




A&WMA

THE AIR AND WASTE MANAGEMENT ASSOCIATION NEWSLETTER
NORTHERN OHIO CHAPTER

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“Preparing and Issuing a Social Responsibility Report”



Ken Manchen PE, CHMM serves as Corporate Director of Safety, Health and Environmental Affairs at Premier Farnell Corporation. He is responsible for safety and environmental compliance at over 50 company facilities. He previously worked in corporate environmental positions at Eaton Corporation and Groundwater Technology, Inc. Ken also serves as Chairman of the Board of the Institute of Hazardous Materials Management (based in Rockville, MD), serves on the Advisory Board of Smithers Quality Assessments (an Akron, OH based ISO 9000/14000 registrar), and serves on the Advisory Committee of the Environmental, Health & Safety Technology Program at Cuyahoga Community College. Ken holds a BS in Civil Engineering, an MS in Environmental Engineering, and an MBA.

Shareholders, prospective shareholders, government entities and society in general are demanding ever-higher standards of performance from companies. Investors and investment groups are beginning to look at more than a company's economic performance. They are increasingly looking at a company's safety, environmental and social performance.

My company, Premier Farnell plc (Premier Farnell) is a medium sized electronics distribution company. We have approximately 5,000 employees, and \$1.1 billion in annual sales. We are a UK based company with operations in the Americas, Europe, Asia and Australia. I serve as Corporate Director of Safety, Health and Environmental Affairs, and my geographic area of responsibility is the Americas.

The company made a decision in 2001 to begin preparing and issuing a social responsibility report that describes the company's safety, environmental and social performance. It is now a regular part of the company's Annual Report.

The company has received much deserved recognition for its socially responsible performance and reporting. In the UK, we were named by Business in the Environment (BiE) as one of the most improved companies in their regional index of corporate

environmental engagement. For the last two years we have won the PricewaterhouseCoopers Yorkshire Annual Report Award. We have also been named to two coveted lists of socially responsible and ethical companies: the UK's FTSE4 Good Index, and the Dow Jones Sustainability STOXX Index (DJSI STOXX).

Why did we decide to issue a social responsibility report?

There were two events in early 2001 that led to our decision. First, the UK government's Minister for the Environment, Michael Meacher, contacted the head of Premier Farnell as well as the heads of 350 other top UK companies. He challenged them to begin preparing and issuing annual social responsibility reports. He told them that doing so would allow them to gain real competitive advantage, both through cost savings and by demonstrating to stakeholders that theirs is a well-run environmentally responsible business.

Second, the company was named to a newly created UK list of socially responsible and ethical companies (the FTSE4 Good Index). Companies named to this list were told that annual social responsibility reporting was a requirement for staying on the list.

continued to page 2

"Driving Miss P2"

May 20, 2005 in Akron

We're all familiar with the "what" and "how" of pollution prevention (P2) strategies and implementation. But anyone who's proposed a P2 plan to a business owner, executive or manager has likely been met by one of two fundamental questions – "Why?" or "Why now?". Would you be able to respond effectively and convincingly?

Join your Northern Ohio Chapter – AWMA colleagues on Friday, May 20 to explore the "drivers" behind P2. The presentations will include plenty of real-life, practical examples of why P2 makes business sense for a wide variety of industries and organizations, now!

"Driving Miss P2" – Why, and Why Now?

The Northern Ohio Chapter-Air & Waste Management Association Spring Technical Conference
8am-1:30pm, Friday, May 20, 2005
The Martin Center
105 Fir Hill, Akron, OH 44304
(on the campus of the University of Akron)

Scheduled speakers:

James Koewler, Jr., Esq.,
The Koewler Law Firm, Inc.

Adrienne LaFavre, Ohio EPA, OCAPP

Rick Carleski, Ohio EPA, OCAPP

David Foulkes, Ohio EPA, OCAPP

David Chapman, Goodyear Tire & Rubber

Pat Conway, Great Lakes Brewing Co.

Luncheon Keynote Speaker:

Mark Albrecht, Econ. Dev. Services Mgr.,
City of Akron

Breakfast buffet sponsored by Air Compliance Testing, Inc. and luncheon included.

