

PCTIA - 2009 Carbon Neutral Action Report

Executive Summary

After compiling its first Carbon Neutral Action Report in 2009, we took stock of our internal activities related to carbon neutrality and sustainability and were pleased to discover the volume of voluntary actions we took and how these actions supported our formal objectives established with our first report. A summary of these actions was published on our website at <http://pctia.bc.ca/carbon.htm>. We developed three carbon reduction and sustainability objectives for 2009 and made significant advances in two of the three objectives. In 2009, we became more aware of our direct actions that affected our carbon-neutral objectives, but equally importantly we became aware of our *indirect* actions as a regulatory body which required over 375 registered institutions to submit forms and reports on paper. We are a small organization with no fleet vehicles, leasing office space -- the influence we have on our physical office environment is limited. This in turn leads most of our planning in 2010 to focus on new, indirect carbon reduction and sustainability objectives while still moving forward with our initial objectives.



Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

We identified three carbon reduction and sustainability objectives for 2009 as follows:

- 1. To research and develop more opportunities for registered and accredited institutions to satisfy PCTIA reporting and filing requirements using on-line resources such as web-based forms.**
- 2. To keep foremost in all procedural reviews and business function re-designs, an emphasis on paper reduction and the increased use of technology.**
- 3. To source more post-consumer recycled products such as paper and consumable office supplies.**

With respect to the first objective, our goal was to have online web tools available on the PCTIA website for institutions to submit basic reporting information such as program and address changes by the end of 2009, and to increase the number available each year in 2010, 2011 and 2012. In 2009 we delivered on this objective by developing a completely web-based reporting mechanism for institutions to remit their monthly tuition reporting and fees due to the Agency. During the development of this system, the opportunity existed to make the functionality more robust than anticipated and as a result, the final product was more productive for the finance department and required minimal input by the institutions.

Our second objective was to identify the top three business functions that use the most paper and to identify a 30% reduction in paper use in the first year. In 2009 we identified one business function, the annual renewal of institutions' registration, which involved the mailing out of over 370 paper reports annually. In 2009 this process was halted due to procedural review of this business function, resulting in zero paper consumption for 11 out of 12 months. In 2010, our

plans to reinstate this business function involve developing the process entirely on-line, which coincides with our plan to hire an in-house programmer/analyst in early 2010. By developing an on-line procedure for this business function, we are supporting our objective to have online web tools available on our website for institutions to submit basic reporting information.

Our final objective in 2009 was to source more post-consumer recycled products such as paper and consumable office supplies. In 2009 we took inventory of our office paper purchasing history for the previous 12 months and identified each paper type by recycled content and volume purchased. This was entered into our SmartTool carbon usage reporting database which provided us with our first measurable carbon footprint in tonnes of CO₂ gases. With this baseline now established, we will be able to move forward in 2010 by making purchase decisions which better match our carbon neutral and sustainability goals, and we will be able to compare our future carbon footprint (in tonnes of CO₂) with future years to provide a measure of our improvement.

Operational Changes in 2009

PCTIA did not undergo any significant operational changes in 2009 in either the size of our leased office space or the number of staff we employ (currently 21). As a result, we have not experienced any operational changes which would have influenced our carbon reduction or sustainability goals.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

Our continued carbon reduction and sustainability goals are published on our website at <http://pctia.bc.ca/carbon.htm> and contain a statement of our objectives and goals for three years hence, as well as a list of our accomplishments to date.



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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)						
IT power management						
Apply auto-sleep settings on computer monitors and CPUs	Complete	100 % of computers have auto-sleep settings applied	No changes to this practice have occurred.			
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	80 % of computers are ENERGY STAR rated	All new computers purchased in 2009 are energy-star compliant models.	As any computer replacements occur in 2010-2012, they will be energy-star compliant models.	2010	No End Date (Continuous)
Appliances and electronic devices						
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress	75 % of 8 lamps in the office have the option of using CF bulbs. Others are LED lamps, and one is halogen.	No changes in desk lamps has occurred in 2009.	Six out of eight lamps may accept CF bulbs and bulbs will be replaced with CF; any future purchases will be LED lamps or CF-compatible lamps. Note: in most cases desk lamps are only used in the fall/winter months when sunlight is not sufficient.	2010	No End Date (Continuous)
Behaviour change program						
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress		Normal office procedure is to use the no-heat setting on our dishwasher.	PCTIA will continue the practise of using the no-heat setting.	2010	No End Date (Continuous)
Supplies (Paper)						
Paper Type						
Purchase 30% post-consumer recycled paper	Ongoing/In Progress		PCTIA took an inventory of paper purchases in 2009 and has created a tracking system which is also used to report this data using our SmartTool account.	PCTIA plans to migrate all reportable paper purchases to a minimum of 30% recycled content; more where it is available.		
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	0 % of total paper purchased contains 100% recycled content				
Printer/document settings						
Switch networked printers and photocopiers to automatic double-sided	In Development		Four of seven printers are capable of having duplex trays installed; the remaining three do not have this capability.	In 2010 four duplexing trays will be purchased and installed. When the remaining three printers that cannot duplex are replaced, they will be models which can accept duplexing trays.	2010	No End Date (Continuous)
Electronic media in place of paper						
Use electronic document library for filing common documents	Ongoing/In Progress		All common documents are stored in one spot on a server for all staff to access.		2009	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress	85 % of previously printed copies of formal reports were published electronically instead	Only 75 hard copies of our annual report were printed compared to 500 in the year before; the report was published in PDF format on our website.	We will continue to examine all publications which have previously been printed and attempt to eliminate or significantly reduce paper printing.	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
Behaviour change program						
Encourage re-use of scrap paper	Ongoing/In Progress		Message pads are routinely made from scrap paper and a supply of these home-made pads is kept for all staff to use.	To continue this practice and avoid the purchase of message pads.	2009	No End Date (Continuous)