To Whom It May Concern:

Cortec Coated Products produces coated papers for various uses and industries, using water based coatings on both recycled and virgin papers. Being green has always been the main business culture.

As part of the overall EMS system, 11 internal audits were performed. Three corrective actions were completed along with one preventive action. This year one external audit was also performed and corrective actions were completed for the 5 minor findings. A list of environmental aspects and significant aspects is maintained and reviewed at least once per year.

**Environmental Accomplishments for 2013:**

1. Continued recycling with vendor haul-away-proved by emptying compactor no more than 4 times a year.
2. Continued checking and recording of coater oven temps monthly to make sure system is recovering heat properly. Running at about 60% average recovery rate.
3. No hazardous waste shipped.
4. Began new process to nest jobs in order to reduce paper waste and waste of coating needed to prep machine, by running similar jobs together.

**Goals for 2014:**

1. Install at least one occupancy sensor in the building.
2. Decrease waste from 5.19 tons to less than 5.1 tons

Please find additional information related to DNR Environmental Indicators list below:

1.1 Water Use-
   1.1.1 317,255 pounds of water were used in production of products in 2014. This is 36,697 pounds more than 2012.
   1.1.2 There are minimal/no sources for additional phosphorus to be released into water.
   1.1.3 Waste water would include domestic waste, floor washing, overspray of product, obsolete/ unusable product.
1.2 Air Emissions are minimal and currently no air permit is required.

1.3 Solid waste produced includes packaging materials, lunchroom, and off-spec material that cannot be reused.
   1.3.1 5.19 tons of garbage was disposed of in 2013. This is 11.06 tons less than 2012.
   1.3.3 No hazardous materials were shipped.
   1.3.4 No mercury was released into the environment.
   1.3.5 Currently, the following materials are recycled: paper, aluminum cans, cardboard, fiber cores, ink jet cartridges, mercury (from light bulbs, thermometers, etc.), lead batteries if any present, metal (from old equipment, empty aerosol cans, etc.), electronics including computer components. Also, 100% post consumer recycled paper will be used whenever possible, printing on both sides of the page is encouraged.

1.4 Energy Use- Plant Building uses heat recovery system to reduce energy.

1.6 There were no spills of hazardous substances released to the environment.

Sincerely,

[Signature]

Sue Hakes
Administrative Services Manager
Cortec Coated Products