TJX Sustainable Packaging Recommendations

The TJX Companies has long been committed to pursuing initiatives that are smart for our business and good for the environment. The TJX Companies supports the implementation of the 3R’s of reduce, reuse and recycle.

Packaging materials received from our vendors represent a substantial amount of the TJX waste footprint. We strive to re-use and recycle these materials at our distribution centers and stores; however we recognize the value in working with vendors to ensure that we are receiving the most efficient and sustainable packaging appropriate for the enclosed product. By reducing packaging we divert more waste from landfill, improve container cube to reduce emissions, increase productivity and reduce costs. To this end, we have developed the following considerations and preferences for vendors who are packing merchandise for non-breakable or non-fragile merchandise for shipment to TJX.

The safety of your products is the most important criteria, and at no time should changes to packaging incur or promote additional damages, breakages, mold, infestation or other conditions that make merchandise non-salable upon receipt by TJX. The merchandise needs to travel safely from your factories through our supply chain to our stores. TJX requires vendors to fully adhere to its packaging guidelines document available on our website.

When store ready has been agreed upon, we ask that you attempt to use the environmental suggestions provided where possible.

**TJX Packaging guidelines:** For more information regarding the TJX Packaging guidelines referenced throughout this document, visit the “Carton Marking” section of the TJXLogistics.com website. If there are any questions please e mail us at cartonmark_packing@tjx.com.

Thank you for partnering with us to help reduce our impact on the environment.
Common Examples of Excessive Packaging:

1. **Unnecessary Strapping:** Does the box have unnecessary strapping?

   - **Solution:** Secure boxes tightly with tape to avoid using rigid strapping materials which cannot be recycled and diverted from landfill.

2. **Box within a Box:** Is there a second box (a non-consumer packaging box) within the shipping carton that is the same size, or close in size to the shipping carton itself (i.e. box within a box)?

   - **Solution:** Use one appropriately sized box, that meets the durability requirements outlined in our packaging guidelines, to hold the weight of its contents on its own.

3. **Boxes/Bags within Boxes/Bags:** In situations where moisture levels do not need to be controlled by desiccants or specific merchandise characteristics do not require additional protection, are multiple items being individually bagged or boxed and then bagged or boxed again?

   - **Solution:**
     - Only use plastic where the characteristics of the product require it for safe transit.
     - If plastic is needed to protect merchandise from moisture, you can choose to line the box with one large plastic bag to ensure all items are protected without having to be individually bagged or boxed.
     - When packing fabric merchandise that is not easily wrinkled, snagged, torn or otherwise damaged, pack multiple items in a single plastic bag.
     - We do not require the inclusion of plastic bags for glass, ceramic or wood merchandise.
     - When plastic bags are used, we recommend that the resin identification code is printed on all plastic bags.

4. **Appropriate Carton Size:** Is the size of the carton too large for the merchandise that it contains? Is there excess space requiring space fillers, etc.?

   - **Solution:** Use the appropriately sized box to ensure to limit the amount of excess space. If space fillers are required, use recyclable materials such as shredded newspaper or corrugate as opposed to polystyrene (Styrofoam)/peanuts.
5. **Too Much Protective Packaging:** Is the merchandise individually wrapped in too much protective packaging such as tissue paper, bubble wrap or Styrofoam? Is the shipping carton unnecessarily separated by cardboard or Styrofoam dividers or trays?

- **Solution:** Avoid unnecessary fillers by packing merchandise tightly in an appropriately sized box to ensure less shifting. This will reduce the amount of protective packaging and/or dividers required to ensure safe transport.

**Other Environmentally Friendly Packaging Tips:**

- **Reduce** - As a vendor, always ask yourselves the following key questions to determine if your packaging is excessive:
  i. Is the merchandise unnecessarily grouped using additional boxes or plastic bags?
  ii. Is the shipping carton appropriately sized for the merchandise it contains?
  iii. Is the packaging required to prevent the damage or breakage of the merchandise?

- **Reuse** quality packaging materials where possible:
  i. Clean shipping cartons left over from your own supply deliveries that meet our packaging guidelines.
  ii. Clean bubble wrap or packing paper
  iii. Shredded office paper or folded cardboard scraps as space fillers
  iv. All corrugate cartons must be assembled without the use of staples

- **Recycle** - TJX distribution centers recycle cardboard, and in some cases plastic wrap as well. We prefer to receive packaging made from materials that are easily accepted into the general recycling stream instead of bubble wrap or polystyrene (Styrofoam). If bubble wrap is used, we prefer to receive bio-degradable bubble wrap.
  i. Is there an alternative to Styrofoam that is available to me? We would rather avoid polystyrene (Styrofoam) altogether where feasible and prefer to receive clean paper or paper pulp derivative products instead.
  ii. Are there packing materials available that contain post-consumer recycled content? Please use them whenever possible.
  iii. Is the packing material able to be easily recycled in traditional recycling programs?