NOC-AWMA/National AWMA Members - \$60
Non-Members - \$72 (includes one-year NOC-AWMA membership)

Governmental workers – half-price
Students – FREE conference (\$25 for luncheon)
Exhibit Table & 1 Admission - \$100

Contact Bob Perry by May 13 to register or for more information: rperry@firstenergycorp.com or (330) 761-4485.

“Preparing and Issuing a Social Responsibility Report” ... continued

Premier Farnell recognized it had a duty to shareholders, prospective shareholders and other concerned parties to demonstrate that it conducts its business in a socially responsible manner. The company informed the UK government that it would begin issuing annual social responsibility reports.

How did we decide what to include in the report?

The UK’s Department of the Environment, Transport and the Regions (DETR) provided guidance on what information our report should contain. We realized we would need to provide information on the:

- injuries and illnesses that occur,
- amount of energy used,
- amount of waste disposed,
- amount of waste recycled,
- amount of water consumed, and
- amount of greenhouse gases emitted.

We also realized we would need to establish performance targets and objectives, and demonstrate continual improvement in our performance.

What steps did we follow in preparing our initial report?

We followed the steps stated below.

Step 1: Have Company Operations Collect the Required Information

Our goal was to make maximum use of the safety, environmental and social activity information we were already collecting. We determined that the only additional information we needed to collect was data on our environmental impacts (i.e. energy usage, waste generation, waste recycling and water use). We designed an environmental reporting form and instructed operations worldwide to begin filling it out and returning it to the corporate office quarterly. We utilized a spreadsheet (Microsoft Excel) program that could perform numerical calculations, and be transmitted electronically.

Step 2: Assure Accuracy of Collected Environmental Data

We programmed the spreadsheet to compute unit rates of usage and generation. This allowed us to compare data from different operations and detect errors.

We computed electricity and natural gas usage per square feet of building space. We computed business travel, water use and waste generation on a per employee basis. We

also continue to encourage our employees to participate, both during and outside working hours, in civic and charitable activities.

compared usage and generation rates of our various operations and looked for data that seemed out of sync. The most common error we found was the reporting of data in the wrong units. For example, an operation would report their natural gas usage in cubic meters, but the number they provided actually represented usage in cubic feet. We identified and corrected a number of errors.

Step 3: Prepare Company Summary

We prepared a worldwide summary and computed worldwide unit rates.

Step 4: Assign Targets and Objectives

We decided we had sufficient and reliable historic data to immediately establish a numerical safety target. We set a target of reducing our injury and illness rate by 5% within two years. We committed to take a number of actions to make this happen.

We decided we did not have sufficient data to establish numerical environmental targets. We decided we would need to collect data for two years (and monitor it for accuracy) before setting a target. During those two years we committed to obtain ISO 14001 registration at our largest distribution center in the United States (in 2003), and at our largest distribution center in the UK (in 2004).

We decided that our goal in the social performance area would be to continue our historic civic and charitable activities. We would

also continue to encourage our employees to participate, both during and outside working hours, in civic and charitable activities.

Step 5: Design Report

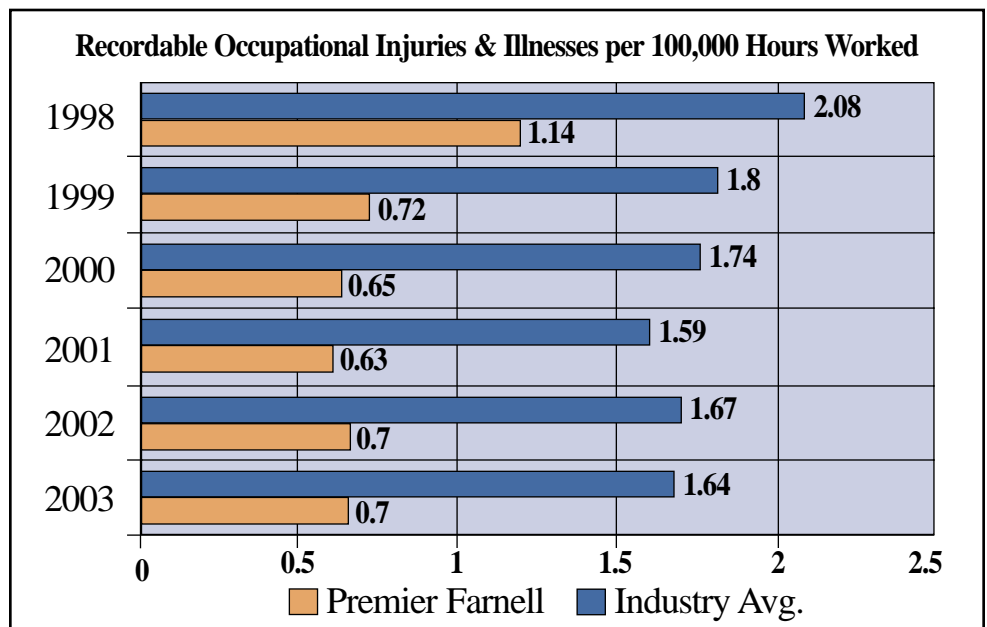
We knew people with a wide range of backgrounds would read our report. For that reason, we decided that our safety, environmental and social write-ups would need to be easy to read and understand.

