

# Carbon Neutral Action Report North Island College

## Executive Summary

North Island College has continued towards carbon neutrality through initiatives, discussing, developing and sharing goals with user groups. We have continued to upgrade lighting through retrofit programs and revised operational procedures to change all lighting over to increase energy efficient lighting as the opportunity arises during regular maintenance cycles. Further, we have added energy recovery systems to our building heating systems to reduce consumption of fossil fuels. We are working towards a web based information site that will provide the users and public with an ongoing source of information on how we are progressing towards our goals and educate the staff on reducing and recycling.

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

### Overview

North Island College has continued towards carbon neutrality through initiatives and education with user groups. We have rolled out a paper recycling initiative for the Comox Valley Campus as the first stage of a college wide implementation. NIC has completed an energy audit for our campuses in Port Alberni, Comox Valley and trades sites in Campbell River and Port Alberni. Further we have made application to PSECA for funding the retrofitting of lighting and boilers. The college has committed resources to replacing of all lighting to improve energy efficiency. In the community we promote Bike to Work Week Activities and encourage staff participation.

### 1.1 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # computers with EnergyStar models	In Progress	standard operational procedure	180 computers
Asked staff to close blinds daily	In Progress		Education of users through electronic newsletter
Turned off lights in unused rooms	In Progress		Education of users through electronic newsletter and stickers on switches
Installed multi-function devices (and removed stand-alone printers/faxes)	In Progress		education of users as units are now available
Replaced standard bulbs with CFLs	In Progress		replacement of all incandescent with LED, Compact Fluorescent
Undertaken lighting retrofit	In Progress	ongoing retrofit	
Undertaken building energy audit at LOCATION(s)	Complete	Energy audit completed Port Alberni, Campbell River trades facility, Comox Valley Campus Courtenay	
Initiated or completed a building energy retrofit	In Progress		
Update Building automation system	In Progress		Ongoing upgrade to increase efficiency

### 1.2 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In Progress		Purchasing initiative
Initiated automatic double sided printing	In Progress	Reduction in paper consumption	education
Committed to hold paperless meetings	In Progress		education

Re-used non-confidential scrap paper	complete	Print shop produces scrap paper note pads for college use	Function of print shop operation
Chose "Green" items from Distribution Centre	In Progress		
Encouraged re-use of furniture and equipment	Complete	Recycle program in place at operational level	Inventory of used furniture available and reassigned through office moves.

### 1.3 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Set a X% Travel reduction goal	In Progress		
Trained staff in the use of Live Meeting (or other desktop collaborative software)	In Progress		IT education for users to expand beyond 10% current usage
Installed Video Conferencing facilities	Complete	ITV capability at campuses	

### 1.4 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided conservation education	In Progress		Meet with programs and departments to identify actions and increase knowledge
Provided green tips	In Progress		Newsletter
Supported professional development	In Progress	LEED training	

### 1.5 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Took water conservation measures – low flow showers or toilets, fix leaks	In Progress		ongoing change to low flow devices
Improved recycling measures	Complete	Instituted recycle blue box program	
Used re-usable dishes	In Progress	rental of glassware for functions	
Purchased green cleaning products	Complete	changed janitorial practices and contracts	
Used green (low-e paints)	Complete	Facilities policy	

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

<b>Overview</b>	North Island College has committed to reducing consumption of energy and burning of carbon fuels through upgrade to major boiler replacement with condensing technologies. Further we have applied to PSECA for funding to upgrade lighting on two campuses. Staff and students are encouraged to use alternate forms of transportation through education and support of bike to work week programs and increasing the number of bike racks available on campuses. We will use our paperless communication systems including emails and newsletters to educate users on the actions taken and planned by NIC to reduce and recycle. Our web based information systems will be upgraded to provide a resource for information and education.
-----------------	---

### 2.1 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Replace # computers with EnergyStar models	In Progress	replace 180 computers		annual
Ask staff to close blinds daily	In Progress		education, newsletter	quarterly
Encourage staff to use stairs	Planned			
Turn off lights in unused rooms	In Progress		educate janitorial staff	

Replace Refrigerators (EnergyStar rated appliance)	Planned	remove old appliances	
Install multi-function devices (and remove stand-alone printers/faxes)	Planned		
Replace standard bulbs with CFLs	Planned	energy retrofit	annual
Undertake lighting retrofit	Planned	PSECA application	
Utilize desk-top power management settings on computer	Planned		education, newsletter
Initiate corporate computer shut-down/wake-up for maintenance	Planned		education, newsletter
Initiate or complete a building energy retrofit	In Progress	PSECA Program	replace equipment

## 2.2 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	In Progress		policy with purchasing	
Initiate automatic double sided printing	In Progress		education of users through electronic newsletters	
Commit to hold paperless meetings	In Progress		education and support with IT	
Re-use non-confidential scrap paper	In Progress			
Encourage re-use of furniture and equipment	In Progress	reduce purchasing of new furniture	Ongoing campus inventory and storage for future reassignment of furniture.	

## 2.3 Travel

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	Planned		email, newsletter	
Train staff in the use of Live Meeting (or other desktop collaborative software)	In Progress		email, newsletter	
Install Video Conferencing facilities	In Progress			
Initiate Travel Policy	Planned			
Mandate car pooling to government meetings	In Progress			
Support alternative travel (bike/skateboard/walk/transit) for meetings	Planned	Increase public awareness of opportunities.	install weather protected bike racks, support ride to work programs, increase opportunities for showers on campuses	

## 2.4 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	Planned	Increase awareness and information sharing of conservation planning.	Develop Facilities web base for green initiatives and forum for overall planning and implementation.	
Provide conservation education	Planned	Increase awareness and information sharing of conservation planning.	Develop Facilities web base for green initiatives and forum for sharing program and department goals and successes.	
Provide green tips	Planned			
Support professional development	Planned			

## 2.5 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Take water conservation measures – low flow showers or toilets, fix leaks	Planned	replacement		
Improve recycling measures	Planned	College wide implementation		
Use re-usable dishes	In Progress	rental of glassware for functions		
Use green (low-e paints)	Planned	policy		
Support sustainable procurement practices	Planned	under review		
Adopt low-carbon contracting practices	Planned	LEED, recycling		