

Carbon Neutral Action Report Legal Services Society

Executive Summary

LSS acknowledges and take responsibility for negative environmental impacts associated with the conduct of LSS business. In 2008, LSS undertook to draft an environmental policy that would encourage proactive development of sustainability initiatives within the organization while ensuring compliance with regulations set out by the BC Greenhouse Gas Reduction Targets Act. The policy provides for:

- staff involvement in developing ideas and new solutions to meet climate change objectives,
- an annual assessment of environmental performance,
- timely implementation of changes to reduce environmental impact, and
- the continued search for applicable environmental innovations.

LSS's Objectives:

- reduce consumption of electricity, water, paper, plastic, metal, and other products;
- reduce waste by re-using products, when possible, and recycling;
- include environmental considerations in purchasing decisions; and
- encourage and support employee engagement in and awareness of favourable environmental practices.

Objectives

Beyond reducing greenhouse gas (GHG) emissions, LSS has committed to a general sustainability program. LSS's goal is to implement

- Employee engagement by making employees aware of sustainable practices both in the workplace and at home
- financial responsibility by reducing operating costs through energy conservation and behaviour change
- healthy and wellness by minimizing chemicals and toxins in the workplace
- social responsibility by becoming good corporate citizens

Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

LSS undertook the following actions to reduce greenhouse gas emissions in 2008:

- 1) Reviewed equipment and electrical use for efficiency and completed upgrades as noted.
- 2) Audited supply usage and procurement practices and modified those practices to become more sustainable and environmentally friendly
- 3) Continued to engage employees through awareness and participation in sustainability events and challenges

1.1 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use	In Progress	100% of workstations will be completed	All workstations will be completed by end of 2009
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Completed	100% of workstations/offices were provided with power bars	
Undertaken Monitor turn-off challenge	Completed	No performance measure	Training provided to all staff, staff bulletins on the intranet
Replaced # computers with EnergyStar models	Completed	100% of workstations replaced	
Encouraged staff to use stairs	In Progress	No performance measure	Encouraged as wellness initiative, pedometers provided,
Turned off lights in unused rooms	In Progress	Random audits of meeting rooms	Separate light switching for meeting rooms and rooms regularly not in use. Staff bulletins and reminders on meeting room etiquette.
Replaced Refrigerators (EnergyStar rated appliance)	Completed	100% of appliances compliant	Older models replaced. All new purchases are energy/star rated.
Replaced other appliances (with EnergyStar rated appliance)	Completed	100% of appliances compliant	Older models replaced. All new purchases are energy/star rated.
Installed multi-function devices (and removed stand-alone printers/faxes)	In Progress	Number of remaining stand-alone equipment	Purchased new multi-functions throughout the organization and integrated with the network. Provided training
Installed motion activated lights	In Progress	No performance measure	Installed motion activated lights in new location in Terrace. Landlord provided new motion activated lighting in bathrooms in Vancouver location
Initiated corporate computer shut-down/wake-up for maintenance	Completed	100% of computers	Feature installed when upgrading computer equipment in 2008
Unplugged unused equipment	In Progress		Identifying equipment that can be unplugged.

1.2 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In Progress	All 8 1/2 x 11 white paper to 30% recycled	Investigating paper costs and vendors to ensure best pricing. Doing trial prints on samples to ensure quality of paper.

Initiated automatic double sided printing	In Progress	Print Tracking Software - no targets set yet	Installed print tracking software to report on duplexing usage. Reports will be made available to staff.
Developed document library (online and one printed copy) for large documents	In Progress	50% of large documents housed online	Many large and frequently accessed documents are now housed on our intranet. We are investigating document management software that would allow hierarchy management of files.
Restructured a process to use less paper	In Progress	No measurable outcomes set	Forms that can be completed and emailed, financial statements housed on the intranet, policies & procedures manual online.
Actions on non-paper related supplies:			
Chose "Green" items from Distribution Centre	In Progress	No measurable outcomes set	Generated a "preferred list" for stationery that highlights "green" items.
Encouraged re-use of furniture and equipment	In Progress	80% of furniture & equipment reused, sold or donated	Policies already in place to ensure that excess items are reused, sold or donated.

