

## OFFICE DEPOT TAKES CARE OF BUSINESS BY MAKING “GREEN” A PRIORITY

Office Depot's Environmental Vision is “To Increasingly Buy Green, Be Green and Sell Green.” In alignment with this commitment, the Company has developed and implemented a number of “green” initiatives that have improved Office Depot's sustainability, while reducing our environmental footprint and simultaneously cutting costs. For Office Depot, “being green” has increasingly meant “saving green,” and the Company is focused on sharing its learnings with small and large business customers across the globe. Following is an overview of Office Depot's efforts in the area of environmental sustainability.

### “Green” Merchandising

- **The Green Book™:** The Office Depot Green Book is a catalog of approximately 3,000 products featuring environmental attributes. When first launched in 2003, The Green Book contained just 1,200 products and limited educational content. Only five years later, the Company's product assortment has nearly tripled. Additionally there are more than 10 pages of tips, buying guides and recommendations on how to be “green.” The Green Book is tailored to the Company's business customers and is also available online via a virtual catalog. Learn more at [www.officedepot.com/greenbook](http://www.officedepot.com/greenbook).
- **Office Depot Green:** Office Depot is the first retailer in the office supply industry to introduce a green brand. With more than 4,000 products featuring environmental benefits currently in the Company's merchandising assortment -- ranging from recycled paper and remanufactured ink cartridges to solar charging backpacks and Compact Fluorescent Lights (CFLs) -- Office Depot is creating a special brand dubbed Office Depot Green. The line will launch in April 2008 just in time for Earth Day.
- **Buy Green:** Shopping for “green” products has never been simpler or more convenient. With an ecommerce business bringing in sales of \$4.8 billion in the last 12 months, it is important for Office Depot to offer our customers the option to shop from an assortment of “green” products exclusively. To accommodate them, Office Depot launched its Buy Green site in 2007 at [www.officedepot.com/buygreen](http://www.officedepot.com/buygreen).
- **Greener Office™:** Office Depot launched the Greener Office in 2007 to help customers better understand the Company's wide range of environmentally-preferable products and services. The Greener Office showcases the many options available to green an office, including low-emitting chemical furniture, recycled content chairs, recycled paper, Compact Fluorescent Lights, tree-free storage and more. To view the Greener Office, go to <http://mediarelations.officedepot.cc/environment> and click on Greener Office.
- **Green Customer Awards:** To continue to deliver innovative green solutions for the Company's business customers, an awards program was launched in the U.S. for customers that drove the highest demand for green products. In 2006, the following five Office Depot customers were recognized for increasingly buying green: JPMorganChase, Massachusetts Institute of Technology, Southwest Airlines, U.S. Communities and Wilson Sonsini Goodrich & Rosati.

- **Buying Green for Office Depot Internal Use:** In order to “walk the talk,” Office Depot actively purchases green office supplies for its own internal operations and has implemented a number of green policies at our stores and corporate headquarters. This includes a policy mandate to use 35% post consumer recycled paper in all suitable black and white operations and use of Energy Star-qualified technology at the Company’s global headquarters. With an overall “green spend percentage” of 46% in North America in 2006, Office Depot was its own “greenest customer.”

### “Green” Services

- **Ink and Toner Cartridge Recycling Program:** Since 2003, Office Depot has offered its U.S. retail and business customers the opportunity to recycle their empty ink and toner cartridges. Within the retail channel, customers are asked to return empty cartridges to the store and in exchange receive a \$3 coupon to use towards their next purchase. In the first two years of the program, Office Depot recouped more than 15 million cartridges, and since then has received several million per year.
- **Tech Recycling Service:** In response to the growing amount of electronic waste in the U.S., Office Depot launched its Tech Recycling Program in 2007. The program, offered in Office Depot retail stores nationwide, followed several successful pilot programs. The service permits Office Depot customers to purchase a Tech Recycling box at their local store for a nominal fee and fill it with an unlimited amount of old technology items. Office Depot takes care of the old technology from there and works with a recycling partner to turn the e-waste into reusable materials, such as glass, copper, plastic and aluminum. More information is available at [www.officedepot.com/techrecycling](http://www.officedepot.com/techrecycling).

