Private Career Training Institutions Agency 2010 Carbon Neutral Action Report

PCTIA is pleased to submit its 2010 Carbon Neutral Action Report in accordance with *the Greenhouse Gas Reduction Targets Act* (2007).

Executive Summary

In 2010, PCTIA updated its progress on three carbon reduction and sustainability objectives which were initially developed in 2009. These objectives are posted on its website at http://pctia.bc.ca/carbon.htm.

The Agency is pleased it has made significant advances in two of the three objectives. PCTIA is a relatively small organization (21 employees) with no fleet vehicles and leased office space. As the regulator for BC's private career-training sector, PCTIA can influence the amount of paper required by the over 350 institutions we work with and the associated greenhouse gas emissions.

The Agency has seen success in paperless reporting in 2010 by way of our in-house developed web applications, which included over 350 annual enrolment reports and over 350 monthly tuition revenue reports submitted without the use of paper. A full process review is currently underway with the expectation of reducing redundancies and moving more of the process online. This will not only reduce the paper used by the Agency but also the paper and staff time needed at over 350 institutions. This work supports the overall GHG reduction goals as an agency while still allowing PCTIA to meet its regulatory mandate.

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Overviews

2010 Greenhouse Gas Emissions

When PCTIA initially calculated its GHG emissions in 2009, its total emissions, based on the in-scope parameters it is responsible for reporting, was 7.71 tonnes CO_2e. Its measured GHG emissions in 2010 were 7.16 tonnes CO_2e, representing a reduction of 0.55 tonnes CO_2e or a reduction of approximately 7%. The required emission offsets have been applied to become carbon neutral in 2010, according to the Carbon Neutral Government Regulation.

Actions Taken to Reduce Greenhouse Gas Emissions in 2010

PCTIA identified three carbon reduction and sustainability objectives for 2010 as follows:

1. **To research and develop more opportunities for registered and accredited institutions to satisfy PCTIA reporting and filing requirements using on - line resources such as web - based forms.**

In support of this objective, the goal for 2010 was to have an increased number of online web tools available on the PCTIA website for institutions to submit basic reporting information. In 2010, while the number of online tools remained the same, the web applications were re-written and upgraded after updating the server platforms. This will allow for a faster turnaround of future online forms.

2. **To keep foremost in all procedural reviews and business function re - designs, an emphasis on paper reduction and the increased use of technology.**

The second objective was to identify the top three business functions which use the most paper and identify a 30-50% reduction in paper use in the first year. In 2010, PCTIA completed its plan of hiring an in-house software developer and, by the end of 2010, it had identified a core business function which would replace a paper form with an electronic one. The expectation is a significant reduction in paper generation as a result of the new report being available online. This is planned for piloting in June 2011.

3. **To source more post - consumer recycled products such as paper and consumable office supplies.**

The final objective in 2010 was to source more post-consumer recycled products such as paper and consumable office supplies. A measurable reduction in GHG emissions was realized through paper consumables, although purchasing practices did not change from 2009. With the first reduction now established, PCTIA will be able to move forward in 2011 with a formal policy requiring the mandatory purchase of office paper with a minimum 30% recycled content.

Offsets Applied to become Carbon Neutral in 2010

7.16 tonnes of CO_2e emissions were retired by the purchase of 7.16 offsets.

Emissions Reduction Activities

PCTIA's continued carbon reduction and sustainability goals are published on its website at http://pctia.bc.ca/carbon.htm and contain a statement of objectives and goals for the next three years, and a list of our accomplishments to date.

Over the last year PCTIA began a process of reducing paper by increasing web based initiatives. The Agency has also initiated more power smart programs for staff in the office.
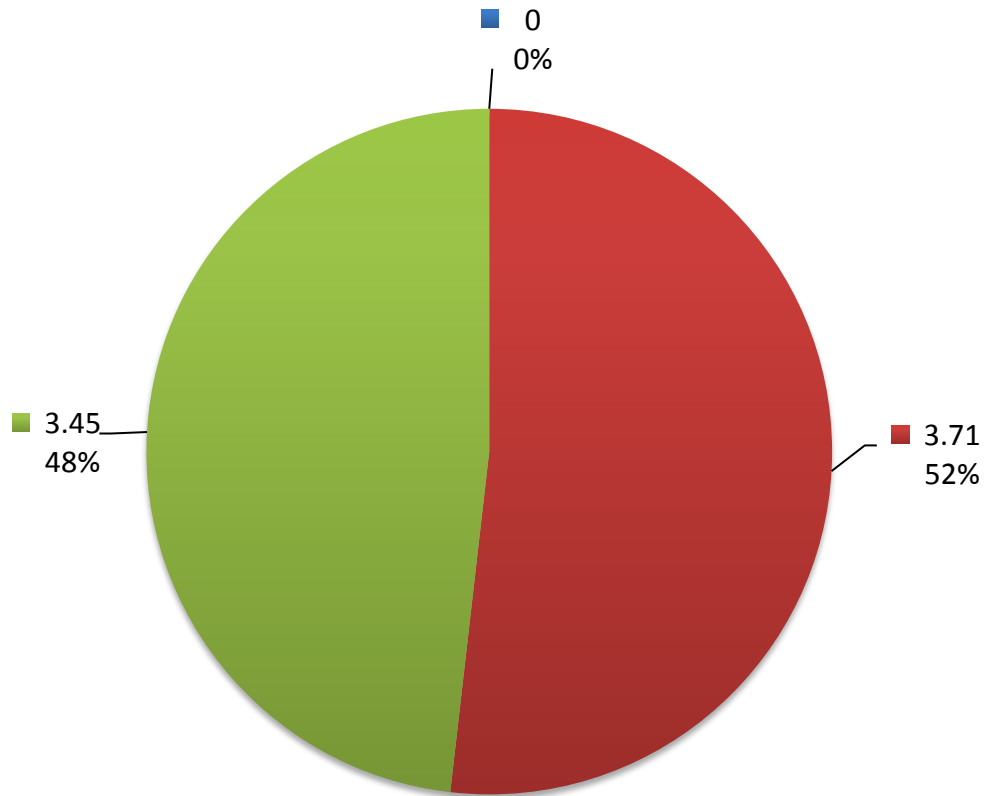
Over the next two years PCTIA anticipates significant reductions in paper as existing web systems are upgraded to allow more reporting by institutions to take place on line. Plans are also in place to eliminate many of in house meetings which require significant travel by institutions. These meetings will be replaced by web conferencing and will result in reduced emissions by institutions.

