

▶ **College Of The Desert
Q1 2010 – Q4 2010**

Agenda

1. Recycled/Remanufactured & Other Green Attributes Spend Report
2. Green Attributes & Shades of Green Introduction
3. Total Spend by Shades of Green
4. Top Five Categories by Total Spend
5. Ink & Toner Spend by Shades of Green
6. Cut Sheet Paper Spend by Shades of Green
7. Paper Alternatives Environmental Impacts/Benefits Report

Appendix: Greener Alternatives Recommendations

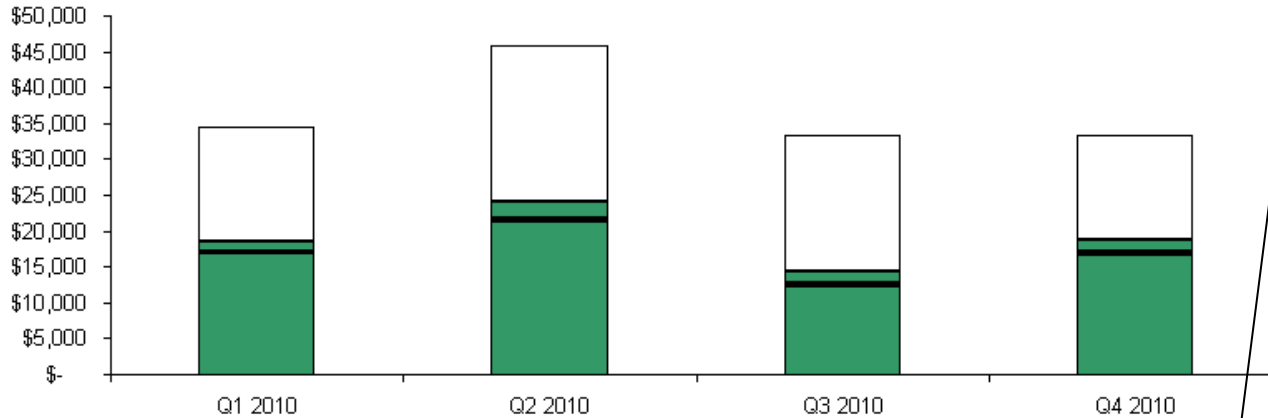
In Q410, 51.6% of College Of The Desert's total spend with Office Depot was on Recycled / Remanufactured items, up 13.4% from Q310. Also, 4.4% was on items with Other Green Attributes (e.g. Energy Efficient, Refillable, Reduced Harsh Chemicals, etc.)



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Recycled / Remanufactured & Other Green Attributes Spend Report

Summary Graph



44% of total spend was "outside of green spend": potential opportunity to increase green spend

Detailed Chart

All Products by Green Attribute	Q1 2010		Q2 2010		Q3 2010		Q4 2010		Total Quarters	
	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value
Outside of Green Spend	\$ 16,138	46.7%	\$ 21,890	47.7%	\$ 18,816	56.6%	\$ 14,728	44.0%	\$ 71,573	48.6%
Other Green Attributes	\$ 1,192	3.5%	\$ 2,198	4.8%	\$ 1,766	5.3%	\$ 1,463	4.4%	\$ 6,620	4.5%
Remanufactured	\$ 302	0.9%	\$ 586	1.3%	\$ 506	1.5%	\$ 654	2.0%	\$ 2,048	1.4%
Recycled	\$ 16,912	49.0%	\$ 21,202	46.2%	\$ 12,181	36.6%	\$ 16,590	49.6%	\$ 66,885	45.5%
Total Green Spend & Percent:	\$ 18,406	53.3%	\$ 23,986	52.3%	\$ 14,453	43.4%	\$ 18,708	56.0%	\$ 75,553	51.4%
Total Overall Spend & Percent:	\$ 34,545	100%	\$ 45,876	100%	\$ 33,270	100%	\$ 33,435	100%	\$ 147,126	100%

Other Green Attributes: Responsible Forestry (FSC), Rapidly Renewable, Refillable, Refills, Reusable, Rechargeable, Recharger, Compostable, Refurbished, Recycling Solution, Energy Efficient, Helps Conserve Energy, Renewably Powered, Carbon-Balanced, Reduced Harsh Chemicals/Materials, Biobased / Biodegradable, Chlorine-Free. Note: If an item also contains recycled content, its spend is captured in recycled

Recycled: Includes products with recycled content of 10% postconsumer recycled content or 20% total recycled to 100% postconsumer recycled content.

