



## 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  
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[www.IN.gov/idem/4132.htm](http://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 1<sup>st</sup> 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 NOF 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			
Facility/Company Web site <a href="http://kww.nof.kimball.com">http://kww.nof.kimball.com</a>			
CONTACT INFORMATION			
Contact name (Mr. / Mrs. / Ms. / Dr.) Mr. Parvin Phillips			
Title NOF Safety and Environmental Manager			
Telephone number 812-937-3204			
FAX number 812-937-3369			
E-mail address <a href="mailto:Parvin.Phillips@nationalofficefurniture.com">Parvin.Phillips@nationalofficefurniture.com</a>			
Mailing address (if different from facility address)			
City / State / ZIP Code Santa Claus, IN. 47579			
REPORTING PERIOD			
Reporting period dates (month, day, year) 1/1/2009 - 12/31/2009			
<p>1a. Is this the third Annual Performance Report of your membership term?</p> <p><input type="checkbox"/> Yes—If yes, answer question 1b.</p> <p><input checked="" type="checkbox"/> No—If no, skip to the "Change in Information" section of this report.</p> <p>1b. Do you wish to renew your Indiana Environmental Stewardship Program membership?</p> <p><input type="checkbox"/> Yes—If yes, please complete all sections of this annual report.</p> <p><input type="checkbox"/> No—If no, please complete all sections of this annual report except for Section D.</p>			
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?			
<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please describe them:</p>			

**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) ISO 14001  
 Scope of the audit elements covered: 4.6, 4.5.5, 4.5.3, 4.3.2, 4.4.6, 4.3.1, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.7, 4.5.2, and 4.5.4  
 Month / year March 2010

☐ No—If no, when was an internal or corporate EMS audit last conducted at your facility?  
 Scope of the audit \_\_\_\_\_  
 Month / year \_\_\_\_\_
- 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 The complete Environmental Management System  
 Month(s) / Year(s) May 2007  
 Who conducted the audit(s) (e.g., facility staff, corporate, third party) Corporate Environmental Auditor / Keith Masterson
- (Optional) Please describe any other audits that were conducted at your facility.
- 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).  
0 Non-Conformances / 0 Areas of Concern noted during our last ISO 14001 Surveillance Audit,  
 One of the observations documented was to look at developing a Continual Improvement EMS "Table Top" exercise concerning reaction to a large container of Hazardous material spill. This Continual Improvement process was developed and an actual test was performed since the compliance audit. Results of this exercise are being analyzed.  
 \_\_\_\_\_  
 \_\_\_\_\_

☐ 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? No emergencies  
Environmental Contingency Plans are reviewed annually and revised upon need of revision  
 \_\_\_\_\_  
 \_\_\_\_\_
- When was the last Senior Management review of your EMS completed?  
 Month / Year January 2010  
 Who headed the review? Name and title Richard Farr , Vice President of Global Operations,
- When did your facility last conduct a systematic identification or review of your environmental aspects?  
 Month/Year March 2010
- (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)

**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>Waste</u> Indicator <u>Pounds</u>	Baseline Quantity	Future Goal Quantity	Current Quantity	Cost Savings
Calendar year	2008	2009	2010	\$4,447.00
Actual quantity (per year)	251,960	163,020	159,760	
Normalized quantity (per year)	.98 lbs	.75 lbs	.73 lbs	
Basis for your normalizing factor (e.g., gallons of paint produced)	Pounds generated per units produced			

Measurement unit (e.g., pounds)	pounds	
Briefly describe how you achieved improvements for this environmental initiative or, if relevant, any circumstances that delayed progress. Increased awareness of landfill diversion and additional recycling containers purchased and strategically located through the facility, employee recognition for recycling efforts		
Please list any state, U.S. EPA, or other partnership programs to which you are reporting this data (e.g., Energy Star, Project XL).		
(Optional) If your facility has experienced continued results for environmental improvement initiatives pursued in past years of ESP membership, please share those results here.		

<b>SECTION D</b>	<b>ENVIRONMENTAL IMPROVEMENT INITIATIVES</b>
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<b>Why do we need this information?</b> Facilities need to show they are committed to improving their environmental performance.	<b>What do you need to do?</b> Identify your facility's next environmental improvement initiative. Refer to the Environmental Performance Table and answer the following questions.
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1a. What **category** have you selected from the Environmental Performance Table? Waste

1b. What **indicator** have you selected from the Environmental Performance Table? Pounds of waste diverted from the Landfill

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)? More employee training and recycling / reuse expectations,

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? \_\_\_\_\_

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

_____ Baseline quantity	Year _____
_____ Future year quantity (not including production)	Year _____

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).