The safety of your products is the most important criteria. The merchandise needs to travel safely from your factories through our supply chain to our stores. When store ready has been agreed upon, we ask that you attempt to use the environmental suggestions provided where possible. If there are any questions please e mail us at cartonmark_packing@tjx.com.
Packing Guidelines

General Packing Guidelines:
- Each carton must contain merchandise related to one purchase order only.
- Each carton must contain the style or multiple styles in the quantities indicated on the purchase order.
- For stock lots, please pack solid style. If a particular style does not fill an entire carton, then it may be packed into a carton with a different style. Carton markings must indicate all applicable style numbers and quantities of each.
- Metal banding and strapping is prohibited.
- Merchandise must be packed in cartons, with the exception of GOH which must be clearly indicated on the purchase order.
- Carton weight must not exceed 50 pounds (22.68 kg); any single item weighing more than 50 pounds (22.68 kg) should have an individual carton.

Carton Standards - Shipping Cartons, Master Cartons, Store Ready Cartons, and Store-Ready inner-pack cartons must meet the following requirements:
- Must have rigid flaps.
- Flaps must meet in the center when the carton is closed.
- Must be free from punctures, tears, rips or corner damage.
- Must not be overfilled or under packed.
- Carton corrugate must consist of a minimum of three (3) layers of linerboard and two double flutes. This structure is referred to as “three-ply” or “double wall.” (Note: Varied flute profiles provide added carton strength).
- Carton corrugate must have a minimum carton “Burst” strength of 200 pounds per square inch (14.06 kg per square centimeter).
- Carton corrugate must have a minimum carton “Edge Crush Test” strength of 32 pounds per inch (5.71 kg per centimeter).
- Cartons containing FRAGILE items must have Minimum Burst strength of 275 pounds per square inch (19.33 kg per square centimeter) and a Minimum Edge Crush Test (ECT) of 55 pounds per inch. The cartons must be marked with the “FRAGILE” symbol and directional arrows in RED on all 4 sides (see carton marking page for fragile items).
- Adequate packing materials must be used to protect all merchandise from getting damaged in transit.

For specific carton and packing standards for the following merchandise, see Specific Product Packing:
- Ceramics
- Faux Flowers
- Furniture
- Garden Statuary & Pottery
- Glassware and Crystal
- Lamps
- Liquid & Oil products
- Mirrors, Framed Art & Wall Décor
- Rugs
- Storage & Wicker
Shipper Responsibilities:

- The merchandise must be appropriately marked and packaged.
- All information furnished by the shipper must be accurate.
- All special handling requirements must be disclosed to the consolidator, prior to the time of receipt.
- The merchandise should not require insulation, refrigeration, ventilation, or any other special storage.
- It is the responsibility of each vendor to deliver merchandise to TJX which is free of mold and fungus. If product is delivered to TJX with any evidence of mold or fungus, the vendor will be responsible for all mold remediation costs, handling costs and disposal costs.
- Desiccants should be used with all merchandise coming from overseas. The proper desiccant to use should be determined by the items being shipped and the packaging and volume of the containers being used. Desiccants are most effective when used within a closed / sealed moisture barrier within a rigid sealed container. Please refer to the desiccant section of the web site and seek the advice of your desiccant supplier for the proper use of them.

Garments on Hangers (GOH)

For all TJX Divisions: GOH must be clearly indicated on PO to ship in this method

- Garments hanging during transport must be individually poly-bagged and secured to the hanger.
- Garments packed in cartons can be packed in one poly-bag (polybagging individual pieces is not required).
- Vendor pack GOH for designated size assortment must be securely banded together.

For TJX UK & T.K. Maxx GmbH only:

- Garments hanging during transport must be individually poly-bagged then grouped by PO in sets of 5 garments or less (maximum width of grouped garment set must not exceed 8 inches) and over bagged with an additional bag over the set. The hangers in each bagged set must be securely held together with a grip or string. The bagged set must be clearly marked with the TK Maxx purchase order number.
Store Ready Guidelines

**Store Ready Pack** - A Store Ready Pack is made by packing into a **shipping carton**, the SR Pack Quantity of a style or multiple styles that a buyer wants to send to a store. Only one SR pack quantity per shipping carton. All items must be ticketed. Our minimum size Store Ready carton is 12” x 9” x 4”. This is our preferred packing method as these packs are processed through our DC’s in one day.

