

Office Depot GreenerOffice™ Rating: Our 'shades of green' rating system using single and multiple environmental attributes to define greener supplies, furniture, technology, cleaning and promotional products. Created by the Office Depot Environmental Team with input from expert stakeholders. **V1.3: 3/30/2011**

Introduction: This is the rating system that Office Depot designed to help answer questions from our customers such as, "What makes a product "green"? or "How many 'green' products do we offer?" When developing this system, we started by researching the attributes and ecolabels referenced in Environmentally Preferable Purchasing (EPP) policies from a number of major stakeholders, e.g. EPA (Environmental Protection Agency), GSA (General Services Administration), US Green Building Council (USGBC), State of California, State of Florida and City of San Francisco, as well as Responsible Purchasing Guides created by the Responsible Purchasing Network. 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 reasons. We sought input and feedback from our institutional customers who continually seek greener office products, including the City of Seattle and City of Portland. The ratings also form the basis for our Green Business Review, a report that provides a visual picture of a customer's spend patterns, across our 'shades of green' continuum.

#	Attribute Icon	Environmental Focus Area: Save Resources	Relevant Product Categories	Office Depot Definition	Customer Benefit WIFM (What's in it for me?)	Meets Industry Env'tl Norms (Not Necessarily Green)	Light Green: minimum specifications for 2011, may be updated periodically Based on Office Depot's perspective light green products have at least one green attribute. <i>Single Attribute:</i> 10% - 29% postconsumer recycled (PCR ^{1,2}) content	Mid Green: minimum specifications for 2011, may be updated periodically Based on Office Depot's perspective, mid light products have a high level of one green attribute or multiple green attributes. <i>Single Attribute:</i> 30% - 89% postconsumer recycled (PCR ^{1,2}) content <i>Multi Attribute:</i> Refurbished technology: quality tested and ENERGY STAR qualified	Dark Green - Minimum specifications for 2011, may be updated periodically Based on Office Depot's perspective, dark green products have the highest level of one green attribute or multiple green attributes. <i>Single Attribute:</i> 90% - 100% post consumer recycled (PCR ^{1,2}) content
1		Recycled	All categories, but food and liquids	Contains post consumer and/or post industrial recycled content	Helps you divert materials from landfills and reduce pressure on resources	Not applicable			
2		Remanufactured/ Refurbished	Cartridges (ink, toner and fax) / technology/ 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	STMC Compliant Company	<i>Single Attribute:</i> Refurbished technology: quality tested, not ENERGY STAR qualified [Remanufactured cartridges / refurbished furniture: No light green option.]	<i>Single Attribute:</i> Remanufactured cartridges: Quality tested with a minimum of 80% by weight ¹ of recovered parts (excluding ink); Refurbished furniture. <i>Multi Attribute:</i> Refurbished technology: quality tested and ENERGY STAR qualified	<i>Single Attribute:</i> Remanufactured cartridges: quality tested and third-party ecolabeled, with a minimum of 80% by weight ¹ of recovered parts (excluding ink). Solid Ink cartridges also qualify.
3		Recycling Solution	Bins/ boxes/ bags/ envelopes for recycling	Designed specifically to encourage recycling at the end-of-life of certain products/materials	Helps you divert materials from landfills, potentially reducing your waste costs	Not applicable	<i>Single Attribute:</i> Enables recycling	<i>Multiple Attribute:</i> Enables recycling and made with 10% - 74% PCR ² content	<i>Multiple Attribute:</i> Enables recycling and made with 75% - 100% PCR ² content
4		Designed for Recyclability	Potentially all categories (restricted use)	Designed to be recycled at end-of-life, where recycling facilities exist for recovered materials	Helps you separate typically non-recyclable products to divert them from landfills, potentially reducing waste costs	Paper/plastic/ glass/metal items	<i>Supporting attribute (no shade due to attribute alone, but may help to increase green rating if combined with other relevant green attributes)</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 into cardboard and metal; staplers than can easily be disassembled into plastic and metal; furniture that can be easily separated by hand into components that are easily recyclable in municipal recycling schemes,etc.)		
5		Responsible Forestry	Paper based supplies/ Wood based furniture	Contains wood fiber or paper from certified well-managed forests or sourcing program 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>Attribute/Label:</i> SFI, CSA, PEFC & FSC Controlled wood	<i>Single Attribute:</i> Paper: FSC Certified ³ - Mixed sources (i.e. some virgin fiber from FSC certified forests). Wood / board: 10-49% FSC Certified ³	<i>Single Attribute:</i> Paper: FSC Certified ³ - Pure (i.e. all virgin fiber from FSC certified forests) Wood / board: 50% - 89% by weight FSC Certified ³	<i>Single Attribute:</i> Paper: FSC Recycled (i.e. contains 90%-100% PCR* content) Wood / board: 90-100% FSC Certified ³
6		Biobased/ Rapidly Renewable Materials	All categories, but wood-based products, food and liquids	Partly made with tree-free, plant-based materials that rapidly renew in 10 years or less (and align 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 non-renewable petrochemicals	Not applicable	<i>Single Attribute:</i> Contains 10% - 29% by product weight: banana fiber/ bamboo ⁴ / 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 ⁴ / 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 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 / Certified Organic / 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	Cleaning/ breakroom (solid products)/ bags/ mailing supplies	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)	Paper products	<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 in 30 days, leaving no visible or toxic residue; third-party certified for commercial composting	<i>Single Attribute:</i> Third-party certified 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	Only rechargers and alternatives to disposable batteries	Batteries or rechargers that replace or help avoid one-time-use disposables	May help you save money, reduce waste and save resources by reusing rechargeable batteries instead of throwing away disposables after one use	Laptop, cell phone, PDA batteries	<i>Single Attribute:</i> Batteries: No light green option. (We consider disposables as 'not green') Rechargers: without auto-shut-down after charging	<i>Single Attribute:</i> Batteries: Rechargeable Nickel Metal Hydride (NiMH) batteries. Rechargers: With auto-shut-down after charging	<i>Single Attribute:</i> Batteries: Rechargeable HYBRID Nickel Metal Hydride (NiMH). Rechargers: With auto-shut-down after charging and both ENERGY STAR Qualified and RoHS-compliant.
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 and save resources by reusing durable items instead of throwing away disposables after one use	Desk essentials, luggage, cups without lids	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/supporting 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/ calendars / 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 (with their specifically designed refills) instead of throwing away disposables after one use	Not applicable	<i>Single Attribute:</i> Refillable writing instruments/ calendars / journals with available refills (but with no additional relevant environmental attributes)	<i>Multiple Attribute:</i> Refillable writing instruments/ calendars / journals: Containing 10%-74% PCR ² content or 10%-74% biobased materials <i>Single Attribute:</i> Refills: All writing instrument refills	<i>Multiple Attribute:</i> Refillable writing instruments/ calendars / journals: Third party certified Ecolabeled (e.g. EcoLogo, Nordic Swan) or contains 75%-100% PCR ² or 75%-100% biobased materials. Refills: With at least one relevant additional environmental/supporting attribute (e.g. recycled/toluene-free/soy ink)

