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.

![Diagram of the 3R's of waste management: Reduce, Reuse, Recycle, Preparation for Re-use, Recycling, Recovery, Disposal]

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 pack sizes have been agreed upon with your buyer, 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 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 as well as suffocation warning.

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:
  1. Is the merchandise unnecessarily grouped using additional boxes or plastic bags?
  2. Is the shipping carton appropriately sized for the merchandise it contains?
  3. Is the packaging required to prevent the damage or breakage of the merchandise?

- **Reuse** quality packaging materials where possible:
  1. Clean shipping cartons left over from your own supply deliveries that meet our packaging guidelines.
  2. Clean bubble wrap or packing paper
  3. Shredded office paper or folded cardboard scraps as space fillers
  4. 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.
  1. 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.
  2. Are there packing materials available that contain post-consumer recycled content? Please use them whenever possible.
  3. 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 pack sizes have been agreed upon with your buyer, 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, unless it is an exempt category.
- 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 TJX US 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 Canada Division only: GOH is not accepted for offshore shipments. Merchandise must be flat packed.

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

1. Pre-ticketed merchandise packed in a **RE-SHIPPABLE CARTON** with a minimum carton size of 12”x9”x4” or 30 x 23 x 10 CM (Standalone polybags do not qualify as Store Ready)

2. Quantities that are suitable to be shipped to an individual store (Only 1 SR pack quantity per shipping carton)

3. Received during the current ladder plan receipt window

Store Ready cartons move through our DC’s in one day

Store Ready cartons are eligible for DC bypass program

**3 Options for Store Ready Packs**

1. **Single Carton Single Style** - A single style packed in a re-shippable carton

2. **Nest** - Nested packs are made by packing all lines on a PO with the same nest code in the same shipping carton. (NST Code found on PO next to QTY) 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

3. **Master Carton (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**
  12. **Odd Carton/Surplus Goods**: Clearly mark the carton “**ODD CARTON**” in a large/bright font for any pack size that is different from the balance of other cartons on a particular PO.

**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 Canada division 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 ALL DIVISIONS:**

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

**Store Ready**: Yes or No  
**Carton #**: # of ##  
**Preticketed**: Yes or No  
**Country of Origin**: country name
Carton Marking Requirements

Example for a Single Style Store Ready Carton

From: XYZ Vendor LTD  
To: TJ Maxx Distribution Center #893  
PO#: 30-927976  
Dept #: 15  

PO#: 30-927976  

Vendor Style #  
Color  
Total Units  
Store Ready: Yes  
Preticketed: Yes  
Carton #: 5 of 10  
Country of Origin: China  

Example for Nested Store Ready Carton:

From: XYZ Vendor  
To: TJ Maxx Distribution Center #893  
PO#: 30-927976  
Dept#: 15  

PO#: 30-927976  

Vendor Style  
Color  
Size / Rati  
Total Units  
Store Ready: Yes  
Preticketed: Yes  
Carton #: 5 of 10  
Country of Origin: China  

Updated July 2018
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></td>
<td></td>
</tr>
<tr>
<td>Size/Size Ratio</td>
<td>Total Units</td>
</tr>
<tr>
<td></td>
<td>Sizes / ratios (if applicable)</td>
</tr>
</tbody>
</table>

Example for Single Style Merchandise:

<table>
<thead>
<tr>
<th>PO #</th>
<th>30-927976</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept #</td>
<td>15</td>
</tr>
<tr>
<td>Vendor Style</td>
<td>16091-MYF5</td>
</tr>
<tr>
<td>Size/Size Ratio</td>
<td>S/4 M/4 L/4</td>
</tr>
</tbody>
</table>

Example for Nested Store Ready Merchandise:

<table>
<thead>
<tr>
<th>PO #</th>
<th>30-927976</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept #</td>
<td>15</td>
</tr>
<tr>
<td>Vendor Style</td>
<td>16091-MYF5</td>
</tr>
<tr>
<td></td>
<td>16091-MYF5</td>
</tr>
<tr>
<td>Size/Size Ratio</td>
<td>Units</td>
</tr>
</tbody>
</table>
Pallet Shipment Requirements

On Overseas Shipments - Pallets should only be used when shipping Heavy or Fragile Merchandise to the US. All shipments to Canada are to be floor loaded.

Pallet Labeling Requirements (All TJX Divisions Except for Canada)
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.

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.
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).
5) Strap guards must be used if a pallet is banded or strapped.
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:**

```
TJX MAXX DISTRIBUTION CTR #996
135 Goffard Memorial Drive
Worcester, MA 01603-1233 USA

From Vendor: XYZ Vendor Ltd.
PO#:  50-129347
Dept#:  18
Vendor Style
555-TDB

Total Cartons or Units:  160
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 Usage

Vendors are responsible for ensuring merchandise delivered to TJX is free of mold and fungus. If the 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 as per the TJX PO Terms and Conditions.

Certain products and/or shipments are more susceptible to mold and fungus, including:

- Products made of *natural fibers or materials*, such as grasses, minerals, or wood
- Products made of *porous materials*, such as textiles, cardboard, paper, or pressboard
- Products shipped from *countries with high humidity or heavy rain seasons*
- Products shipped in *containers as ocean freight*

**Vendors should use their discretion in following the below guidelines for all vendor (factory) loaded full container ocean shipments:**

Vendors are responsible for determining:

- Type of desiccant
- Amount of desiccant

The type and amount of desiccant should be selected based on the following criteria:

- Container or packaging type
- Volume or area of the container / packaging
- Amount of moisture to be absorbed
- Permeability of packaged material
- Temperature and humidity
- Rate of absorption required
- Required container shelf life
- Shipping and storage conditions

Desiccants are used to prevent mold and fungus. To be most effective, desiccants should be used within a closed / sealed moisture barrier or within a rigid sealed container. This allows the desiccant to absorb trapped moisture vapor inside the package. Products should be packaged and shipped in a manner that does not allow additional water vapor into the enclosed environment.

*Vendors should seek the advice of their desiccant supplier.*

**Carton Application of Desiccant**

Desiccant packs must be activated and used as instructed by the manufacturer. The absorption part of the dry-pack should never be covered, as this may prevent it from properly collecting moisture.
Resources for Desiccant Use
The below websites are for references only, however may be helpful resources.

http://www.superdryers.com
http://www.absortech.com
http://www.nordicdry.com
http://www.clariant.com/desiccants

Regulatory agencies have specific guidelines concerning the handling of mold in the workplace. TJX Distribution Centers will not handle goods with mold.