**Nested Store Ready Pack** - Nested packs are made by packing more that 1 line of a PO in the same shipping carton. It might be 2 or more colors of the same style or 2 different styles that are coming from the same factory for the same delivery. Only one nested SR pack quantity per shipping carton. All items must be ticketed.

**Store Ready Inner Cartons** - If a vendor chooses to pack multiple Store Ready cartons in a master carton that is fine. All the inner cartons must meet our minimum strength and size requirements and have our normal carton markings. This method of packing is not required as the inner carton is strong enough to ship by itself to our stores.

**Shipping Cartons and Store-Ready inner-pack cartons** must meet the following requirements:

- Must have rigid flaps.
- Flaps must meet in the center when the carton is closed.
- Must be free from punctures, tears, rips or corner damage.
- Must not be overfilled or under packed.
- Carton corrugate must consist of a minimum of three (3) layers of linerboard and two double flutes. This structure is referred to as “three-ply” or “double wall.” (Note: Varied flute profiles provide added carton strength).
- Carton corrugate must have a minimum carton “Burst” strength of 200 pounds per square inch (14.06 kg per square centimeter).
- Carton corrugate must have a minimum carton “Edge Crush Test” strength must be 32 pounds per inch (5.71 kg per centimeter).
- Cartons containing FRAGILE items must have a Minimum Bursting Strength of 275 pounds per square inch (19.33 kg per square centimeter) and a Minimum Edge Crush Test (ECT) of 44 pounds per inch (7.86 kg per centimeter). The cartons must be marked “FRAGILE” on two adjacent sides.
- Adequate packing materials must be used to protect all merchandise from getting damaged in transit.

For specific carton and packing standards for the following merchandise, see **Specific Product Packing**:

- Ceramics
- Faux Flowers
- Furniture
- Garden Statuary & Pottery
- Glassware and Crystal
- Lamps
- Liquid & Oil products
- Mirrors, Framed Art & Wall Décor
- Rugs
- Storage & Wicker
Carton Marking Requirements

Master-Carton marking requirements for all TJX divisions:

- Information must be printed on a label, then affixed to the carton OR printed directly on the carton.
- Label or printed area must be a minimum of 40% of the surface size.
- All carton markings must be minimum 22 pt. font or 0.25 inches in height.
- Cartons must be marked on two adjacent sides with the following information:
  1. Vendor name
  2. TJX Distribution Center name, number, and address. Distribution Center Prefix & Purchase Order number (DC prefix must be obtained from the Distribution & Routing Instructions).
  3. Department number
  4. Vendor Style Number(s) (as appears on Purchase Order)
  5. Color (if applicable)
  6. Size / Size Ratio (if applicable)
  7. Total Units
  8. Store Ready: Yes or No
  9. Pre-ticketed: Yes or No
  10. Carton # of ##
  11. Country of Origin

For nested merchandise, all applicable styles, colors, sizes, and units must be listed on the carton label. All nested merchandise must be ticketed.

The master carton markings for a carton containing Store Ready Inner Cartons need to change: Replace Store Ready =Yes with # of Store Ready Inners Enclosed

For WMI only:

- French is not required on carton marking. Bilingual French/English is only required on inner packaging (for consumer) and tags.
- Carton markings must be a minimum of 1 centimeter in height.

Required outer carton marking:

<table>
<thead>
<tr>
<th>From: Vendor Name</th>
<th>To: TJX Distribution Center Name &amp; Number (3 digit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO #: DC prefix + 6 digits</td>
<td>Street Address</td>
</tr>
<tr>
<td>Dept #: 2 digits</td>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Style</th>
<th>Color</th>
<th>Size / Size Ratio</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style number</td>
<td>color name</td>
<td>Sizes / ratios listed</td>
<td>number of units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Store Ready: Yes or No</th>
<th>Carton #: # of ##</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preticketed: Yes or No</th>
<th>Country of Origin: country name</th>
</tr>
</thead>
</table>
Carton Marking Requirements

Example for a Single Style Store Ready Carton:

<table>
<thead>
<tr>
<th>Vendor Style #</th>
<th>Sz / Sz Ratio</th>
<th>Color</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>16091-MYF5</td>
<td>S/4 M/4 L/4</td>
<td>Black</td>
<td>12</td>
</tr>
</tbody>
</table>

Store Ready: Yes  Carton #: 5 of 10
Preticketed: Yes  Country of Origin: China

Example for Nested Store Ready Carton:

