



INDIANA ENVIRONMENTAL STEWARDSHIP PROGRAM ANNUAL PERFORMANCE REPORT

State Form 53475 (R / 11-09)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
ENVIRONMENTAL STEWARDSHIP PROGRAM

Indiana Department of Environmental Management
Office of Pollution Prevention and Technical Assistance
100 North Senate Avenue
MC 64-00, Room IGCS W041
Indianapolis, IN 46204-2251
Telephone: (800) 988-7901
FAX: (317) 233-5627
E-mail: esp@idem.IN.gov
www.IN.gov/idem/4132.htm

INSTRUCTIONS: Please use this annual report form if you are a member of the Indiana Environmental Stewardship Program (ESP). Your annual performance report should be reviewed and signed by a senior manager at your facility prior to submittal. Once signed, FAX, mail, or e-mail the report to IDEM. If you have any questions, please contact the ESP program manager at 1-800-988-7901.

The Indiana ESP annual performance report should demonstrate progress toward objectives and targets AND certify ESP requirements continue to be achieved. Your annual performance report should cover the previous twelve (12) month calendar year and include the status of projects committed to in your facility's original ESP application, results of completed projects, and assurance that an annual internal environmental management system audit was conducted by your facility. Indiana ESP facilities must submit this annual performance report by April 1st of every year, for each calendar year in which the entity has been a member for at least three (3) full months.

Please do not include any confidential business information in your annual performance report. Public access laws require IDEM to make the Annual Performance Report publicly available, which may include posting all portions of your report on the Indiana ESP Web site.

SECTION A		FACILITY INFORMATION	
Name of facility Da-Lite Screen Company			
Name of parent company (If applicable) Da-Lite Screen Company			
Street address (number and street) 3100 North Detroit Street			
City / State / ZIP code Warsaw/ Indiana/ 46581			
Facility/Company Web site www.da-lite.com			
CONTACT INFORMATION			
Contact name (Mr. / Mrs. / Ms. / Dr.) Mr. James Fisher.			
Title Process Engineer			
Telephone number 574-267-8101			
FAX number 574-267-7804			
E-mail address jfisher@da-lite.com			
Mailing address (if different from facility address)			
City / State / ZIP Code			
REPORTING PERIOD			
Reporting period dates (month, day, year) January 2009 to January 2010			
1a. Is this the third Annual Performance Report of your membership term? <input type="checkbox"/> Yes—If yes, answer question 1b. <input checked="" type="checkbox"/> No—If no, skip to the "Change in Information" section of this report.			
1b. Do you wish to renew your Indiana Environmental Stewardship Program membership? <input checked="" type="checkbox"/> Yes—If yes, please complete all sections of this annual report. <input type="checkbox"/> No—If no, please complete all sections of this annual report except for Section D.			
CHANGE IN INFORMATION			
In your ESP application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any changes or additions to your facility's list of products or activities?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe them:			

SECTION B**ENVIRONMENTAL MANAGEMENT SYSTEM ASSESSMENT****Why do we need this information?**

IDEM needs information on the performance and assessment of your Environmental Management System (EMS).

What do you need to do?

Please summarize your facility's EMS assessments. Attach additional documents if more space is needed.

- Is your facility currently registered to a recognized third-party EMS standard?

☒ Yes—If yes, when was an EMS audit or other assessment last conducted by an independent third party at your facility?
 Type (e.g., ISO 14001 certification) ISO14001 - 2004
 Scope of the audit Surveillance
 Month / year September 2009

☐ No—If no, when was an internal or corporate EMS audit last conducted at your facility?
 Scope of the audit Internal Audit
 Month / year March 2010
- When did your facility last conduct an internal or corporate environmental compliance audit? Do not include inspections or site visits by regulatory organizations.
 Scope of the audit Legal Compliance
 Month(s) / Year(s) March 2010
 Who conducted the audit(s) (e.g., facility staff, corporate, third party) Deca Environmental
- (Optional) Please describe any other audits that were conducted at your facility. Internal Audits to the EMS system.
- Has your facility corrected all instances of potential environmental non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes—If yes, briefly summarize corrective actions taken and other improvements made as a result of your EMS assessment(s) or compliance audit(s).
Started Internal Audit Program
Revised Aspects and Impacts
Renewing Vendor Environmental Surveys

☐ No—If no, please explain your plans to correct these instances.
☐ No such instances identified.
- Explain the emergencies experienced within the facility during the past year. Were the applicable emergency and contingency plans detailed in the EMS effective? What changes, if any, have been made to your facility's emergency or contingency plans? We had a spill of non hazardous waste water
This was contained and reported to the proper authorities, All actions followed the Emergency Action Plan.,
Corrective actions were identified and completed
- When was the last Senior Management review of your EMS completed?
 Month / Year September / 2009
 Who headed the review? Name and title Thomas Wilson Assistant Management Representative.
- When did your facility last conduct a systematic identification or review of your environmental aspects?
 Month/Year December / 2009
- (Optional) Please provide a narrative summary of progress made toward EMS objectives and targets other than those reported as an Environmental Performance Initiative in Section C. You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the last calendar year. Attach additional sheets as necessary.

