# Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) - 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)** | | | | | | | |
| **Vehicle fuel efficiency** | | | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | | | Based on funding for fleet replacement within the ministry. Purchased 85 new vehicles. | Will continue replacing vehicles with more fuel efficient models based on funding allocation. | 2010 | No End Date (Continuous) |
| Replace small maintenance vehicles with more fuel-efficient models | Ongoing/In Progress | 90 | % of small maintenance vehicles are fuel-efficient | Purchase of new vehicles to replace aging fleets is ongoing. | Ongoing replacement of aging fleet according to budget allocation | 2010 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | | | No idling and raising awareness | Training for drivers is based on funding allocation. | 2010 | No End Date (Continuous) |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Ongoing/In Progress | | | Anti-idling policy in place | Continued anti-idling policy in place and awareness. | 2010 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | All staff are encouraged to carpool when possible | Will continue encouraging staff to carpool. | 2010 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | Promote alternative when feasible for staff | Will continue to encourage staff. | 2010 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **IT power management** | | | | | | | |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | 10 | % reduction in printers, copiers, and/or fax machines since start year indicated | Removed stand alone machines where possible. | Continue to remove stand alone machines where possible. | 2010 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Completed in 2011 | 100 | % of devices have auto-sleep settings applied | Settings applied to printers, copiers and fax machines | This is the standard - Ongoing | 2010 | 2011 |
| **Appliances and electronic devices** | | | | | | | |
| Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | Dependent on budget/funding allocation | Dependent on budget/funding allocation | 2010 | 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 | | | Dependent on budget/funding allocation | Dependent on budget/funding allocation | 2010 | 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 | | | Dependent on budget/funding allocation | Dependent on budget/funding allocation | 2010 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | Ongoing awareness to improve energy effeciencies | Ongoing awareness to improve energy effeciencies | 2010 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | Staff aware of hibernaton challenge, varied participation | Ongoing | 2010 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | Staff aware of hibernaton challenge, varied participation | Ongoing | 2010 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | | | Staff aware of hibernaton challenge, varied participation | Ongoing | 2010 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | | | Staff aware of hibernaton challenge, varied participation | Ongoing | 2010 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | | | Staff aware of hibernaton challenge, varied participation | Ongoing | 2010 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | Stickers and signs actively used to remind staff of the importance of turning off lights | Ongoing | 2010 | No End Date (Continuous) |
| Promote hot water conservation | Ongoing/In Progress | | | Ongoing | Ongoing | 2010 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Printer/document settings** | | | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Completed in 2011 | 100 | % of network printers or photocopiers are set to automatic double-sided | All network printers set to automatic double sided | All network printers set to automatic double sided | 2010 | 2011 |
| Encourage staff to apply "locked printing" as a workstation default to reduce the number of unclaimed print jobs | Ongoing/In Progress | | | Staff are encourage to apply locked printing, ongoing awareness being raised | Continued encouragement of using locked settings within offices. | 2010 | No End Date (Continuous) |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | Ongoing/In Progress | | | Continue to promote | Continue to promote | 2010 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Completed in 2011 | | | Electronic document libraries are used (SharePOint, Groove, etc) | Electronic document libraries are used (SharePOint, Groove, etc) | 2010 | 2011 |
| Post materials online that were previously printed | Completed in 2011 | | | Material is posted through sharepoint, as well as by using other softwares. | Material is posted through sharepoint, as well as by using other softwares. | 2010 | 2011 |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | | Ongoing training of staff in use of electronic editing programs. | Ongoing training of staff in use of electronic editing programs. | 2010 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | Staff are encouraged to avoid printing unneccesarily for meetings, other options are availabe to staff such as live meeting | Will continue | 2010 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | Staff are encouraged to re-use scrap paper | Will continue encouraging use of scrap paper | 2010 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |
| **Policy and budgeting** | | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | | | | Under development in 2012 | 2011 | No End Date (Continuous) |

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| 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 |
|---|---|---|---|---|---|---|---|
| **Virtual meeting technology** | | | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Completed in 2011 | 100 | % of computers have web-conferencing software installed | Staff with access to government computers have access to live meeting. | Staff with access to government computers have access to live meeting. | 2010 | 2011 |
| Make desktop web-cameras available to staff | Completed in 2011 | 100 | % of staff have access to a desktop web-camera | Web cameras are available to staff upon request | Web cameras are available to staff upon request | 2010 | 2011 |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | | Dependent on budget. MFLNRO has the most video-conferencing units amongst Natural Resource Ministries. | Dependent on budget. | 2010 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | In Development | | | Training staff on a need basis | Will continue ongoing training | 2010 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | | | Technical support is available to staff who are experiencing video conferencing issues. | Ongoing development | 2010 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | Staff are highly encouraged to attend meetings virtually when feasible | Ongoing encouragement and support | 2010 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | | Staff encouraged to carpool when possible | Contiue to encourage carpooling where possible. | 2010 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | Unnoficial Award given to the top "galloping goose" the person who used the most green alternative for travelling to meeting and work. | Will continue to encourage staff to use green alternatives | 2010 | No End Date (Continuous) |