

## Carbon Neutral Action Report Pacific Carbon Trust

### Executive Summary

Executive Summary - The Pacific Carbon Trust (PCT) places environmentally responsible behaviour as a highly-ranked corporate objective. From its inception in 2008, PCT started taking action to keep its carbon footprint small and integrate environmental sustainability into its strategic planning. This resulted in the key PCT corporate goal to be "an effective, environmentally responsible organization known for its industry expertise." In tandem with this goal, the PCT is also developing a performance measure to monitor the organization's level of greenhouse gas emissions in relation to the average organizational carbon footprint.

This also led to the use of a "green" lens when making corporate level decisions such as those concerning its location as well as travel and human resource policies. In 2008, PCT also shared office space and supplies with the Ministry of Finance, participated in their green team initiatives (e.g., recycling), and researched carbon neutral best practices.

In 2009, PCT made a strong effort when setting up its new corporate operations to take a low-emissions approach. For example, supplies, equipment and furniture were chosen with the three R's in mind - reduce, reuse, recycle. On an ongoing basis, PCT also encourages teleconferencing, alternative transit, and the use of electronic tablets to reduce the impact of travel and paper use. The PCT is developing a more comprehensive carbon neutral plan for 2009.

### Objectives

A key driver for the Pacific Carbon Trust is its 2009/10--2011/12 Service Plan goal to be "An effective, environmentally responsible organization known for its industry expertise." As a result, as a key performance measure, the PCT is actively working to reduce its level of greenhouse gas emissions lower than the average organizational carbon footprint in the BC government. To be an innovative leader in this field, PCT needs to lead by example.

## Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

### Overview

#### Overview - 2008

In its first year of operations, the Pacific Carbon Trust focused efforts on developing the structure and capacity of the company from its one-office base at the Ministry of Finance. The actions taken to reduce GHG emissions took a two-pronged approach the first was to ensure environmental sustainability was entrenched in strategic corporate decisions with the second focusing on development of activities and daily practices to reduce emissions.

For example, decisions were made to choose a central location for its headquarters to reduce the need for travel, to have no corporate vehicles and parking, and to support environmental sustainability within its corporate personnel code of conduct and other HR policies. PCT also shared office space with the Ministry of Finance, participated in their green team initiatives, and researched carbon neutral best practices. Changing ongoing behaviour focused on the use of recycled paper, double-sided printing, electronic tablets and tele-and web-conferencing to conduct meetings.

### 1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Encouraged use of public transit/active transportation	Complete	Staff walked to meetings within reasonable distance to office; car pooled for longer distances;	
Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	Complete	No fleet vehicle policy	

### 1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use	In progress		Decisions taken to incorporate into policies
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In progress		Decisions taken to incorporate into policies
Undertaken Monitor turn-off challenge	In progress		Decisions taken to incorporate into policies
Replaced # computers with EnergyStar models	In progress		Decisions taken to incorporate into policies
Asked staff to close blinds daily	In progress		Decisions taken to incorporate into policies
Used air dry setting on dishwashers	In progress		Decisions taken to incorporate into policies
Turned off lights in unused rooms	Complete	Staff asked to turn off lights to office when not in use	

Replaced other appliances (with EnergyStar rated appliance)	In progress	Decisions taken to incorporate into policies
Installed multi-function devices (and removed stand-alone printers/faxes)	In progress	Decisions taken to incorporate into policies
Initiated corporate computer shut-down/wake-up for maintenance	In progress	Decisions taken to incorporate into policies
Applied for LEED existing building rating	In progress	LEED building space not available at time required

### 1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	Complete	All paper purchased was at least 30% recycled	
Committed to use 100% recycled paper	In progress		Decisions taken to incorporate into policies
Initiated automatic double sided printing	Complete	All printing done double-sided	
Used laptops/tablets	Complete	Tablets available for staff	
Restructured a process to use less paper	Complete	Limited printer availability	
<b>Actions on non-paper related supplies</b>			
Purchased cradle to cradle goods	In progress		Decisions taken to incorporate into policies
Chose "Green" items from Distribution Centre	In progress		Decisions taken to incorporate into policies
Encouraged re-use of furniture and equipment	Complete		Used existing furniture; sourcing used furniture for new location

### 1.4 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Trained staff in the use of Live Meeting (or other desktop collaborative software)	Complete	Participated in live meeting	
Initiated Travel Policy	Complete	Limited travel through stacked meetings for out-of-town travel, using teleconference, and using Smarttec to help choose travel with less emissions	
Supported alternative travel (bike/skateboard/walk/transit) for meetings	Complete	Walked, car pooled, or used eco-friendly taxi.	

