

## 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 CO<sub>2</sub>e in the 2014 reporting year, which as a group, equals less than 1% of all PSO emissions]*

**Organization Name:**

Transportation Investment Corporation

**Contact name:**

Sofia Morales

GHG Emissions and Offsets for 2014 (TCO2E)	
<b>GHG Emissions created in Calendar Year 2014</b> (from SMARTTool Homepage):	
Total Emissions <b>85 tones</b>	
Total Offsets <b>85 tonnes</b>	
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions <b>0</b>	
Total Offsets <b>0</b>	
<b>Total Emissions for Offset for the 2014 Reporting Year</b> (from SMARTTool Homepage)	
Total Offsets <b>85 tonnes</b>	

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? **31**
2. Schools, Universities and Colleges only: Number of student FTEs as of Dec 31, 2014? **1**
3. What is the total amount of floor space in your organization (including occupied and unoccupied space)? Please report in square meters: **12411**

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

Action
1. Certificate of Environmental Accomplishment – Through our recycling efforts we managed to save 6,040 Kwh of electricity usage and 32 trees.
2. Promoted and supported participation in bike to work week, by encouraging transit and carpooling.
3. Implemented a new software system which encourage the use of paperless invoices as well as paperless payments for our vendors. In addition, we utilize the same software to implement paperless meeting notes and more.

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

Continue looking at other ways we can further reduce paper consumption

Reintroduced some of our past practices by reminding staff to turn off lights, computer monitors, etc. when not in use.

Utilize the Live Smart Leader website for tips and suggestions that can be used within the office.

**Executive Sign-off**

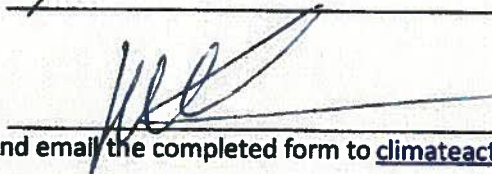
Name:  
(print)

IRENE KERR

Title:

CEO

Signature:

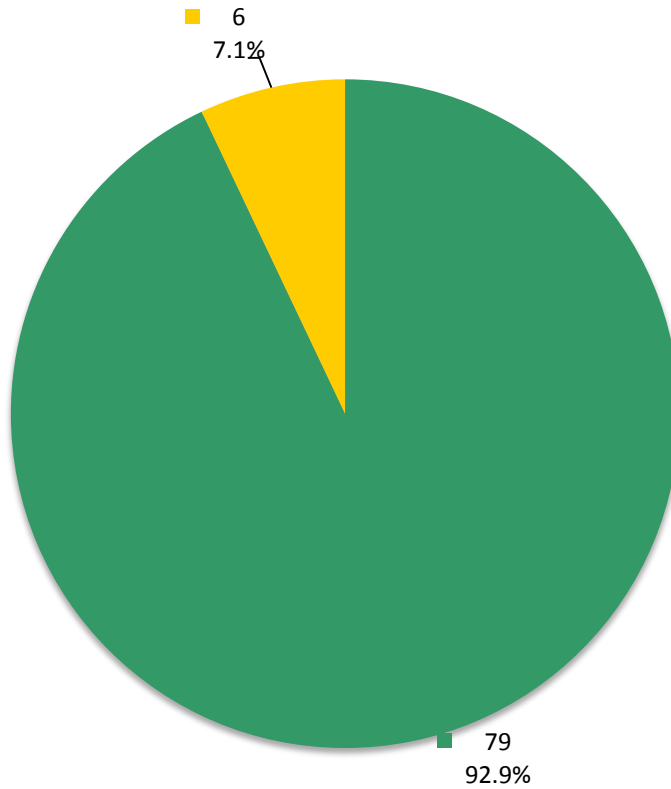


Date:

May 28, 2015

Please scan and email the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca) or fax to 250-356-7286.

**Transportation Investment Corporation  
Greenhouse Gas Emissions by Source  
for the 2014 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 85**

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity ■ Supplies (Paper)

**Offsets Applied to Become Carbon Neutral in 2014 (Generated June 22, 2015 1:06 PM)**

Total offsets required: **85**. Total offset investment: **\$2,125**. 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.