Remanufactured: Includes remanufactured ink & toner cartridges

Note: Office Depot maintains a database of environmental attributes, specifications & certifications based on vendor claims. The tables shown are fully reliant on these vendor claims. Spend is defined as sales, net of returns.

► Office Depot Green Product Attributes [See Green Book 2009 p12 for Explanations]

REDUCED WASTE AND PRESSURE ON RESOURCES



Recycled



Remanufactured



Recycling
Solution



Responsible
Forestry



Rapidly
Renewable



Bio-based/
Compostable



Reusable



Refillable



Rechargeable

REDUCED ENERGY &
CARBON EMISSIONS



Energy
Efficient



Renewable
Power



Carbon-balanced

REDUCED HARSH CHEMICALS IN
MANUFACTURE, USE & DISPOSAL



Reduced Harsh
Chemicals



Chlorine-free

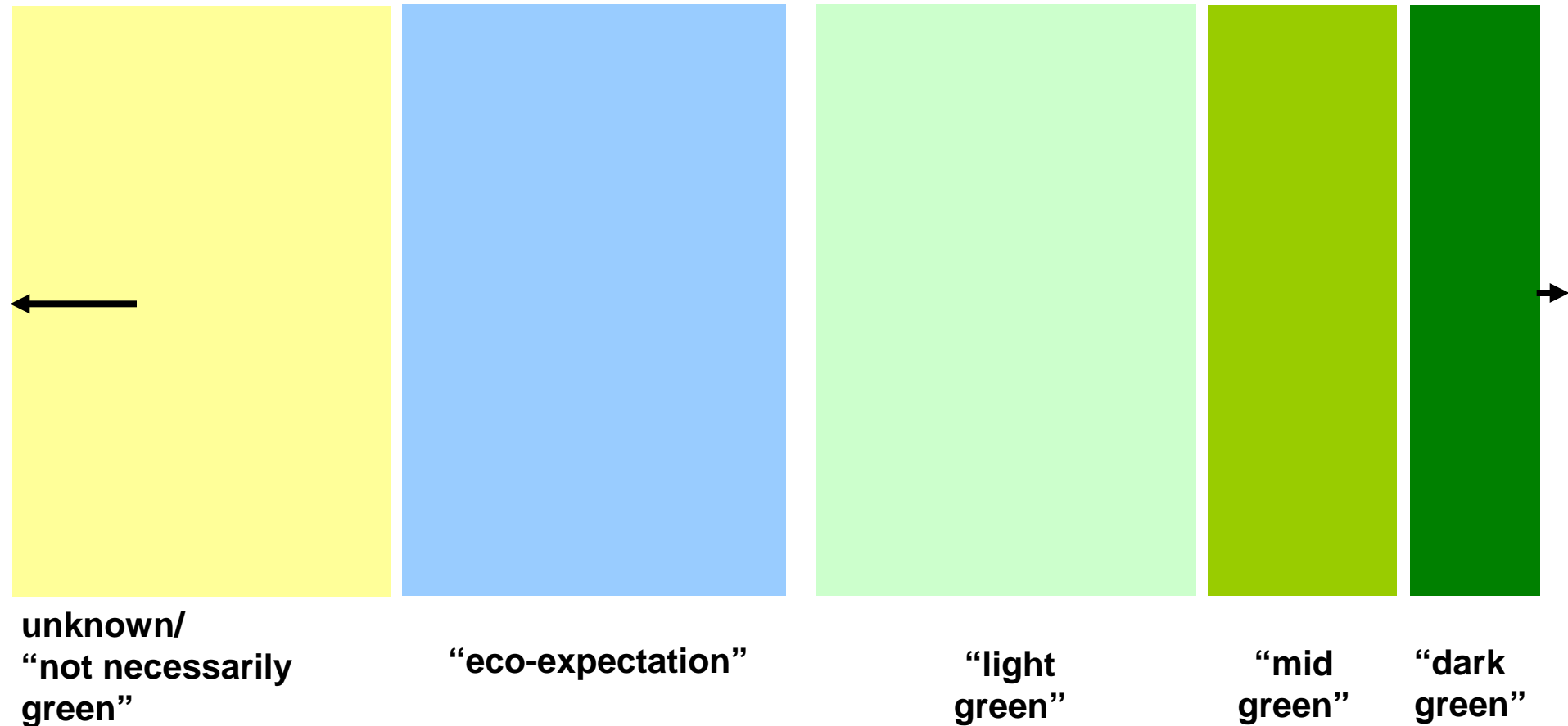


Bio-based/
Biodegradable

Office Depot Shades of Green Introduction

Our Perspective: There are only Shades of Green

Items are NOT binary – “green” or “not green”, there is a continuum



Office Depot Shades of Green in Action: Paper Example

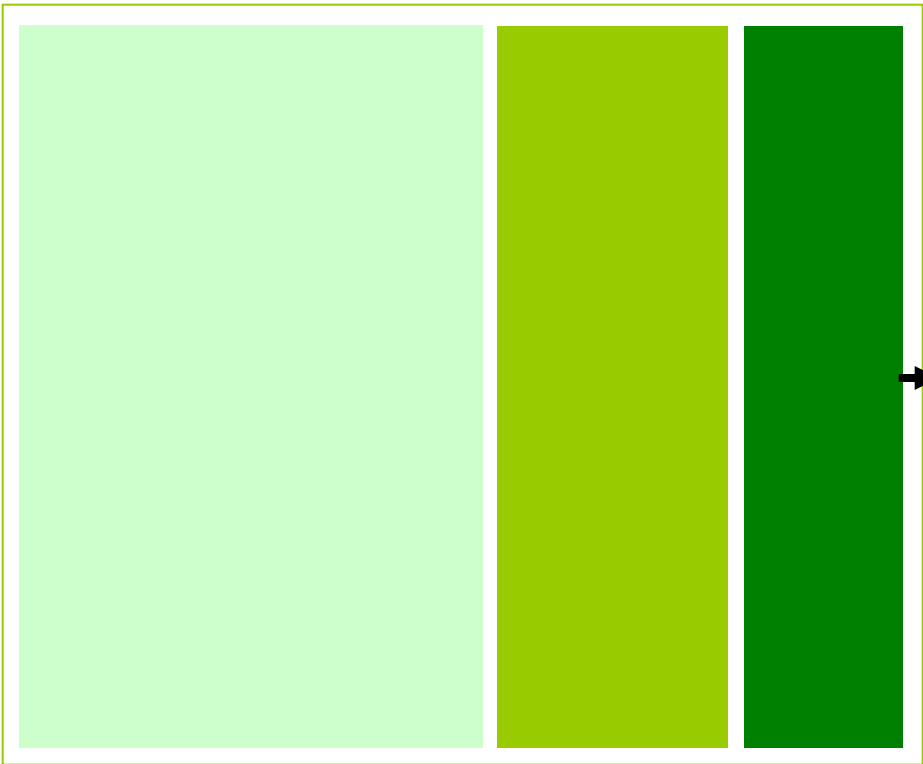
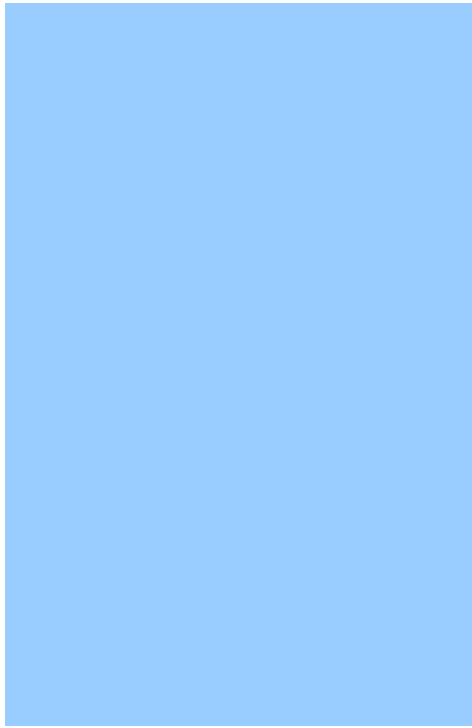
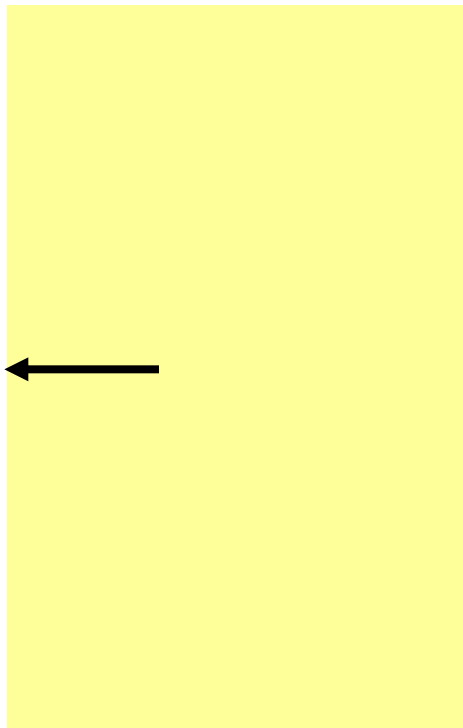
No Forest Certification
& 0% Recycled Content