### 1.5 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	Complete		
Provided conservation education	Complete		
Supported Green Teams (resources)	Complete		Participated in Ministry of Finance green teams work
Supported professional development	Complete		Attended seminars

Added green work goal to performance management	Complete	Service plan has a performance measure related to lower carbon footprint
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### 1.6 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Ran dishwasher only when full	Complete		
Improved recycling measures	Complete	Paper, cans & bottles recycled as well as hard plastic and glass	
Supported composting	Complete	Participated in office compost program	
Used re-usable dishes	Complete	Re-usable dishes in boardroom	

### Part 2 Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

<b>Overview</b>	<p>Overview - 2009</p> <p>In 2009, Pacific Carbon Trust is setting up its first office location and hiring approximately 10-12 employees to begin procuring offsets on behalf of their clients. PCT is making a strong effort to be environmentally responsible during this start-up phase, for example, by using low-e paint, second-hand furniture, chairs with recycled upholstery, and green cleaning products. It has also installed a multi-function printing device, purchased energy-star computers and is establishing a recycling/composting program. PCT is also exploring the use of furniture or accessories made of pine beetle wood. Finally, it is developing its carbon neutral plan for the 2009 year as well as a system to track greenhouse gas emissions in coming years.</p>
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### 2.1. Mobile Fuel Combustion

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Encourage use of public transit/active transportation	In progress	Staff encouraged to walk, car pool or use eco-friendly taxi companies; practice began in 2008.		

### 2.2. Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	In progress		Workstation tune-up planned for 2009	
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In progress	All active workstations supplied with power bars		
Undertaken Monitor turn-off challenge	In progress		Developing policy to reduce office energy use	09-Jul
Replace # computers with EnergyStar models	In progress	All computers purchased for new office space is EnergyStar rated		
Ask staff to close blinds daily	In progress		Developing policy to reduce office energy use	09-Jul

Use air dry setting on dishwashers	In progress	All staff asked to use air dry setting when turning on dishwasher		
Turn off lights in unused rooms	In progress	All staff asked to turn off lights in washrooms, kitchen and filing room when not in use		
Replace Refrigerators (EnergyStar rated appliance)	In progress	Purchased used Energy Star refrigerator		
Replace other appliances (with EnergyStar rated appliance)	In progress	Purchased used Energy Star dishwasher and microwave		
Install multi-function devices (and remove stand-alone printers/faxes)	In progress	Multi-function device installed March 2009		
Initiate corporate computer shut-down/wake-up for maintenance	In progress		Developing policy to reduce office energy use	09-Jul
Unplug unused equipment	In progress	Kitchen appliances unplugged when not in use		
Apply for LEED existing building rating	In progress		Move to LEED building when lease expires under consideration	

### 2.3. Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	In progress	Currently using at least 30% recycled paper - most often more than 30%		
Commit to use 100% recycled paper	In progress	Using 100% recycled paper		
Initiate automatic double sided printing	In progress	All printing is currently done double-sided		
Develop document library (online and one printed copy) for large documents	In progress			
Use collaborative software to edit on-line	In progress	Collaborative software installed at all active workstations		
Use laptops/tablets	In progress	3 of 4 staff currently use tablets, some new staff expected to be issued tablets as well		
Purchase cradle to cradle goods	In progress	All new desk chairs purchased were cradle-to-cradle with recycled upholstery		
Choose "Green" items from Distribution Centre	In progress		Currently purchasing	
Encourage re-use of furniture and equipment	In progress	Significant amount of furniture purchased to furnish new office space was second hand		

<b>2.4 Travel</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned		Training planned for 2009	
Initiate Travel Policy	In progress	Using Smarttec to track emissions, encouraging teleconference and live meeting software, stacked meetings for out of town travel; started in 2008	Also planning to update policy around emission-reduction opportunities related to travel (accommodations, video/tele-conferencing, transportation, etc)	
Support alternative travel (bike/skateboard/walk/transit) for meetings	In progress	Encourage walk, bike, car pool or eco-friendly taxi		
<b>2.5 Employee Engagement</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Provide climate change education	In progress		Ongoing opportunities to learn about reduction of greenhouse gases	
Develop Green Teams	In progress	Currently 2 members on Green Team with more expected to participate over next year		
Provide green tips	In progress	Employees encouraged to use public transit for commuting to work; BC Hydro's Green Your Business tips page shared among green team members		
Support professional development	In progress	Service plan has a strategy to support professional development	Support opportunities to attend seminars, webinars or conferences	
Add a green work goal to performance management	In progress	Service plan has a performance measure related to lower carbon footprint		
<b>2.6 Sustainability Actions (others)</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Run dishwasher only when full	In progress		Staff have been requested to only run dishwasher once it is full	
Improve recycling measures	In progress	Existing cardboard, can & bottle recycling as part of building lease.		
Support composting	In progress		Inquiries being made into pickup of office composting matter	
Use re-usable dishes	In progress		Re-usable dishes available / encouraged	

Purchase green cleaning products	In progress	Dish soap and surface cleaner purchased are plant-based, biodegradable in recycled packaging. Building cleaning company uses green cleaning products and biodegradable garbage bags
Use green (low-e paints)	In progress	Paint used by contractors to paint new office space was low-e paint