



## **Public Report:**

INSCAPE Corporation  
2015 Toxic Reduction Accounting Report  
Toxic Reduction Act & Ontario Regulation 455/09

Date: October 25, 2016



## 1. SUMMARY

INSCAPE Corporation (Inscope) is providing this Toxic Reduction Accounting Report to fulfill its annual Toxic Reduction Act (TRA) and Ontario Regulation 455/09 public reporting requirements for the 2015 reporting year. Under these requirements the facility is required to undertake toxic substance accounting to better understand the quantities of toxic substances that are used, created, transformed, destroyed, released, and disposed of.

### Facility Description:

Inscope is located at 67 Toll Road in the town of Holland Landing, Ontario. The facility designs and manufactures metal office furniture and is represented by NAICS code 337214 - Office Furniture (except Wood) Manufacturing. The manufacturing operations consist of the following main processes:

- Cutting and forming of sheet metal and wood products;
- Surface coating, and
- Assembly.

## 2. FACILITY INFORMATION

Facility Name:	INSCAPE Corporation
NPRI Identification Number:	5753
Two Digit NAICS Code:	33
Four Digit NAICS Code :	3372
Six Digit NAICS Code :	337214
Number of Full-time Employees:	281
UTM Spatial Coordinates (NAD83):	Latitude: 44.10330, (481763.38 Easting) Longitude: -79.50310 (1173734.65 Northering) Datum: 38

### 2.1. Owner of the Facility Information

Name:	INSCAPE Corporation
Address:	67 Toll Road, Holland Landing, ON, L9N 1H2
Phone Number:	905-836-7676
Fax Number:	905-836-4977
E-mail:	<a href="mailto:gsnelling@inscapesolutions.com">gsnelling@inscapesolutions.com</a>

### 2.2. Operator of the Facility Information

Name:	INSCAPE Corporation
Address:	67 Toll Road, Holland Landing, ON, L9N 1H2
Phone Number:	905-836-7676
Fax Number:	905-836-4977
E-mail:	<a href="mailto:gsnelling@inscapesolutions.com">gsnelling@inscapesolutions.com</a>



### 2.3. Parent Company Information

Legal Name of Parent Company: INSCAPE Corporation  
Address of Parent Company: 67 Toll Road, Holland Landing, ON, L9N 1H2  
% of Facility Owned by Company: 100%

### 2.4. Toxic Substances for Which Facility Must Report:

100-41-4	Ethylbenzene
1330-20-7	Xylene (all isomers)15
64742-94-5	Heavy aromatic solvent naphtha
7439-96-5	Manganese (and its compounds)3
7440-02-0	Nickel (and its compounds)3
7440-47-3	Chromium (and its compounds)4
7440-50-8	Copper (and its compounds)3
NA – VOC	Volatile Organic Compounds

### 2.5. Plan Contacts

#### *Person Coordinating the Preparation of the Plan*

Name: Kaleem Muhammad  
Position: Manufacturing Engineer  
Address: 67 Toll Road, Holland Landing, ON, L9N 1H2  
Phone Number: 905-836-7676  
Fax Number: 905-836-6000  
E-mail: [kmuhammad@inscapesolutions.com](mailto:kmuhammad@inscapesolutions.com)

#### *Public Contact*

Name: Glenn Snelling  
Address: 67 Toll Road, Holland Landing, ON, L9N 1H2  
Phone Number: 905-836-7676  
Fax Number: 905-836-6000  
E-mail: [gsnelling@inscapesolutions.com](mailto:gsnelling@inscapesolutions.com)

#### *Certifying Official*

Name: Stephen Taylor  
Address: 67 Toll Road, Holland Landing, ON, L9N 1H2  
Phone Number: 905-836-7676  
Fax Number: 905-836-6000  
E-mail: [staylor@inscapesolutions.com](mailto:staylor@inscapesolutions.com)

### 3. Facility Details

**Review of quantification methods and a rationale if the methodology has changed from previous reports, including a description of how the change affects tracking and quantification of the substance:**

During a 2016 review of historical NPRI and TRA reporting several substances were determined to be below reporting thresholds and reported voluntary. Inscope has revised historical NPRI and TRA reports to include only those substances meeting the reporting thresholds. Through this process changes were made to the estimation methods for surface coatings, purge solvents and steel compositions to improve accuracy and year over year consistency.

