

**Office Depot GreenerOffice Rating™:** Our single or multi-attribute definition and 'shades of green' system for eco-conscious office supplies, promotional products, furniture, technology and cleaning products. Created by the Office Depot Environmental Team with input from expert stakeholders. **Version 1.0 3/2011**

**Introduction:** This is the Office Depot rating system for defining 'greener' products we sell in North America. When developing this system, we started by researching the attributes and ecolabels included in EPA (Environmental Protection Agency), GSA (General Services Administration), USGreen Building Council, State of California, State of Florida and City of San Francisco Environmentally Preferable Purchasing (EPP) Policies as well as Responsible Purchasing Guides created by the Responsible Purchasing Network. We then worked closely with the environmental and purchasing teams in the City of Portland and City of Seattle. Our research revealed that different customers have widely different definitions of green, and their thresholds for 'how green is green enough' also vary substantially. Our goal in defining 'shades of green' as we have done below was to create a relatively simple method to allow all customers to compare similar products and make choices that could be considered greener for one or more reason. The ratings below also form the basis for our Green Business Review, a report that provides a visual picture of a customers spend patterns, across our shades of green continuum.

**Approach:** We know our 'shades of green' based GreenerOffice Ratings reflect value judgments and are often based on single or multiple attributes that may not address all 'hotspot' environmental impacts of a product category. However, our main purpose in developing our rating system was to build on the approach used by major institutional customers in North America, and not evolve too far beyond current practice. We also believe there is currently no perfect system for defining 'greener product', and there are limitations to all approaches - including ecolabels, Life Cycle Analysis (LCA), standards and Environmental Product Declarations (EPD). To help develop a more universal and science-based approach to answering 'what is a greener product?', Office Depot is deeply involved in long term, multi-stakeholder efforts focused on this question, including the Green Products Roundtable, EPEAT and others. While awaiting this more universal approach, we currently use this general rule in our GreenerOffice Ratings: light green products have at least one green attribute; mid green products have a high level of one green attribute or multiple green attributes; dark green products have the highest level of one green attribute or multiple green attributes. Attributes must be directly relevant to reducing key impacts of the product category. Products with many green attributes, innovative eco-design, strong ecolabels or lifecycle impact reduction may receive a higher rating, as determined by the Office Depot environmental team. Similarly, products with positive and negative environmental attributes may receive a lower shade of green (e.g. binders made with recycled content but covered in PVC). Vendors are also asked to minimize packaging when supplying greener products to Office Depot.