SFI/CSA/PEFC Certified
[This is an OD expectation for paper]

FSC Certified/
10-29% PC Recycled

30-89%PC
Recycled

90-100PC
Recycled



**unknown/
not necessarily
green**

eco-expectation

**light
green**

**mid
green**

**dark
green**

▶ **Total Spend by Shades of Green**
Q1 2010 – Q4 2010

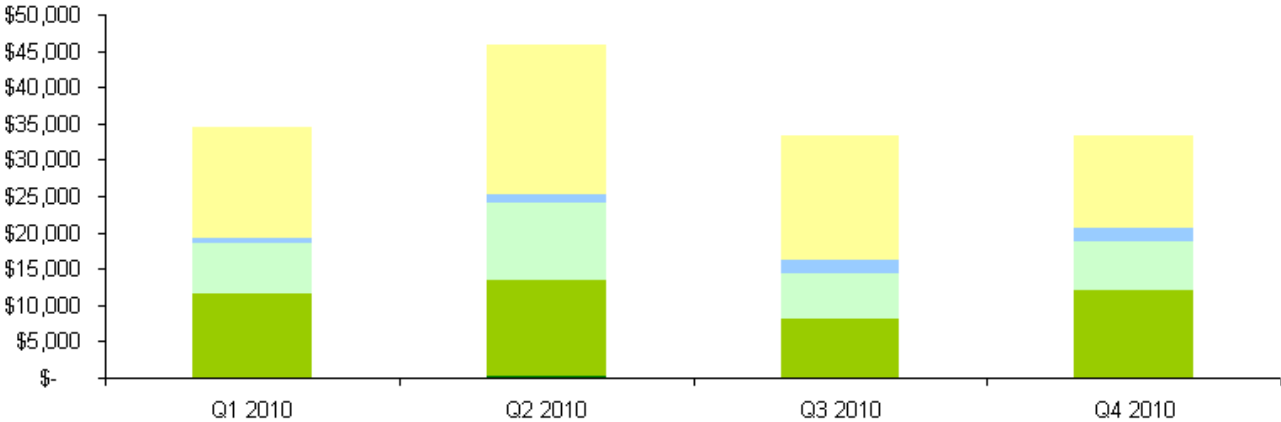
In Q410, 56% of College Of The Desert's spend with Office Depot was on items with green attributes within Office Depot Shades of Green. 20% of spend could be considered Light Green, 35.7% Mid Green and 0.2% Dark Green.



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Total Spend by Office Depot Shades of Green©

Summary Graph



From Q310 to Q410, total green spend percentage went up 12.5%.

