

# Legal Services Society - 2010 Carbon Neutral Action Report

## Executive Summary

LSS acknowledges and takes responsibility for negative environmental impacts associated with the conduct of LSS business. In 2010, LSS reviewed and modified the 2008 environmental policy draft that would encourage proactive development of sustainability initiatives within the organization while ensuring compliance with regulations set out by the BC Greenhouse Gas Reduction Targets Act. The revision of this draft, will be presented to Legal Services Executive Management Committee. The policy provides for:

- Staff to form a committee to develop ideas and new solutions to meet climate change objectives;
- An annual assessment of environmental performance;
- Timely implementation of changes to reduce environmental impact subject to budget availability; and
- The continued search for applicable environmental innovations.

## LSS Objective's

- Reduce consumption of electricity, water, paper, plastic, metal, and other products;
- Reduce waste by re-using products, when possible and recycling;
- Include environmental considerations in purchasing decisions; and
- Encourage and support employee engagement in and awareness of favourable environmental practices.

## 2010 Greenhouse Gas Emissions

- In 2010 the Legal Services Society created 100.52 tonnes of CO<sub>2</sub>e as reported from all sources covered by the *Greenhouse Gas Reduction Targets Act*.

## Offsets Applied to Become Carbon Neutral in 2010

- The Legal Services Society spent \$2,513 for emission offsets to become carbon neutral in 2010

## Emissions Reduction Activities

- ***Actions Taken to Reduce Greenhouse Gas Emissions in 2010***
  - Continued to use print tracking software to monitor monthly usage by each department so we can inform staff of their usage and ways they can decrease their consumption;
  - LSS removed multiple stand-alone fax machines redirecting incoming and outgoing faxes to the mailbox on multi-function machines;
  - Completed renovations using demountable wall systems to reduce the use of conventional drywall;
  - Committed to using only recycled paper

- ❖ In 2010 LSS had major changes to our organization which resulted in the closure of 5 Regional Offices and the elimination of 15,660 sq ft of leased office space. The decrease in leased office space, paper usage and equipment requirements resulted in decreased GHG emissions.

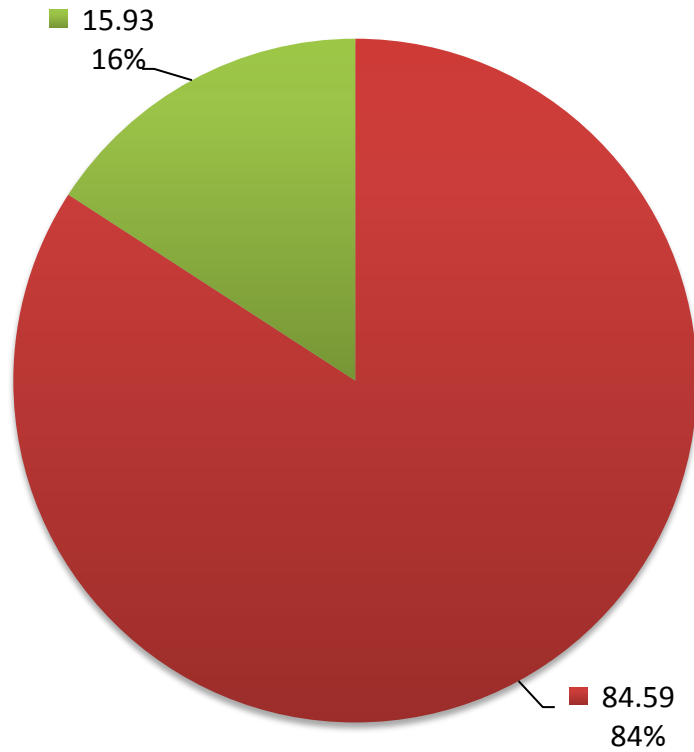
***Plans to Continue Reducing Greenhouse Gas Emissions 2011 and 2012***

- In 2011 LSS will explore the adoption of technologies and improved business processes (e.g. document management systems) to reduce paper usage and minimize the time and dollar costs associated with paper use

Executive Director

Mark Benton, QC

Legal Services Society  
Greenhouse Gas Emissions by Source  
for the 2010 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 100.52**

