

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			
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			
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

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.

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.
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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.
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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	Timeframe
Commit to use 100% recycled paper	Planned		Establish targets for reduced paper consumption and conduct an awareness campaign	2009
Change document template margins	In Progress		Margins were reduced from 2" to 3/4" on new letterhead and related templates introduced in early 2009	2009
Restructure a process to use less paper	Planned		Finance will introduce e-cheques to replace paper cheques in Accounts Payable	2009

2.4 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
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.	2009
Provide conservation education	Planned		Programs to promote conservation and reduction in order to meet targets are in planning stages	2009
Develop Green Teams	In Progress		Identify departmental champions; host further "Emily Green" social and information events	2009
Support Green Teams (resources)	Planned		Develop communication tools, e.g. sustainable campus website, blog	2009

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
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