**A statement of whether there has been a significant process change at the facility during the previous calendar year:**

There have been no significant process changes at the facility.

**Progress towards toxic substance reductions for options chosen to be implemented:**

Substance	CAS #	Description of Use/Creation	Description of Target for option to be implemented		By when	Status	Expected Quantity reduction (Use)
Ethyl Benzene	100-41-4	Ethylbenzene is contained in solvent based paints and present in the solvent used to flush paint lines during a color change process. Ethyl Benzene is not created at the facility.	1	<b>Equipment or Process Modifications:</b> Install 2 additional pneumatic controllers to reduce xylene usage during color change process at the Paint Kitchen.	2016	Completed	0.5 MT (1.5%)
			2	Re-program color change controller in the spray booths using more air to reduce xylene usage.	2017	On-going	0.5 MT (1.5%)
			3	Install remaining 2 pneumatic controllers to reduce xylene usage during color change process at the Paint Kitchen.	2018	On-going	1 MT (2%)
Xylene (all isomers) 15	1330-20-7	Xylene is contained in solvent based paints and present in the solvent used to flush paint lines during a color change process. Xylene is not created at the facility.	1	<b>Equipment or Process Modifications:</b> Install 2 additional pneumatic controllers to reduce xylene usage during color change process at the Paint Kitchen.	2016	Completed	1.5 MT (1.5%)
			2	Re-program color change controller in the spray booths using more air to reduce xylene usage.	2017	On-going	1.5 MT (1.5%)
			3	Install remaining 2 pneumatic controllers to reduce xylene usage during color change process at the Paint Kitchen.	2018	On-going	2 MT (2%)
Heavy Aromatic Solvent Naptha	64742-94-5	Heavy Aromatic Solvent Naptha is contained in solvent based paints.	N.A.	Inscope will continue to work to minimize the environmental and health effects of harmful chemicals associated with manufacturing processes, through reducing the usage, substituting or eliminating whenever possible.	No quantifiable target of reduction		
Manganese Nickel Chromium Copper	7439-96-5 7440-02-0 7440-47-3 7440-50-8	Substances are contained in the raw steel used to manufacture office furniture.	N.A.	Inscope will continue to work to minimize the environmental and health effects of harmful chemicals associated with manufacturing processes, through reducing the usage, substituting or eliminating whenever possible.	No quantifiable target of reduction		



Details on Inscape's sustainability programs can be found at:

<http://inscapesolutions.com/company/sustainability/>

Current TRA Plan Date(s): October 25, 2016 Amended Plan  
(The Plan was amended to include Nickel and Copper which became reportable in 2015 after re-review of NPRI)

**Substance Information and Certification:**

Provided in Sections 5 and 6.

**4. STATEMENT OF INTENT AND OBJECTIVES:**

At Inscape, we take our role as stewards of the environment very seriously. Through the integration of an environmental management system (EMS) and design for the environment program, we strive to address environmental concerns at every step of product design and manufacturing processes.

Inscape will continue to work to minimize the environmental and health effects of harmful chemicals associated with manufacturing processes, through eliminating, reducing the use or substituting of these chemicals whenever possible.

In the next 5-years starting January 2013, Inscape will:

- Examine and evaluate reasons for waste generation on site and minimizing waste of Toxic substances used in the manufacturing processes for possible usage reductions.
  - Encourage our employees and Suppliers to participate in various types of Toxic Substance Reductions.
  - Measure progress through an environmental management system which is closely monitored by a cross-functional Environmental Committee to ensure individual targets set-out during these meetings are achieved.
1. At present Company has been able to quantify the amount of reduction only in the use of Xylene (5% - 5 MT) and Ethyl benzene by 5% ( 5% - 2MT) and how these reductions will be achieved are described in individual Toxic Substance Reduction Plans.
  2. Company has not quantified nor has intention to reduce the Chromium, Manganese, Nickel and Copper in the Steel as it is the primary ingredient and mainly dependent on the suppliers of steel Nor Heavy Aromatic Solvent Naptha as it is one of the ingredients of paint.

