# Ministry of Advanced Education - 2011 Carbon Neutral Action Report

## 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 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | Start Year | End Year |
|---|---|---|---|---|---|---|---|
| **Mobile Fuel Combustion (Fleet and other mobile equipment)** | | | | | | | |
| This section is either not applicable, not yet evaluated, or was completed before 2011 | | | | | | | |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **Planning/management** | | | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | 29 | is the current average rentable square meters per employee | Negotiated changes to our lease agreements to consolidate staff into one existing building. | As part of our Leading Workplace Strategy, we will be consolidating staff into one existing building. This will reduce our overall energy footprint, as well as reduce leasing costs and enable a more efficient and effective use of space. | 2003 | No End Date (Continuous) |
| **IT power management** | | | | | | | |
| Implement server virtualization | Ongoing/In Progress | 57 | % of servers have been virtualized since start year indicated | Ministry supported the data centre move from Victoria to Kamloops/Calgary. Server/Hardware lifecycle (3-4 cycle) has allowed for the natural progression into a virtualized environment. | Continue to investigate opportunities to increase the use of server virtualization. | 2009 | No End Date (Continuous) |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | 40 | % reduction in printers, copiers, and/or fax machines since start year indicated | Did not replace standalone printers or fax machines when they retire. | Examine current printer inventory to find opportunities to reduce standalone printers and fax machines. | 2007 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | In Development | | | | Investigate making changes to auto-sleep settings. | 2011 | No End Date (Continuous) |
| **Appliances and electronic devices** | | | | | | | |
| Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | 17 | % of fridges are ENERGY STAR rated | Policy in place to purchase Energy Star refrigerators when existing models require replacing. | Continue Energy Star purchasing policy. | 2007 | No End Date (Continuous) |
| Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | Policy in place to purchase Energy Star televisions and other appliances when existing models require replacing. | Continue Energy Star purchasing policy. | 2007 | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Ongoing/In Progress | | | CFL/efficient lamps encouraged through Hibernation Challenge | Continue to encourage use of energy efficient lighting through Hibernation Challenge and Green Tips. Consider lighting needs as Leading Workplace Strategies is implemented. | 2011 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | Staff were encouraged to complete the online workstation tune-up. | Promote the workstation tune-up through online Green Tips. | 2011 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | Promoted through Green Tips. | Promote through online Green Tips. | 2010 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | Promoted through Green Tips. | Promote through online Green Tips. | 2010 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | | | Promoted through Green Tips. | Promote through online Green Tips. | 2010 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 75 | % of total paper purchased contains 100% recycled content | Continued commitment to purchasing 100% recycled paper through centralized purchasing. One-off paper purchases will be phased out once the ministry is consolidated into one building. | All paper will be purchased centrally and will be of 100% post-consumer recyclable material. | 2009 | 2013 |
| **Printer/document settings** | | | | | | | |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | In Development | | | | Work with those developing and maintaining templates to establish a ministry guideline for the default margin size. | 2012 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | Continue to utilize electronic document libraries (e.g. SharePoint and LANs). | Continue to utilize electronic document libraries. Investigate transitioning pilot working group to TRIM. | 2007 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | | Continue to evaluate opportunities to reduce paper use and increase electronic options. | Transition the ministry's Estimates process to SharePoint to reduce printed material. | 2007 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | 45 | % of staff currently have received collaborative software training | One employee took Groove training and three employees took SharePoint 2010 for Power User training. | Thirty-five staff attended training on how to use SharePoint for the Estimates process. Continue to provide opportunities for formal or informal training. | 2009 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | Old forms are gathered for re-use as scrap paper. | Continue encouraging re-use of scrap paper. | 2010 | No End Date (Continuous) |

# Ministry of Advanced Education - 2011 Carbon Neutral Action Report

## Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act.* Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

| Action | Status (as of 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | Start Year | End Year |
|---|---|---|---|---|---|---|---|
| **Business Travel** | | | | | | | |
| **Virtual meeting technology** | | | | | | | |
| Make desktop web-cameras available to staff | Ongoing/In Progress | 20 | % of staff have access to a desktop web-camera | Ministry purchased a limited number of cameras. A small pool of cameras is available to be borrowed. | Review ongoing need for cameras. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | 50 | % of staff are trained web-conferencing | Training offered when requested by staff. | Continue offering training when requested by staff. | 2009 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | 100 | % of staff are trained in video-conferencing or have access to technical support | Technical support for video conferencing (i.e. Roundtable) available from IT Support. | Continue providing technical support for video-conferencing setup. | 2010 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | Continue to encourage virtual attendance where travel is required | Continue to encourage virtual attendance where travel is required | 2009 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | | | |
| **Team-building** | | | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | 5 | % of staff on Green Team | Green Team in place. | With the consolidation of staff into one building, we'll be combining our three teams into one. | 2007 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | 1 | Number of dedicated staff | Dedicated staff member for 2011. | Continue with dedicated staff member. | 2007 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | 58 | Recipients on mailing list | Monthly collection of climate change news articles circulated to interested staff members. | Monthly collection of climate change news articles circulated to interested staff members. | 2007 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | 28 | Number of online Green Tips and blog posts | Tips this year focused on recycling and reducing energy use. | Continue sharing green ideas through online mediums. | 2007 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | 100% | Participation at ministry orientation sessions | The Green Team participates in the ministry's orientation sessions, providing information on eco-friendly options. | Continued presence at orientation sessions. | 2007 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| **Waste reduction/diversion** | | | | | | | |
| Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities | Ongoing/In Progress | 90 | % of staff work in a facility with a waste reduction/diversion program | Four stream waste disposal installed in two of our three main buildings (organics, soft plasic, glass/tin/plastic, garbage). Ongoing maintenance of signs, staff education and follow up in 2011. | Expand the zero-waste program at 1106 Cook Street to our main building. | 2008 | No End Date (Continuous) |
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | 100 | % of floors with battery recycling | Batteries are collected and sent for recycling. | Continue battery recycling program. | 2011 | No End Date (Continuous) |
| **Procurement (non-paper supplies)** | | | | | | | |

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|---|---|---|---|---|---|---|---|
| Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.) | In Development | | | | Investigate a procurement policy for non-paper supplies. | 2012 | No End Date (Continuous) |
| **Indoor air quality** | | | | | | | |
| Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.) | Ongoing/In Progress | 100 | % of floors with scent-free signage | Occupational Health and Safety Committee looks into any complaints. | Continue educating staff on scent-free policy. | 2009 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | | | Following the corporate telework and work from home policy developed by the Public Service Agency | Conduct a survey to assist in identifying employee workstyles, as part of Leading Workplace Strategies. | 2010 | 2014 |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | Promoted Target: Green Streets and Bike to Work Week across the ministry. Provide showers, secure bicycle storage and lockers for staff | Increase participation in Bike to Work Week | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| Reduce paper towel consumption | Ongoing/In Progress | 100 | % of floors with reusable kitchen towels | Green Team provides a reusable towel for drying dishes on each floor. Green Team members wash the towels weekly. | Continue kitchen towel program. | 2009 | No End Date (Continuous) |