<table>
<thead>
<tr>
<th>Vendor Style #</th>
<th>Color</th>
<th>Size / Ratios</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>16091-MYF5</td>
<td>Black</td>
<td>S 2 4 4 2</td>
<td>12</td>
</tr>
<tr>
<td>16091-MYG6</td>
<td>Red</td>
<td>2 2 4 4</td>
<td>12</td>
</tr>
<tr>
<td>16091-MYH7</td>
<td>Blue</td>
<td>2 4 4 2</td>
<td>12</td>
</tr>
</tbody>
</table>

Store Ready: Yes  Carton #: 5 of 10
Preticketed: Yes  Country of Origin: China
Inner Carton Marking Requirements

Store Ready Inner-carton marking requirements for all TJX divisions:

- Information must be printed on a label, then affixed to the carton OR
  printed directly on the carton.
- All carton markings must be minimum 22 pt. font or 0.25 inches in height
- Label or printed area must be a minimum of 40% of the surface size.
- Cartons must be marked on one side with the following information:
  1. Purchase Order number
  2. Department number
  3. Vendor Style number (as appears on Purchase Order)
  4. Color (if applicable)
  5. Size / Size Ratio (if applicable)
  6. Total Units

For nested merchandise, all applicable styles, colors, sizes, and units must be listed on the carton label. All nested merchandise must be ticketed.

Required inner-pack carton marking or label format:

<table>
<thead>
<tr>
<th>PO #</th>
<th>DC prefix + 6 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept #</td>
<td>2 digits</td>
</tr>
<tr>
<td>Vendor Style</td>
<td>Style Number</td>
</tr>
<tr>
<td>Color</td>
<td>Color name (if applicable)</td>
</tr>
<tr>
<td>Size / Size Ratio</td>
<td>Total Units</td>
</tr>
<tr>
<td>Sizes / ratios (if applicable)</td>
<td>Number of units</td>
</tr>
</tbody>
</table>

Example for Single Style Merchandise:

PO #: 30-927976
Dept #: 15
Vendor Style: 16091-MYF5
Color: Black
Size / Size Ratio: S/4 M/4 L/4
Total Units: 12

Example for Nested Store Ready Merchandise:

PO #: 30-927976
Dept #: 15
Vendor Style: 16091-MYF5
Color: Black
Units: 6
Vendor Style: 16091-MYF5
Color: Red
Units: 6
Size / Size Ratio: S/1 M/3 L/2 per color
Units: 12
Pallet Shipment Requirements

On Overseas Shipments - Pallets should only be used when shipping Heavy or Fragile Merchandise to the US

Pallet requirements for all TJX divisions are as follows:

**Pallet Labeling Requirements**
Transparent shrink wrap must be used to secure cartons. Cartons on pallets must be labeled with our required carton markings on side, facing outward (See Carton Mark directions on this site). These labels should also be used with all fragile products.

![Carton Markings Diagram](image)

**Base** - Freight or merchandise must be on a pallet, skid, or other base which can be easily moved with a forklift or other piece of material handling equipment. The pallet must be free of insects, insect larvae, and mold.

**Size** – **Canadian** and U.S Divisions the base size should be the standard pallet size of 48in x 40in (122x102cm). The height should not exceed 84in (214cm). Larger pallets are permissible if the cube of the merchandise exceeds the standard 48in x 40in (122x102cm). **European Divisions** size pallet should be 1.2m x 0.8m.

**Weight** - Each pallet with freight must not weigh more than 2,200lbs (999kg). Distribute the weight evenly on the pallet to avoid excess weight being placed on carton contents.

**Assembly** –
1) Stack boxes squarely on the pallet. Stack the cartons in an alternating pattern. Stack cartons to the pallet’s edge. See the carton-stacking diagram below.
2) **Cartons should not overhang the edge of the pallets.**
3) The top of the pallet must be flat to minimize the damaging of cartons.
4) All four corners of the pallet must be reinforced with edge protectors (“V” bar). Place edge protection along the full length of all four corners of the pallet.
5) Strap guards must be used if a pallet is banded or strapped.

