

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:

Private Career Training Institutions Agency of BC

Contact name:

Debbie Roche, Executive Assistant

GHG Emissions and Offsets for 2014 (TCO2E)	
GHG Emissions created in Calendar Year 2014 (from SMARTTool Homepage):	
Total Emissions	<i>2 tonnes</i>
Total Offsets	<i>2 tonnes</i>
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions	<i>0</i>
Total Offsets	<i>0</i>
Total Emissions for Offset for the 2014 Reporting Year (from SMARTTool Homepage)	
Total Offsets	<i>2 tonnes</i>

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? 27
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: 6,813 square feet

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

Action
<p>1. Paper:</p> <ul style="list-style-type: none">• Continued the PCTIA Paperless Office program.• Communicated with Institution stakeholders through electronic means (email, website, and social media).• Completed the revision of all forms to fillable electronic versions and posted on the PCTIA website for stakeholders to download and submit electronically.• Introduced electronic payment options (i.e. PayPal) over cheques.• Encourage all staff to collaborate on documents through SharePoint and file electronically.• Moved all human resources files from hardcopy to electronic.• Installed Audio/Visual equipment in both boardrooms to allow meetings to be paperless by projecting agendas and documents onto the screen.• Encourage staff to print double sided, black and white where printing is unavoidable.• Emailed documents instead of mailing or couriering where possible.• The Agency continues to participate in the buildings paper recycling program.• The Agency signed up to FluidSurveys.com to allow student surveys to be sent out electronically therefore omitting the need for paper copies.
<p>2. Travel:</p> <ul style="list-style-type: none">• 62% of staff take transit, walk or bike to work.• Managerial staff have the option of working from home.• Video-conferencing equipment was installed in both boardrooms to allow staff to meet with colleagues out-side of the office, without having to travel.• Where travel is required, multiple meetings are booked to minimize travel.• The Agency uses the Zipcar service for staff requiring travel for meetings and site visits.
<p>3. Recycling and conserving energy:</p> <ul style="list-style-type: none">• Composted through Growing City organic waste pick up: 288kg of organic waste (752kg of CO2e) was diverted from landfill in 2014.• Replaced old refrigerator with a new refrigerator that is Energy Star Certified.• Staff continued recycling paper and plastic.• Staff reminded to print only when necessary.• Used reusable dishes during catered meetings.• Staff reminded to turn off lights, computers and other electronics when not in use.• New staff provided with sustainable education during orientation.

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

PCTIA will continue minimizing GHG emissions with the listed initiatives whilst making an ongoing effort to seek and adopt new methods to further reduce the Agency's environmental footprint.

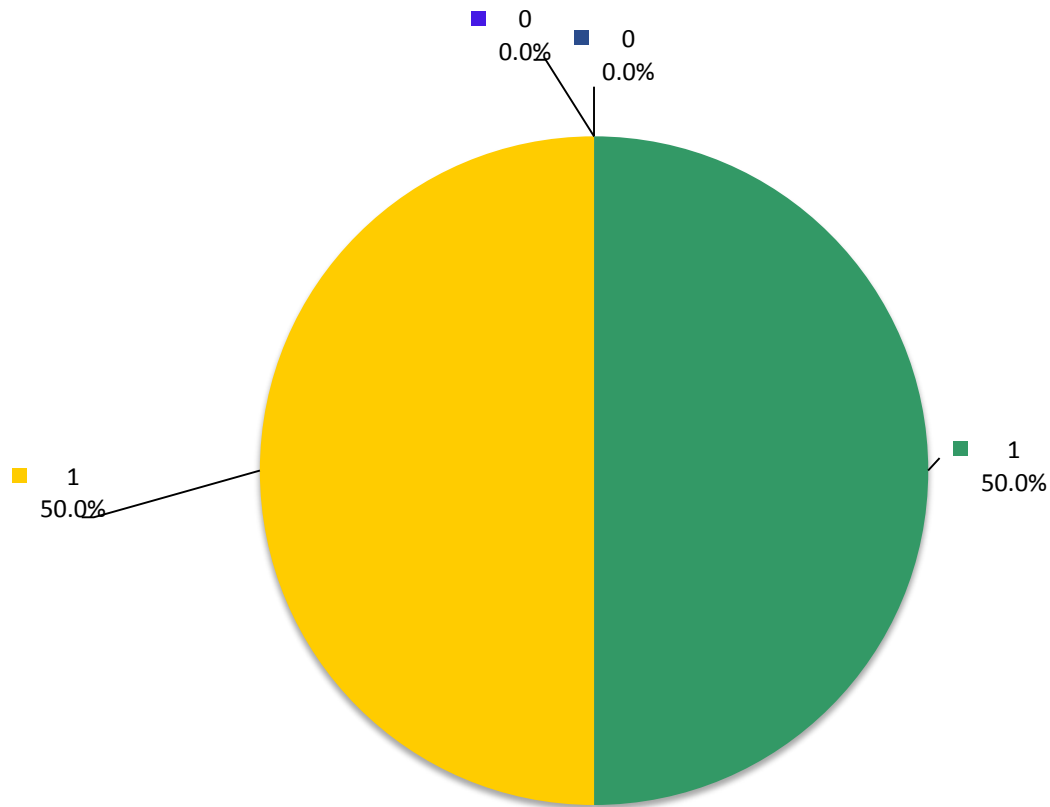
Executive Sign-off

Name: Monica Lust Title: CEO & Registrar
(print) _____

Signature: _____ Date: 2015.05.25

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

**Private Career Training Institutions Agency
Greenhouse Gas Emissions by Source
for the 2014 Calendar Year (tCO₂e*)**



Total Emissions: 2

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- 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 3:45 PM)

Total offsets required: **2**. Total offset investment: **\$50**. 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.