

School District No. 38 - 2009 Carbon Neutral Action Report

Executive Summary

The Richmond School District continues to actively work towards carbon neutrality. We believe that all district stakeholders play a key role individually and collectively in this endeavour. In accordance with the Board of Education's policy and the Board's 2008/2009 Developmental Objective, district staff have a responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management. We believe each employee, student and school volunteer, should be encouraged to actively participate in district sustainability programs to the point that acting in a sustainable manner will be "second nature" for everyone.



School-based green teams continue to expand their scope of sustainability initiatives, working on a variety of projects while being supported through incentive grants from the district. Energy and paper reduction initiatives can be found in these individual school projects for the 2009/2010 school year. Our Sustainability Secretariat and Sustainability Café meet regularly to extend and enhance the implementation of our environmental stewardship policy.

Our [Environmental Stewardship](#) website is updated regularly and has several areas specifically related to carbon neutrality. Specifically, each school can monitor its energy consumption and greenhouse gas emissions on a monthly basis through an energy web portal.

In 2009 the district developed the [Eco-Wise web tool](#) which allows schools to explore a variety of ways to promote awareness and behavioural change for environmental sustainability. School green teams can log in to record progress towards environmental sustainability in key focus areas, including Leadership and Teamwork, Energy Conservation, Waste Management, Gardening/Greening & Composting and Transportation. Schools can achieve bronze, silver, gold or even the highest green achievement level in each focus area.

The district embarked on a process of developing a sustainability vision statement with related goals and objectives. This process will continue through 2010 with the development of a set of key guidelines that can be followed by all schools and district departments. Incorporated into this set will be guidelines specifically related to carbon neutrality.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

- We continued working as a Power Smart Partner with BC Hydro to reduce energy consumption using a developed Sustainable Energy Management Plan.
- Our district enrolled in the Canadian Green Building Council – Green Up program in order to improve the energy efficiency of our buildings.
- On the educational side working with schools, we targeted four key areas: Energy Conservation, Waste Management, Gardening and Greening and Transportation.

- Green teams were supported at schools to promote energy conservation and reduce greenhouse gas emissions. With support from district grants, these teams developed and executed initiatives from “lights out” to “anti-idling” campaigns.
- Greenhouse gas emission reduction was promoted through RichNet, our intranet communication system, and on our Environmental Stewardship website.
- Our district Environmental Stewardship website has a number of areas related to greenhouse gas emissions, from a section on energy saving initiatives to greenhouse gas background information.
- In Information Technology we embarked on power management for computer workstations and server virtualization, saving thousands of kilowatt hours a year.
- In our Transportation Department, bio-diesel continued to be used for all diesel fleet vehicles and driver training took place with an energy conservation component.

Operational Changes in 2009

- In September of 2009 our district waste management program expanded in scope from paper recycling at all sites, to now include blue box container recycling.
- Our district began a process of having the occupants of buildings take ownership in the energy efficiency of the buildings they occupy. This involves communicating and working with maintenance/operations staff and the district facility manager, responsible for new construction and major renovations.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

- We are in the process of developing a long-term sustainability plan for the district. One of the first steps will be a self-assessment for departments and schools in the categories of Human Capacity, Facilities and Governance/Policy, related to sustainable practices. Energy conservation, and the resulting reduction in greenhouse gas emissions, will be a key focus area embedded in these categories.
- Following the CAGBC Green Up program strategies, we hope to lower the energy intensity by 30% over five years therefore reducing our energy cost, reliance on fossil fuels and electricity, and lower our carbon offset costs.
- We hope to take advantage of BC Hydro programs that will make our buildings more energy efficient, such as the Continuous Optimization program. This program will allow for real-time metering of energy consumption and support our goal of school occupants and district staff working together to monitor and make our buildings more efficient, resulting in a reduction of greenhouse gas emissions.
- We will continue encouraging schools to support behavioural changes related to sustainability by linking curriculum to school district practice.

