



INDIANA ENVIRONMENTAL STEWARDSHIP PROGRAM ANNUAL PERFORMANCE REPORT

State Form 53475 (R3 / 1-11)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
ENVIRONMENTAL STEWARDSHIP PROGRAM

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

Please use this form if you are a member of the Indiana Environmental Stewardship Program (ESP) to report on progress toward objectives and targets AND certify ESP requirements continue to be achieved. Indiana ESP facilities must submit an Annual Performance Report (APR) 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. Section C of your APR should be signed by your ISO 14001:2004 EMS Lead Auditor. Your APR should be reviewed and signed by a senior manager at your facility prior to submittal. Once signed, e-mail the APR to IDEM at esp@idem.IN.gov. Please do not include any confidential business information in your annual performance report. Public access laws require IDEM to make the APR publicly available, which may include posting all portions of your report on the Indiana ESP Web site. If you have any questions, please contact IDEM at esp@idem.IN.gov or (800) 988-7901.

SECTION A		FACILITY INFORMATION	
Name of facility N.O.F Jasper 11th Avenue			
Name of parent company (if applicable) Kimball International			
Street address (number and street) 340 East 11th Avenue			
City / State / ZIP code Jasper, IN 47549			
Web site of Facility/Company www.nationalonline.com			
		CONTACT INFORMATION	
Name of Contact (Mr. / Mrs. / Ms. / Dr.) Kin Ward			
Title EMS Team Leader			
Telephone number 812-634-3145			
FAX number 812-634-3620			
E-mail address Kin.Ward@NationalOfficeFurniture.com			
Mailing address (if different from facility address)			
City / State / ZIP Code			
		REPORTING PERIOD	
Reporting period dates (month, day, year) 01/01/2011 - 12/31/2011			
1a. Is this the third Annual Performance Report of your membership term? <input checked="" type="checkbox"/> Yes—If yes, answer question 1b. <input 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 F.			
		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—If yes, please describe them: <input checked="" type="checkbox"/> No			
SECTION B		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 are creating and publishing our 2011 CSR Report for National Office Furniture			
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. <input checked="" type="checkbox"/> Web site (http://www.nationalonline.com) <input type="checkbox"/> Open house <input type="checkbox"/> Meetings <input type="checkbox"/> Press releases <input checked="" type="checkbox"/> Other Marketing Tours/2011 CSR Report			

SECTION C

ENVIRONMENTAL MANAGEMENT SYSTEM ASSESSMENT

Why do we need this information?

Facilities need to have implemented an EMS that meets certain criteria and use an ISO 14001:2004 EMS Lead Auditor at least every 36 months to assess the EMS.

What do you need to do?
Answer the following questions
about your EMS.

1.	What is the most recent date that an ISO 14001:2004 EMS Lead Auditor performed an EMS assessment at your facility?	March 5th , 6th 2012
2.	<p>Is the date of the most recent EMS assessment performed by an ISO 14001:2004 EMS Lead Auditor within the past 36 months?</p> <p><input checked="" type="checkbox"/> Yes—If yes, skip to Question 3.</p> <p><input type="checkbox"/> No—If no, please have your ISO 14001: 2004 EMS Lead Auditor complete and sign the following checklist, indicating whether or not your EMS meets the listed criteria for ESP membership:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Evidence of senior management support, commitment, and approval.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">A written environmental policy directed toward compliance, pollution prevention, and continuous improvement.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Identification of the environmental aspects at the entity.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Prioritization of the environmental aspects and a determination of those aspects deemed significant considering, at the minimum, environmental impacts and applicable laws and regulations.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Established priorities, and environmental objectives and targets for continuous improvement in environmental performance and for ensuring compliance with applicable environmental laws, regulations, and permit conditions. Objectives and targets must go beyond current legal requirements and specify the environmental media, types of pollution to be prevented or reduced, implementation activities, and projected time frames.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">An established community outreach mechanism that includes identifying and responding to community concerns; informing the community of important matters that affect the community; and reporting on the EMS, including reporting to the public on the environmental policy and significant aspects.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Incorporation of environmental and pollution prevention planning in the development of new products, processes, and services and modifications of existing processes.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Evidence of clear responsibility for implementation, training, monitoring, EMS maintenance, taking corrective action, and ensuring compliance with applicable environmental laws, regulations, and permit conditions.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Documentation of the implementation procedures and the results of implementation.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">Appropriate written EMS procedures.</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 85%;">An annual evaluation of the EMS with written results provided to senior management and affected employees.</div> </div>	
<i>Signature of ISO 14001:2004 EMS Lead Auditor</i>		<i>Date (month, day, year)</i>
3.	<p>Were any deficiencies found during the most recent EMS assessment?</p> <p><input checked="" type="checkbox"/> No—If no, skip to Question 4.</p> <p><input type="checkbox"/> Yes—If yes, describe any deficiencies found and the corrective action taken to address each deficiency:</p> 	
4.	Name, title, and organization of ISO 14001:2004 EMS Lead Auditor that conducted the most recent EMS assessment: Rob Chandler, QMI-SAI Global	
5.	<p>What type of protocol was used to perform the independent EMS assessment?</p> <p><input checked="" type="checkbox"/> ISO 14001:2004 Certified audit</p> <p><input type="checkbox"/> Responsible Care EMS audit</p> <p><input type="checkbox"/> Responsible Care 14001 audit</p> <p><input type="checkbox"/> ESP Independent Assessment Protocol</p> <p><input type="checkbox"/> Other (please specify):</p>	
6.	<p>Is the EMS certified to a recognized standard?</p> <p><input checked="" type="checkbox"/> Yes—If yes, what standard does the EMS follow (please provide a copy of the most recent certificate)?</p> <div style="margin-left: 40px;"> <input checked="" type="checkbox"/> ISO 14001:2004 <input type="checkbox"/> Responsible Care EMS <input type="checkbox"/> Responsible Care 14001 </div> <p><input type="checkbox"/> No.</p>	
7.	<p>When was the last Senior Management review of your EMS completed?</p> <p>Month / Year: February 2012</p> <p>Who headed the review (name and title)? Richard Farr, Vice President Global Operations</p>	