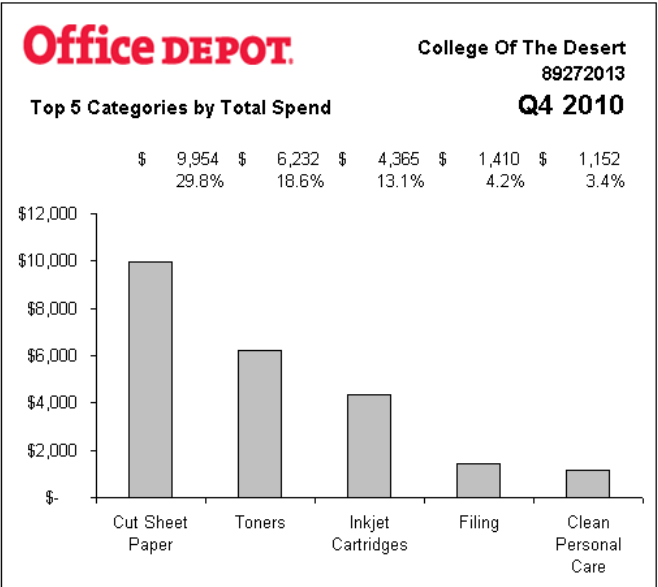
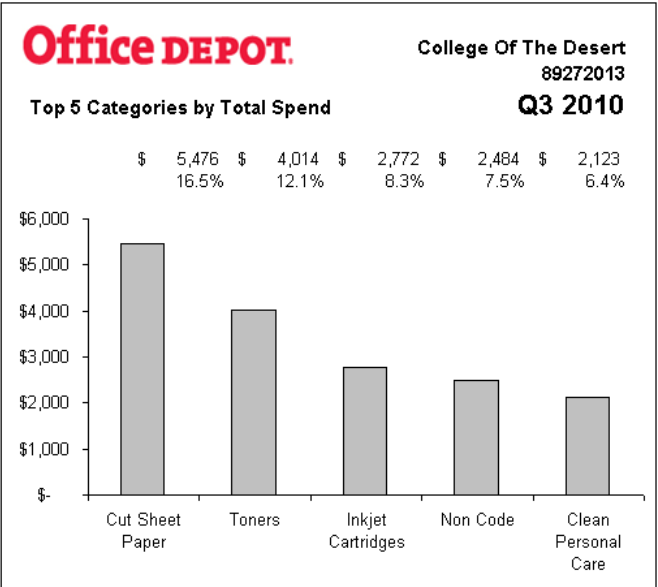
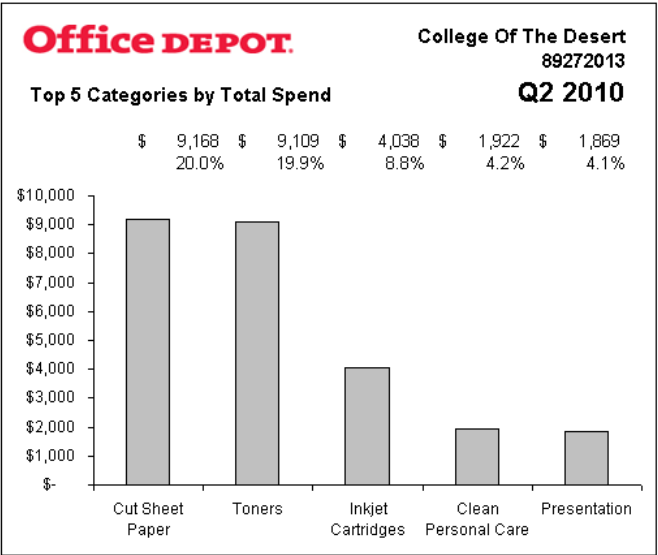
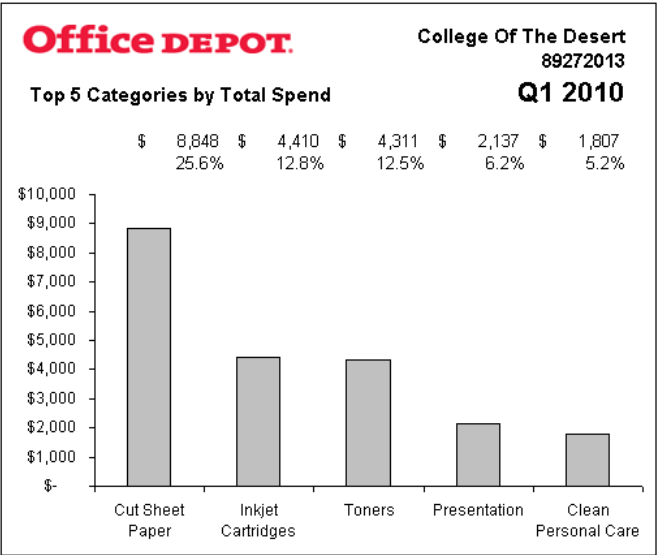
Total green spend for the year to date was 51.4%.

Detailed Chart

All Products by Office Depot Shades of Green ©	Q1 2010		Q2 2010		Q3 2010		Q4 2010		Total Quarters	
	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value
Unknown / Not Necessarily Green	\$ 15,397	44.6%	\$ 20,567	44.8%	\$ 16,986	51.1%	\$ 12,934	38.7%	\$ 65,883	44.8%
Eco Expectations	\$ 742	2.1%	\$ 1,324	2.9%	\$ 1,830	5.5%	\$ 1,794	5.4%	\$ 5,690	3.9%
Light Green	\$ 6,769	19.6%	\$ 10,612	23.1%	\$ 6,342	19.1%	\$ 6,700	20.0%	\$ 30,424	20.7%
Mid Green	\$ 11,600	33.6%	\$ 13,186	28.7%	\$ 8,092	24.3%	\$ 11,948	35.7%	\$ 44,825	30.5%
Dark Green	\$ 38	0.1%	\$ 188	0.4%	\$ 19	0.1%	\$ 60	0.2%	\$ 304	0.2%
Total Green Spend & Percent:	\$ 18,406	53.3%	\$ 23,986	52.3%	\$ 14,453	43.4%	\$ 18,708	56.0%	\$ 75,553	51.4%
Total Overall Spend & Percent:	\$ 34,545	100%	\$ 45,876	100%	\$ 33,270	100%	\$ 33,435	100%	\$ 147,126	100%