In the safety area, we decided to compare the company’s workplace injury rate to the average for companies in our type of industry (see figure 1 below). We also decided to compare our workplace injury rate to the rates of other types of industries (see figure 2 on page 3). We wanted to convey to readers how Premier Farnell’s performance compared to its peers, as well as to other types of industries.

In the environmental area, we had a bigger challenge. There was no simple environmental indicator or method we could use to compare our performance to that of other companies. We decided to present tables that showed our energy use, waste generation, waste recycling, water use, and greenhouse gas emissions. We decided to help the reader put our performance in perspective by highlighting significant data and trends in the text of the report.

We decided to present our environmental data in two ways. We would show the company’s total quantity of usage or generation, and we would show unit rates of usage and generation based on company sales (see figure 3 on page 3).

Figure 1: Premier Farnell 1998-2003 Occupational Injury Rates per 100,000 hours worked*



Shown are the rates at which accidents (which involve more than first aid treatment) occurred/100,000 hours worked. Industry average = average rate of recordable injuries known to occur in specific industry sectors. Source of industry averages: U.S. Occupational Health and Safety Administration, Bureau of Labor Statistics.

Figure 2: Comparing Premier Farnell plc's 2003 occupational injury rates with for other industries*

Legal Services	0.60
Insurance Agents/Brokers	0.65
Banking	0.75
Premier Farnell	0.70
Electrical Goods-Wholesale	1.15
Chemical Industry	1.70
Paper	2.40
Electronic Equipment	2.75
Aircraft	2.80
All Manufacturing	3.40
Trucking	3.40
Rubber / Plastics	3.70
Food	4.30
Steel	5.25
Motor Vehicles	7.60
Iron / Steel Foundries	7.60

*Shown is the company's occupational injury rate for 2003 compared to the 2003 industry segment rates compiled and published by the US Department of Labor, Bureau of Labor Statistics.

Figure 3: Premier Farnell 2003 Environmental Data

Waste Disposed

	Total Amount Used		Unit Rate	
	2003	2002	2003	2002
	kilometers (000)		kilometers/1000€	
Hazardous waste	281	212	0.4	0.3
Industrial process waste	7	3	0.009	0.003
Solid waste	2,242	2,595	2.9	3.4
Total	2,530	2,810	3.3	3.6

Waste Recycled

	Total Amount Used		Unit Rate	
	2003	2002	2003	2002
	kilometers (000)		kilometers/1000€	
Hazardous waste	8	3	0.010	0.004
Industrial process waste	1,207	1,295	1.6	1.7
Solid waste	1,153	821	1.5	1.1
Total	2,367	2,118	3.1	2.7

Figure 3: Premier Farnell 2003 Environmental Data

Energy Used

	Total Amount		Unit Rate	
	2003	2002	2003	2002
	Total used (000)		Amount used/1000€	
Electricity (KWh)	38,026	38,058	50	49
Natural gas (cubic meters)	1,888	2,739	2.5	3.6
Propane (kilograms)	5	5	.006	.006
Fuel oil (litres)	25	3	.033	.004
Petrol for company cars/trucks (litres)	1,020	1,067	1	1
Diesel fuel (litres)	1,602	1,750	2	2