| #  | Attribute Icon | Environmental Focus: Save Resources      | Relevant Categories  | Office Depot Definition   | Customer Benefit / WIFM (What's in it for me)?   | Light Green - Minimum specifications for 2011. (May be updated periodically)   | Mid Green - Minimum specifications for 2011. (May be updated periodically)  | Dark Green - Minimum specifications for 2011. (May be updated periodically)   |
|----|----------------|--|--|---|--|--|---|---|
| 1  |                | Recycled                                 | All, but food, liquids, technology, lighting                                 | Contains post consumer and/or post industrial recycled content  | Helps you divert materials from landfills and reduce pressure on resources   | <i>Single Attribute:</i> 10% - 29% Post Consumer Recycled (PCR <sup>2</sup> )  | <i>Single Attribute:</i> 30% - 89% Post Consumer Recycled (PCR <sup>2</sup> )   | <i>Single Attribute:</i> 90% - 100% Post Consumer Recycled (PCR <sup>2</sup> )  |
| 2  |                | Remanufactured/Reconditioned/Refurbished | Cartridges (Ink/toner/fax) / technology/ diskettes/ furniture                | Made from quality components of recovered products  | Helps you save money and divert materials from landfills, while reducing energy and materials needed for producing virgin products   | <i>Single Attribute:</i> Refurbished technology, quality tested - but not ENERGY STAR qualified  | <i>Single Attribute:</i> Quality tested remanufactured cartridges with a minimum of 80% by weight of recovered parts (excluding ink); Reconditioned furniture; Reconditioned diskettes. <i>Multi Attribute:</i> Refurbished technology, quality tested and ENERGY STAR qualified  | <i>Single Attribute:</i> Quality tested and third-party ecolabeled remanufactured cartridges with a minimum of 80% by weight of recovered parts (excluding ink). Solid Ink cartridges also qualify.   |
| 3  |                | Recycling Solution                       | Bins/ boxes/ bags /labels / envelopes  | Designed specifically to encourage recycling at the end-of-life of a product  | Helps you divert materials from landfills, potentially reducing your waste costs   | <i>Single Attribute:</i> Enables recycling   | <i>Multiple Attribute:</i> Enables recycling and made with 10% - 74% PCR <sup>2</sup> content   | <i>Multiple Attribute:</i> Enables recycling and made with 75% - 100% PCR <sup>2</sup> content  |
| 4  |                | Designed for Recyclability               | Potentially all (restricted use)   | Designed to be recycled at end-of-life, where recycling facilities exist for recovered materials  | Helps you separate typically non-recyclable products and divert them from landfills, potentially reducing your waste costs   | <i>Supporting attribute (no shade due to attribute alone):</i> Products that have been specifically designed to be recycled after use and are in categories where recyclability is not typical. (e.g. binders designed to be separated by hand into single-material components / furniture designed to be separated by hand into commonly recyclable material, etc.)   |   |   |
| 5  |                | Responsible Forestry                     | Wood based furniture / paper based supplies                                  | Contains wood fiber or paper from certified well-managed forests with practices that go beyond industry norms to reduce environmental impacts of harvesting     | Helps you support forestry practices, beyond industry norms, that result in less deforestation, more intact forests and greater habitat protection for animals and plants          | <i>Single Attribute:</i> Paper: FSC Certified <sup>3</sup> - Mixed sources (i.e. some virgin fiber from FSC certified forests). Wood / board: 10-49% FSC Certified <sup>3</sup>  | <i>Single Attribute:</i> Paper: FSC Certified <sup>3</sup> - Pure (i.e. all virgin fiber from FSC certified forests) Wood / board: 50% - 89% by weight FSC Certified <sup>3</sup>   | <i>Single Attribute:</i> Paper: FSC Recycled (i.e. contains 90%-100% PCR* content) Wood / board: 90-100% FSC certified <sup>3</sup>   |
| 6  |                | Biobased Materials                       | Potentially all categories, excludes liquids, wood, paper, food & bev, drugs | Made with tree-free, plant-based materials that regenerate in 10 years or less (and aligns to biobased definitions in ASTM D6852-02 or ASTM D6866-10 standards) | Helps you support innovative use of renewable materials including agricultural crops or wastes, while potentially reducing pressure on forests and on non-renewable petrochemicals | <i>Single Attribute:</i> Contains 10% - 29% by product weight: banana fiber/ bamboo/ coconut shells/ cork/ organic cotton/ grasses/ hemp/ jute/ kenaf/ leaves/ linoleum/ marmoleum/ rattan/ rice straw/ straw/ sugar-cane/ wheatstraw. (Note: wood/pulp fiber is excluded. Palm fiber/ PLA/ corn/ cornstarch/ potato/ soy may be acceptable if supported by lifecycle analyses showing net environmental benefit of biobased inputs) | <i>Single Attribute:</i> Contains 30% - 100% by product weight: banana fiber/ bamboo/ coconut shells/ cork/ organic cotton/ grasses/ hemp/ jute/ kenaf/ leaves/ linoleum/ marmoleum/ rattan/ rice straw/ straw/ sugarcane/ wheatstraw. (Note: wood/pulp fiber is excluded. Palm fiber/ PLA/ corn/ cornstarch/ potato/ soy are included if supported by lifecycle analyses showing net environmental benefit of biobased inputs) | <i>Multiple Attribute:</i> Contains 75% - 100% by product weight biobased materials (see materials included in mid green) and either FSC Certified or Certified Organic or Certified GMO-free (Genetically Modified Organism Free) (Note: wood/pulp fiber is excluded. Palm fiber/ PLA / corn / cornstarch/ potato/ soy are included if supported by lifecycle analyses showing net environmental benefit of the biobased inputs) |
| 7  |                | Compostable                              | Mailing/ cleaning / breakroom (solid products) / bags                        | Solid products that quickly break down to compost, leaving no visible or toxic residue, per ASTM D6400/D6868/EN13432  | Helps you divert materials from landfills, maybe reducing costs, while using materials that safely compost (where facilities exist)  | <i>Single Attribute:</i> Solid products that readily break down in large scale commercial composting facilities within 180 days, leaving no visible or toxic residue   | <i>Single Attribute:</i> Solid products that readily break down in backyard or home composting equipment / processes or on soil within 30 days, leaving no visible or toxic residue   | <i>Single Attribute:</i> Third-party certified (e.g. BPI / Vincotte/ Dincertco) solid products that readily break down in backyard/home composting or on soil within 30 days, leaving no visible or toxic residue   |
| 8  |                | Rechargeable / Recharger                 | Batteries/rechargers (excl. cell phones/ laptop batteries)                   | Batteries or rechargers that replace or help avoid one-time-use disposables   | Can help you save money and reduce waste by reusing rechargeable batteries instead of throwing away disposables after just one use   | <i>Single Attribute:</i> Rechargers without auto-shut-down after charging  | <i>Single Attribute:</i> Rechargeable Nickel Metal Hydride (NiMH) batteries. Rechargers with auto-shut-down after charging  | <i>Single Attribute:</i> Rechargeable HYBRID Nickel Metal Hydride (NiMH) batteries. ENERGY STAR Qualified, and RoHS-compliant rechargers with auto-shut-down after charging.  |
| 9  |                | Reusable                                 | Travel mugs/ sports bottles/ shopping bags/ lunch bags / shipping totes      | Durable items that replace or help avoid one-time-use disposables   | May help you save money, reduce waste by reusing durable items instead of throwing away disposables after one use  | No Light Green Option  | <i>Multiple Attribute:</i> Reusable travel mugs / sports bottles; reusable shopping bags; reusable lunch bags & boxes; reusable shipping totes with no additional environmental attributes (i.e. environmental benefit is from the reuse alone)   | <i>Multiple Attribute:</i> Reusable products with at least one relevant additional environmental attribute: e.g. BPA-free travel mugs and sports bottles; recycled / organic cotton / biobased reusable shopping bags; PVC-free and recycled reusable lunch bags & boxes; recycled and reusable shipping totes.   |
| 10 |                | Refillable / Refill                      | Writing instruments/ dated goods / journals                                  | Durable items with corresponding refills designed specifically to extend the product's life, helping avoid one-time-use disposables                             | May help you save money, reduce waste and save resources by refilling durable items not throwing away disposables after one use  | <i>Single Attribute:</i> Refillable pens / pencils / calendar / diaries with available refills   | <i>Multiple Attribute:</i> Refillable pens / pencils / calendar / diaries that contain 10%-74% PCR <sup>2</sup> content or 10%-74% biobased materials<br><i>Single Attribute:</i> All writing instrument refills  | <i>Multiple Attribute:</i> Refillable pens / pencils / calendar / diaries and writing instrument refills with 75%-100% PCR <sup>2</sup> or 75%-100% biobased materials or EcoLogo certified. Refills with toluene-free soy ink.   |