Eco Expectations: Meets minimum Office Depot environmental standards or certifications for category; i.e. SFI (Sustainable Forestry Initiative) Certified.
Note: Office Depot maintains a database of environmental attributes, specifications & certifications based on vendor claims. The tables shown are fully reliant on these vendor claims. Spend is defined as sales, net of returns.

In Q410, out of \$33,435 total spend by College Of The Desert on Office Depot products: 29.8% was Cut Sheet Paper; 18.6% was Toners; 13.1% was Inkjet Cartridges, 4.2% was Filing and 3.4% was Clean Personal Care.



In Q410, 69.1% and \$23,113 of College Of The Desert's spend is in 5 categories.

Highest opportunity for increased green spend in Cut Sheet Paper and Toners, which was 48.4% of total spend.

Note: Spend is defined as sales, net of returns.

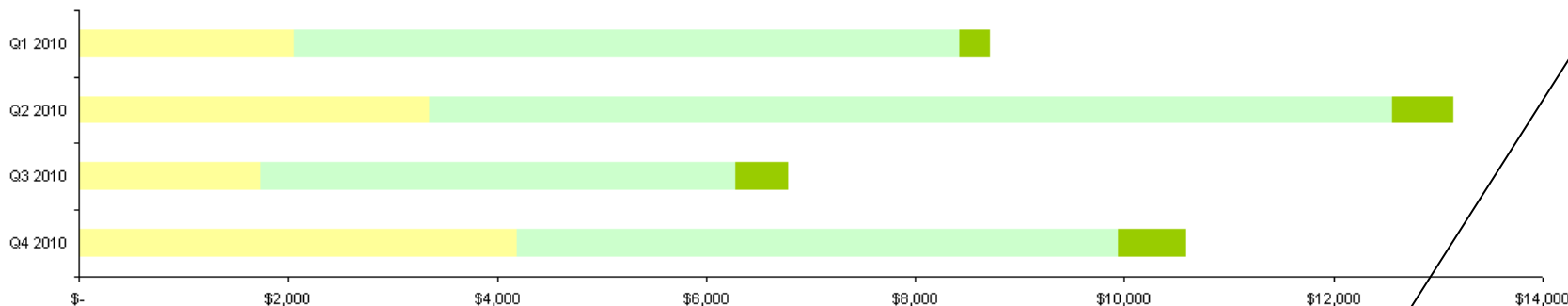
▶ **Ink & Toner by Shades of Green**
Q1 2010 – Q4 2010

Ink & Toner: In Q410, 60.4% of College Of The Desert's ink & toner spend was green, down 13.9% from Q310. 6.2% of Ink & Toner spend was remanufactured and 54.2% was recycled. No ink & toner recycling boxes were ordered.

Office DEPOT.

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Ink & Toner Spend by Office Depot Shades of Green©



Approx. \$4K, 39.6%, outside of Shades of Green

Detailed Chart

Type of Ink & Toner Office Depot Shades of Green©	Q1 2010		Q2 2010		Q3 2010		Q4 2010		Total Quarters	
	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value
Unknown / Virgin Plastic [Not Necessarily Green]	\$ 2,057	23.6%	\$ 3,354	25.5%	\$ 1,747	25.7%	\$ 4,199	39.6%	\$ 11,357	28.9%
10%-29% Post Consumer Recycled (PCR)* [Light Green]	\$ 6,361	72.9%	\$ 9,207	70.0%	\$ 4,532	66.8%	\$ 5,745	54.2%	\$ 25,845	65.8%
Remanufactured [Mid Green]	\$ 302	3.5%	\$ 586	4.5%	\$ 506	7.5%	\$ 654	6.2%	\$ 2,048	5.2%
Remanufactured & Ecologo Certified [Dark Green]	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%