Employee Business Travel

	Total Amount Used		Unit Rate	
	2003	2002	2003	2002
	kilometers (000)		kilometers/1000€	
Business use of cars/trucks	8,151	8,921	11	12
Business use of rented cars/trucks	6,043	6,446	8	8
Train use	329	351	0.4	0.5
Short (intracontinent) airline flights	5,175	13,841	7	18
Long (intracontinent) airline flights	8,942	12,725	12	16
Total	28,640	42,283	38	55

Water Used

	Total Amount Used		Unit Rate	
	2003	2002	2003	2002
	litres (000)		litres/1000€	
Water used	52,581	56,491	69	73

Greenhouse Gas Emissions

Type of Energy Used	Total Amount Used		Metric tons CO ₂ Emitted	
	2003	2002	2003	2002
Electricity for facilities (KWH)	38,026	38,058	23,272	23,291
Natural gas for facilities (cubic meters)	1,888	2,739	4,068	5,902
Propane for lift trucks (kilograms)	5	5	11	11
Fuel oil for facilities (litres)	25	3	86	11
Petrol for company cars/trucks (litres)*	1,020	1,067	1,913	2,001
Diesel fuel (litres)	1,602	1,750	4,276	4,671
Petrol for rented cars/trucks** (litres)	1,352	1,464	2,535	2,744
Total			36,160	38,631

*assumed 10.5 kilometers/liter of petrol consumed

**conversion factor used=0.612 kg CO₂/KWh (equals USA 1998-99 average per US Dept. of Energy)
Reference: http://www.eia.doe.gov/cneaf/electricity/page/co2_report/co2emis.pdf

“Preparing and Issuing a Social Responsibility Report” ... continued

We decided to highlight in the text of the report the company’s high level of recycling (i.e. over 40% of the waste we generate is recycled), its relatively small amount of toxic or hazardous waste generation, and its commitment to obtaining ISO 14001 registration at its major facilities. We felt this information would demonstrate to a reader our environmental commitment, and the relatively low level of environmental risk posed by our company.

In the social performance part of the report we decided to discuss the various ways the company and its employees contribute to the community at large. We decided to highlight the company’s donations to charitable organizations, as well as its participation in worldwide civic and charitable activities.

How Can Your Company Benefit From Doing What We Did?

Social responsibility reporting provides you with an opportunity to demonstrate to shareholders, prospective shareholders, government entities and society in general that yours is a safe and environmentally responsible company. We believe our reporting has given us a competitive advantage. It has provided us with recognition, and has helped us attract socially responsible investors.

Social responsibility reporting is a trend that is growing worldwide. We believe we have benefited by reacting sooner rather than later. We believe your company, wherever it is located, can similarly benefit.

Unless a company issues social responsibility reports and demonstrates responsible performance, it will be hard pressed to attract socially responsible investors. It will also be hard pressed to qualify for inclusion on coveted third party lists of socially responsible companies. We think the time and effort needed are modest and recommend you consider doing what we did!

Notes:

1. The full text of Premier Farnell’s most current Social Responsibility (SR) report is available for viewing at www.premierfarnell.com.

2. This article is an updated version of the one that was published in Occupational Hazards magazine’s E-newsletter on July 11, 2003 (permission granted by Occupational Hazards magazine).

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Message from the Chairman by Herb Mausser

As you read this, the leadership of your Northern Ohio Chapter – AWMA is transitioning. Louise Barton will be chair of the Chapter beginning May 1, and Dan Loretta steps in as vice-chair. Bob Perry and Cindy Ours continue as treasurer and secretary, respectively.

Just a few final thoughts as I step aside:

1) The transition isn't really much of a transition. That's good, and that's bad. Louise has been a consistent contributor to the Chapter as vice-chair (and prior to that too). Dan is a returnee to the executive committee. Bob and Cindy have served well if quietly for a number of years now. In addition to the officers, the director troika of Scott Smith, Jim Koewler and Ed Fasko have worked hard to support the Chapter's efforts. And would we ever get a conference or an election off the

ground without Dave Marczely and Doug Rider rolling up their sleeves?

