

Legal Services Society - 2009 Carbon Neutral Action Report

Executive Summary

LSS acknowledges and takes 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 Objective's

- 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;
- encourage and support employee engagement in and awareness of favourable environmental practices.

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

LSS undertook the following actions to reduce greenhouse gas emissions in 2009:

- Implemented print tracking software to monitor monthly usage by each department so we can inform staff of their usage and ways they can decrease their consumption.
- LSS removed multiple stand-alone printers and encouraged staff to set-up on the multifunction machines
- Completed renovations using demountable wall systems to reduce the use of conventional drywall

Operational Changes in 2009

In 2009 LSS had major changes to our organization which resulted in the elimination of several FTEs and the elimination of 5000 sq ft of leased office space. The decrease in leased office space, paper usage and equipment requirements resulted in decreased GHG emissions.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

In 2010 LSS will be down sizing again, resulting in the closure of 5 Regional Centres. The impact this will have on our organization is immeasurable and will decrease the GHG emissions by a large percentage. LSS will have 2 remaining Regional Centres and a decrease in another 48 FTEs.

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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)							
This section is not applicable to this organization							
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Reduce office space (square meters) per employee	In Development				Departments will be charged for square footage use which in turn will educated staff on the associated costs to the space.	2010	No End Date (Continuous)
IT power management							
Implement server virtualization	Complete	70	% of servers have been virtualized since start year indicated	IT made 70% of the servers virtual		2009	2009
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	LSS purchased new energy star monitors and they were all set up in power saving mode		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			Educated staff on the associated costs to stand-alone equipment and have used multi-function devises in all of our services rooms.	Our Vancouver office will be receiving 5 new multi-function machines that will allow us to replace smaller stand-alone printers and faxes.	2010	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	50	% of devices have auto-sleep settings applied	No new steps were taken since the implementation of our new multi-function machines in 2008	Continually attempt to remove older stand-alone printers and faxes	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% of computers are ENERGY STAR rated	100% of workstations/offices completed		2008	2009
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	100	% of fridges are ENERGY STAR rated	All new purchases were ENERGY STAR rated	Continue to purchase only ENERGY STAR rated products	2009	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			All replaced appliances were ENERGY STAR models	All future replacements will be ENERGY STAR	2009	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			All new desk lamps had compact fluorescent bulbs except where it was an irritant for staff members eyes. A more efficient desk lamp was sourced.	Continue purchasing energy efficient desk lamps	2009	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	100	% of current staff have completed a workstation tune-up	All workstation tune-ups completed and all new staff were advised of the need to reduce personal energy use	All new staff members will receive a workstation tune-up as well as an ergonomic assessment	2008	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Staff encouraged to unplug electrical equipment when it was not in use	Identify for staff which equipment can be unplugged without causing disruption to daily operations	2010	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Complete			Nightly cleaners used the air dry setting		2009	2009

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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
Encourage use of stairs instead of elevators	Ongoing/In Progress			Encouraged as a wellness initiative, pedometers were provided	Continually inform staff of wellness initiatives	2009	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Facilities & Administration continued to remind staff to turn off unused lights	Continue to inform/educate staff regarding unused lights	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	25	% of total paper purchased contains 30% recycled content	Continued investigation of paper costs and vendors to ensure the best pricing possible.	Attempt to substitute 8 1/2 x 11 white paper to 30% recycled. Cost continues to be a factor	2008	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	50	% of network printers or photocopiers are set to automatic double-sided	In 2009 LSS held information sessions with different departments to inform them of the different settings on the multi-function printers	LSS will continue to advise staff of the various printer settings available to them. Staff will be able to see how many print jobs have been duplexed.	2009	No End Date (Continuous)
Electronic media in place of paper							
Use electronic document library for filing common documents	Ongoing/In Progress			Many large and frequently accessed documents were housed on our intranet.	We will be working with each department to implement procedures for incoming/outgoing faxes to be delivered into a shared folder before being printed.	2008	No End Date (Continuous)
Behaviour change program							
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development				Departments will continue to reduce the amount of paper used throughout the organization through electronic forms and online manuals	2008	No End Date (Continuous)
Business Travel							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	In Development				Encourage staff to use Live Meeting when possible	2010	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	5	% of staff trained are in web-conferencing	Staff in remote locations were provided with software to join meetings via web-conferencing.	Try to encourage more staff to join meetings via web-conferencing	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Staff were always encouraged to take public transit or walk if meetings are within an acceptable distance.	Continue to encourage staff to take transit or walk to meetings as a way of reducing their carbon footprint as well as reducing the cost to the Society	2004	No End Date (Continuous)

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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
Education, Awareness, and Engagement						
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		LSS staff participated in Bike to Work Day, Earth day and commuter challenges	No steps planned as yet	2004	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions						
Provide staff with an option for transit subsidies	Ongoing/In Progress		Several times a year HR reminded staff of the option to purchase transit passes at a reduced rate.	Staff will be advised of the ongoing, monthly option to purchasing transit passes at a reduce rate	2006	No End Date (Continuous)
Other Sustainability Actions						
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress		Instead of using conventional drywall construction we used demountable wall systems	Continue usage of the demountable wall systems where possible	2007	No End Date (Continuous)
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Our office had a scent-free policy in place since 2004	Continually remind staff of the policy via use of the intranet and staff postings	2004	No End Date (Continuous)
Commuting to and from home						
Offer staff a compressed work week	Ongoing/In Progress		LSS has continued to offer some positions on a modified work week schedule	The modified work week schedule will continue to be offered on certain positions	2004	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		LSS holds commuter challenges throughout the year. We engage in bike to work week as well as public transit subsidies	LSS will continue to encourage staff to find alternate modes of transportation to work through challenges as well as incentives	2004	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Shower and locker facilities have been provided to staff as part of the landlords building access	Facilities will continue to be available for staff	2004	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		In 2009 LSS landlords completed a retrofit of the bicycle storage facility which included additional bike racks as well as easier access points	Secure bicycle storage is still available for all staff members who choose to ride to work	2009	No End Date (Continuous)