>
<th>Avoided Due to Recycled Paper Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 tons</td>
<td>WOOD</td>
<td>WOOD AVOIDED 7 tons</td>
</tr>
<tr>
<td>10,965 lbs</td>
<td>WASTE</td>
<td>WASTE AVOIDED 1,371 lbs</td>
</tr>
<tr>
<td>190 mi BTUs</td>
<td>ENERGY</td>
<td>ENERGY AVOIDED 20 mi BTUs</td>
</tr>
<tr>
<td>32,237 lbs</td>
<td>CARBON</td>
<td>CARBON AVOIDED 3,775 lbs</td>
</tr>
<tr>
<td>126,495 gallons</td>
<td>WATER</td>
<td>WATER AVOIDED 20,475 gal</td>
</tr>
</tbody>
</table>

Environmental impact estimates were made using the Environmental Paper Network Paper Calculator Version 3.2.1. For more information visit www.papercalculator.org. Analysis is for 100% recycled content copy paper purchased (Dept. 5).
Environmental Benefits of Greener Practices
Solutions & reports to help you waste less and recycle more

Beyond buying greener products, organizations with effective greener purchasing programs also consider how products are shipped and what happens to them after use. To address these needs, Office Depot has many solutions to help reduce waste, recycle more, and track environmental benefits achieved.

Recycling can be rewarding for your business!
When you sign up for one of our recycling programs, you can:

- Earn money back (mybusinessrecycles.com) or receive Office Depot gift cards (myschoolrecycles.com) for the qualified ink and toner cartridges, rechargeable batteries, and select small electronics you recycle.

- Using the ‘track activity’ feature of the website, you can monitor the number of cartridges returned as well as weight of materials recovered such as plastic, nylon, aluminum and packaging.

This report can help communicate the added value of your recycling efforts.

Office Depot® GreenerOffice™ Delivery Service
A growing number of orders sent to Office Depot customers are shipped with our GreenerOffice™ Delivery Service. This replaces bulky cardboard boxes with much smaller and lighter recyclable paper bags, reducing waste and offering many other environmental benefits. We can provide a quarterly report quantifying the number of bags received and materials avoided. A minimum of 3 months of purchases is required for this report, if opted into this service.
Historically, environmentalism has been more about telling people what not to do rather than celebrating what they do. Negative feedback may be useful when trying to stop certain actions, but it doesn’t help when trying to encourage positive changes.

At Office Depot, we believe it’s more powerful in the long run to reward greener action than to punish inaction. We also believe that recognizing leadership on environmental matters is a good way to influence others and change attitudes. You can reward leaders with certificates, press releases, or formal award ceremonies to name a few.

Nearly every year since 2006, we’ve selected up to 30 customers for recognition through the Office Depot® Leadership in Greener Purchasing Awards. Organizations do not need to apply for the awards, they’re selected based on their green spend data or purchasing practices in the prior year.

Leadership in Greener Purchasing Awards:
For customers who purchased a range of products from Office Depot and had the highest "green spend percentage" vs. peers within the same industry.