

2014 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 29, 2015

[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes CO₂e in the 2014 reporting year, which as a group, equals less than 1% of all PSO emissions]

Organization Name:

Legal Services Society

Contact name:

Dot French

GHG Emissions and Offsets for 2014 (TCO2E)	
GHG Emissions created in Calendar Year 2014 (from SMARTTool Homepage):	
Total Emissions	47
Total Offsets	47
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions	-3
Total Offsets	-3
Total Emissions for Offset for the 2014 Reporting Year (from SMARTTool Homepage)	
Total Offsets	44

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees do you have within your organization? 129
2. Schools, Universities and Colleges only: Number of student FTEs as of Dec 31, 2014? N/A
3. What is the total amount of floorspace in your organization (including occupied and unoccupied space)? Please report in square meters:

Legal Services Society, Vancouver – 46,604 sq. ft.

Legal Services Society, Terrace – 3091 sq. ft.

List the top three actions taken by your organization in 2014 to reduce GHG emissions and/or improve sustainability:

Action
1. LSS has launched the new core business system called CIS (formally ISIS). The CIS electronic document management program reduces consumables and paper usage.
2. LSS continues to participate in the building wide compost program put in place by our landlord.
3. Carpet replacement was completed in high traffic areas only. New carpet purchased was a recycled product. The carpet that was removed was re-purposed in other areas that required repairs.

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

- Installation of desktop scanners
- Teleconferencing
- Upgrade printers
- Further expand our electronic document management in SharePoint
- Health & Wellness programs promoting activities to employees i.e. biking to work

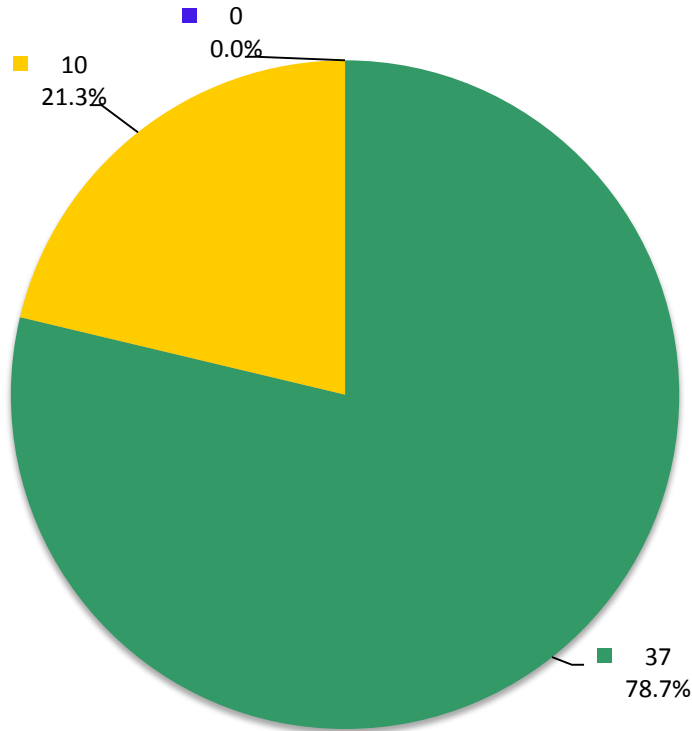
Executive Sign-off

Name: Doug Wong Title: Director, Finance & Corporate Services
(print)

Signature:  Date: May 25/15

Please scan and email the completed form to climateactionsecretariat@gov.bc.ca or fax to 250-356-7286.

**Legal Services Society
Greenhouse Gas Emissions by Source
for the 2014 Calendar Year (tCO₂e*)**



Total Emissions: 47

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

Offsets Applied to Become Carbon Neutral in 2014 (Generated June 22, 2015 3:38 PM)

Total offsets required: **47**. Total offset investment: **\$1,175**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) 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.