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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 <i>Greenhouse Gas Reduction Targets Act</i> .							
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	In Development			Under consideration in 2009 but insufficient funds.	If funding becomes available, then a key consideration.	2009	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Continued to be the practiced in 2009.	Will continue to be the practice.	1990	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	100	% of current drivers are trained	Two driver training sessions took place in 2009.	Additional training in the future.	2005	2009
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development			Anti-idling programs took place at a number of schools.	We will increase the number of schools participating in the anti-idling program. The transportation department will increase the number of anti-idling signs in driveways at schools.	2005	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			When a work order requires more than one tradesperson, car pooling is used to minimize vehicle use	This will be emphasized to tradespersons by maintenance managers on a continuous basis	1990	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			In some instances, tradespersons are asked to go directly to the job site from home rather than coming into the Works yard and then driving to it.	Continue practice in the future.	1990	No End Date (Continuous)
Other Mobile Fuel Combustion Actions							
Tradespersons using vehicles group assigned work orders to minimize travel	Ongoing/In Progress			This is emphasized by managers/forepersons on a continual basis	The district will continue to explore ways of minimizing travel by tradespersons	1990	No End Date (Continuous)
Alternative Transportation Days	Ongoing/In Progress			Schools have programs to encourage staff and well as families to use alternative forms of transportation. E.g. Walk to School Wednesdays, carpooling for staff and families, cycling clubs.	Increase the number of schools participating and the scope of the program.	2005	No End Date (Continuous)
Salt Spreaders	Complete	100	% of spreaders converted	The transportation department converted the gasoline powered salt spreaders to electrically powered.		2009	2009
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress	100	% of buildings enrolled in GreenUp, initial benchmarking completed	Enrol in the program, complete delivery of energy bills to the system, initial review of building performance, initial target finding completed	Green up planning for all sites, establish self funded efficiency upgrade program, green teams on all sites, further work on the benchmarking and target finding goals.	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	In Development			Initial investigations resulting in steps planned.	Undertake long term facilities review. c/w demographic analysis and trends. Include space needs review for district support services. School buildings are sized according to student population, and are not suitable for further reduction	2009	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	In Development			Have approached our board of education for funding to support the BC Hydro Continuous Optimization program for our secondary schools. This will provide interval metering at these schools.	If successful with funding, we will begin the process with BC Hydro	2009	No End Date (Continuous)
Owned buildings							
Establish energy performance baseline for owned buildings	Complete	100	% of owned buildings have an established energy performance baseline	In 2009 our school district joined the the CAGBC Green Up program. Data was uploaded to a web portal for benchmark tracking for all buildings.	Continue analysis of data using upload data, for the purposes of energy reduction target setting.	2009	No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	In Development			Review LEED EBOM program, assess impacts on various departments within the district.	Fully enrol in LEED EBOM, include all building renovations in the program.	2009	No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	0	% of owned buildings are certified LEED NC Gold or LEED NC Platinum	Certification to LEED Gold level for the Steveston-London is underway.	Certification to LEED Gold level is planned for Brighouse elementary school replacement, with completion expected in September 2011	2009	2011
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress	4	% of buildings built or renovated since start year indicated used the integrated design process	Integrated design process started with Steveston London Secondary School in 2005 and continued with Brighouse Elementary in 2009.	Continue to use process with all new construction.	2005	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			Regular HVAC preventative maintenance ensures refrigerant leaks are minimal from equipment. Environmentally friendly refrigerant are utilized	Continue current maintenance practice for leak testing and repairs	2008	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	12	% of owned buildings have undergone energy retrofits since start year indicated	In 2009 we have six schools that had heating and lighting upgrades. Energy retrofits on existing buildings were reviewed with intent of proceeding when sufficient funds become available.	Will proceed with further upgrades when/if funding becomes available.	2009	No End Date (Continuous)
Retrofitting owned buildings							