| #  | Icon | Save energy                                | Categories  | Office Depot Definition  | Customer Benefit / WIFM?   | Minimum Specification for "Light Green".  | Minimum Specification for "Mid Green".  | Minimum Specification for "Dark Green".   |
|----|------|--|---|--|--|---|---|---|
| 11 |      | Energy Efficient / Designed to Save Energy | Technology/ lights/ powerstrips/ sensors/thermostats      | Technology and lighting that uses less energy than typical alternatives or items designed to reduce energy consumption | Helps you become more energy efficient, conserve energy and potentially save on utility bills while lowering your carbon footprint     | <i>Single Attribute:</i> Energy-saving power strips that are designed to reduce load for plugged electronics ; motion detecting lighting sensors; programmable thermostats  | <i>Single Attribute:</i> 30% - 89% more energy efficient than typical alternatives (with test results) and/or ENERGY STAR qualified (if a standard exists for the product category)         | <i>Single Attribute:</i> Energy-Foreward "Most Efficient" Rated and/or 90% or more energy efficient than typical alternatives (with test results) and/or ENERGY STAR qualified and RoHS <sup>5</sup> Compliant (if a standard exists)   |
| 12 |      | Renewably Powered                          | Technology/ lighting/ calculators/phone & tech rechargers | Solar powered or manually cranked items  | Helps avoid the need for electricity from the grid, potentially helping you save on utility bills while lowering your carbon footprint | <i>Single Attribute:</i> Solar powered or manually cranked items that rely on additional power to operate (e.g. battery or electricity)   | <i>Single Attribute:</i> RoHS <sup>5</sup> -compliant solar powered or manually cranked items that do not rely on additional power (i.e. can run completely on the renewable power itself). | <i>Single Attribute:</i> RoHS <sup>5</sup> Compliant and solar powered or manually cranked items that do not rely on additional power (i.e. run 100% on the renewable power itself) and have other relevant green attributes/ecolabels. |
| 13 |      | Carbon - Balanced                          | Potentially all categories                                | Carbon emissions associated with the item have been calculated and "balanced" with offsets or renewable energy credits | Helps fund projects that reduce carbon dioxide emissions and/or accelerate the transition to a cleaner, greener power grid             | <i>Supporting attribute (no shade due to attribute alone):</i> A product may be 'carbon balanced' if a large percentage of carbon emissions associated with it are calculated <sup>6</sup> and offset with credible offsets / credible Verified Emissions Reductions (VERs) or Green-E Certified renewable energy credits (RECs). Carbon-balanced is a supporting attribute but not used to designate an item as light/mid/ dark green, it must have other green attributes. The scale of "balancing" must be clarified: i.e. manufacturing electricity alone / manufacturing and transportation / total life cycle emissions |   |   |