Environmental aspect	Progress made this year (e.g., quantitative or qualitative improvements, activities conducted)
Reduce water use	Further reduction totaling 171000 gal/ year from 2007 level
Reduce Power use	Further reductions totaling 1082060 kwh/year from 2007 level

SECTION C**ENVIRONMENTAL IMPROVEMENT INITIATIVE RESULTS****Why do we need this information?**

Facilities need to share the results of the environmental improvement initiative that was pursued during the reporting period.

What do you need to do?

Summarize your facility's progress on achieving the initiative you identified in the application or last year's Annual Performance Report.

Category <u>Hazardous Waste and Hazardous External Recycle</u> Indicator <u>Pounds per year</u>	Baseline Quantity	Future Goal Quantity	Current Quantity	Cost Savings
Calendar year	2007	2009	2009	Cost savings not realized due to unforeseen circumstances.
Actual quantity (per year)	30824	24000	34037	
Normalized quantity (per year)	na	19200	na	
Basis for your normalizing factor (e.g., gallons of paint produced)	We are currently running at approximatly 80 % of the production rate we experienced in 2007.			
Measurement unit (e.g., pounds)	Pounds.			

Briefly describe how you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress.
 We have modified procedures and reused cleaning solvents, however, production scheduling, and R&D requirements caused the numbers to spike high in Jthe second quarter.

Please list any state, U.S. EPA, or other partnership programs to which you are reporting this data (e.g., Energy Star, Project XL). These numbers are reported to IDEM as part of the Annual and Biennial Hazardous Waste Reports.

(Optional) If your facility has experienced continued results for environmental improvement initiatives pursued in past years of ESP membership, please share those results here.

Our 2008 target was to reduce solvent emissions. For 2008 the reduction was 32 tons/yr. The 2009 reduction from 2007 was 50 tons/year.

SECTION D

ENVIRONMENTAL IMPROVEMENT INITIATIVES

Why do we need this information?

Facilities need to show they are committed to improving their environmental performance.

What do you need to do?

Identify your facility's next environmental improvement initiative. Refer to the Environmental Performance Table and answer the following questions.

- 1a. What **category** have you selected from the Environmental Performance Table? Energy
- 1b. What **indicator** have you selected from the Environmental Performance Table? Gas Use
- 1c. All measurements should represent the performance level for the indicator across the entire facility. For many indicators, you may choose to focus your initiative on a specific subset of the indicator (e.g., a specific material, process, VOC, group of toxic air emissions, or particular waste component). Does your initiative include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific process, substance, or component (e.g., ethane, cardboard)?

☒ All

☐ Specific

If your initiative is specific to a substance or component, please provide additional detail on your indicator (e.g., specific chemical to be reduced, specific waste component): _____

- 1d. What activities or process changes do you plan to undertake at your facility to accomplish your initiative (e.g., technology changes in a particular process line, employee training)? Technology changes.

2. Does this initiative address a significant aspect in your EMS?

☒ Yes

☐ No—please explain why you believe this indicator should be included as an environmental improvement initiative: _____

3. Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?

☐ Yes—please explain how your initiative exceeds regulatory requirements: _____

☒ No

Stop! If the category listed in Question 1a is Energy Use, Waste, or Air Emissions for Total Greenhouse Gases, please skip Questions 4a – 4b below and turn to Appendix 1 to complete the questions pertaining to the category you listed in Question 1a. After completing the respective table in Appendix 1, return to this section and complete questions 5 and 6. Otherwise, continue answering questions 4-6 below.

- 4a. What units are you using to quantify this indicator? Therms/year

- 4b. List the baseline annual quantity of the indicator and the annual quantity you are committing to achieve by the future year.

450595 Baseline quantity Year 2007

300000 Future year quantity (not including production) Year 2010

5. Does the quantity presented in the future quantity column represent an absolute goal or a normalized goal?

☐ Normalized goal (i.e., indexed to level of business in baseline year)

☒ Absolute goal (i.e., demonstrates improvement even if production increases)

6. Whether your goal is absolute or normalized, you need to provide normalizing factors and normalized quantities in your annual performance reports. Please briefly describe your basis for normalizing. Examples of potential normalizing basis include: gallons of paint produced, square feet of circuit boards sold, number of patients seen, dollars of sales adjusted for inflation, or number of employees (for R&D and administrative sites only).

2007 has a normalized business level of 1. 2009 had a

business level of .8. A substantial amount of the gas use is in space heating, which is not a variable cost. This is why the goal is not normalized.

SECTION E

PUBLIC OUTREACH AND PERFORMANCE REPORTING

Why do we need this information?

IDEM needs to know how environmental information was shared with the public.

What do you need to do?

Describe how the facility has shared and plans to share environmental information.

Please briefly describe the activities that your facility conducted during this reporting period to interact with the community on environmental issues and to report publicly on its environmental performance.