### Reducing Energy and Greenhouse Gases

By investing over \$20 million in energy and efficiency initiatives, Office Depot reduced its electricity usage and absolute carbon-dioxide emissions from its North American facilities by over 10% between 2005 and 2006. The Company simultaneously avoided an estimated \$6.2 million in electricity costs thanks to the efficiency improvements. This great improvement was achieved despite a 4.5% increase in facilities under management. The main methods by which the efficiency gains were achieved included:

- **Energy-Efficient T5 Lighting:** Office Depot upgraded the majority of the Company’s North American retail stores and warehouses to T5 high-output fluorescent lighting, which is 35 % more efficient than traditional, incandescent lighting.
- **Energy Management System:** The Company upgraded its Energy Management Systems to allow facility and store managers to obtain real-time data and optimize energy usage (i.e. track energy usage and trends from a central location; set temperature at the most efficient energy setting; identify energy-use anomalies; and centralize alarm notification when anomalies do occur, allowing Office Depot to fix issues remotely or notify store managers/vendors immediately).
- **Office Depot Global Data Center:** Office Depot implemented a number of initiatives over the past three years to make the Company’s Data Center “Best in Class” for the industry, including: retro-fitting all raise floor openings to increase the efficiency of the HVAC system; installing individual circuit monitoring systems

in order to better understand and control how much power is being used; and including power and cooling criteria on the scorecard for evaluating server and central processing units.

- **Renewable Energy Credits:** To supplement the Company's aggressive efforts to reduce carbon-dioxide emissions on an absolute basis, Office Depot also supports the growth of clean renewable energy. In 2006, Office Depot purchased nearly 72 million kilowatt hours (kWh) of electricity from renewable energy credits, which represents approximately 12% of our total electricity consumption in North America.

### **Reducing Fuel and Greenhouse Gases**

In addition to greenhouse gas reduction in the Company's facilities, Office Depot has also worked to aggressively reduce greenhouse gas emissions from transportation. Between 2005 and 2006, Office Depot reduced absolute greenhouse gas emissions from transportation by 9.4% in North America. As a result of these dramatic results combined with the Company's active participation in the Environmental Protection Agency's SmartWay Transportation Partnership, Office Depot was selected as one of just 34 companies (out of more than 600 partners) to receive the EPA's Environmental Excellence Award. Office Depot's greenhouse gas emissions reductions were achieved as a result of the following:

- **Sprinter Vehicles:** Over the past several years, Office Depot has been replacing its fleet of "box trucks" to ultra-low-emission "sprinter" vehicles, which are on average 40% more fuel-efficient than their predecessors and get an estimated 15 or more miles per gallon.
- **Roadnet Transportation Technology:** Office Depot upgraded its software to Roadnet Transportation technology for customer deliveries. This sophisticated software helps arrange delivery routes in order to maximize the number of packages on each route while minimizing the distance traveled. The new technology has helped reduce transportation costs and fuel consumption by approximately 30%.
- **Greenhouse Gas Emissions:** As a result of the aforementioned initiatives, Office Depot reduced its Greenhouse Gas Emissions by 9.4% in 2006 alone.

### **Solid Waste Reduction**

- **Reducing Waste and Recycling:** Office Depot established a chain-wide recycling program in its North American retail stores to recover paper, cardboard, plastic and metal. Each of Office Depot's 1200-plus locations features a corrugate bailer for collected corrugate bailing and compacting.
- **Global Headquarters:** Office Depot has created a waste program at its global headquarters in Delray Beach, Florida, which handles nearly 80% of our total end-of-life materials. Additionally, in an effort to increasingly educate the associate population, Office Depot continues to host waste awareness events on campus to increase education and recovery.

### **Building "Green"**

To further reduce waste, energy and fuel related to construction, Office Depot became a member of the United States Green Building Council (USGBC) in 2007. The

Company immediately established its leadership in the category by agreeing to participate in the Retail Volume Working Group, an exclusive pilot program through which we will aim to have all future store locations certified to the USGBC's Leadership in Energy and Environmental Design (LEED) standards.