It's wonderful that we have this rock-solid base to see the Chapter through the coming months, but I know that so many other members have so much to contribute. The Planning Committee seems to have become an exclusive club of 9 or 10; it was never intended to be so. I think we've done a pretty good job of nurturing our Chapter, but it will only truly grow and thrive when dozens of members infuse it with diverse ideas and a little elbow grease. I urge you to set aside just 90 minutes of one second Wednesday of the month during 2005 – one Planning Committee meeting, always 4pm at the Brecksville library. Your input will be valued and appreciated.

2) Speaking of members, a number of you became Chapter members during our membership drive in Spring 2003, or as a

result of attending the Spring 2004 Technical Conference. We will be contacting you to renew for "a buck a month". This minimal fee allows us to put on our conferences and dinner seminars, provide support to our student chapter members to attend the National Conference, award Savings Bonds to our Science Fair winners, produce this newsletter, and so much more. When contacted, please renew! Or better yet, consider joining National AWMA – your membership in Northern Ohio Chapter is then automatic.

3) Thank you to all who have made my chairmanship these past three years rewarding and memorable. I look forward to many more years supporting the officers, directors and members of Northern Ohio Chapter – AWMA.

Ohio EPA Regulatory Roundup Title V Guidance Update

Ohio EPA's Division of Air Pollution Control has revised the June 3, 2003 document entitled "Guidance for Incorporating Facility Changes into a Title V Permit". This revision was posted at the Ohio EPA web site on Monday, March 9, 2005. It is available at

http://www.epa.state.oh.us/dapc/title_v/3-9-05_guidance_-_final.pdf.

There is also a link available from the "What's new" section of the Air web page.

The following highlights changes made:

1. New information regarding insignificant emissions units has been included in the section entitled "Off-permit Changes." There is also a new section entitled "Recent Changes Affecting Incorporation of Facility Changes into the Title V Permit." This section further discusses insignificant emissions unit changes.

2. New procedures for using the Administrative Permit Amendment procedures for permanently shutdown emissions units.

3. Incorporation of a new section entitled "Monitoring, Reporting and Record Keeping (MRR) Changes". This section provides additional details, examples and explanations on determining the "significance" of MRR changes.

4. New flow charts (a sequence of 3) with greater detail. This includes adding numbering to the flow charts for cross referencing with numbering in the text of the guidance and providing the path through the flow chart for each example included in the guidance.

5. New information in the Reopening for Cause section to identify procedures for MACT incorporation.

6. More detail in the section entitled "Using STARShip for Revisions" to help the permittees with their application procedures.

2004 Title V Compliance Certification and Fees due

All facilities subject to Title V fees must file their fee report for calendar year 2004 electronically by April 15, 2005. The fee for 2004 is \$38.29 per ton of actual emissions. A hard copy receipt, signed by a responsible official for a fee report must be submitted to Ohio EPA DAPC, Permit Information and Data Management unit, Lazarus Government Center, P.O. Box 1049, Columbus 43216-1049. Receipts for Title V applications must be sent to the district office or local air agency that is processing the permit. Annual compliance certification is due by April 30th to the district office or local air agency which has jurisdiction over the facility.

