# Ministry of 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)** | | | | | | | |
| **Vehicle fuel efficiency** | | | | | | | |
| Perform regular fleet maintenance specifically to improve fuel-efficiency | Ongoing/In Progress | 100 | % of vehicles are subject to regular maintenance for fuel efficiency | As part of regular maintenance program | Continue as part of regular maintenance program | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **Planning/management** | | | | | | | |
| Enrol in a building energy benchmarking program (e.g., GREEN UP) | Ongoing/In Progress | | | Participated in Power of 10 program. Building energy being monitored for owned building, BEPI reports available. | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | | | Undergoing Leading Workplace Strategies (LWS). | Will not be renewing leases for two buildings. | | |
| Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls) | In Development | | | Already installed for SSBC owned building. The metering devices are currently defective and very expensive. A MAM is in for a new one. | | | |
| **Retrofitting owned buildings** | | | | | | | |
| Upgrade lighting systems during retrofits | In Development | | | | Lights will need to be replaced from t-12 to t-8. After August 31st ballast replacements will no longer be available. | | |
| Upgrade/adjust control systems during retrofits | Ongoing/In Progress | | | | | | |
| **IT power management** | | | | | | | |
| Install power management software which shuts down computers outside of regular business hours | Ongoing/In Progress | 30 | % of computers shut down automatically outside of regular business hours | Typically, computers must be kept on overnight to receive nightly updates from Shared Services. However, most staff issued laptops through mobility (LWS) project shut down each night for storage in lockers, receiving updates in the morning. | Continued roll out of laptops to remaining staff under LWS project | 2011 | 2012 |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | | Removal of 1 colour photocopier, approximately 8 HP laserjet printers | Continued amalgamation of printing and fax services to centralized MFDs on each floor. LSW project supports this work by amalgamating staff into smaller footprint. | 2011 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Ongoing/In Progress | | | Printers/MFDs are set to auto-sleep after 2 hours. No copiers in Ministry, and remaining fax machines too old to have this feature. | Elimination of remaining standalone fax machines. | 2007 | 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 | | | Policy in place to replace refridgerators with energy star models on an as needed basis. Any new refridgerators are energy star. | 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 replace televisions with energy star models on an as needed basis. Any new televisions are energy star. | Continue energy star purchasing policy | 2007 | 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 |
|---|---|---|---|---|---|---|---|
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | In Development | 56 | # of Desk Lamps eliminated | Part of LWS, 31 desk lamps and approximately 25 lights under overhead bins have been eliminated. | More open workspace, continued removal of overhead bins, reduced divider height contributes to a brighter, more airy workspace, where additional task lighting is often not necessary. Continue to collect and surplus unused lighting. | 2011 | 2012 |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | Part of Power of 10 initiative, workstation tune-ups performed with interested branches, and through self-directed initiative with instructions provided online. | As LWS project progresses, repeat promotion of workstation tune-ups with resident staff. | 2011 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | 14 | % of current staff participated in the Hibernation Challenge | Part of Power of 10 and workstation tune-up initiative, desktop powerbars installed upon request. | As LWS project progresses, repeat promotion of workstation tune-ups and power bar installation with resident staff. | 2011 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | 14 | % of current staff participated in the Hibernation Challenge | Part of Power of 10 initiative, staff are encouraged to close blinds at end of the day. | As LWS project progresses, repeat promotion for residents to close blinds at end of the day. | 2011 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | 14 | % of current staff participated in the Hibernation Challenge | Part of Power of 10 initiative, lighting map was developed to support staff in only turning on local lighting. Building lighting schedules reviewed and found to be optimized already. | Better communication of lighting plan, as many staff have moved as part of LWS project. | 2011 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | 14 | % of current staff participated in the Hibernation Challenge | Posters beside elevators highlight energy saving and health benefits of taking the stairs. | Continue to promote energy and health benefits of taking the stairs. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | 14 | % of current staff participated in the Hibernation Challenge | Virtually all boardrooms have signs/stickers next to light switches | Maintain the signage, and add to new meeting rooms as established. | 2008 | No End Date (Continuous) |
| **Other Stationary Fuel Combustion, Electricity, and Fugitive Emissions Actions** | | | | | | | |