## 5. COMPARISON OF TOXIC SUBSTANCE ACCOUNTING

Substance #1			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling	
100-41-4	Ethylbenzene	2015	10,000-100,000	0	3,255	4,163	0	0	0	12,403	0-1
		2014	10,000-100,000	0	2,867	3,744	0	0	0	11,683	0-1
Change Between Current and Previous Year (kg)			-3,567	-158	0	388	0	0	0	0	0-1
% Change			-1%	0%	14%	11%	0%	0%	0%	6%	0%
Reason for Change / Comments:			D	NC	E	NC	NC	NC	NC	NC	NC

NC - No change, or change is less than 10%

D - Decrease in quantities contained in purge solvent.

E - Increase quantities used in coatings.

Substance #2			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling	
1330-20-7	Xylene (all isomers) <sup>15</sup>	2015	10,000-100,000	0	21,761	28,626	0	0	0	49,440	0-1
		2014	10,000-100,000	0	19,357	25,946	0	0	0	46,568	0-1
Change Between Current and Previous Year (kg)			1,652	0	2,404	2,680	0	0	0	2,871	0
% Change			2%	0%	12%	10%	0%	0%	0%	6%	0%
Reason for Change / Comments:			D	NC	E	NC	NC	NC	NC	NC	NC

NC - No change, or change is less than 10%

D - Decrease in quantities contained in purge solvent.

E - Increase quantities used in coatings.

Substance #3			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling	
7439-96-5	Manganese (and its compounds) <sup>3</sup>	2015	10,000-100,000	0	0	0	0	0	0	3,106	10,000-100,000
		2014	10,000-100,000	0	0	0	0	0	0	2,886	10,000-100,000
Change Between Current and Previous Year (kg)			2,205	0	0	0	0	0	0	220	1,986
% Change			8%	0%	0%	0	0%	0%	0%	8%	8%
Reason for Change / Comments:			NC	NC	NC	NC	NC	NC	NC	NC	NC

NC - No change, or change is less than 10%

Substance #4			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling	
7440-02-0	Nickel (and its compounds) <sup>3</sup>	2015	10,000-100,000	0	0	0	0	0	0	3,653	10,000-100,000
		2014	10,000-100,000	0	0	0	0	0	0	2,709	10,000-100,000
Change Between Current and Previous Year (kg)			9,437	0	0	0	0	0	0	944	8,493
% Change			35%	0%	0%	0%	0%	0%	0%	35%	35%
Reason for Change / Comments:			A	NC	NC	NC	NC	NC	NC	A	A

NC - No change, or change is less than 10%

A - Increase in production levels



Substance #5			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)	
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling		
7440-47-3	Chromium (and its compounds) <sup>4</sup>	2015	10,000-100,000	0	0	0	0	0	0	3,241	10,000-100,000	
		2014	10,000-100,000	0	0	0	0	0	0	2,172	10,000-100,000	
		Change Between Current and Previous Year (kg)		10,698	0	0	0	0	0	0	1,070	9,628
		% Change		49%	0%	0%	0%	0%	0%	0%	49%	49%
		Reason for Change / Comments:		A	NC	NC	NC	NC	NC	NC	A	A

NC - No change, or change is less than 10%

A - Increase in production levels

Substance #6			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)	
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling		
7440-50-8	Copper (and its compounds) <sup>3</sup>	2015	10,000-100,000	0	0	0	0	0	0	1,818	10,000-100,000	
		2014	10,000-100,000	0	0	0	0	0	0	1,334	10,000-100,000	
		Change Between Current and Previous Year (kg)		4,842	0	0	0	0	0	0	484	4,358
		% Change		36%	0%	0%	0%	0%	0%	0%	36%	36%
		Reason for Change / Comments:		A	NC	NC	NC	NC	NC	NC	A	A

NC - No change, or change is less than 10%

A - Increase in production levels



Substance #7			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling	
NA - VOC	Volatile Organic Compounds	2015	100,000-1,000,000	117	29,695	40,596	0	0	0	0	0-1
		2014	100,000-1,000,000	126	26,747	37,272	0	0	0	0	0-1
Change Between Current and Previous Year (kg)			-725	-9	2,948	3,324	0	0	0	0	0
% Change			0%	-7%	11%	9%	0%	0%	0%	0%	0%
Reason for Change / Comments:			NC	NC	NC	NC	NC	NC	NC	NC	NC