1.3 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Held contests to change behaviour/make pledges	In progress	No performance measure set	Bike to work day participation, Commuter Challenge participation, Earth Day,
Supported professional development	In progress	No performance measure set	Staff were sent on training courses related to sustainability.
	Completed	No performance measure set	Provide transit subsidies to employees and encourage use through regular advertisement on the intranet.

1.4 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Ran dishwasher only when full	Completed	100% compliance	Cleaners run the dishwashers once a day only and only if they are full.
Reduced/replaced bottled water with filtered or refrigerated water	Completed	70% compliance	Where possible, standard water coolers replaced with filtered water from the taps.
Improved recycling measures	Completed	90% compliance	Where possible, instituted recycling for not only paper but cans, newspapers, plastics, electronics goods and batteries.

Used re-usable dishes	Completed	No performance measure set	Stopped purchasing disposable dishes/utensils
Purchased green cleaning products	In Progress		Change to eco-friendly cleaning products where possible.
Supported sustainable procurement practices	In Progress	No performance measure set	Adopted procedure to buy green products where it was cost effective and sustainable.

Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

Overview

The Legal Services Society offices are housed in leased premises without separate meters therefore, it is difficult to control stationery
 Separate metering where possible
 Fully implementing print/copy monitoring solutions
 Conversion to recycled content paper
 Minimize business travel through online meetings
 Build new premises based on sustainability standards (LEED)

2.1 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	In Progress	100% of workstations will be completed	All workstations will be completed by end of 2009	Dec-09
Ask staff to close blinds daily	Planned	No performance measure	Promote and encourage through awareness and staff challenges	01-Mar-11
Use air dry setting on dishwashers	Planned	100% compliance	Advise cleaning staff and routinely audit	01-Dec-09
Encourage staff to use stairs	In Progress	No performance measure	Continue to promote and encourage through awareness campaigns, challenges	01-Mar-10
Turn off lights in unused rooms	In Progress	Random audits of meeting rooms	Continue to promote and encourage through notices on intranet, notices on doors	01-Mar-11
Install multi-function devices (and remove stand-alone printers/faxes)	In Progress	100% compliance	All stand-alone devices to be removed and recycled.	01-Mar-11
Install motion activated lights	In Progress	No performance measure	Motion activated lighting for new facilities and modifications to existing, where possible	01-Mar-11
Implement server virtualization	Planned			01-Mar-11
Utilize desk-top power management settings on computer	Planned		Investigate and plan project for roll out.	01-Mar-11

Undertake building energy audit at LOCATION(s)	Planned		One location per year audited starting 2010.	01-Mar-11
2.2 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	Planned	100% compliance with exception of letterhead and colour paper	Investigate paper costs and vendors. Trial prints on samples of recycled paper	01-Mar-11
Change document template margins	Planned	100% compliance on templates	Work with Information Technology to update templates and deploy within the organization	01-Mar-11
Commit to hold paperless meetings	Planned	No performance measure	Work with committees and staff to commit to paperless meetings	01-Mar-11
Use collaborative software to edit on-line	Planned	No performance measure	Investigate collaborative software options, do a trial period.	01-Mar-11
2.3 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	Planned	90% participation	Plan lunch'n learn meetings through the year to talk about climate change	10-Mar-11
Provide conservation education	Planned	90% participation	Plan lunch'n learn meetings through the year to talk about climate change	10-Mar-11
Hold contests to change behaviour/make pledge	In progress	No performance measure	Continue with challenges, contests and participation in sustainability initiatives	Ongoing
Hold contests/support to generate ideas	Planned	25% participation	Suggestion box, contests	Ongoing
Provide green tips	Planned		Quarterly "green" notifications on the intranet	Ongoing
Add a green work goal to performance management	Planned	No performance measure	Provide direction and information to departments to encourage and support green work goals in performance management	Ongoing
2.4 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Use green (low-e paints)	Planned	No performance measure	All new build outs and refurbishments of existing will use "green" paints	Ongoing
Adopt low-carbon contracting practices	Planned	No performance measure	Add low-carbon as a differentiator in contracting practices.	Ongoing