INDIANA ENVIRONMENTAL STEWARDSHIP PROGRAM ANNUAL PERFORMANCE REPORT

State Form 53475 (R5 / 2-17)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
ENVIRONMENTAL STEWARDSHIP PROGRAM

Indiana Department of Environmental Management
Office of Program Support
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Indianapolis, IN 46204-2251
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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
National Office Furniture - Santa Claus

Name of parent company (*if applicable*)
Kimball International

Street address (*number and street*)
1255 W. Christmas Blvd

City / State / ZIP code
Santa Claus, IN 47579

Website of facility / company
Santa Claus, IN 47579

CONTACT INFORMATION

Name of Contact (Mr. / Mrs. / Ms. / Dr.)		Title
Steve Goffinet		Environmental Coordinator
Telephone number (812) 937-3212	FAX number ( )	E-mail address Steve.Goffinet@nationalofficefurniture.com

Mailing address (*if different from facility address*)
Same as Above

City / State / ZIP Code

REPORTING PERIOD

Reporting period dates (*mm/dd/yyyy – mm/dd/yyyy*)
01/01/16 - 12/31/16

1a. Is this the fourth Annual Performance Report of your membership term?
☐ Yes—If yes, answer question 1b.
☒ 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?
☐ Yes—If yes, please complete all sections of this annual report.
☐ 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?

☒ Yes—If yes, please describe them: In 2016 our National Office Furniture facility began assemblying seating products in additional to our casegood products.

☐ 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. Corporate Sustainability Reporting (CSR) and the Carbon Disclosure Project (CDP)

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.nationalofficefurniture.com) ☐ Open house ☐ Meetings ☐ Press releases ☒ Other CSR -Tours

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 thirty-six (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? March 2016.

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

3. Is the date of the most recent EMS assessment performed by an ISO 14001 EMS Lead Auditor within the past thirty-six (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:

   ☐ Yes ☐ No Evidence of senior management support, commitment, and approval.

   ☐ Yes ☐ No A written environmental policy directed toward compliance, pollution prevention, and continuous improvement.

   ☐ Yes ☐ No Identification of the environmental aspects at the entity.

   ☐ Yes ☐ 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.

   ☐ Yes ☐ 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.

   ☐ Yes ☐ 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.

   ☐ Yes ☐ No Incorporation of environmental and pollution prevention planning in the development of new products, processes, and services and modifications of existing processes.

   ☐ Yes ☐ 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.

   ☐ Yes ☐ No Documentation of the implementation procedures and the results of implementation.

   ☐ Yes ☐ No Appropriate written EMS procedures.

   ☐ Yes ☐ 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 C — ENVIRONMENTAL MANAGEMENT SYSTEM ASSESSMENT *CONTINUED*

7. When was the last Senior Management review of your EMS completed?

   Month / Year: August 2016

   Who headed the review *(name and title)*? Greg Meunier, Vice President of Global Operations

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 Compliance Gap Analysis

   Month(s) / Year(s): September 2015

   Who conducted the audit(s) (e.g., facility staff, corporate, third party)? Kimball International - Shared Services - Sustainability Manager

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?

   None

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).

    ☐ No—If no, please explain your plans to correct these instances.

    ☒ No such instances identified.

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 (12) months.

   Indiana Partner's for Pollution Prevention,

2. Has your facility taken advantage of any ESP incentives? If so, please describe the implementation process and list additional benefits IDEM should consider.

   Yes, Announcement of Routine Inspections, Use of Same Permit Writer.

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?

   N/A

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. IDEM needs to report cumulative program reduction results.

What do you need to do?
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.

Initiative #1

Category 1: Non-hazardous waste Indicator 1: Landfill	Baseline *(indicate measurement unit)*	Current *(indicate measurement unit)*	Cost Savings
Calendar year	2015	2016	
Actual quantity *(per year)*	184500	191000 lbs	
Production unit *(select one)*	Earned Labor Hours Other -- specify (e.g. Gallons, length, etc.)	Production units	X Production lbs.
Production Quantity	339093	340378	NA

Normalization factor (Current year production ÷ Baseline year production) 1.0

Normalized quantity (Actual current year quantity - Actual baseline quantity) x Normalization factor 6500 lbs

Briefly describe *how* you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress.
Unfortunantly we were not able to achieve our goal, due to outside challenges with recycling vendors. One of 2017 initatives is to continue working with vendors to improve recycling efforts as well as reducing the amount of materials brought in house.

Below are several examples to elaborate on the issues/challenges that we had during 2016:

1. Numerous plastic materials, such as; loose banding, mixed pet and hdpe, rubber materials (used ant-fatigue floor matting), solid Styrofoam were discontinued as acceptable recyclables.
2. Wood skids were also no longer accepted at our corporate recycling center and during the time period until we found other companies willing to take them for reuse, some had to simply be disposed of to the landfill.
3. Also, during late 2016 we began producing chairs in addition to our casegoods product. Some of the new materials that we received from various vendors for the chairs were not recyclable.

