



INDIANA ENVIRONMENTAL STEWARDSHIP PROGRAM ANNUAL PERFORMANCE REPORT

State Form 53476 (R4 / 9-16)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
ENVIRONMENTAL STEWARDSHIP PROGRAM

Indiana Department of Environmental Management
Office of Program Support
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100 North Senate Avenue
Indianapolis, IN 46204-2251
Telephone: (800) 988-7901
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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. Membership terms are renewed every four (4) years through submitting your APR. 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 Kimball Electronics Group, LLC			
Name of parent company (if applicable) Kimball Electronics, Incorporated (KEI) <i>KIMBALL INTERNATIONAL, INC</i>			
Street address (number and street) 1038 E. 15th Street			
City / State / ZIP code Jasper, Indiana 47646			
Web site of Facility/Company www.KimballElectronics.com			
CONTACT INFORMATION			
Name of Contact (Mr. / Mrs. / Ms. / Dr.) Mr. Ken Sicard		Title EH&S Manager	
Telephone number (812) 634-4176		FAX number (812) 634-4540	
E-mail address ken.sicard@kimballelectronics.com			
Mailing address (if different from facility address)			
City / State / ZIP Code			
REPORTING PERIOD			
Reporting period dates (mm/dd/yyyy - mm/dd/yyyy) 01/01/2015 to 12/31/2015			
16. Is this the fourth 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.			
17. Do you wish to renew your Indiana Environmental Stewardship Program membership? <input 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 checked="" type="checkbox"/> Yes—If yes, please describe them: Our change is that we are no longer a part of Kimball International, Inc. Our processes have remained the same. We are now a separate company under KEI. <input 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 worked with the City of Jasper Wastewater Department. Placed ads in the local newspaper about our activities.			
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.KimballElectronics.com) <input type="checkbox"/> Open house <input type="checkbox"/> Meetings <input checked="" type="checkbox"/> Press releases <input checked="" type="checkbox"/> Other Carbon Disclosure Project			

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 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 EMS Lead Auditor performed an EMS assessment at your facility? 02/10/16 to 02/12/16

2. Name, title, and organization of ISO 14001 EMS Lead Auditor who conducted the most recent EMS assessment:

Bruce Godshall, Lead Auditor, SAI-Global

3. Is the date of the most recent EMS assessment performed by an ISO 14001 EMS Lead Auditor within the past 36 months?

☒ Yes—If yes, skip to Question 4.

☐ No—If no, please have your ISO 14001 EMS Lead Auditor complete and sign the following checklist, indicating whether or not your EMS meets the listed criteria for ESP membership:

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evidence of senior management support, commitment, and approval. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | A written environmental policy directed toward compliance, pollution prevention, and continuous improvement. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Identification of the environmental aspects at the entity. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Prioritization of the environmental aspects and a determination of those aspects deemed significant considering, at the minimum, environmental impacts and applicable laws and regulations. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Incorporation of environmental and pollution prevention planning in the development of new products, processes, and services and modifications of existing processes. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evidence of clear responsibility for implementation, training, monitoring, EMS maintenance, taking corrective action, and ensuring compliance with applicable environmental laws, regulations, and permit conditions. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Documentation of the implementation procedures and the results of implementation. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Appropriate written EMS procedures. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | An annual evaluation of the EMS with written results provided to senior management and affected employees. |

Signature of ISO 14001 EMS Lead Auditor

Date (month, day, year)

4. Were any deficiencies found during the most recent EMS assessment?

☐ Yes—If yes, describe any deficiencies found and the corrective action taken to address each deficiency:

☒ No

5. What type of protocol was used to perform the independent EMS assessment?

- ☐ ISO 14001:2015 Certified audit
☒ ISO 14001:2004 Certified audit
☐ ESP Independent Assessment Protocol
☐ Other (please specify):

6. Is the EMS certified to a recognized standard?

☒ Yes—If yes, what standard does the EMS follow (please provide a copy of the most recent certificate)?

- ☐ ISO 14001:2015
☒ ISO 14001:2004
☐ Responsible Care EMS
☐ Responsible Care 14001

☐ No

SECTION F

FUTURE YEAR ENVIRONMENTAL IMPROVEMENT INITIATIVE

CONTINUED

2. If the environmental improvement initiative(s) will be *qualitative* in nature, please describe.
Our improvement in electrical and natural gas reduction is based on actual numbers from our invoices. Our recycle goal of recycling 80% of all waste generated comes from our monthly record keeping that we maintain.
3. 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)?
New equipment coming into the plant will be energy efficient. We have a building management system that is now controlling the temperature throughout the facility. It is no longer being manipulated by the people in the various areas. Our initiatives are from Significant Environmental Aspects in our facility.
4. 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) Kimball Electronics Group, LLC

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, the employees of Kimball Electronics Group, LLC, 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 we must meet the requirement of implementing one (1) new, independent environmental improvement initiative each year of membership (for a total of four (4) initiatives), 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 four (4) 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

Printed signature

Jason Davis

Date (month, day, year)