#	Icon	Save Energy	Categories	Office Depot Definition	Customer Benefit / WIFM?	Env. Norms	Light Green - Minimum specifications for 2011	Mid Green - Minimum specifications for 2011	Dark Green - Minimum specifications for 2011
11		Energy Efficient / Designed to Save Energy	Technology/ lighting/ 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	Not applicable	<i>Single Attribute:</i> Technology/lighting: 10% - 29% more energy efficient than typical alternatives (with test results) Printers: ENERGY STAR Qualified (but not duplex capable) Other: Energy-saving power strips, motion detecting sensors, programmable thermostats	<i>Single Attribute:</i> Technology/lighting: 30% - 89% more energy efficient than typical alternatives (with test results) and/or ENERGY STAR qualified (if a standard exists for the product category). Printers: ENERGY STAR Qualified and Duplex.	<i>Single Attribute:</i> Technology / lighting: Meets Energy-Forward 'Most Efficient' Rating or 90% more energy efficient than typical alternatives (with test results)
12		Renewably Powered	Technology/ lighting/ calculators/ phone and technology 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	Not applicable	<i>Single Attribute:</i> Solar powered or manually cranked items that rely on additional power to operate (e.g. battery, electricity) or non-RoHS ⁵ -compliant solar powered or manually cranked items that run 100% on renewable power.	<i>Single Attribute:</i> RoHS ⁵ -compliant solar powered or manually cranked items that do not rely on additional power (i.e. run 100% on renewable power)	<i>Single Attribute:</i> RoHS ⁵ -compliant and solar powered or manually cranked items that do not rely on additional power (i.e. run 100% on renewable power) and have other relevant green attributes/ecolabels (e.g. recycled / remanufactured etc.)
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	Not applicable	<i>Supporting attribute (no shade due to attribute alone, but may help to increase green rating if combined with other green attributes)</i> : A product may be 'carbon balanced' if a large percentage of carbon emissions associated with its production or transportation are calculated ⁶ and offset with credible offsets, credible Verified Emissions Reductions (VERs) or Green-E / Carbon Fund / Carbon Trust Certified renewable energy credits (RECs). The amount of "balancing" must be clarified: i.e. manufacturing electricity alone, manufacturing and transportation or total life cycle emissions.		

