

2009 Carbon Neutral Action Report

Executive Summary

2009 was the first year the Industry Training Authority (ITA) participated in a carbon neutral program. Our annual reporting will be based on the calendar year.

The ITA, consisting of approximately 52 staff does not have a vehicle fleet. We maintain two office locations, which are leased through ARES. One of the main criteria in selecting our Vancouver location was its proximity to public transportation, which we hoped would reduce the number of staff and clients needing to drive to our location.

Also of note, in partnership with Industry Training Organizations (ITOs), the ITA is supporting emerging opportunities in the green technology sector such as the Geo Thermal Technician. The majority of ITA's carbon neutral initiatives focus is in four areas:

- Reducing Travel (including use of personal vehicles) by increasing the use of video and audio conferencing capabilities;
- Purchasing 100% recycled paper;
- Implementing strategies to reduce the carbon footprint of computer technology;
- Work with ARES to explore options to reduce emissions within a leased space.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

Significant actions in 2009 include migration to a new IT infrastructure utilizing VM servers, a blade centre and the initial implementation of the ITADirectAccess project, which, when complete will provide electronic access for apprentices, sponsors, training providers, school districts and the ITOs. In 2009/10 access was made available to ITA staff and training providers.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

2010/11 will see the continued rollout of ITADirectAccess (Release 2) to apprentices, sponsors, ITOs and school districts. Electronic access will support online apprentice registrations and work-based hours reporting as well as email communication and the upload of marks from training providers. The system will also reduce the need for the submission of paper documents, reduce the number of mail outs, and reduce the number of people travelling to the ITA's office for customer service.

The following link references the ITA's 2010/11 Service Plan as well as its Strategic Plan

<http://www.itabc.ca/Page61.aspx>

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Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
This section is not applicable to this organization							
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
IT power management							
Implement server virtualization	In Development				migration under way to a Storage Area Network (SAN) including a virtual machine (VM) server infrastructure that utilizes blade server technology	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Complete	50	% reduction in printers, copiers, and/or fax machines since start year indicated	fax machines used only to send out-going. Incoming faxes received electronically. Multi function printer centrally located in office		2009	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete	100	% of devices have auto-sleep settings applied	default setting		2009	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	computers that needed replacing were replaced with EnergyStar models	continue to purchase only EnergyStar models when it's necessary to replace or purchase computers	2009	No End Date (Continuous)
Behaviour change program							
Encourage staff to use air dry setting on dishwashers	Complete			this is a default setting on our dishwasher	continue to keep this as a default setting	2004	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			100% of staff use the stairs to get to our 2nd floor office	maintain	2004	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress				Notices are posted in all meeting rooms reminding users to shut off the lights when not in use	2010	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Complete	100	% of total paper purchased contains 30% recycled content	effective July 2009, the Vancouver office began to use 30% recycled paper	effective April 2010, the Vancouver office will begin to use 100% recycled paper.	2009	2010
Purchase 100% post-consumer recycled paper	Complete	100	% of total paper purchased contains 100% recycled content	effective July 2009, the Richmond office began to use 100% recycled paper		2009	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress			new printers in place	has not yet occurred but we will transition to double sided use where appropriate	2010	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development				This functionality has been shared with staff, will continue to encourage high volume users to use this function	2010	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Electronic media in place of paper						
Use electronic document library for filing common documents	In Development		development of MyITA, an intranet for staff resources	100 % of staff using MyITA	2010	No End Date (Continuous)
Post materials online that were previously printed	In Development		development of MyITA, an intranet for staff resources	100 % of staff using MyITA	2010	No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	In Development				will develop policy encouraging staff, where possible, to participate in meetings via video conferencing, teleconference, webinars, etc.	2010	No End Date (Continuous)
Virtual meeting technology							
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete	33	% of meeting rooms have access to video-conferencing equipment	We had video conferencing equipment previously installed in 2008		2008	No End Date (Continuous)
Behaviour change program							
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete	100	% of staff are trained in video-conferencing or have access to technical support	The ITA has two offices, for organizational wide meetings, video conferencing is used to reduce greenhouse gas emissions		2008	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Complete			Staff are encouraged to participate in meetings, when available, via any means available that would reduce the ITA's greenhouse gas emissions		2009	No End Date (Continuous)
Encourage carpooling to meetings	Complete			Staff are encouraged to carpool to meetings to reduce the ITA's greenhouse gas emissions		2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Complete			Staff were offered an option to participate in Translink's Employee Transit Pass, however, due to a limited number of participants ITA was not able to enlist in the program		2009	2009