By the end of 2011 the office will relocate to a more modern building. Among the features sought is more control over the lighting to allow only the lights of rooms in use to be on and more energy efficient heating and lighting systems.

Operational Changes in 2010

PCTIA did not undergo any significant operational changes in 2010 in either the size of its leased office space or the number of staff it employees. As a result, it has not experienced any operational changes which would have influenced its carbon reduction or sustainability goals.

Private Career Training Institutions Agency

Greenhouse Gas Emissions by Source
for the 2010 Calendar Year (tCO$_2$e*)

0
0%

3.45
48%

3.71
52%

Total Emissions: 7.16

■ Mobile Fuel Combustion (Fleet and other mobile equipment)

■ Stationary Fuel Combustion and Electricity (Buildings)

■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **7.16**. Total offset investment: $**179.00**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO$_2$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
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Other Mobile Fuel Combustion Actions							
While PCTIA does not have any fleet vehicles, efforts are made to reduce the amount of personal vehicle use. Staff responsiblities for schools has been regrouped by regions to allow a staff member to focus the largest number of school visits possible into one vehicle trip.	Ongoing/In Progress			Staff responsibilities for institutions have been reassigned	Ongoing steps to ensure as many institutions in a geographic region are visited at one time as possible.		
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
IT power management							
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	In Development	0	% reduction in printers, copiers, and/or fax machines since start year indicated	None. No printers, copiers or fax machines were schedule for replacement this year.	We will eliminate our fax machine and have forwarded incoming faxes directly to an email account.	2011	2012
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	85	% of computers are ENERGY STAR rated	None of the three older computers were scheduled for replacement or required replacement in 2010.	The three older computers are scheduled for replacement during FY 2011-2012	2011	2012
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	In Development	0	% of total paper purchased contains 30% recycled content	PCTIA continues to track its paper usage based on quantity purchased and % recycled content.	PCTIA will migrate all reportable paper purchases to a minimum 30% recycled content.	2011	2012
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	38	% of network printers or photocopiers are set to automatic double-sided	Three out of 8 printers are duplex-enabled and the largest main printer used by all staff is set to print duplex by default. Attempts to retrofit duplexing units on three existing printers were not successful because the parts required were not longer in production for the printer models required. As the printers were still highly functional, printer replacement was not considered at this time.	Any new printers purchased in 2011-2013 will have a duplex printing feature.	2011	2013
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff workstations with software installed	Documents are normally developed and edited electronically.	PCTIA will continue developing and editing documents electronically.	2011	2013
Use electronic document library for filing common documents	Ongoing/In Progress			PCTIA moved its document warehousing system to SharePoint. Documents are normally developed and edited electronically. All staff have access to SharePoint.	PCTIA will continue using SharePoint as its document repository.	2011	2013
Post materials online that were previously printed	Ongoing/In Progress	85	% of previously printed copies of formal reports were publiished electronically instead.	Only 75 hardcopies of our Enrolment Report were printed compared to 500 in 2009. The report was primarily made available in PDF format on our website. For our Service Plan, no hardcopy version was printed and the only method of distribution was PDF.	We will continue to examine all publications which have previously been printed and attempt to eliminate or significantly reduce paper printing.	2011	2013

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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
Switch to an electronic payroll notification system in place of paper pay stubs	In Development			In 2010 we approached our payroll service contractor to assist us in using paperless notifications.	We will complete the implemention of a paperless payroll notification system in 2011.	2011	2012
Behaviour change program							
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development	100	% of workshop presentations currently utilize paper handouts	PCTIA uses a PDF-based ticketing system for workshop registration. Currently, paper handouts are provided to participants.	We will encourage presenters to change the format of our workshops by not providing paper handouts for slides and notes.	2011	2012