NC - No change, or change is less than 10%

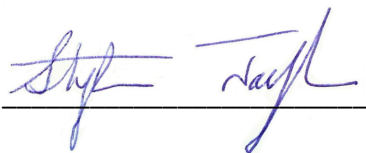
Substance #9			Amount of Substance (kg)			Releases (kg)		Off-Site Transfers (kg)			Amount of Substance Contained in Product (kg)
cas #	Substance	Reporting Year	Substance Used (Input)	Created (Process)	Substance Destroyed (Process)	Air	Water (Municipal Treatment)	Land Disposals	Incineration	Recycling	
64742-94-5	Heavy aromatic solvent naphtha	2015	1,000-10,000	0	1,585	2,410	0	0	0	0	0-1
		2014	1,000-10,000	0	1,489	2,263	0	0	0	0	0-1
Change Between Current and Previous Year (kg)			343	0	97	147	0	0	0	0	0
% Change			7%	0%	7%	7%	0%	0%	0%	0%	0%
Reason for Change / Comments:			NC	NC	NC	NC	NC	NC	NC	NC	NC

NC - No change, or change is less than 10%

## 6. ACCOUNTING CERTIFICATION

As of October 25, 2016, I, Stephen Taylor , certify that I have read the annual Toxic Reduction Accounting Report for the substances listed and am familiar with its contents, and to my knowledge the report is factually accurate and complies with the Toxics Reduction Act, 2009 and Ontario Regulation 455/09 (General) made under that Act.

100-41-4	Ethylbenzene
1330-20-7	Xylene (all isomers)15
64742-94-5	Heavy aromatic solvent naphtha
7439-96-5	Manganese (and its compounds)3
7440-02-0	Nickel (and its compounds)3
7440-47-3	Chromium (and its compounds)4
7440-50-8	Copper (and its compounds)3
NA – VOC	Volatile Organic Compounds



Stephen Taylor  
Manager, Technical Services  
Inscape Corporation

October 25, 2016

Date



**ATTACHMENT 1**

**Public Report Checklist  
(1 page)**



## 2014 Toxic Substance Act: Public Report Checklist

Details	
Substance name and CAS number	<input checked="" type="checkbox"/>
NPRI and O.Reg.127/01 MOE ID numbers	<input checked="" type="checkbox"/>
The legal and trade names of the owner and the operator of the facility, the street address of the facility and, the mailing address of the facility (if different)	<input checked="" type="checkbox"/>
The number of full-time employee equivalents at the facility.	<input checked="" type="checkbox"/>
North American Industry Classification System (NAICS) codes for the facility	<input checked="" type="checkbox"/>
The name, position, telephone number for street address and mailing address for:	<input checked="" type="checkbox"/>
Public contact	<input checked="" type="checkbox"/>
For parent companies:	<input checked="" type="checkbox"/>
Legal name	<input checked="" type="checkbox"/>
Street and mailing address of the company	<input checked="" type="checkbox"/>
The company's percentage of ownership	<input checked="" type="checkbox"/>
The name of all other toxic substances used or created at the facility for which plans are required to be prepared.	<input checked="" type="checkbox"/>
Review of quantification methods and a rationale if the methodology has changed from previous reports, including a description of how the change affects tracking and quantification of the substance (summary only for public)	<input checked="" type="checkbox"/>
A statement of whether there has been a significant process change at the facility during the previous calendar year.	<input checked="" type="checkbox"/>
The amount of the substance used (ranges for public report)	<input checked="" type="checkbox"/>
The amount of the substance that is created. (ranges for public report)	<input checked="" type="checkbox"/>
The quantity released to air	<input checked="" type="checkbox"/>
The quantity released to surface waters	<input checked="" type="checkbox"/>
The quantity released to land	<input checked="" type="checkbox"/>
The quantity disposed of on-site to land	<input checked="" type="checkbox"/>
The quantity transferred off-site for disposal	<input checked="" type="checkbox"/>
The quantity transferred off-site for treatment prior to final disposal	<input checked="" type="checkbox"/>
The quantity transferred off-site for recycling	<input checked="" type="checkbox"/>
Amount contained in product (not required for CACs and VOCs) (ranges for public report)	<input checked="" type="checkbox"/>
Certification of Highest Ranking Employee (copy for public report)	<input checked="" type="checkbox"/>