Pounds of waste materials landfilled Per Unit Produced

<b>SECTION E</b>	<b>PUBLIC OUTREACH AND PERFORMANCE REPORTING</b>
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<b>Why do we need this information?</b> IDEM needs to know how environmental information was shared with the public.	<b>What do you need to do?</b> Describe how the facility has shared and plans to share environmental information.
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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.

\_\_\_\_\_

\_\_\_\_\_

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 Success of our programs will be shared through our annual Sustainability Report

## 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.  
Governors Environmental Excellence Award for GHG reductions
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, we have requested 24 hr notification prior to routine inspections, we have also utilized outreach to investigate recycling opportunities for certain materials
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?  
ISO registration was obtained prior to ESP membership

## 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, at NOF 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 the Annual Performance Report must be submitted to IDEM by April 1<sup>st</sup> 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 Operations	Date (month, day, year) 03/31/2010
Printed signature Greg Meunier		

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](mailto: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 20	Future year 20	Units
Energy Generated Off-Site	Electricity			
	Steam			
	<b>Total energy generated off-site</b>			
Sources of Energy Generated On-Site	Coal			
	Natural gas			
	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: _____			
	<b>Total energy generated on-site</b>			
<b>Total renewable energy use</b>				
<b>Total non-renewable energy use</b>				
<b>Total energy use</b>				
<b>Metric tons of CO2 equivalents</b>				
<b>Metric tons of CO2 equivalents</b>				
<b>Offset through purchases of electricity from renewable off-site sources</b>				
<b>Net metric tons of CO2 equivalents</b>				

**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 2009	Future year 2010	Units
Landfill	163,020	159,760	Pounds
Incineration			
Reused/recycled off-site	3,560,876	3,632,093	Pounds
Other management - specify: _____			
<b>Total non-hazardous waste</b>	<b>163,020</b>	<b>159,760</b>	

**Waste - Hazardous waste generation**

In the table below, please enter your facility's amount of hazardous waste, broken down by waste management method. Please enter both the amounts that you manage currently and that you intend to manage in your future reporting year. Include all hazardous waste that is treated on-site or sent off-site. After completing the table, return to question 4 and complete the remaining application questions.

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

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

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

Method of waste managed	Baseline year 20____	Future year 20____	Units
Landfill			
Incineration			
Reused/recycled off-site			
Treated on-site			
Other management specify: _____			
<b>Total hazardous waste</b>			

**Air emissions – Total greenhouse gases**

In the table below, please enter your facility's amount of greenhouse gases, broken down by process and source. Please enter both the amounts that you manage currently and that you intend to manage in your future reporting year. After completing the table, return to question 4 and complete the remaining application questions.

4a. Is the goal of your Total Greenhouse Gases commitment to:

☐ Reduce energy use ☐ Reduce process-related emissions ☐ Combination of both strategies

4b. How much greenhouse gas does your facility emit from each source?

Source		Baseline year 20____	Future year 20____	Units
Direct Emissions	Stationary combustion			
	Mobile sources			
	Refrigeration/AC equipment use			
	Process/Fugitive Specify source: _____			
	Process/Fugitive Specify source: _____			
	Process/Fugitive Specify source: _____			
	<b>Total direct emissions Process/Fugitive</b>			
Indirect Emissions	Purchased electricity			
	Purchased steam			
	Purchased hot water			
	<b>Total indirect emissions</b>			
Optional Indirect Emissions	Other Specify source: _____			
	Other Specify source: _____			
	Other Specify source: _____			
	<b>Total optional indirect emissions</b>			
Offsets	Offsets Specify source: _____			
	Offsets Specify source: _____			
	Offsets Specify source: _____			
	<b>Total reductions from offsets</b>			
	<b>Total emissions less offsets</b>			
Supplemental Information	Total CFC			
	Total HCFC			
	Total stationary combustion – biomass CO2			
	Total mobile sources – biomass CO2			
	Electricity trading transactions- electricity purchase for resale			