#	Icon	Safer Chemicals	Categories	Office Depot Definition	Customer Benefit / WIFM?	Env. Norms	Light Green - Minimum specifications for 2011	Mid Green - Minimum specifications for 2011	Dark Green - Minimum specifications for 2011
14		Reduced Harsh Chemicals	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	RoHS ⁵ (electronics) & AP Non-toxic (writing/crafts)	<i>Single Attribute:</i> Documented (without third party ecolabel) to have substantially less harsh chemicals than typical alternatives. For lighting: Documented to be RoHS ⁵ Compliant	<i>Single Attribute:</i> Certified to be made with substantially less harsh chemicals/materials than typical alternatives. Acceptable ecolabels include ⁷ Green Seal/ EcoLogo/ DfE/ SCS Gold/ GREENGUARD/USDA Organic/C2C Basic and Silver Certified)	<i>Single Attribute:</i> C2C ⁸ Gold Certified to use least toxic chemicals across the lifecycle
		Chemical 'X' Free	Potentially all categories	Made without a specific substance that may be considered harmful	May help safeguard human and animal health by limiting the use and/or release of a specific harsh chemical	<i>Attribute/Label:</i> CFC-Free/ Ozone Friendly	<i>Supporting attribute (no shade due to attribute alone, but may help to increase green rating if combined with other green attributes):</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): Benzidine dye Free, Bisphenol A Free (BPA-Free), Brominated Flame Retardant Free (BFR Free), Cadmium Free, Formaldehyde Free, Lead Free, Mercury Free, Perfluorinated chemicals Free (PFC Free), Phthalate Free, , Phosphate Free, Polybrominated diphenyl ether Free (PBDE Free), Polychlorinated biphenyls Free (PCB Free), Poly Vinyl Chloride Free (PVC Free), Short-chain-chlorinated paraffin Free (SCCP Free), Soy-Based Ink, Toluene Free, Volatile Organic Compound Free (VOC Free) and Xylene Free.		
15		Chlorine-Free	Paper and paper products only	Paper products that are Unbleached or bleached with Process Chlorine Free (PCF) / Total Chlorine Free (TCF) methods.	Helps reduce water required for paper production and limits potentially harmful chemicals from entering water-systems	<i>Attribute/Label:</i> Elemental Chlorine Free (ECF)	<i>Single Attribute:</i> Unbleached, Processed Chlorine Free (PCF) or Total Chlorine Free (TCF).	<i>Single Attribute:</i> Certified Processed Chlorine Free (PCF) or Certified Total Chlorine Free (TCF) by the Chlorine Free Products Association (CFPA)	No Dark Green Option.
16		Biobased/ Rapidly Renewable Formula ⁸	Liquid products, excluding food and beverage	Liquid products made with plant/tree-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 non-renewable petrochemicals	Not applicable	<i>Single Attribute:</i> 10% - 29% biobased by liquid weight of active ingredients. (Note: Palm oil/soy/other plant/tree-based formulas included if from certified responsible sources (e.g. Rainforest Alliance) or 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: Palm oil/soy/other plant/tree-based formulas included if from certified responsible sources (e.g. Rainforest Alliance) or 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 or GMO-free formula. (Note: Palm oil/soy/other plant/tree-based formulas included if from certified responsible sources (e.g. Rainforest Alliance) or supported by lifecycle analyses that show a net environmental benefit of biobased inputs)
17		Biodegradable in Water	Cleaning and breakroom supplies/ packaging peanuts/ bags	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	Paper products	No Light Green Option.	<i>Single Attribute:</i> Liquid or solid products that readily break 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.