2004 Synthetic Minor Fees due

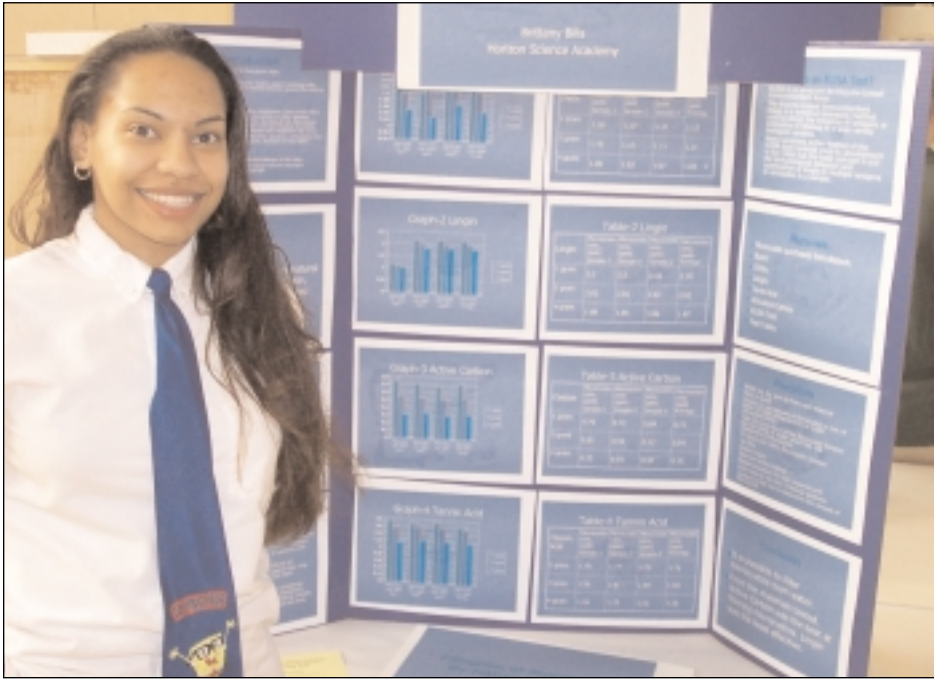
Facilities that have been issued a FESOP (Federally Enforceable State Operating Permit) or a Synthetic minor PTI (Permit to Install) should have received an emission reporting form for year 2004 in February of this year. The completed form is due to Ohio EPA Central Office by April 15th, 2005. Consult the Ohio EPA DAPC web page at <http://www.epa.state.oh.us/dapc/fops/synmin.html> for further information.

Ohio EPA Division of Air Pollution proposes new permit by rule revisions

The Division of Air Pollution Control is proposing to amend Ohio Administrative Code (OAC) rule 3745-31-03 to incorporate six new permit-by-rule provisions and to modify several permanent exemptions. These amendments will exempt owners or operators of various types of low-emitting air pollution sources from the need to obtain a permit-to-install. A public hearing will be held on April 21, 2005 and comments will be accepted through April 22, 2005.

The proposed rule differs from the draft rule during the Interested Party comment period in that the threshold exemption is not included at this time. Autobody refinishing operations, gasoline dispensing facilities, crushers and screeners of certain capacity and boilers and heaters between 10 and 100 million BTU's are listed in the permit by rule area. The rule is written to address sources to which the New Source Performance Standards apply; there are very specific requirements which list if the unit is eligible for permit by rule. For further information, see the web site at <http://www.epa.state.oh.us/dapc/regs/3745-31/31-03rule.pdf>

2005 Northeast Ohio Science & Engineering Fair



NOC-AWMA First Place Winner Brittany Bills

The annual Northeast Ohio Science and Engineering Fair was held March 28-31 at John Carroll University. NOC-AWMA again participated as a "special prize" awarder on March 29th, presenting first, second and third place prizes (\$150, \$100, and \$50 U.S. Savings Bonds, respectively) in the environmental science projects category.

The first place award went to Brittany Bills, a junior at Horizon Science Academy with her project, titled "Filtration of Microcystin by Natural Materials." Second place went to Stephanie Andrus, a freshman at Beaumont H.S. Her project was titled: "What Is The Effect of Increased Nutrients (Fertilizer) and Runoff Pollutants (Oil and Grease) on a Simulated Lake Erie Near-Shore Environment Versus A Control?" Third place went to Leah Hirsch, an 8th grader at Incarnate Word Academy with her project titled "Wanna Play?...Think Again – The Effects of Arsenic in CCA-Treated Lumber on Plant and Animal Life."

This year's NOC-AWMA special award judges were Doug Rider, Ed Fasko, and Scott Smith. Judges enjoyed a reception and a tour of the new Dolan Center for Science & Technology after the events. Dinner was also provided in the student cafeteria located in Schott Hall. It was a wonderful time for all who attended.

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FROM THE EDITOR

The Northern Ohio Chapter Newsletter is published semiannually for members of A&WMA. Laura Lyden, newsletter editor, may be contacted at (330) 792-9999, lalyden@truenorth.org or TrueNorthEnergy, 3711 LeHarps Rd., Youngstown, OH 44515. Membership dues include subscriptions to the newsletter. For membership information contact Cindy Ours through the chapter web page at www.nocawma.org.