| #  | Icon | Safer Chemicals   | Categories  | Office Depot Definition   | Customer Benefit / WIFM?   | Minimum Specification for "Light Green".   | Minimum Specification for "Mid Green".  | Minimum Specification for "Dark Green".   |
|----|------|---|---|---|--|--|---|---|
| 14 |      | Reduced Harsh Chemicals / Reduced Harsh Materials X Chemical-Free | Potentially all categories                                    | Made with substances that result in less human or environmental exposure to potentially harsh chemicals                       | May help safeguard human and animal health by limiting the use and/or release of potentially harsh chemicals   | <i>Single Attribute:</i> Documented (without third party ecolabel) to have substantially less harsh chemicals than typical alternatives. For electronics, documented to be RoHS <sup>5</sup> Compliant.<br><i>Supporting details:</i> For items where one specific harsh chemical is an industry norm for the category, but this item is free of the harsh chemical/material, the following supporting detail may be added to a Reduced Harsh Chemicals claim (with vendor affidavit or preferably, third party documentation): Poly Vinyl Chloride Free (PVC Free), Lead Free, Bisphenol A Free (BPA-Free), Volatile Organic Compound Free (VOC Free), Phthalate Free, Mercury Free, Cadmium Free, Formaldehyde Free, Brominated Flame Retardant Free (BFR Free), Xylene Free, Polybrominated diphenyl ether Free (PBDE Free), Polychlorinated biphenyls Free (PCB Free), Perfluorinated chemicals Free (PFC Free), Short-chain-chlorinated paraffin Free (SCCP Free), Benzidine dye Free, Toluene Free, Phosphate Free, Soy-Based Ink. | <i>Single Attribute:</i> Certified to be made with substantially less harsh chemicals/materials than typical alternatives. Ecolabels include <sup>7</sup> Greenseal/ Ecologo/ DfE/ SCS/ GREENGUARD/ C2C/ USDA (Organic)   | <i>Single Attribute:</i> C2C Gold Certified to use safest chemicals across the lifecycle  |
| 15 |      | Chlorine-Free   | Paper and paper products only                                 | Paper products that are Unbleached or bleached with Process Chlorine Free (PCF) / Total Chlorine Free (TCF)                   | Helps reduce water required for paper production and limits potentially harmful chemicals from entering water systems  | No Light Green Option. All OD papers must meet the US industry legal requirement of ECF (Elemental Chlorine Free). We consider ECF or Enhanced ECF bleaching to be good but not "green".   | <i>Single Attribute:</i> Unbleached, Processed Chlorine Free (PCF) or Total Chlorine Free (TCF)   | <i>Single Attribute:</i> Certified Processed Chlorine Free (PCF) or Total Chlorine Free (TCF) by the Chlorine Free Products Association (CFPA)  |
| 16 |      | Biobased Formula <sup>8</sup>                                     | Cleaning/ soaps & sanitizers/ solvent/ glue/paint/ ink/ toner | Cleaning products made with plant-based ingredients instead of synthetic petro-chemicals (per ASTM D6852-02 or ASTM D6866-10) | Helps you support innovative use of renewable materials including agricultural crops or wastes, while potentially reducing pressure on forests and on non-renewable petrochemicals | <i>Single Attribute:</i> 10% - 29% biobased by liquid weight of active ingredients. (Note: tree-based formula's included if trees are from FSC-certified forests. Palm oil/ soy / other plant-based formulas included if supported by lifecycle analyses that show a net environmental benefit of biobased inputs)   | <i>Single Attribute:</i> 30% - 100% biobased by liquid weight of active ingredients. (Note: tree-based formula's included if trees are from FSC-certified forests. Palm oil/ soy / other plant-based formulas included if supported by lifecycle analyses that show a net environmental benefit of biobased inputs) | <i>Single Attribute:</i> 75% - 100% biobased by liquid weight or active ingredients AND certified Organic & GMO-free formula. (Note: tree-based formula's incl. if trees are from FSC-certified forests. Palm oil/soy/other plant-based formulas including if supported by lifecycle analyses that show a net environmental benefit of biobased inputs) |
| 17 |      | Biodegradable in Water  | Cleaning/soaps & sanitizers/solvents/ glues/ mailing          | Liquid or solid products that safely break down in freshwater or marine environments after use, per ASTM D7081                | Safely breaks down in water after use, helping reduce water pollution and maintain healthier, cleaner and litter-free water systems  | No Light Green Option.   | <i>Single Attribute:</i> Liquid or solid product that readily breaks down in fresh water/marine environments (with no added human intervention), leaving no visible or toxic impacts, per ASTM D7081 (with test results)  | No Dark Green Option.   |