■ Stationary Fuel Combustion and Electricity (Buildings)    ■ Supplies (Paper)

**Offsets Applied to Become Carbon Neutral in 2010**

Total offsets purchased: **100.52**. Total offset investment: **\$2,513.00**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

\*\* Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

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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 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>						
This section is either not applicable, not yet evaluated, or was completed before 2010						
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>						
<b>Planning/management</b>						
Reduce office space (square meters) per employee	Completed in 2010	33 is the current average rentable square meters per employee	Legal Services closed down 5 Regional Centres located throughout the province in turn reducing our square footage		2010	2010
<b>IT power management</b>						
Implement server virtualization	Ongoing/In Progress	70 % of servers have been virtualized since start year indicated	Steps were taken in 2009 and 2010 brought the closure of 5 Regional centres so this is an ongoing process.	Continue to have more of our servers virtualized	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress		LSS brought 5 new multi-function machines into our Vancouver office and that allowed us to eliminate more of the stand alone printers and faxes.	Continue to educate staff on the importance of using multi-function machines. Try to reduce even more of the stand alones	2010	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	75 % of devices have auto-sleep settings applied	No new steps were taken in 2010.	Try to have 100% of our devices using auto-sleep settings applied	2008	No End Date (Continuous)
<b>Appliances and electronic devices</b>						
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	100 % of fridges are ENERGY STAR rated	Legal Services ensured all refrigerators were ENERGY STAR models	All future refrigerator purchases will be ENERGY STAR models	2009	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		All new desk lamps continue to have compact fluorescent bulbs. Some exceptions are made when the lamp becomes an irritant to staff.	Continue purchasing energy efficient desk lamps	2009	No End Date (Continuous)
<b>Behaviour change program</b>						
Help staff reduce personal energy use through "workstation tune-ups"	Completed in 2010	100 % of current staff have completed a workstation tune-up	LSS IT and Admin staff continually do workstation tune-ups and remind staff to power down their computers at the end of their work day	Continue doing the workstation tune-ups	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress		Continue to encourage staff to unplug equipment that is not being used	Possibly have some information sessions to educate staff on power consumption	2010	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress		Continues to be a wellness initiative	Continue to inform staff of wellness initiatives	2009	No End Date (Continuous)
<b>Supplies (Paper)</b>						
<b>Paper Type</b>						
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	75 % of total paper purchased contains 30% recycled content	By the middle of the 2010 year 95% of our paper products were 30% recycled or greater	To have 100% of all of our paper products 100% recycled content	2011	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Purchase 100% post-consumer recycled paper	In Development				Continue to source out 100% recycled paper that is not so thin. When we are duplexing our documents you can see through the paper	2010	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	50	% of network printers or photocopiers are set to automatic double-sided	Continued training and information sessions regarding the feature of automatic double-sided printing	Make staff more aware of the Greenhouse Gas Reductions Target Act and have them take some personal action for duplexing their print jobs	2009	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development				Our multi-function machines have the capability to "print and hold" we now have to make staff aware of the features and give some training if needed	2011	No End Date (Continuous)
<b>Electronic media in place of paper</b>							
Use electronic document library for filing common documents	Ongoing/In Progress			Frequently accessed documents are housed on our Intranet. Most multi-function machines have the incoming/outgoing faxes delivered into a shared folder before being printed	Try to have all departments have faxes sent to a shared folder. Eliminate all stand alone fax machines	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			We now post our Tariff account guides online for lawyers to see.	Have more forms and documents available online	2010	No End Date (Continuous)
<b>Behaviour change program</b>							
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			More departments moved to a paperless office.	Encourage more of our Supervisors and Managers to hold paperless meetings	2008	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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
<b>Business Travel</b>							
<b>Virtual meeting technology</b>							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	In Development				Continue to educate and inform staff of the different web-conferencing options	2010	No End Date (Continuous)
<b>Behaviour change program</b>							
Train staff in web-conferencing	Ongoing/In Progress	25	% of staff are trained web-conferencing	Staff continue to be provided with software to join meetings via web-conferencing	Have more training sessions for web-conferencing	2009	No End Date (Continuous)