

BC Liquor Distribution Branch - 2009 Carbon Neutral Action Report

Executive Summary

The LDB is exploring leading edge energy reduction programs in all areas – corporate, distribution and retail – to minimize our carbon footprint. We're confident we can achieve the government's goals for greenhouse gas reductions and continue to set high standards for sustainability by building on existing programs and introducing new and innovative initiatives. To achieve these goals, we have developed a *Green Plan* to track environmental projects at the LDB.



Jay Chambers, General Manager

Overview

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

In 2009 the LDB continued to build on its sustainable initiatives in support of GHG reduction. Some of the key actions were:

- Continued placement of updated compaction equipment in our retail stores to further reduce transportation requirements for recycling;
- Awarding a contract to replace all photo copy equipment at Head Office and retail level which will help reduce paper and energy use;
- Continued roll out of electronic record keeping program RIMS, that will reduce the amount of paper usage at the LDB;
- Continued focus on the reduction of single use bags in our retail stores;
- Continued replacement of fleet vehicles with smaller hybrid options;
- Review and implementation of Power Smart programs to reduce overall energy use in all areas of LDB operations.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012:

- To support the B.C. Government's commitment to greenhouse gas (GHG) reduction and reporting;
- To reduce the LDB's overall environmental footprint;
- To increase awareness and understanding of GHG issues among the LDB's 3,500 full- and part-time employees, our customers and business partners;
- To encourage change, behaviour and practices of industry, employees and consumers in support of the LDB's sustainable goals.

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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 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	80	% of vehicles are fuel- efficient models	Replaced one more fleet car	Continue evaluation and update remainder of fleet as budget allows	2008	2011
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Reviewed and updated fleet maintenance program	Continue implementation of regular scheduled maintenance programs	2007	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Complete	100	% of current drivers are trained	LDB fleet drivers trained in methods to reduce fuel use		2009	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Complete			LDB fleet drivers made aware of LDB anti-idling requirements		2009	No End Date (Continuous)
Encourage carpooling in fleet vehicles	In Development				Formalize protocol regarding car pooling standards on fleet vehicles	2010	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	In Development				To be included as part of LDB travel policy	2010	2010
Other Mobile Fuel Combustion Actions							
Designated 20 parking stalls as Car pool only	Complete			Designated 20 parking stalls as Car Pool only; reviewed and updated Car Pool program to encourage use and ensure compliance	Develop further strategies including education and incentives to encourage more employees to car pool	2009	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Reduce office space (square meters) per employee	Ongoing/In Progress	4	is the current average rentable square meters per employee	Review of Head Office floor plans	Continue reconfiguration of Head Office floor plan to minimize employee work stations	2009	No End Date (Continuous)
Owned buildings							
Establish energy performance baseline for owned buildings	Ongoing/In Progress	100	% of owned buildings have an established energy performance baseline	Established Power Smart team to monitor and implement Power Smart programs	Continued monitoring of Power Smart initiatives to ensure power reduction goals are met	2008	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	100	% of owned buildings have undergone energy retrofits since start year indicated	Energy efficient light installation	Ongoing monitoring of system by Power Smart team to ensure reduction targets are being met	2008	No End Date (Continuous)
Leased buildings							
Establish energy performance baseline for leased buildings	In Development				Ongoing monitoring of system by Power Smart team to ensure reduction targets are being met	2010	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	In Development				LEED shadow standards to be confirmed and implemented	2010	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	In Development				LEED shadow standards to be confirmed and implemented	2010	No End Date (Continuous)
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	In Development				LEED shadow standards to be confirmed and implemented	2010	No End Date (Continuous)
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	In Development				LEED shadow standards to be confirmed and implemented	2010	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	In Development			Review of available technology	Install program	2010	2010
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	In Development			Contract awarded to replace all stand-alone printers with multi-functional devices	Install program	2010	2010
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress			Replaced existing equipment with Energy Star compliant; replacement where needed and budget allowed	Continuing replacement of existing equipment where needed and budget allows	2008	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			Replaced existing equipment with Energy Star compliant; replacement where needed and budget allowed	Continuing replacement of existing equipment where needed and budget allows	2008	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			Replaced existing equipment with Energy Star compliant; replacement where needed and budget allowed	Continuing replacement of existing equipment where needed and budget allows	2008	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Replaced existing equipment with Energy Star compliant; replacement where needed and budget allowed	Continuing replacement of existing equipment where needed and budget allows	2008	No End Date (Continuous)
Behaviour change program							
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development				Included updated employee awareness program	2010	No End Date (Continuous)
Encourage use of stairs instead of elevators	In Development			Part of LDB's Health and Wellness program	Continued education of staff	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			TURN IT OFF signs placed in meeting rooms	Continued education of staff	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Complete	20	% of total paper purchased contains 30% recycled content	Requirement that all paper purchased included post consumer %		2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Complete	80	% of total paper purchased contains 100% recycled content	Replaced all old imaging equipment with newer systems that are compatible with 100% post- consumer recycled paper	Monitor systems in place to ensure compliance	2009	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	Converted all Imaging equipment to automatic double-sided copying	Monitor systems in place to ensure compliance	2009	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development				Replacement equipment has this capability; will be monitored closely and will be implemented if necessary	2009	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Complete			Established 2009		2009	2009
Electronic media in place of paper							
Use electronic document library for filing common documents	Complete			Roll out of program to Head Office Departments		2008	2010
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			IT reviewing technology	Install approved technology and train staff	2010	2010
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Part of RIMS rollout	2nd phase of RIMS program is to promote and ensure compliance	2009	No End Date (Continuous)
Other Paper Supplies Actions							
reduce the number and type of paper supplies that can be purchased	In Development			RFP developed to limit the amount and type of paper supplies that can be purchased	Complete and send out RFP - June	2010	2010