<sup>1</sup>Prerequisites in our ratings include: paper products cannot be bleached with Chlorine (Elemental Chlorine Free (ECF) is a minimum) and all % claims must be based on weight or eco-preferable materials vs. total weight. | <sup>2</sup>All recycled %'s are calculated vs. total empty weight of product. PCR refers to the Post Consumer Recycled Content % or Post Consumer Recycled % Equivalent (PCRe). PCRe is an Office Depot concept to "normalize" recycled %'s. PCRe = Post Consumer Recycled % + 1/2 Post Industrial Recycled (PIR) % (e.g. 30% PCR + 40% PIR = 50% PCRe. Post Industrial Recycled (PIR) % must not include scrap from same production process. PCR + PIR = Total Recycled Content. | <sup>3</sup>Forest Stewardship Council. FSC mixed sources / FSC Pure included because FSC is seen by many leading environmental NGOs as the "gold standard" of responsible forestry. | <sup>4</sup>Bamboo fabric not included due to the trade-off toxic intensity of fabric production | <sup>5</sup>RoHS Compliant means compliant with EU Restrictions of Hazardous Substances which limit the use of materials such as lead, cadmium and mercury in electronic and lighting products. | <sup>6</sup>Europe carbon footprint calculation must meet PAS2050 or GRI GHG standards. | <sup>7</sup>GEN: Members of Global Ecolabelling Network (www.globalecolabelling.net) / EPA DfE: US Environment Protection Agency Design for Environment / C2C: Cradle to Cradle / SCS: Scientific Certification Systems | <sup>8</sup>Formula<sup>8</sup> refers to items in liquid form or solids used in water.

**Office Depot Ecolabel Classification:** Our view and value-judgments on selected ecolabels used on office supplies, promotional products, furniture, technology and cleaning products sold by Office Depot in North America. See [www.ecolabelindex.org](http://www.ecolabelindex.org) for more details on these ecolabels.