We maintain a database of the recycled content of our products. These numbers are available to architects and designers

for use in their LEED activities. We also maintain Greenguard certifications on our products (Indoor air emissions). Other information is

available on request.

Please indicate which of the following methods your facility plans to use to make its ESP Annual Performance Report available to the public. Please check as many as appropriate.

☐ Web site (http://www.) ☐ Open house ☐ Meetings ☐ Press releases ☐ Community advisory panel

☒ Other Information is available on request.

SECTION F

ADDITIONAL INFORMATION

Why do we need this information?

This information will help IDEM to effectively manage the Environmental Stewardship Program.

What do you need to do?

Answer the questions as completely as possible.

1. In addition to ESP, please list environmental awards received or voluntary programs participated in during the past twelve months.
Greenguard (Indoor Air Quality) US Green Building Council.
2. Has your facility taken advantage of any ESP incentives? If so, please describe the implementation process and list additional benefits IDEM should consider.
No
3. If your facility was not registered to the ISO 14001 standard prior to becoming an ESP member, has ESP helped you to pursue registration? If so, how has ESP been instrumental in achieving registration?

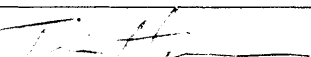
CERTIFICATION AND PLEDGE

On behalf of (name of facility) Da-Lite Screen Company

I certify that the information contained in this Annual Performance Report and attachments is accurate to the best of my knowledge and that this facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with all applicable federal, state, and local environmental requirements, or has a corrective action program in place to attain compliance.

We, Da-Lite Screen Company, commit to maintaining the principles and goals outlined in our Environmental Management System for our facility's Indiana Environmental Stewardship Program status. We agree to strive for full compliance with all regulations promulgated by the U.S. EPA, state, or local jurisdictions. We agree to promote the Indiana Environmental Stewardship Program and to share our success stories with other facilities. We understand that the Annual Performance Report must be submitted to IDEM by April 1st of each year and that we must reapply to the Indiana Environmental Stewardship Program every three years.

I understand that the information provided in this Annual Performance Report will be public record. I am the senior facility manager or authorized facility signatory, and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is submitting this Annual Performance Report.

Signature 	Title Vice President of Manufacturing	Date (month, day, year) 3/17/2010
Printed signature Tim Henson		

Please mail, fax, or e-mail your completed Environmental Stewardship Program Annual Performance Report to:

IDEM-OPPTA
ESP Program Manager
MC 64-00, Room IGCS W041
100 North Senate Avenue
Indianapolis, IN 46204-2251

FAX: 317-233-5627
E-mail: esp@idem.IN.gov

APPENDIX 1**ENVIRONMENTAL PERFORMANCE DATA****Energy use - non-transportation**

In the table below, please enter the amount of energy that you currently use and that you intend to use in your future reporting year. Break the energy use down by fuel type. Please note that you need only complete those lines that are relevant to your facility. If all of your energy is purchased from a local electricity generator, you may only need to complete the first line. If the facility uses natural gas, please be sure to complete the appropriate line (natural gas is typically combusted on site so it is listed in the "onsite" section). After completing the table, return to question 5 and complete the remaining application questions.

4a. Is the goal of your energy use commitment to:

☐ Reduce hazardous waste ☐ Improve waste management methods ☐ Combination of both strategies

4b. How much energy of each type does your facility use?

		Baseline year 2007	Future year 2010	Units
Energy Generated Off-Site	Electricity	5606060	4520000	kwh
	Steam	0	0	kwh
	Total energy generated off-site	5606060	4520000	kwh
Sources of Energy Generated On-Site	Coal			Therms
	Natural gas	450595	300000	
	Crude oil			
	Fuel oil			
	Diesel			
	Propane / LPG			
	Gasoline			
	Hydrogen powered fuel cells			
	Natural gas / methane powered fuel cells			
	Biomass			
	Solar			
	Wind			
	Landfill gas			
	Geothermal			
	Hydroelectric			
	Tire derived fuel			
	Other fuel or source Specify: _____			
	Total energy generated on-site	450595	300000	Therms
Total renewable energy use		18811698	13312000	kwh
Total non-renewable energy use				
Total energy use		18811698	13312000	kwh
Metric tons of CO2 equivalents		13510	9560	metric ton
Metric tons of CO2 equivalents				
Offset through purchases of electricity from renewable off-site sources				
Net metric tons of CO2 equivalents		13510	9560	metric ton

Waste - Non-hazardous waste generation

In the table below, please enter your facility's amount of non-hazardous waste, broken down by waste management method. Please enter both the amounts you manage currently and that you intend to manage in your future reporting year. "Waste" is defined as all materials sent off-site that are neither product nor product packaging. After completing the table, return to question 4 and complete the remaining application questions.

4a. Is the goal of your non-hazardous waste commitment to:

☐ Reduce hazardous waste ☐ Improve waste management methods ☐ Combination of both strategies

4b. How much of your waste is handled using each management method?

Method of waste managed	Baseline year 20	Future year 20	Units
Landfill			
Incineration			
Reused/recycled off-site			
Other management - specify: _____			
Total non-hazardous waste			