



# Annual Performance Report

OMB No. 2010-0032  
Expiration Date: 06/30/03

**Facility Name:** Guilford of Maine, Inc.  
**Performance Track ID #:** A010017  
**Annual Performance Report #:** 1  
**Reporting Year:** 2001  
**Due Date:** 07/01/2002

## Section A. General Facility Information

Please supply or revise information in A.1 – A.8 as is necessary to ensure that it is accurate, complete, and up-to-date. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

- A.1 Name of your facility:** Guilford of Maine, Inc.
- A.2 Name of your parent company:** Interface Fabrics Group, Inc.
- A.3 Facility contact person for the Performance Track program:**  
**Name:** Mrs. Wendy Porter  
**Title:** Director of Environmental Management  
**Phone:** (800) 762-3331 x.232  
**Fax:** (207) 876-4122  
**E-mail:** wendy.porter@interfacefabricsgroup.com
- A.4 Facility's location**  
**Street Address:** 9 Oak Street

**Address (cont.):** PO Box 179

**City:** Guilford

**State:** ME

**Zip Code:** 04443-0179

**A.5 Facility's Website address (if any):**

www.interfacefabricsgroup.com

**A.6 Number of employees (full-time equivalents) who currently work in the facility:**

100-499

**A.7 Does your company meet the Small Business Administration definition of a small business for your sector?**

No

**A.8 North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility:**

31321

**A.9 In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them here:**

No

**A.10 Please update the list of environmental requirements that apply to your facility by listing any changes that have taken place during this reporting period. If you have no changes to report, please enter "No changes".**

No Changes.

**Section B.  
Environmental Management System**

**B.1 Environmental Management System Assessment. Please summarize EMS assessments conducted during the year.**

a. Was an EMS audit or other assessment done by an independent third party?

Yes

If yes, please provide the type (e.g., ISO 14001 certification), the scope, and the dates (mo/yr) of each assessment.

Type	Scope	Dates (mo/yr)
ISO 14001:1996	The environmental management system of Guilford of Maine, Inc., associated with the manufacture of broadwoven fabric at Guilford, ME, USA.	03/2002
ISO 14001:1996	The environmental management system of Guilford of Maine, Inc., associated with the manufacture of broadwoven fabric at Guilford, ME, USA.	09/2001

b. Was an internal or corporate EMS audit conducted? Yes

If yes, please provide the scope and dates (mo/yr) of each audit.

Scope	Date (mo/yr)
12 Internal ISO audits covering all clauses of the standard and all areas of the facility	12/01

c. Was a compliance audit conducted?

Yes

If yes, please provide the scope and the dates (mo/yr) of each audit, and indicate who conducted the audit(s) (e.g., facility staff, corporate groups, third party).

Scope	Dates	Who conducted the audit
Air permit compliance audit	07/2001	Corporate Environmental
Site Location of Development permit and regulation audit	08/2001	Corporate Environmental
Hazardous Materials Audit	04/2001	Corporate and facility environmental

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audit

Ten corrective actions were issued during 2001. They addressed training requirements, boiler control system back-up

monitoring equipment, and procedures for storage and disposal of universal hazardous waste.

**f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?**

Yes

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

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

12/2001

**Who headed the review? Name:** Mr. Paul Paydos **Title:** Vice President Technical Services

**B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001?**

Yes

**B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects?**

02/2002

**B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. You may limit the summary to environmental aspects that are *significant* and towards which progress has been made during the *reporting year*. In cases where *progress* relates specifically to a Performance Track performance commitment, complete the Environmental Aspect column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C."**

<b><i>Environmental Aspect</i></b>	<b><i>Progress Made This Year</i></b> <b>(e.g., quantitative or qualitative improvements, activities conducted)</b>
Generation of Thermal Energy	Included in the Performance Track total energy goal - See Section C.
Water Usage	See Section C.
Electricity Usage	Included in the Performance Track total energy goal - See Section C.
Dyeing	Significant impacts are antimony discharge. Facility has conducted laboratory bench trials to determine suitability of end of pipe treatment for antimony. Field trials are planned for 2002.
Weave Fabric	Significant impact of vibration. Facility has undertaken a vibration study to determine source and nature of transmission of the vibration. Facility currently assessing options to mitigate the vibration.
Use of Recycled or Virgin Polyester	Significant impacts are antimony discharge and depletion of natural resources. See Dyeing above for progress on antimony. The facility increased the use of recycled polyester to over 80% in 2001. Additionally, the facility is pursuing the commercialization of a biobased fiber for fabric - derived from agricultural wastes.

**Section C.  
Environmental Performance Commitments**

Please use the tables below to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment.

**C.1 Performance Commitment 1**

a. Use this table to report data related to your first performance commitment.