Total Ink & Toner Green Spend & Percent:	\$ 6,663	76.4%	\$ 9,792	74.5%	\$ 5,039	74.3%	\$ 6,399	60.4%	\$ 27,893	71.1%
Total Ink & Toner Overall Spend & Percent:	\$ 8,720	100%	\$ 13,147	100%	\$ 6,786	100%	\$ 10,598	100%	\$ 39,251	100%

Top SKU purchased by Spend:		SKU	Spend	Qty	% spend	lbs.	Attribute	Toner Recycling	Ink Recycling
Q1 2010	INK_HP 96/97, COMBO, BLACK/COLOR	961679	\$ 1,329	21	15.2%	8	Recycled	0 box(s)	0 box(s)
Q2 2010	CARTRIDGE, LASERJET 4600, YELLOW	319209	\$ 737	4	5.6%	16	Recycled	0 box(s)	0 box(s)
Q3 2010	TONER, HP CC364X, BLACK	392505	\$ 579	2	8.5%	15	Recycled	0 box(s)	0 box(s)
Q4 2010	INK_HP 96, TWIN PACK, BLACK	112999	\$ 820	14	7.7%	5	Unknown / None	0 box(s)	0 box(s)

SKU 112999 was 7.7% of ink & toner spend.

*Includes Actual PCR Content or PCR Equivalent (PCR_e%) where PCR_e = PCR% + 1/2 Post Industrial Recycled Content (PIR%), e.g. 30% PCR + 40% PIR = 50% PCR_e

Ink & Toner Recycling: Toner Recycling (LASER TONER RECYCLING BOX SKU 650988) and Ink Recycling (INK RECYCLING BOX SKU 621558)

Note: Office Depot maintains a database of environmental attributes, specifications & certifications based on vendor claims. The spend tables shown are fully reliant on these vendor claims. Spend is defined as sales, net of returns.

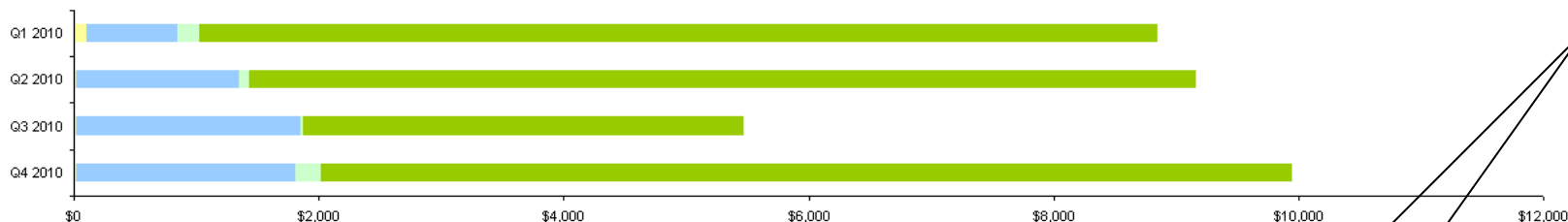
▶ **Cut Sheet Paper by Shades of Green**
Q1 2010 – Q4 2010

Cut Sheet Paper: In Q410, 81.8% of College Of The Desert's spend on cut sheet paper was considered green, up ~15.5% from Q310. 84.3% was 30% or more recycled content. 18% of paper spend was on SFI Certified virgin paper.



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Cut Sheet Paper Spend by Office Depot Shades of Green©



Approx. \$1K, 18.2%, outside of Shades of Green

Type of Cut Sheet Paper Office Depot Shades of Green©	Q1 2010		Q2 2010		Q3 2010		Q4 2010		Total Quarters	
	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value	Est. Dollar Spend	Est. % by \$ value
Unknown / Uncertified / Virgin Paper [Not Necessarily Green]	\$ 107	1.2%	\$ 26	0.3%	\$ 16	0.3%	\$ 20	0.2%	\$ 169	0.5%
SFI Certified Virgin Paper [Eco Expectation - Responsible Forestry]	\$ 742	8.4%	\$ 1,324	14.4%	\$ 1,830	33.4%	\$ 1,794	18.0%	\$ 5,690	17.0%
FSC Certified Virgin Paper [Light Green - Responsible Forestry]	\$ 118	1.3%	\$ 81	0.9%	\$ 27	0.5%	\$ 186	1.9%	\$ 412	1.2%
10%-29% Post Consumer Recycled (PCR)* [Light Green - Recycled]	\$ 54	0.6%	\$ 7	0.1%	\$ -	0.0%	\$ 14	0.1%	\$ 76	0.2%
30%-89% Post Consumer Recycled (PCR)* [Mid Green - Recycled]	\$ 7,827	88.5%	\$ 7,730	84.3%	\$ 3,602	65.8%	\$ 7,939	79.8%	\$ 27,098	81.0%
90%-100% Post Consumer Recycled (PCR)* [Dark Green - Recycled]	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%

