

Carbon Neutral Action Report

Emily Carr University of Art and Design

Executive Summary

Since signing the international "Talloires Declaration: University Presidents for a Sustainable Future" in 2006, Emily Carr University has continued to work toward the goals of increased environmental, economic and social sustainability. In 2008, the Sustainable Practices Task Force was formed at the request of the President, including administrative, student and faculty representatives, with the assignment of drafting a strategic action plan for the university. In 2009, this sustainability action plan will become an integral part of Emily Carr's strategic plan for 2010-15. A wide range of operational initiatives have also taken place and more are planned in areas such as lighting and energy upgrades, water conservation, recycling and reducing paper consumption. Students also are active in developing sustainability projects in the course of their studies, including design of houses for the homeless, the use of recycled materials in art works, and research and website development related to sustainable studio practices.

Objectives

Community engagement: build awareness and commitment to sustainable action at the individual and community level, including among students, employees and the arts community

Innovation: demonstrate leadership in our field by bringing our creative strategies to the development of new products and processes in art and design practices

Financial: reduce costs and increase overall efficiency in our operations as sustainability initiatives are undertaken

Curriculum + Research: expand sustainability focus and initiatives in curriculum and research

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

Overview

Emily Carr has continued to work on numerous initiatives to conserve energy and water through lighting, electrical and plumbing upgrades, to reduce waste through expanded recycling initiatives that include wood, plaster, metal and electronics and to introduce a composting program. In addition we have increased recycled content in paper utilized, carried out an assessment of employee air travel patterns in anticipation of future reporting requirements, increased procurement of sustainable products and conducted a variety of staff engagement activities.

| 1.1 Mobile Fuel Combustion | | | |
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| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Encouraged car pooling in fleet vehicles | In Progress | | The President and staff car pool to government and other meetings |
| Encouraged use of public transit/active transportation | In Progress | | HR is working to introduce an employee transit pass program; students are lobbying for an affordable Upass program |
| Established travel reduction goals | In Progress | | Conducted a survey of work related air travel in 2008 in order to establish benchmark |

| 1.2 Stationary fuel combustion and electricity | | | |
|--|--------------|-----------------------------|--|
| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers) | In Progress | | Power bars installed as needed and on an on-going basis |
| Replaced # computers with EnergyStar models | In Progress | | New computers added each year (Mac and PC) are EnergyStar rated |
| Encouraged staff to use stairs | In Progress | | This is part of the staff Wellness program |
| Turned off lights in unused rooms | In Progress | | Regular reminders are sent to staff |
| Replaced other appliances (with EnergyStar rated appliance) | Complete | | Replaced microwave and hotplate in staff room with EnergyStar models |
| Installed multi-function devices (and removed stand-alone printers/faxes) | In Progress | | New printers purchased are multi-function devices replacing stand-alone devices |
| Replaced standard bulbs with CFLs | In Progress | | All areas have had bulbs replaced except admin areas which are done as needed |
| Installed motion activated lights | Complete | | Installed in seminar rooms, studios, hallways and most washrooms |
| Undertaken lighting retrofit | In Progress | | Continued to upgrade bulbs from T12 to T8 |
| Implemented server virtualization | In Progress | | Installed VNWare to reduce the number of production (physical) servers |
| Initiated corporate computer shut-down/wake-up for maintenance | In Progress | | While we do not have a regular preventative maintenance schedule, servers are shut-down as required for maintenance work |
| Undertaken building energy audit at LOCATION(s) | In Progress | | Issued an RFP for energy audit of two Granville Island buildings |

| 1.3 Supplies | | | |
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| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Committed to use 100% recycled paper | In Progress | | New letterhead is 100% recycled; introducing 100% instead of 30% recycled paper for copiers and printers |
| Initiated automatic double sided printing | In Progress | | Reconfiguring those printers that allow automatic double sided printing |
| Committed to hold paperless meetings | In Progress | | Agendas, minutes & attachments are distributed by email |
| Used collaborative software to edit on-line | In Progress | | Used by many individuals & departments, for example, wikis, base camp |
| Re-used non-confidential scrap paper | In Progress | | Used by many individuals & departments, for example, in the library |
| Used laptops/tablets | In Progress | | More faculty, students and staff are moving from desktop to laptop computers |
| Restructured a process to use less paper | In progress | | Many paper forms moved to e-forms |
| Actions on non-paper related supplies: | | | |
| Encouraged re-use of furniture and equipment | In Progress | | Facilities Dept has a policy of reusing and recycling furniture and equipment wherever possible |
| 1.4 Travel | | | |
| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Trained staff in the use of Live Meeting (or other desktop collaborative software) | In Progress | | Employees attend meetings and workshops using Elluminate and other online tools |
| Installed Video Conferencing facilities | Complete | | Installed in IDS in 2008 |
| 1.5 Employee Engagement | | | |
| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Held contests to change behaviour/make pledges | Complete | | HR sponsored the David Suzuki Foundation Nature Challenge at Work program in early 2008 |
| Developed Green Teams | In Progress | | Sustainable Practices Task Force formed in May 2008; curriculum areas identified sustainability champions |
| Provided green tips | In Progress | | The staff newsletter, em-Dash, regularly includes green tips |
| 1.6 Sustainability Actions (others) | | | |
| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Took water conservation measures – low flow showers or toilets, fix leaks | Complete | | 75% of washrooms have sensor flow devices for sinks and toilets |
| Ran dishwasher only when full | Complete | | This is routine practice in the cafeteria and staff room |