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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 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Business Travel						
Policy and budgeting						
Create a low-carbon travel policy or travel reduction goal	In Development			Implement BC Government policy as it applies to travel standards	2010	2010
Virtual meeting technology						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	In Development		IS researching suitable technology	Install video conferencing technology in various locations of the LDB	2010	2010
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development		IS researching suitable technology; screens already purchased	Install video conferencing technology in various locations of the LDB	2010	2010
Behaviour change program						
Train staff in web-conferencing	In Development			Decision on technology best suited for LDB and its partners; out for RFP	2009	2010
Train staff in video-conferencing or provide technical support for video-conferencing set-up	In Development			Part of roll out package once RFP complete	2009	2010
Encourage staff to consider virtual attendance/presentation at events where possible	In Development			Part of roll out package once RFP complete	2009	2010
Encourage carpooling to meetings	In Development			Part of roll out package once RFP complete	2009	2010
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	In Development			Part of roll out package once RFP complete	2009	2010
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Complete		Climate Action Team, representing all parts of the LDB, meet on a regular basis	Ongoing meetings	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Complete		Manager responsible for creating and implementing LDB Green Plan	Ongoing meetings	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Complete		Programs developed by the Manager of Marketing and Social Responsibility - Think Green Shop Smart- The best Bag is no Bag at all	Social development coordinator position filled and operating	2000	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Attending several workshops in person (Power Smart, BCIT green roof demo) ; attendance at most was by Webinar	Ongoing, more lunch and learns	2010	No End Date (Continuous)
Staff awareness/education						
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Regular information sharing through e-mails, internal and external publications	Relaunch of LDB Green marketing/education strategy	2010	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Provide sustainability education during new staff orientation	In Development			Include LDB sustainable review as part of new hire criteria	2010	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	In Development		In development	Relaunch of Green marketing program on website and in retail stores	2010	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	In Development		In development	Relaunch of Green marketing program on website and in retail stores	2010	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	In Development		In development	Relaunch of Green marketing program on website and in retail stores	2010	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		A number of fixtures replaced	Continue replacement of old systems with low flow options where the need exists	2008	2011
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Ongoing/In Progress		A number of fixtures replaced	Continue replacement of old systems with low flow options	2008	2011
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	In Development		Ongoing review of issues	Green roof and living wall placement in first retail store (spring 2010)	2010	No End Date (Continuous)
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		Major review of existing in-store and Head Office recycling programs to ensure maximum reduction of waste materials	Continue installation of new equipment systems that will allow the LDB to maximize recovery of recyclable materials, while reducing waste costs and Green House Gas emissions	2009	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Complete		Program in place for several years		2006	No End Date (Continuous)
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.)	Complete		While awaiting Government Green Procurement policy, LDB Environmental Department reviews all major purchases with this goal in mind		2008	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		While awaiting Government Green Procurement policy, LDB environmental department reviews all major purchases with this goal in mind	LDB to finalize its own Green Procurement Policy Standards	2010	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		While awaiting Government Green Procurement policy, LDB environmental department reviews all major purchases with this goal in mind	LDB to finalize its own Green Procurement Policy Standards	2010	2010
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	Ongoing/In Progress		Eliminated single use cups in Head Office cafeteria; updated Cafeteria recycling program; more sustainable/healthy items on menu	Contract up for renewal in 2010; increased sustainable issues will be a part of the new Request for Proposal- Contract	2010	2010
Building construction, renovation, and leasing						

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	In Development		Developed set of criteria for LEED standards, awaiting final draft for approval and implementation	Implement LEED shadow standards for all new and remodel construction projects	2009	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	In Development			Part of LEED shadow standards	2010	No End Date (Continuous)
Indoor air quality						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	In Development			Part of LEED shadow standards	2010	No End Date (Continuous)
Commuting to and from home						
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Full review of carpooling policy	Establishment of designated car pool parking stalls (complete) and review of additional incentive plans	2009	2010
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Complete		Program in place for several years		2008	No End Date (Continuous)
Provide secure bicycle storage	Complete		Program in place for several years		2000	No End Date (Continuous)