| Elimination of desk fans and heaters | Ongoing/In Progress | 50 | # of Fans and personal heaters eliminated. | Part of LWS, approximately 50 fans and heaters (includes 4 heaters) have been eliminated from the workspace due to better air circulation and staff mobility. | Continue to eliminate fans and heaters as staff become accustom to new work environment, and more staff move to mobility. | 2011 | 2012 |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | 5 | % of total paper purchased contains 30% recycled content | Branch purchage of 30% paper is a requirement of Minister's office and government for Minister's letters. | Continued work in reducing paper use within Ministry. | 2008 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 94 | % of total paper purchased contains 100% recycled content | Continued work in reducing paper use in Ministry. | Determine source of 0% recycled paper purchases, and promote the use of 100% recycled content. | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | | |
| Encourage staff to apply "locked printing" as a workstation default to reduce the number of unclaimed print jobs | In Development | | | | Implementing "locked printing" for one branch that print confidential documents, as part of a move from a private printer and fax to an MFD. | 2011 | 2011 |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | In Development | | | | Will develop hints and Green Tips and share through The Point | 2012 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| **Electronic media in place of paper** | | | | | | | |
| Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Completed in 2011 | 100 | % of staff workstations with software installed | Sharepoint 2010 successfully implemented, and followup training, promotions, and other communications provided in 2011 | | 2006 | 2011 |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | Successful implementation of Sharepoint 2010 has supported expansion of use of electronic document sharing and filing. | Amalgamating several sharepoint sites into 2 broad types and structures: inward facing for staff information sharing, and outward facing for information sharing with school and district partners. | 2010 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | 50 | % of paper forms moved from paper to electronic format or eliminated | Extensive use of Sharepoint throughout Ministry. Continued work on Papercuts program with goal to eliminate paper forms by 2013. LWS project further pushes staff to reduce or eliminate paper, and access what you need electronically. LSW results: 47 file cabinets, 167 boxes of binders sent offsite/recycled in 2011. | Work to continue on LWS project, to be completed in 2012. Papercuts work to continue to eliminate or reduce paper forms. Electronic billboards to replace posters around building. | 2010 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | 75 | % of staff currently have received collaborative software training | Estimated at 10-15% have Sharepoint training, and 75% have training in Groove. With implementation of Sharepoint 2010, most staff are able to use Sharepoint, but the training is for set up and maintenance purposes. | Continued expansion and rationalization of use of Sharepoint, and staff will be offered training and tips on the proper (access and security) use of each tool under mobile environments. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | As part of LWS, most staff (approximately 70%) now have laptops, and most meeting rooms have flat screen TVs for electronic display of meeting materials. | Continued promotion of use of electronic materials for meetings and presentations. Mobility of staff encourages continued reduction of paper in all aspects of work. | 2010 | No End Date (Continuous) |
| **Other Paper Supplies Actions** | | | | | | | |
| Reduced paper use in Ministry | Ongoing/In Progress | 75 | % reduction in paper purchased | Continued focus on paper reduction through Papercuts program (from 35% in 2010 to 50% in 2011), LSW (mobility discourages paper use), and clean up of files. 47 file cabinets eliminated in 2011. | Continued focus on paper reduction: target of elimination of paper forms by 2013. LWS project continues through 2012, with 2 more floors to move to mobility and will reduce paper files as part of process. | 2010 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |
| **Virtual meeting technology** | | | | | | | |
| Make desktop web-cameras available to staff | Completed in 2011 | 100 | % of staff have access to a desktop web-camera | Web cameras now available either on laptops (70% of staff) or on loan through branches or central IT branch. | | 2010 | 2011 |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | 100 | % of meeting rooms have access to video-conferencing equipment | Flat screen TV's installed in major meeting rooms, purchase of laptops for 70% of staff makes video conferencing more accessible to staff. | Continue to promote video-conferencing options both within and outside of the Ministry. | 2006 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | 60 | % of staff are trained web-conferencing | Ongoing training offered to groups and individuals in the use of Live Meeting through Collaboration Committee, and tied in to LWS project as part of training for staff on new laptops. | Increased use of Live Meeting and othe web conferencing tools through training and through necessity as staff become more mobile. | 2006 | 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 | All staff have access to technical support through the Ministry IT branch. | Continue to provide technical support as needed. | 2005 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | Encouragement through reduced travel budgets and through our low-carbon travel policy. Most major Ministry-wide meetings and presentations are available both in person or via Live Meeting. | Continue to promote virtual attendance at meetings through continued training and technical support. | 2009 | No End Date (Continuous) |

# Ministry of 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 |
|---|---|---|---|---|---|---|---|
| **Education, Awareness, and Engagement** | | | | | | | |