**Introduction:** This table reflects Office Depot's effort to organize and classify selected ecolabels relevant to products sold by our company in North America. The Office Depot GreenerOffice Rating is influenced first by our single or multi-attribute attribute definition, and then by our ecolabel classification (not the other way around). This is because we consider ecolabels to be a positive, but not mandatory aspect of a product's environmental performance. The main exception is for multi-attribute, single product-category ecolabels e.g. EPEAT for technology or level(tm) for furniture. These ecolabels take precedence over our single or multi-attribute ratings. This approach is driven by a belief that products are greener because of underlying attributes that result in lower impact on the environment and human health vs alternative products - and the ecolabel is a bonus. We consider ecolabels beneficial because they (1) verify the existence of one or more environmentally preferable attributes (2) verify a products alignment with that ecolabel's criteria and standards (3) provide added assurance on the accuracy of environmental claims.

**Approach:** We acknowledge that the notions 'meets industry norms' and 'shades of green' in the table below reflect value judgments which may be considered undesirable by some ecolabels / stakeholders. However, we do plan to proceed with the below classification as it represents the current thinking, value judgments and priorities of the Office Depot environmental team - the team that defines our company's approach to the question 'what is a greener product?'. In the future, based on feedback from Office Depot customers, views expressed by important stakeholders, and potential adjustments in criteria or standards for specific ecolabels, we may update our ratings and ecolabel classification. Any updates will be reflected most publicly in our annual Green Book catalog of environmentally preferable products which is released annually in North America.

| Environmental Focus:                              | Relevant Single Attribute Ecolabels that Office Depot considers 'Meet Industry Norms' (We believe these to be good, but not green) | Relevant Single Attribute Ecolabels that Office Depot considers 'Light Green' | Relevant Single Attribute Ecolabels Office Depot considers 'Mid Green' | Relevant Single Attribute Ecolabels Office Depot considers Dark Green | Relevant Multi-Attribute/Multi-Product Category Ecolabels OD may consider mid green or dark green, depending on the attribute/s the ecolabel covers. | Multi-Attribute, Single Product category ecolabels OD considers Mid Green | Multi-Attribute, Single Product category ecolabels OD considers Dark Green |
|---|--|---|--|---|--|---|--|
| <b>Save Resources</b>                             |  |   |  |   |  |   |  |
| Recycled  |  |   |  |   |  |   |  |
| Remanufactured/ Reconditioned/ Refurbished        |  |   |  |   |  |   |  |
| Recycling Solution                                |  |   |  |   |  |   |  |
| Designed for Recyclability                        |  |   |  |   |  |   |  |
| Responsible Forestry                              |  |   |  |   |  |   |  |
| Biobased Materials                                |  |   |  |   |  |   |  |
| Compostable                                       |  |   |  |   |  |   |  |
| Rechargeable / Recharger                          |  |   |  |   |  |   |  |
| Reusable  |  |   |  |   |  |   |  |
| Refillable / Refill                               |  |   |  |   |  |   |  |
| <b>Save energy</b>                                | <b>Ecolabels that Meet Industry Norms, in OD's view</b>  | <b>Ecolabels OD considers Light Green</b>                                     | <b>Ecolabels OD considers Mid Green</b>                                | <b>Ecolabels OD considers Dark Green</b>                              |  |   |  |
| Energy Efficient / Helps Save Energy              |  |   |  |   |  |   |  |
| Renewably Powered                                 |  |   |  |   |  |   |  |
| Carbon - Balanced                                 |  |   |  |   |  |   |  |
| <b>Safer Chemicals</b>                            | <b>Ecolabels that Meet Industry Norms, in OD's view</b>  | <b>Ecolabels OD considers Light Green</b>                                     | <b>Ecolabels OD considers Mid Green</b>                                | <b>Ecolabels OD considers Dark Green</b>                              |  |   |  |
| Reduced Harsh Chemicals / Reduced Harsh Materials |  |   |  |   |  |   |  |
| X Chemical-Free                                   |  |   |  |   |  |   |  |
| Chlorine-Free                                     |  |   |  |   |  |   |  |
| Biobased Formula <sup>8</sup>                     |  |   |  |   |  |   |  |
| Water Biodegradable                               |  |   |  |   |  |   |  |