![Carton Stacking Diagram](image)

![Edge Protectors](image)

![Strap Guards](image)
Pallet Label Requirements

Minimum size of 8.5in x 11in (21.6cm x 28cm) with the standard letter or A4 size paper is acceptable. Affixed to two sides of the pallet (Front plus one side) Print in a large clear font (minimum 22 pt font)

Labels must contain the following information:
1. Vendor name
2. TJX Division name, Distribution Center name, number, and address.
3. Distribution Center Prefix & Purchase Order number (One per pallet)
4. Vendor Style Number or Numbers
5. Department number
6. Number of Cartons or Units on Pallet
7. Pallet number of the total pallets shipped. (i.e.: Pallet 8 of 12)
8. Country of Origin

Required pallet label format:

```
Distribution Center Name & Number
Street Address
City, State, Zip Code

From Vendor: Vendor name
PO #: DC prefix + 6 digits
Dept #: 2 digits
Vendor Style or Styles
Total Cartons or Units: #
Pallet # of Total: # of ##
Country of Origin: Country name
```

Example:

```
TJ MAXX DISTRIBUTION CTR #896
135 Goddard Memorial Drive
Worcester, MA 01603-1233 USA

From Vendor: XYZ Vendor Ltd.
PO#: 60-129347
Dept#: 19
Vendor Style
555-739B

Total Cartons or Units: 180
Pallet # of Total: 2 of 10
Country of Origin: China
```
Regulated Wood Pallet and Wood Crate Requirements for the USA

ISPM 15 - Wood Packaging Material
US Department of Agriculture requires certification that any SOLID WOOD PACKING MATERIAL is treated to help prevent pests in the U.S. Without this certification, merchandise loaded on wood pallets will not be able to clear US Customs. Therefore all raw solid wood packaging materials (WPM) such as wood pallets or crates be treated and labeled with the IPPC mark. These are the only wood pallets or crates that can be used on shipments coming to the USA from overseas.

Alternatives to Wood Packing Materials:
- Plastic or metal pallets
- Pallets and crating manufactured from manufactured wood products (OSB, Plywood, Cardboard)

This is an example of the required mark:

Markings must be:
- Legible
- Permanent and non-transferable (tags are not allowed)
- Placed in a visible location

A link to the US Government website that further explains the regulations is:

USDA site link for information on WPM:
DESICCANT PACK APPLICATION
(Applies to Shipments for TJX North American Divisions)

Desiccants are used to mitigate mold and fungus. Desiccants must be used on all shipments to TJX North American Divisions. To be most effective, desiccants should be used in a closed/sealed moisture barrier or with a rigid sealed container. This allows the desiccant to trap the moisture vapor inside the package. Products should be packaged and shipped in a manner that doesn’t allow water vapor into the enclosed environment.

**Vendor Commitment**

It is the duty of each vendor to deliver merchandise to TJX that is free from mold and fungus. If product is delivered to TJX with any evidence of mold or fungus, the vendor will be responsible for all mold remediation, handling, and disposal costs.

This requirement is especially applicable to all Full Container Loads (FCL) and Less Than Full Container Loads (LCL) of wooden furniture and wooden decorative accessories, baskets and natural fiber storage shipments from all countries.

All wood products must be moisture tested to be 12% or below before packing and loading.

Use the preferred Dry Packs (Super Dry Dry Pole 1000) and activate each and every pack as instructed by the manufacturer. Do not cover the absorption part of any dry-pack with product that may prevent it from collecting moisture properly. Acceptable alternative desiccant systems / moisture control products are:

- Super Dry: Sac 1000
- Nordic Power Desiccants: Magnum (1 kg)
- Süd Chemie: Container Dri II Pole / Strip
- Absortech: Absorbag

*Apart from the above mentioned preferred / acceptable desiccant systems / moisture control products, other vendors/manufacturers of calcium chloride (CaCl₂) based desiccants may be considered on a case-by-case basis. TJX reserves the right to request test results of environmental chamber studies of water vapor absorption, a Material Safety Data Sheet (MSDS), and current toxicity/heavy-metals testing.

For FCL loads, the vendor must install the desiccant packs evenly along the upper sidewall of the container. Use the following number of desiccant packs based on container type:

<table>
<thead>
<tr>
<th>Container Type</th>
<th>Number of Desiccant Packs Required in Each Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>45HC</td>
<td>10</td>
</tr>
<tr>
<td>40HC</td>
<td>8</td>
</tr>
<tr>
<td>40GP</td>
<td>8</td>
</tr>
<tr>
<td>20GP</td>
<td>4</td>
</tr>
</tbody>
</table>
For LCL loads, the vendor must provide desiccant packs to the consolidator. Please calculate the percentage of a 40GP container that will be used by the product and use this to calculate the number of desiccant packs (8 per full 40GP) to supply to the consolidator - round up to the nearest whole number for the number of desiccant packs.

Example: Load = 30% of a 40GP container: 30% of 8 = 2.4 - round up to 3, so supply 3 desiccant packs to the consolidator.