Total Paper Green Spend & Percent:	\$ 8,000	90.4%	\$ 7,818	85.3%	\$ 3,629	66.3%	\$ 8,140	81.8%	\$ 27,586	82.5%
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Total Paper Overall Spend & Percent:	\$ 8,848	100%	\$ 9,168	100%	\$ 5,476	100%	\$ 9,954	100%	\$ 33,445	100%
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Top SKU purchased by Spend:		SKU	Spend	Qty	% spend	lbs.	Attribute	PCR%	TR%	PCRRe%
Q1 2010	PAPER,CPY,RCY,8.5X11,20#92BR	940650	\$ 6,053	172	68.4%	8,944	Recycled	30%	30%	30%
Q2 2010	PAPER,CPY,RCY,8.5X11,20#92BR	940650	\$ 6,730	187	73.4%	9,724	Recycled	30%	30%	30%
Q3 2010	PAPER,CPY,RCY,8.5X11,20#92BR	940650	\$ 3,455	96	63.1%	4,992	Recycled	30%	30%	30%
Q4 2010	PAPER,CPY,RCY,8.5X11,20#92BR	940650	\$ 6,694	186	67.3%	9,672	Recycled	30%	30%	30%

SKU 940650 was 67.3% of cut sheet paper spend: Highest paper SKU by total paper spend.

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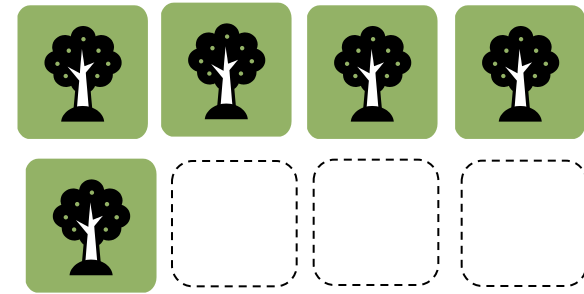
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How does paper use translate to wood & tree use? (source www.papercalculator.org)

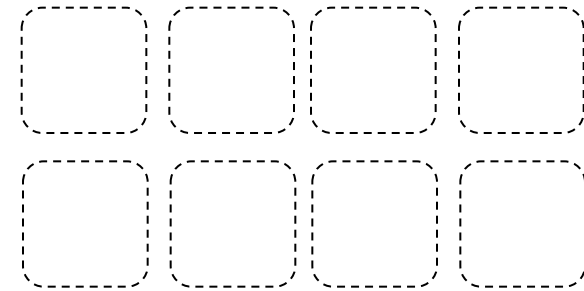
12 cases (1/mth) virgin 8.5x11 ... requires approx. 1 ton of wood...which requires approx 8 trees



12 cases 30% recycled 8.5x11...requires approx. 5/8 ton of wood...which requires approx 5 trees



12 cases 100% recycled 8.5x11...requires approx. 0 ton of wood...which requires 0 trees



▶ **Greener Alternatives**

Recommendations: To go greener, think about which categories you'd like to focus on, and seek greener alternatives by category – see Office Depot's Green Book to find options

[To learn about the eco labels please read Office Depot's Green Book 2009 page 12 and / or visit www.ecolabelling.org]

- Paper items Instead of virgin/SFI certified > choose FSC > 10%-29% post consumer > 30%-89% > 90%-100%



- Ink & Toner Instead of virgin > choose recycled > instead of recycled, seek remanufactured



- Furniture Instead of any furniture > seek Greenguard or SCS Indoor Advantage certified and/or Recycled



- Cleaners Instead of any cleaners > seek EPA Design for Environment / EcoLogo / Greenseal certified



- Technology Instead of any technology > seek Energy Star > and consider EPEAT Bronze/Silver /Gold



- Writing Instead of disposable > choose refillable (& buy refills) > as well as refillable, seek recycled

- Drinkware Instead of disposable > choose recycled/compostable disposables > reusables



- Deliveries Instead of next day 5 x a week > switch to 3 days a week > switch to one a week delivery