8. 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 compliance audit: Environmental Assessment of work instructions or processes
 Month(s) / Year(s): 11/14/2011
 Who conducted the audit(s) (e.g., facility staff, corporate, third party)? Corporate

9. 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?
No emergencies, no changes

10. 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).
Listed as CESQG on Haz. Waste Manifest. Submitted discrepancy notice, created work instructions and provide employee training.
☐ No—If no, please explain your plans to correct these instances. ☐ No such instances identified.

11. (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 E. 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)
Haz. Waste Reduction of 7% or .021 per unit prod.	Achieved .017 for \$26,227.03 Total Cost Aversion
Improve lighting efficiency by 2%.	Target 92745 Dly Wattage, Achieved 68868 for a 25.8% reduction or \$6,357 savings

SECTION D		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. <u>None</u>			
2. Has your facility taken advantage of any ESP incentives? If so, please describe the implementation process and list additional benefits IDEM should consider. <u>No</u>			
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? <u>We were ISO 14001 registered prior</u>			

SECTION E		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 APR.		
Category: <u>Air Emissions</u> Indicator: <u>Total GHG's</u>	Baseline Quantity	Future Goal Quantity	Current Quantity	Cost Savings
Calendar year	2010	2011	2011 actual	\$0.00
Actual quantity (per year)	8213	8049	9449	
Normalized quantity (per year)	70.51	69.24	73.64	
Basis for your normalizing factor (e.g., gallons of paint produced)	GHG emissions lbs. per unit produced			
Measurement unit (e.g., pounds)	lbs.			
Briefly describe how you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress. <u>GHG would be 7715, but colded winter forced coal purchases when wood depleted. Actions minimized coal use preventing an additional 10827 GHG Tons.</u>				
Please list any state, U.S. EPA, or other partnership programs to which you are reporting this data (e.g., Energy Star, Project XL). <u>Carbon Disclosure Project (CDP)</u>				
(Optional) If your facility has experienced continued results for environmental improvement initiatives pursued in past years of ESP membership, please share those results here.				

SECTION F

ENVIRONMENTAL IMPROVEMENT INITIATIVE

Why do we need this information?

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

What do you need to do?

Refer to the Environmental Performance Table and answer the following questions.

1. Select the appropriate boxes in the following table to indicate the **category** and **indicator(s)** that represents the environmental improvement initiative selected by your facility. For the category and indicator selected, list the **baseline year** (e.g., 2009) and the **future year** (e.g., 2010). Next, list the **baseline annual quantity** (e.g., 5 tons) and **future annual quantity** (e.g., 2 tons) you are committing to achieve by the end of the future year.