Footnotes: ¹In our rating, all % claims must be based on weight of eco-preferable materials vs. total empty weight. | ²All recycled %'s are calculated vs. total empty weight of product. PCR refers to the postconsumer recycled content % or postconsumer recycled % equivalent (PCRe). PCRe is an Office Depot concept to "normalize" recycled %'s. PCRe = postconsumer recycled % + 1/2 postindustrial recycled (PIR) % (e.g. 30% PCR + 40% PIR = 50% PCRe. Postindustrial recycled (PIR) % must not include scrap from same production process. PCR + PIR = total recycled content. | ³Forest Stewardship Council. FSC mixed sources / FSC Pure included because FSC is referenced in Environmental Purchasing Policies of USGBC and GSA; as well as seen by many leading environmental NGOs as the "gold standard" of responsible forestry. | ⁴Bamboo fabric not included due to the trade-off toxic intensity of fabric production | ⁵RoHS 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. | ⁶In Europe carbon footprint calculation must meet PAS2050 or GRI GHG standards. | ⁷GEN: Members of Global Ecolabeling Network (www.globalecolabelling.net) / EPA DfE: US Environment Protection Agency Design for Environment / C2C: Cradle to Cradle / SCS: Scientific Certification Systems | ⁸'Formula'

Approach: We know that our 'shades of green' based Office Depot 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 attribute focused purchasing policies. We also believe there is currently no perfect system for defining 'greener products', 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 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. Relevance of the attribute is also critical - in our GreenerOffice Ratings we select attributes that directly reduce one or more key impacts of the product category. Products with many green attributes, innovative eco-design, strong ecolabels or lifecycle impact reduction may receive a higher 'shade of green' rating. Similarly, products with positive and negative environmental attributes may receive a lower shade of green (e.g. a binder made with 90% recycled content is 'dark green' based on the recycled %, however if covered with PVC, it would get a lower, mid-green rating). The main focus of our ratings is on products, not packaging products come in. However, we ask vendors who want to sell to us to minimize packaging, use recycled content and use PVC-free plastic especially for products with green attributes.

Office Depot Ecolabel Classification: Selected ecolabels for supplies, furniture, technology, cleaning products and promotional products. See www.ecolabelindex.com for more details on these ecolabels.

Introduction: This is the Office Depot Ecolabel Classification to help answer our customers questions on which ecolabels are relevant for our 'green' assortment in North America. When developing this classification, we primarily referenced ecolabels in the environmentally preferable purchasing policies of major institutional customers, government agencies, as well as input from environmental organizations. The Office Depot GreenerOffice™ Rating is influenced first by our single or multiply attribute definitions (see table titled: Office Depot GreenerOffice™ Rating), and then supplemented by our ecolabel classification. This is because we consider ecolabels to be a positive, but not mandatory aspect of a product's environmental impact reduction potential; we believe that products are greener because of underlying attributes that result in lower impact on the environment and human health vs. alternative products. Ecolabels supplement environmentally preferable attributes and are beneficial because they (1) verify the existence of one or more attributes (2) verify a product's alignment with that ecolabel's criteria and standards (3) provide added assurance on the accuracy of environmental claims.