| **Team-building** | | | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | 15 | Number of staff that are currently a member of the Ministry Green Team | Continued meeting of the Ministry Green Team with additional members joining. Green Team lead was member of the Cross Government Green Team winning the 2010/11 Premier's Award for Cross Government Integration. | Plan to renew interest and activity of Green Team through membership drive. Drive will include a celebration of successes so far, and a planning session as to what the next priorities should be. | 2006 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | | Planned for the transition of Rheannon Harriman (dedicated staff to Green Team support) to AVED. Responsibilities reallocated amoung other staff within Ministry. | There will not be a dedicated staffperson to support Green Team in future. Increased reliance on Green Team membership. | 2007 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | | |
| Include green options in employee performance measurement system | Ongoing/In Progress | 50 | % of staff with green goals in EPDPs | Continued encouraging staff to include a green goal in EPDPs. | Review opportunities to incorporate green goals in the new MyPerformance tool. | 2010 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | | Continuation of lunch and learns,promoted cross government education options, distributed green tips on The Point | Continue to provide Lunch and Learns, The Point announcements, Green Tips. Promote PICS Climate Insights 101 course. | 2007 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Publishing Green Tips, promotion of lunch and learns | Continue to provide Lunch and Learns, the Point Announcements, Green Tips. | 2007 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | | Tips included electronics and battery recycling, reducing business travel, paper reduction, greening your holidays, and SMARTTEC | Continue to provide Green Tips | 2007 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | | | Green Team presentation at staff orientation | Provide green team presentation at next orientation. | 2009 | No End Date (Continuous) |
| **Client/public awareness/education** | | | | | | | |
| Provide education to clients/public about the science of climate change | Ongoing/In Progress | | | Climate change lesson plans and activities (also in French) developed for teachers and posted on Wild BC website. http://wildbc.org/index.php/programs/climate-change-education/ | Promote in Green Schools Newsletters | 2008 | No End Date (Continuous) |
| Provide education to clients/public about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Information included in Sustainable Schools Best Practices Guide. | Promote in Green Schools Newsletters | 2008 | No End Date (Continuous) |
| Provide green tips on client/public website or in newsletters | Ongoing/In Progress | | | Green Schools Newsletter, Green Schools website: http://www.bced.gov.bc.ca/greenschools/ | Continuation of newsletter and website | 2009 | 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 | 100 | Percent of staff work in a facility with a waste reduction/diversion program | Ongoing maintenance of signage, staff education, and orientation of new staff to building. | Ongoing staff education and monitoring of waste diversion | 2008 | 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 |
|---|---|---|---|---|---|---|---|
| **Procurement (non-paper supplies)** | | | | | | | |
| Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.) | Ongoing/In Progress | | | Centralized Mnistry Supplies in August 2011. Purchasing is centralized now within one branch, and while surplus of supplies reduces (almost eliminates) the need to purchase more supplies, all supplies purchased are chosen based on recycled content. Drafted a sustainable procurement policy--not yet implemented. | Continue to centralize supplies purchasing and management within one branch. Gain approval and implement sustainable procurement policy. | 2011 | No End Date (Continuous) |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Ongoing/In Progress | | | | | 2006 | 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 policy signage | Scent-free signage was implemented in 2009. Ongoing reminders posted on The Point. | Continuation of scent-free policy. Implementing healthy workplace strategies as part of LWS, including scent-free reminders. | 2009 | No End Date (Continuous) |
| Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture | Ongoing/In Progress | 100 | % of paint, carpets applied in 2011 were low VOC | | | | |
| **Commuting to and from home** | | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | 50 | % staff are set up for mobility | Two floors of main building redesigned to support staff mobility, including telecommuting | Completion of LWS project, will amalgamate all staff into one building, and provide supports for 70% of staff to work in a mobile environment | 2011 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | 75 | % of staff who have a compressed work week | Almost all included staff have access to a compressed work week. | Continue compressed work week option. | 1998 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | Promoted Target: Green Streets initiative. | Increased participation in Target: Green Streets and renew interest in BTWW | 2010 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | 10 | % staff work in a facility with showers and lockers | One location as showers and lockers, the other has lockers. | Promote the use of showers in nearby facilities (St Ann's, Superior Street fitness facilities) | 2009 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | 100 | % staff work in a facility with secure bicycle storage | Increased number of staff with private ecure bike lockers through use of lockers originally installed by Ministry of Finance (shared building). | Continued monitoring of need and security of bike lockers | 2006 | No End Date (Continuous) |
| Modify parking fees or parking availability for staff/students | Ongoing/In Progress | 2 | % staff with parking stalls | Parking already very limited. | Continue limited staff parking stalls | Started before 1995 | No End Date (Continuous) |