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| Improved recycling measures | In Progress | There is a concerted effort throughout the campus to recycle bottles, tins and paper. In addition, discarded electronic equipment and batteries are recycled. Studios and workshops are recycling wood, sawdust, plaster, clay, and metal scraps in addition to capturing hazardous waste from paint, solvents and cleaners and arranging for appropriate disposal. |
| Supported composting | In Progress | Cafeteria and various departments began composting organic material and food scraps |
| Used re-usable dishes | In Progress | Cafeteria and meetings began using re-usable dishes again; cafeteria introduced a "borrow a mug" program |
| Purchased green cleaning products | In Progress | Most janitorial supplies are green certified; paper towels and toilet paper contain recycled content; there is a program to clean and recycle rags in the Printmaking Dept. |
| Curriculum courses/programs | Complete | There are now two lectures devoted to sustainability at the beginning of the 1st year Foundation program. 2nd year Design students are required to take Ecological Perspectives in Design and a 3rd year project-based Sustainable Design course looked at the issue of bottled water in Fall 2008. There are also collaborative projects with industry and business partners that draw together students from various disciplines, e.g. a collaboration with UBC students to design and build houses for the homeless resulted in 6 completed shelters moving to Bowen Island. Another interdisciplinary project developed a presentation package for an organization involved in sustainable agriculture. |

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| Curriculum studio practices | In Progress | There are ongoing efforts to ensure the safe disposal of hazardous waste and substitute more environmentally friendly processes and products. For example, this led to introduction of a SmartWasher brush cleaning device in the Painting area. There is also a student project to develop a blog compiling sustainable alternative processes and products for studio use. | | |
| Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011 | | | | |
| Overview | Further work to build a culture of sustainability throughout Emily Carr University will continue through 2009-11. Operationally it will include formally adopting policies and strategic plans for sustainability. Work will proceed to ensure that our buildings are as efficient as possible in terms of energy, electricity and water consumption. Reuse, recycle, and reduce programs will be further promoted. Most exciting will be the further development of curriculum initiatives related to sustainability in keeping with our primary mandate of educating the citizens of a sustainable world. | | | |
| 2.1 Mobile Fuel Combustion | | | | |
| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
| Encourage use of public transit/active transportation | Planned | | Survey staff & students re: commuting practices; introduce incentives to use alternative modes of transportation | 2009 |
| Establish travel reduction goals | Planned | 10-15% reduction | Develop a policy and reduction action plan | 2009-11 |
| 2.2 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 | Planned | | Develop a schedule for reviewing workstations to identify ways to reduce energy consumption | 2009 |
| Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers) | In Progress | | Continue to install power bars where equipment is clustered and remind staff to turn them off | 2009 |
| Undertaken Monitor turn-off challenge | Planned | | All new computers will be configured to turn monitor off after 10 instead of 20 minutes. Current computers will also be changed during maintenance. Email and web communication is planned regarding turning monitors off | 2009 |

| Encourage staff to use stairs | Planned | Post notices on elevator doors encouraging use of stairs | 2009 |
|--|----------------|---|--|
| Turn off lights in unused rooms | In Progress | Post notices by light switches | 2009 |
| Replace Refrigerators (EnergyStar rated appliance) | Planned | Replace 2 fridges in staff room with EnergyStar models | 2009 |
| Replace standard bulbs with CFLs | In Progress | Replace all remaining incandescent bulbs | 2009 |
| Undertake lighting retrofit | In Progress | Continue upgrading light bulbs from T12 to T8 throughout the buildings | 2009 |
| Utilize desk-top power management settings on computer | Planned | New computers will be deployed with power management settings configured. Existing computers will be updated incrementally, including labs during the summer and faculty/staff computers during maintenance | 2009 |
| Undertake building energy audit at LOCATION(s) | In Progress | Complete energy audit by August | 2009 |
| Initiate or complete a building energy retrofit | Planned | Implement recommendations of energy audit | 2009-10 |
| 2.3 Supplies | | | |
| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Commit to use 100% recycled paper | Planned | | Establish targets for reduced paper consumption and conduct an awareness campaign |
| Change document template margins | In Progress | | Margins were reduced from 2" to 3/4" on new letterhead and related templates introduced in early 2009 |
| Restructure a process to use less paper | Planned | | Finance will introduce e-cheques to replace paper cheques in Accounts Payable |
| 2.4 Employee Engagement | | | |
| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Provide climate change education | Planned | | Promoted and participated in Earth Hour by setting up information tables in advance and shutting off all non-essential lighting and equipment on campus. Further similar activities are planned. |
| Provide conservation education | Planned | | Programs to promote conservation and reduction in order to meet targets are in planning stages |
| Develop Green Teams | In Progress | | Identify departmental champions; host further "Emily Green" social and information events |
| Support Green Teams (resources) | Planned | | Develop communication tools, e.g. sustainable campus website, blog |

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| Support professional development | In Progress | Encourage employees to attend related conferences and workshops, e.g.. the Sustainable Task Force chairperson has completed the UBC Leadership in Sustainability certificate program and attended the 2009 CAUBO conference on Sustainability | 2009 |
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2.6 Sustainability Actions (others)

| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
|--|----------------|-----------------------------|---|-----------|
| Reduce/replace bottled water with filtered or refrigerated water | Planned | | Carry out a student-led campaign to eliminate bottled water on campus | 2009-10 |

Additional actions taken or planned

| | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
|-----------------------------|----------------|-----------------------------|--|-----------|
| Curriculum courses/programs | Planned | | New faculty of Culture & Community plans to introduce more interdisciplinary programs, courses, projects and themes related to sustainability as well as increase opportunities for students and faculty to engage with business, industry and non-profit organizations interested in developing sustainability initiatives. | 2009-11 |
| Curriculum studio practices | Planned | | Further research and introduce "green" studio practices, for example, those resulting in zero waste through use of recycled materials and the cleaning and reusing of grey water | 2009-11 |