Category	Indicator	Baseline Year 20__11__	Future Year 20__12__	Unit
<input type="checkbox"/> Material Procurement	<input type="checkbox"/> Recycled content			Pounds, tons
	<input type="checkbox"/> Hazardous/toxic components			Pounds, tons
<input type="checkbox"/> Suppliers' Environmental Performance	<input type="checkbox"/> Specify indicator: _____			As specified for the particular indicator
<input type="checkbox"/> Material Use	<input type="checkbox"/> Materials used			Pounds, tons
	<input type="checkbox"/> Hazardous materials used			Pounds, tons
	<input type="checkbox"/> Ozone depleting substances used			CFC-11 equivalent pounds
	<input type="checkbox"/> Total packaging materials used			Pounds, tons
<input type="checkbox"/> Water Use	<input type="checkbox"/> Total water used			Gallons
<input type="checkbox"/> Energy Use	<input type="checkbox"/> Electricity			kWh / MWh, Btu / MMBtu
	<input type="checkbox"/> Steam			kWh / MWh, gallons, ft ³
	<input type="checkbox"/> Natural gas			Btu / MMBtu
	<input type="checkbox"/> Diesel			Gallons
	<input type="checkbox"/> Propane / LPG			Btu / MMBtu, gallons
	<input type="checkbox"/> Gasoline			Gallons
	<input type="checkbox"/> Solar			kWh / MWh
	<input type="checkbox"/> Wind			kWh / MWh
	<input type="checkbox"/> Landfill gas			Btu / MMBtu
	<input type="checkbox"/> Combined heat and power			kWh / MWh, Btu / MMBtu
	<input type="checkbox"/> Other: _____			_____
	<input type="checkbox"/> Land and habitat conservation			Square feet, acres
<input type="checkbox"/> Land and Habitat	<input type="checkbox"/> Community land revitalization			Square feet, acres
<input checked="" type="checkbox"/> Air Emissions	<input checked="" type="checkbox"/> Total GHGs	9486	9394	MTCO ₂ E
	<input type="checkbox"/> VOCs			Pounds, tons
	<input type="checkbox"/> NO _x , SO _x , PM _{2.5} , PM ₁₀ , or CO			Pounds, tons
	<input type="checkbox"/> Air toxics			Pounds, tons
	<input type="checkbox"/> Odor			European Odour Units
	<input type="checkbox"/> Radiation			Curies, Becquerels
	<input type="checkbox"/> Dust			Pounds, tons
<input type="checkbox"/> Discharges to Water	<input type="checkbox"/> COD or BOD			Pounds, tons
	<input type="checkbox"/> Toxics			Pounds, tons
	<input type="checkbox"/> Total suspended solids			Pounds, tons
	<input type="checkbox"/> Nutrients			Pounds, tons of N or P
	<input type="checkbox"/> Sediment from runoff			Pounds, tons
<input type="checkbox"/> Non-hazardous Waste <input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Pathogens			MPN/ml, CFU/ml
	<input type="checkbox"/> Landfill			Pounds, tons
	<input type="checkbox"/> Incineration			Pounds, tons
	<input type="checkbox"/> Reused/recycled off-site			Pounds, tons, gallons
<input type="checkbox"/> Noise	<input type="checkbox"/> Other: _____			Pounds, tons, gallons
	<input type="checkbox"/> Noise			dBA
<input type="checkbox"/> Vibration	<input type="checkbox"/> Vibration			Inches per second
<input type="checkbox"/> Products	<input type="checkbox"/> Expected lifetime energy use			kWh / MWh, Btu / MMBtu
	<input type="checkbox"/> Expected lifetime water use			Gallons
	<input type="checkbox"/> Expected lifetime waste to air, water, or land from product use			Pounds, tons
	<input type="checkbox"/> Waste to air, water, or land from disposal or recovery			Pounds, tons

2. 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)? Plant light upgrades and eliminate the use of Coal as a boiler fuel.
3. Does this initiative address a significant aspect in your EMS?
- ☒ Yes
- ☐ No—If no, please explain why you believe this indicator should be included as an environmental improvement initiative:


CERTIFICATION AND PLEDGE

On behalf of (name of facility) National Office Furniture, Jasper 11th Avenue

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, at N.O.F Jasper 11th Avenue, 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 Director of Manufacturing	Date (month, day, year) <u>3-29-2012</u>
Printed signature Wendell Sloan		

Kin Ward
NOF Jasper 11th Avenue
340 E. 11th Avenue
Jasper, IN 47549

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

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City, State
IDEM Office of Pollution Prevention and Technical Assistance
MC 64-00, Room IGCS W041
100 North Senate Avenue
Indianapolis, IN 46204-2251

PS Form 3800, August 2006

See Reverse for Instructions

COMPLETE THIS SECTION ON DELIVERY

A. Signature ☒ Agent
☒ Addressee
B. Received by (Printed Name) C. Date of Delivery
D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☒ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.
4. Restricted Delivery? (Extra Fee) ☐ Yes

**IDEM Office of Pollution Prevention and
Technical Assistance
MC 64-00, Room IGCS W041
100 North Senate Avenue
Indianapolis, IN 46204-2251**

2. Article Number
(Transfer from service label)

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PS Form 3811, February 2004

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