

Staples Chemicals Policy

Our commitment

Staples is committed to offering our customers quality products that improve their work life experiences while being safe for them and the environment. Some chemicals, while serving a useful function in products, may potentially pose hazards to human health or the environment. This policy describes the actions Staples will take – in collaboration with our suppliers – to identify the presence of chemicals of concern¹ in products and support innovations that result in an orderly transition to safer alternatives.

Scope and prioritization

This policy applies to all product brands owned by Staples and to national brand products sold through U.S. Staples Business Advantage, staples.com, and Quill. We will implement this policy in a prioritized fashion based on product sales volumes, customer and other stakeholder concerns, the availability and feasibility of safer alternatives, and the latest scientific research.

Staples has created a [Priority Chemicals of Concern List](#)² to help focus our efforts and those of our suppliers during the implementation of this policy. The list identifies both specific chemicals and chemical classes that are priorities for safer alternatives innovation. The list also indicates associated product categories that are a priority focus for Staples, including formulated products³ and certain types of articles⁴.

Product design

We seek to work with product suppliers who are actively working to identify and use safer chemicals across their product portfolios while meeting key product performance needs. To support this objective, we will:

- share this policy and our Priority Chemicals of Concern List with our key suppliers;
- ask our suppliers to identify which products contain chemicals of concern and those that are below specific thresholds or free of intentionally added chemicals of concern;
- encourage our suppliers to work with their raw material suppliers to identify alternatives that are safer for our customers and the environment, using the most credible science and hazard evaluation tools available;
- encourage our suppliers to seek credible third-party certifications that support safer and more environmentally responsible chemistry for their products and help us promote certified products to our customers; and
- remain engaged in initiatives to advance green chemistry and encourage our suppliers to do the same.

Transparency

We seek to improve our understanding of the chemicals and materials in the products we sell and measure our progress in implementing this policy. We will encourage our suppliers to provide information on the chemicals in the products they sell to Staples to help us identify innovation opportunities for transitioning to safer alternatives.

In addition, our customers increasingly want transparency into the chemical ingredients in the products they purchase. Therefore, we will encourage our suppliers to provide chemical information on their packaging and/or web sites and to openly share information about chemicals on our Priority Chemicals of Concern List with customers when requested.

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Policy definitions

¹ **Chemicals of concern** are any chemicals that show one or more of the following intrinsically hazardous properties as listed below and/or chemicals present in one or more of the authoritative lists described below

Properties marking chemicals of concern (one or more):

- Persistent, bio-accumulative and toxic (PBT);
- Carcinogenic, mutagenic and toxic for reproduction (CMR);
- Endocrine disrupters (ED)
- Neurotoxin
- Sensitizer
- Exhibit high acute or chronic toxicity through primary routes of exposure

Authoritative lists identifying chemicals of concern include the following:

- Chemical Footprint Project Chemicals of High Concern List
- ChemSec SIN List
- European Union
 - Endocrine Disrupters – Ranked Priority List - Human Health Categorizations 1 and 2.
 - Interim Strategy for Management of Persistent Bioaccumulative Toxic (PBT) and very persistent bioaccumulative (vPvB) substances.
 - SCCS Fragrance Allergens
 - REACH (1907/2006): Annex II – Cosmetics Regulation, Annex XIV – Substances Subject to Authorisation, Annex XV – Candidate List of Substances of Very High Concern for Authorisation, Annex XVII Appendices 1 and 2 – Carcinogens Categories 1A and 1B, Annex XVII Appendix 4 – Mutagens Category 1B, Annex XVII Appendices 5 and 6 – Reproductive Toxicants Categories 1A and 1B
- International Agency for Research on Cancer
 - Group 1 (Carcinogenic to Humans), 2A (Probably Carcinogenic to Humans) and 2B (Possibly Carcinogenic to Humans)
- U.N. Environment Programme: Stockholm Convention on Persistent Organic Pollutants (POPs)
- U.S. EPA: Priority PBT List, TRI PBT Chemicals, National Waste Minimization Program – Priority Chemicals
- U.S. National Toxicology Program: Report on Carcinogens – Known to be Human Carcinogens and Reasonably Anticipated to be Human Carcinogens
- U.S. State of California: Proposition 65 – Developmental and Reproductive Toxicants, Carcinogens
- U.S. State of Maine: Chemicals of High Concern and Priority Chemicals
- U.S. State of Minnesota: Chemicals of High Concern and Priority Chemicals
- U.S. State of Washington: Chemicals of High Concern to Children (CHCC) and Persistent Bioaccumulative Toxins

² **Staples Priority Chemicals of Concern List** is a list of specific chemicals and/or chemical classes of concern that have been prioritized for elimination in products sold by Staples due to the combination of the presence of chemicals in product categories we sell, customer and stakeholder concerns raised about these chemicals, and level of scientific knowledge of the potentially hazardous properties of these chemicals.

³ **Formulated products** are defined as a preparation or mixture of chemical substances that can be gaseous, liquid, or solid. Examples include cleaning chemicals, soaps, lotions, shampoos, adhesives, laundry detergents, etc. For the purposes of this policy, formulated products also include products that have a chemical mixture enclosed in a container that is designed to contain and deliver them, including writing instruments and similar items.

⁴ **Articles** are defined as objects which during production are given a special shape, surface or design which determines their function to a greater degree than their chemical composition. Examples include furniture, electronics, binders, etc.