05/01/2016

Title

General Manager

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., 2015) and the future year (e.g., 2016). 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 2015	Future Year 2016	Unit
<input checked="" type="checkbox"/> Material Procurement	<input checked="" type="checkbox"/> Recycled content		90% of waste generated	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		Savings of	Gallons
<input checked="" type="checkbox"/> Energy Use	<input checked="" type="checkbox"/> Electricity	8,076,114 kWh	181,523 kWh	kWh / MWh, Btu / MMBtu
	<input type="checkbox"/> Steam		Savings of	kWh / MWh, gallons, ft ³
	<input checked="" type="checkbox"/> Natural gas	6,451,383,773 Btu	127,994,000 Btu	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	<input type="checkbox"/> Land and habitat conservation			Square feet, acres
	<input type="checkbox"/> Community land revitalization			Square feet, acres
<input type="checkbox"/> Air Emissions	<input type="checkbox"/> Total GHGs			MTCO ₂ E
	<input type="checkbox"/> VOCs			Pounds, tons
	<input type="checkbox"/> NOx, SOx, 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"/> Pathogens			MPN/ml, CFU/ml
<input type="checkbox"/> Non-hazardous Waste	<input type="checkbox"/> Landfill			Pounds, tons
<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Incineration			Pounds, tons
	<input type="checkbox"/> Reused/recycled off-site			Pounds, tons, gallons
	<input type="checkbox"/> Other: _____			Pounds, tons, gallons
<input type="checkbox"/> Noise	<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

If you need assistance filling out the form, please contact the ESP program manager at either esp@idem.in.gov or 1-(800) 988-7901.

CONTINUED

- Who headed the review (name and title)? Jason Davis, General Manager

- Who conducted the audit(s) (e.g., facility staff, corporate, third party)? Corporate (Stijn Schillt and Chris Whenn)

- There were no emergencies.

- ☐ No.—If no, please explain your plans to correct these instances; ☒ No such instances identified.

Answer the questions as completely as possible.

- We were ISO 14001 prior to joining ESP.

Reference Section F for "Category" and "Indicator" options to complete this section. Summarize your facility's progress on achieving the initiative you identified in the application or last year's APR. For assistance, please call (800) 988-7901 or email esp@idem.in.gov.

Briefly describe how you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress.

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SECTION E

ENVIRONMENTAL IMPROVEMENT INITIATIVE RESULTS
CONTINUED

Initiative #2

Category 2: <u>Energy use</u>	Baseline (indicate measurement unit)	Current (indicate measurement unit)	Cost Savings
Indicator 2: <u>Electricity</u>			
Calendar year	2014	2015	Reduce by 2% as compared to 2014
Actual quantity (per year)	8,684,480 kWh	8,076,114 kWh	\$49,862.21
Production unit (select one)	Earned Labor Hours X Production units Production lbs: Other -- specify (e.g. Gallons, length, etc.)		
Production Quantity	1,294,715.8	986,175.41	NA
Normalization factor (Current year production ÷ Baseline year production) = <u>.7617</u>			
Normalized quantity (Actual Current year quantity ÷ Normalizing factor) = <u>10,602,852.49</u>			

Briefly describe how you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress.

We continue to simply turn off lights and equipment when not in use. When replacing or buying new equipment we look for energy efficiency.

Initiative #3

Category 3: <u>Material</u>	Baseline (indicate measurement unit)	Current (indicate measurement unit)	Cost Savings
Indicator 3: <u>Recycle Content</u>			
Calendar year	2014	2015	Goal is to recycle 90% of all waste generated
Actual quantity (per year)	843,572 lbs. recycled	785,180 lbs. recycled	\$13,003.95 (recycle expenses subtracted)
Production unit (select one)	Earned Labor Hours X Production units Production lbs: Other -- specify (e.g. Gallons, length, etc.)		
Production Quantity	1,294,715.8	986,175.41	NA
Normalization factor (Current year production ÷ Baseline year production) = <u>.7617</u>			
Normalized quantity (Actual Current year quantity ÷ Normalizing factor) = <u>1,830,835.83</u>			

Briefly describe how you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress.

We continue to push recycling in our plant to all our employees. We are working with Kimball International for them to continue to be a shipping vendor for our recyclable materials. *The recycling goal is to annually recycle 90% of all waste generated. 2015 Total Waste = 868,820 lbs with 785,180 lbs recycled, which is 90.37% recycled.*

1. Briefly describe the impacts or wastes eliminated resulting from the environmental initiative(s). If multiple initiatives, please indicate which specifically.

Our initiatives have had an effect upon our bottom line. We saved \$101,279.92 or near 0.08% of sales. We continue to push our significant environmental aspect programs as part of our culture.

2. Are there other best management practices (BMPs) you can share correlating to your initiative(s)?

As we purchase new or replace equipment we look into energy efficiency. With recycling, we continue to work to find ways to recycle more but this is a challenging area.

3. If the objectives and targets associated with the environmental improvement initiative(s) were not attained, please verify continued progress toward the environmental initiative(s). If multiple initiatives, please indicate which specifically.

We did achieve our goals in 2015. In 2016 we continue to work to reduce power usage by 2% and to recycle at least 90% of all waste we generate.

4. Please provide a narrative summary of progress made toward qualitative, significant EMS objectives and targets, if any.

In 2015 we reduced our electrical usage by 7.01% as compared to 2014. We reduced our natural gas usage by 24.05% due to new heating equipment and warmer weather. Recycling will continue to be a challenge to us in 2016. We did achieve our goal in 2015 for recycling.

5. Please list any state, U.S. EPA, or other partnership programs to which you are reporting this data (e.g., Energy Star, Project XL).

Carbon Disclosure Project

Indiana Environmental Stewardship Program

6. Is your entity willing to share the environmental improvement initiative(s) and its best management practices (BMPs) at the ESP Annual Meeting and/or a Partners for Pollution Prevention quarterly meeting or conference? ☒ Yes ☐ No