Initiative #3

Category 3: _____ Indicator 3: _____	Baseline *(indicate measurement unit)*	Current *(indicate measurement unit)*	Cost Savings
Calendar year			
Actual quantity *(per year)*			
Production unit *(select one)*	Earned Labor Hours Production units Production lbs. Other -- specify (e.g. Gallons, length, etc.)		
Production Quantity			NA

Normalization factor (Current year production ÷ Baseline year production)

Normalized quantity (Actual current year quantity - Actual baseline quantity) x Normalization factor

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

1. Briefly describe the *impacts or wastes* eliminated resulting from the environmental initiative(s). If multiple initiatives, please indicate which specifically.
We saw a 3.5% increase in landfill waste during 2016. We have intiated activities (ie, Kaizen Events) to evaluate materials coming into the facility as well as what's going to the landfill.

2. Are there other best management practices (BMPs) you can share correlating to your initiative(s)?
Regular communication with manufacturing operations to ensure appropriate disposal processes are followed with results measured regularly.

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.
Current Significant Environmenta Aspect (SEA) is to reduce landfill waste by 5% absolute. Kaizen events are scheduled and we will continue to monitor progress on a regular basis.

4. Please provide a narrative summary of progress made toward *qualitative, significant* EMS objectives and targets, if any.
* Hazardous Waste Generation - Reduction of 15.1% Absolute

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).
Partners for Pollution Prevention and Carbon Disclosure Project (CDP)

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

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 2016	Future Year 2017	Unit
☐ Material Procurement	☐ Recycled content			Pounds, tons
	☐ Hazardous/toxic components			Pounds, tons
☐ Suppliers' Environmental Performance	☐ Specify indicator: _____			As specified for the particular indicator
☐ Material Use	☐ Materials used			Pounds, tons
	☐ Hazardous materials used			Pounds, tons
	☐ Ozone depleting substances used			CFC-11 equivalent pounds
	☐ Total packaging materials used			Pounds, tons
☐ Water Use	☐ Total water used			Gallons
☐ Energy Use	☐ Electricity			kWh / MWh, Btu / MMBtu
	☐ Steam			kWh / MWh, gallons, ft^3
	☐ Natural gas			Btu / MMBtu
	☐ Diesel			Gallons
	☐ Propane / LPG			Btu / MMBtu, gallons
	☐ Gasoline			Gallons
	☐ Solar			kWh / MWh
	☐ Wind			kWh / MWh
	☐ Landfill gas			Btu / MMBtu
	☐ Combined heat and power			kWh / MWh, Btu / MMBtu
	☐ Other: _____			_____
☐ Land and Habitat	☐ Land and habitat conservation			Square feet, acres
	☐ Community land revitalization			Square feet, acres
☐ Air Emissions	☐ Total GHGs			MTCO2E
	☐ VOCs			Pounds, tons
	☐ NOx, SOx, $PM_{2.5}$, PM_{10}, or CO			Pounds, tons
	☐ Air toxics			Pounds, tons
	☐ Odor			European Odour Units
	☐ Radiation			Curies, Becquerels
	☐ Dust			Pounds, tons
☐ Discharges to Water	☐ COD or BOD			Pounds, tons
	☐ Toxics			Pounds, tons
	☐ Total suspended solids			Pounds, tons
	☐ Nutrients			Pounds, tons of N or P
	☐ Sediment from runoff			Pounds, tons
	☐ Pathogens			MPN/ml, CFU/ml
☒ Non-hazardous Waste ☐ Hazardous Waste	☒ Landfill	191000 lbs	181450 lbs	Pounds, tons
	☐ Incineration			Pounds, tons
	☐ Reused/recycled off-site			Pounds, tons, gallons
	☐ Other: _____			Pounds, tons, gallons
☐ Noise	☐ Noise			dBA
☐ Vibration	☐ Vibration			Inches per second
☐ Products	☐ Expected lifetime energy use			kWh / MWh, Btu / MMBtu

	☐ Expected lifetime water use			Gallons
	☐ Expected lifetime waste to air, water, or land from product use			Pounds, tons
	☐ 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.

SECTION F — FUTURE YEAR ENVIRONMENTAL IMPROVEMENT INITIATIVE *CONTINUED*

2. If the environmental improvement initiative(s) will be *qualitative* in nature, please describe._____

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)? Kaizen Events - Vendor Communications - Employee Training

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*) National Office Furniture - Santa Claus

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, National Office Furniture - Santa Claus, 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: Scott Berger	Date (*month, day, year*): 03, 09, 17
Printed signature: Scott Berger	Title: Plant Manager (NOF SC)