Environmental Focus Area: Save Resources	Relevant Single Attribute Labels/ Certifications Office Depot considers 'Meet Industry Environmental Norms'	Single Attribute/Single Product Category			Multi-Attribute/Single Product Category		Multi-Attribute/Multi-Product Category		
	Relevant Single Attribute Ecolabels Office Depot considers 'Light Green'	Relevant Single Attribute Ecolabels Office Depot considers 'Mid Green'	Relevant Single Attribute Ecolabels Office Depot considers 'Dark Green'	Multi-Attribute, Single Product category ecolabels Office Depot considers 'Mid Green'	Multi-Attribute, Single Product category ecolabels Office Depot considers 'Dark Green'	Relevant Multi-Attribute/Multi-Product category ecolabels Office Depot may consider 'mid or dark green' depending on what attributes ecolabel covers			
Recycled		 SCS Recycled (10% - 29% PCR) scscertified.com	 SCS Recycled (30% - 89% PCR) scscertified.com	 SCS Recycled (90% - 100% PCR) scscertified.com  FSC - 100% Recycled sc.org	Furniture   level the BIFMA sustainability standard levelcertified.org	 Global Ecolabelling Network globalecolabelling.net  EcoLogo ecologo.org  Green Seal greenseal.org  EU Flower - European Union ec.europa.eu/environment/ecolabel  Nordic Swan - Scandinavia nordic-ecolabel.org  Blue Angel - Germany blauer-engel.de/en  Eco Mark - Japan ecomark.jp/english  Green Label - Hong Kong greencouncil.org/eng  Green Label - Hong Kong greencouncil.org/eng Etc.  Cradle to Cradle mbdc.com  UL Environment ulenvironment.com			
Remanufactured/ Refurbished	 Standardized Test Methods Committee i-tc.org				Furniture  level the BIFMA sustainability standard www.levelcertified.org				
Recycling Solution									
Designed for Recyclability									
Responsible Forestry	 SFI sfiprogram.org  FSC Controlled Wood fsc.org  CSA csasfmforests.ca  PEFC pefc.org	 Rainforest Alliance (for fiber) rainforest-alliance.org  FSC - Mixed Sources fsc.org	 Forest Steward Ship Council (FSC) - Pure fsc.org	 Forest Steward Ship Council - 90- 100% FSC Wood Board fsc.org					
Biobased/ Rapidly Renewable Materials		 Vincotte 20% and 40% Biobased okcompost.be	 Vincotte 40% and 60% Biobased okcompost.be  Vincotte 60% and 80% Biobased okcompost.be	 Vincotte >80% Biobased okcompost.be  Non-GMO Project nongmoproject.org					
Compostable			 DIN Certco dincertco.de/en  BPI bpiworld.org  Vincotte OK Compost okcompost.be	 USDA Organic ams.usda.gov  FSC - Certified Bamboo sc.org					
Rechargeable / Recharger			 ENERGY STAR energystar.gov	 Vincotte Home okcompost.be  Vincotte Soil okcompost.be					
Reusable				 USDA Organic ams.usda.gov  Non-GMO Project For bio-based reusable bags nongmoproject.org					
Refillable / Refill									
Save Energy	Ecolabels that Meet Industry Norms, in OD's view	Ecolabels OD considers Light Green	Ecolabels OD considers Mid Green	Ecolabels OD considers Dark Green					
Energy Efficient / Designed to Save Energy			 ENERGY STAR energystar.gov	 Energy Forward energyefficientelectronics.org					
Renewably Powered									
Carbon-Balanced		 Green-e www.green-e.org  Carbon Fund www.carbonfund.org  Carbon Trust carbontrust.com							
Safer Chemicals	Ecolabels that Meet Industry Norms, in OD's view	Ecolabels OD considers Light Green	Ecolabels OD considers Mid Green	Ecolabels OD considers Dark Green					
Reduced Harsh Chemicals	 AP Certified Non-Toxic acminet.org	 SCS Indoor Advantage scscertified.com	 SCS Indoor Adv. Gold scscertified.com  US EPA Dfe epa.gov/dfe  GREENGUARD greenguard.org	 USDA Organic ams.usda.gov					
Chemical 'X' Free									
Chlorine-Free			 Certified Process Chlorine Free chlorinefreeproducts.org  Certified Total Chlorine Free chlorinefreeproducts.org						
Biobased/ Rapidly Renewable Formula ⁸				 USDA Organic ams.usda.gov  Non-GMO Project nongmoproject.org					
Biodegradable in Water		 Vincotte Water okcompost.be  SCS Biodegradable in Water scscertified.com							

Approach: We acknowledge that the notions 'meets industry environmental norms' and 'shades of green' in the table above reflect value judgments which may be considered undesirable by some ecolabels / stakeholders. However, our classification above represents Office Depot's perspective on the priorities of our current major institutional buying segments. As ecolabels become wide spread or the norm within their product categories, their 'shade of green' may also change with updates to the rating system. In the future, based on feedback from Office Depot customers, views expressed by important stakeholders and adjustments in criteria or standards for specific ecolabels, we may update our ratings and ecolabel classification. We will periodically update the 'shades of green' to reflect ecolabels that represent environmental leadership and practices beyond industry environmental norms. Any updates will be reflected in our annual Green Book catalog of environmentally preferable products which is released annually in North America, as well as updated releases of the GreenerOffice™ Ratings.