

# CARBON NEUTRAL ACTION REPORT 2013 – SMALL EMITTERS FORM

Draft Due: March 31 2014      Final Due: May 30, 2014

[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes Co2e in the 2012 reporting year, which as a group, equals less than 1% of all PSO emissions]

Organization Name

*Legal Services Society*

Contact name

Eugene Wandell  
Manager Finance and Admin

2013 Total Emissions (from SMARTTool homepage)

49 Tonnes

2013 Total Emissions for Offsets (from SMARTTool homepage)

49 Tonnes

Changes to previous years emissions (if applicable – SMARTTool homepage)

0 Tonnes

Over or Underpayments held by PCT (if applicable – from May 15 Invoice)

28 Tonnes

Total Offsets Purchased for 2013 (from May 15 Invoice)

21 Tonnes

List the top three actions taken by your organization in 2013 to reduce GHG emissions and/or improve sustainability

Action

1. LSS has continued the development of a new core business system called ISIS. It includes functions for electronic document management that reduces our reliance on paper for sending documents, as well as reducing the use of consumables and energy when printing and copying documentation.
2. LSS continues to participate in a building wide composting program. A number of departments have reduced desk side waste cans and the Facilities department has set up Recycling stations in each of our three lunchrooms.

3. LSS will continue to implement print and copy monitoring solutions to reduce paper usage; complete conversion to recycled paper; minimize business travel; and renovate our premises to sustainability standards (Leadership in Energy and Environmental Design)

Describe Plans your organization has for continuing to minimize your GHG emissions

[Empty box for describing plans to minimize GHG emissions]

**Executive Sign-off**

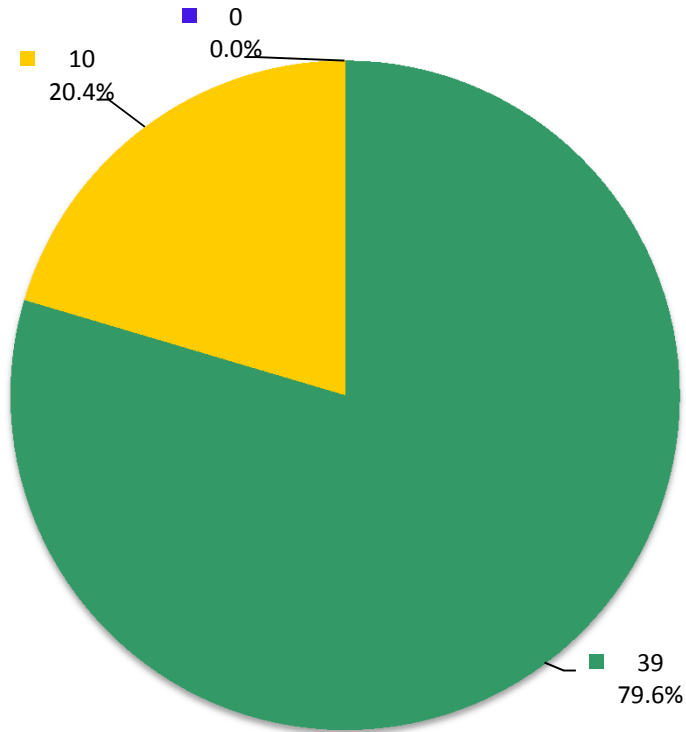
Name (print): Doug Wong Date: MAR. 28/14  
Director  
Finance & Corp. Services

X Doug Wong

Please return the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca)

Or fax to 250-356-7286

**Legal Services Society  
Greenhouse Gas Emissions by Source  
for the 2013 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 49**

- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive Sources

**Offsets Applied to Become Carbon Neutral in 2013 (Generated May 21, 2014 2:11 PM)**

Total offsets required: **49**. Total offset investment: **\$1,225**. 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.