- **“Green” Store:** Office Depot was the first retailer to break ground – in February 2008 – on a store registered under this innovative Volume Certification Program. The store, which will be Leadership in Energy and Environmental Design (LEED) Certified upon completion in summer 2008, is located in Austin, Texas. It will use significantly less energy in its daily operations, contain fewer chemicals and leave a much smaller environmental footprint than the typical building of its size. The Austin, TX location will be Office Depot's most energy efficient retail store in the Company's entire North American retail chain.
- **Features of the Austin, TX “Green” Store:** T5 Energy-Efficient Lighting throughout the store; high-efficiency heating, ventilation and air conditioning (HVAC) units and insulation; sensors in break rooms, restrooms and managers' offices that automatically shut off lighting when rooms are not occupied; steel decking and steel joists in the store, are composed of 60-100% recycled steel; water-efficient fixtures to reduce the buildings overall water use by 30%; polished concrete floors, made of 60% recycled material, which helps to divert a large amount of construction materials from landfills; interior partitions that are composed of more than 95% recycled materials; 52 Active Skylights that adjust with the path of the sun, providing natural light for 75% of the store; a highly-reflective membrane on the roof so that heat from the sun is not absorbed by the roof; low-emitting materials including the carpet, paint, and adhesives within the store; and finally, the construction team will source more than 20% of the materials used from manufacturers within 500 miles of the site and reducing the fuel required for transportation.

### **Additional Sustainable Practices**

- **Forest & Biodiversity Conservation Alliance:** In 2004, Office Depot launched the Forest & Biodiversity Conservation Alliance – a five-year, \$2.2 million initiative to develop information, standards and tools for forest and biodiversity conservation – with three of the world's most respected science-driven conservation organizations: Conservation International, NatureServe and The Nature Conservancy. The Alliance reflects one of the largest-ever commitments by a corporation to work with conservation groups to support sustainable forestry. The Company's funding helps support the development of new scientific tools, data and processes for sustainable forestry.
- **Environmental Paper Purchasing Policy:** In 2003, Office Depot launched the Company's landmark Environmental Paper Purchasing Policy, which focuses on increasing post-consumer recycled content of paper, increasing the number of recycled products in the Company's assortment, continuing to encourage recycling, reducing pollution, and encouraging well-managed forest; among other practices. The full policy is available at [www.officedepot.com/environment](http://www.officedepot.com/environment).

### **Awards and Recognition**

Office Depot has been recognized as a trailblazer in the office products industry and continues to develop innovative environmental programs. The Company's achievements

in the area of sustainability have resulted in wide recognition from a number of independent third parties. Some of the prestigious environmental awards and lists that have featured Office Depot over the past five years, include the following:

- 100 Best Corporate Citizens 2008, 2007, 2006 – Corporate Responsibility Officer
- Dow Jones Sustainability Index Member 2007, 2006, 2005
- SmartWay Transportation Partnership, Excellence Award Winner 2007 – U.S. EPA
- Top 10 Retailer in Green Power Partnership 2007, 2006 – U.S. EPA
- Flex Your Power Award for Energy Efficiency Leadership 2007 – California Public Utilities Commission
- Environmental Reseller of the Year 2007, 2006, 2005 – Office Products International
- International Green Apple Award 2007 – The Green Apple Organization
- Multi-Channel Marketer, 2005, 2006 Silver Award for The Green Book
- Corporate Stewardship Award 2005, U.S. Chamber of Commerce Center for Corporate Citizenship
- Outstanding Retailer Award for Environmental Performance, International Council of Shopping Centers, 2004 – U.S. EPA

### **Resources**

- Office Depot Buy Green Site: [www.officedepot.com/buygreen](http://www.officedepot.com/buygreen)
- The Green Book: [www.officedepot.com/greenbook](http://www.officedepot.com/greenbook)
- Office Depot 2007 Corporate Citizenship Report: [www.officedepot.com/corporatecitizenship](http://www.officedepot.com/corporatecitizenship)
- Environmental Programs: [www.officedepot.com/environment](http://www.officedepot.com/environment)

For additional press materials about Office Depot and our commitment to the environment, please visit <http://mediarelations.officedepot.cc/environment>.

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