<b>Category:</b>	<b>Energy Use</b>				
<b>Aspect :</b>	<b>Total Energy Use</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>1999</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>163204</b>	<b>145584</b>			<b>Optional:150030</b>
<b>Measurement Units</b>	<b>mmBtu</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.822</b>			<b>Optional: 1</b>
<b>Basis for your Normalizing Factor</b>	<b>woven linear yards of fabric</b>				
<b>Normalized Quantity* (per year)</b>	<b>163204</b>	<b>177109.5</b>			<b>150030</b>
<b>*Calculated for you</b>					

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

Production decreased substantially in 2001 due to poor economic conditions in the office furniture industry. The fixed component of our energy consumption inhibited obtaining significant progress in 2001. We remain committed to our performance goals and will strive for greater improvements in the coming years.

If you have additional information that you would like to include please attach it here:

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

**C.2 Performance Commitment 2**

a. Use this table to report data related to your second performance commitment.

<b>Category :</b>	<b>Water Use</b>				
<b>Aspect :</b>	<b>Total Water Use</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>1999</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>71492820</b>	<b>56479915</b>			<b>Optional: 63912810</b>
<b>Measurement Units</b>	<b>gallons</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.822</b>			<b>Optional:1</b>
<b>Basis for your Normalizing Factor</b>	<b>woven linear yards</b>				
<b>Normalized Quantity* (per year)</b>	<b>71492820</b>	<b>68710358.9</b>			<b>63912819</b>
<b>*Calculated for you</b>					

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

Although the actual numerical goal was reached, the production weighted goal was not. Production decreased substantially in 2001 due to poor economic conditions in the office furniture industry. The fixed component of our water usage inhibited obtaining significant progress in 2001. We remain committed to our performance goals and will strive for greater improvements in the coming years.

**Attach:**

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

**C.3 Performance Commitment 3**

a. Use this table to report data related to your third performance commitment.

<b>Category :</b>	<b>Waste</b>				
<b>Aspect :</b>	<b>Total Solid Waste</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>1999</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>108</b>	<b>73</b>			<b>Optional: 81</b>
<b>Measurement Units</b>	<b>tons</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.822</b>			<b>Optional:1</b>
<b>Basis for your Normalizing Factor</b>	<b>woven linear yards</b>				
<b>Normalized Quantity* (per year)</b>	<b>108</b>	<b>88.8</b>			<b>81</b>
<b>*Calculated for you</b>					

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

The facility met the goal established under performance track. Because of the level of waste reduction and recycling conducted at the facility, the solid waste generated is primarily waste associated with employee activities, not production. The facility set a numerical goal of 81 tons per year and achieved 73 tons in 2001.

**Attach:**

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

**C.4 Performance Commitment 4**

a. Use this table to report data related to your fourth performance commitment.

<b>Category :</b>	<b>Materials Use</b>				
<b>Aspect :</b>	<b>Recycled/Reused Materials Use</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>1999</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>8545874</b>	<b>8491788</b>			<b>Optional: 10345357</b>
<b>Measurement Units</b>	<b>lbs</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.819</b>			<b>Optional:1</b>
<b>Basis for your Normalizing Factor</b>	<b>total textile raw materials (recycled fiber and virgin fiber)</b>				
<b>Normalized Quantity* (per year)</b>	<b>8545874</b>	<b>10368483.5</b>			<b>10345357</b>
<b>*Calculated for you</b>					

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

The facility established a goal of 80% recycle fiber content in the performance track application. The facility met this goal in 2001 (66.1% in 1999 to 80.2% in 2001).

**Attach:**

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).





**Section D.  
Public Outreach and Performance Reporting**

**D.1 Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).**

The facility conducted two community advisory meetings during the calendar year 2001. The community advisory group is comprised of local legislators, town officials, neighbors, environmental regulators, media, and other interested people. The agenda covered the facilities significant aspects and impacts, objectives and targets, and the performance goals established under the Performance Track Program. Feedback was obtained from participants regarding the facilities environmental performance, progress, and priorities.

**Attachment:**

Any attachments will be located at the end of the report.

**D.2 Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Report available to the public. Please check as many as appropriate.**

Community Advisory Panel

URL:

**Section E.  
Self-Certification of Continued Program Participation**

On behalf of **Guilford of Maine, Inc.,**  
(name of my facility)

I certify that

- I have read and agree to the terms and conditions as specified in the *National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
  
- I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
  
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
  
- My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance;
  
- Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environment Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date

Printed Name

Ms. Wendy Porter

Title

Director Environmental Mgmt

Phone Number

800-762-3331 ext. 232

E-mail Address

wendy.porter@interfacefabricsg

Facility Name

Guilford of Maine, Inc.

Facility Street Address

9 Oak Street PO Box 179

Guilford, ME 04443-0179

Performance Track ID#

A010017

**Appendix:****Do you want to add Appendix?****When adding additional comments, please refer to question number.****Comments:****Attachment:**

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection information is estimated to average 188 hours per respondent annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.