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Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	8 % of retrofits (captured above) had heating, cooling, and ventilation systems upgrades	The maintenance department upgraded to more efficient HVAC equipment; specifically we had 4 sites with heating plant upgrades.	Continue with current process.	2008	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	4 % of retrofits (captured above) had lighting systems upgrades	Two sites had lighting retrofits done with support from the BC Hydro Power Smart Program.	We have additional schools that are in place to have lighting upgrades done when sufficient funding becomes available.	2007	2010
Upgrade/adjust control systems during retrofits	Ongoing/In Progress		Control systems upgrades were considered pending AFG funding	Will proceed when/if funding becomes available.	2008	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Ongoing/In Progress		Where renovation require opening exterior walls etc., new insulation always applied.	Continue the practice.	1990	No End Date (Continuous)
IT power management						
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	75 % of computers shut down automatically outside of regular business hours	Attempted to use commercial software to manage PCs. Software failed to meet requirements.	Deploy custom in-house solution to manage energy use in workstations.	2009	2010
Implement server virtualization	Ongoing/In Progress	80 % of servers have been virtualized since start year indicated	All PC servers in our data centres have been virtualized.	Review feasibility of virtualizing PC servers located in our schools.	2009	2009
Apply auto-sleep settings on computer monitors and CPUs	Complete	100 % of computers have auto-sleep settings applied	All computers have "sleep" functions enabled (monitors dim/shutdown, hard drives spin down).		2000	2010
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress		No action - All sites had multi-function devices installed in 2007 to replace copiers. The majority of stand-alone printers will not be removed due to their location and functions they serve.	Enable faxing/scan to email in MFDs, enable fax receiving through district's unified communications system (FirstClass) and remove fax machines.	2009	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress		Auto-sleep function is standard practice on copy machines.	Continue practice.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100 % of computers are ENERGY STAR rated	All replaced computers are Energy Star rated.	Continue practice.	2007	No End Date (Continuous)
Behaviour change program						
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	100 % of staff informed.	Part of the district energy conservations guidelines and was routinely reinforced.	Continue this process throughout the district.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	100 % of staff informed.	We have continued to emphasize this with teaching and support staff through our district energy conservation guidelines. It is also part to the procedures manual for all custodians.	Continue this process throughout the district.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress		Only our administration building has regularly used elevators. Staff have been encouraged to take the stairs for health and energy conservation reasons.	Will continue to continue to encourage.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	100 % of staff informed.	Schools/district sites were encouraged to label light switches or make posters.	Will continue to continue to encourage.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress		We continue to replace hot water tap aerators with low flow type	Continue this process throughout the district.	1990	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions						
BC Hydro Energy Ambassadors Program	Ongoing/In Progress	3 secondary schools involved	Students were involved in the program investigate energy use in schools. Results of reports generated by students were implemented resulting in energy conservation.	Continue this program in the future.	2006	No End Date (Continuous)
BC Hydro Workplace Conservation Awareness program	In Development		Applied for BC Hydro Workplace Conservation Awareness program and were successful	District will develop a plan and implement the plan during the 2010/2011 school year	2009	2011
District Guidelines for Energy Conservation	Ongoing/In Progress	100 % of staff informed	District introduced district guidelines for energy conservation in buildings and continually reinforced these guidelines throughout the year.	Continue to promote these guidelines in the future.	2009	No End Date (Continuous)
Replace standard bulbs with CFLs	Ongoing/In Progress		Various CFL conversion and replacements in schools	Continue with maintenance process	2009	2011
Install motion activated lights	Ongoing/In Progress		Installed motion sensors as part of BC Hydro lighting upgrades	Project to continue pending AFG funding	2009	No End Date (Continuous)
Heat recovery ventilation unit installed in classrooms	In Development		Minimal progress due to funding issues.	Project to continue pending AFG funding	2009	No End Date (Continuous)
Supplies (Paper)						
Paper Type						
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	28 % of total paper purchased contains 30% recycled content	All white paper is virgin paper and all coloured paper is 30% recycle.	We plan to have all paper at a minimum of 30% recycled content.	2000	No End Date (Continuous)
Printer/document settings						
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress		Contact contracted copier service representatives to arrange to switch copier defaults to double-sided.	Enable double-sided printing on copiers as default setting.	2009	2011
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress		This was introduced to staff in 2008 and was reinforced in 2009 continually as a way to reduce paper consumption.	Continue practicewith regular encouragement.	2008	No End Date (Continuous)

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Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete			Training took place.	Continue to encourage staff to move to electronic editing.	1990	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Encourage posting material online; a number of brochures and newsletters are now posted on websites.	Continue switching to more electronic publications; provide means for schools to distribute school newsletters electronically to parents.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			Moved to posting payroll notifications for all staff.		2005	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	75	% of staff currently have received collaborative software training	Training is ongoing.	Training will be ongoing.	1990	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			In meetings throughout the district staff were encouraged to use laptops to view material rather than printed hard copy.	Continue practice with regular encouragement.	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress	100	% of staff given guidelines for paper reduction	District guidelines for paper reduction, including the re-use of paper, were communicated in 2009.	Continue practice of regular encouragement.	2008	No End Date (Continuous)
Other Paper Supplies Actions							
PDF email capability in photocopiers	Ongoing/In Progress			District staff were encouraged to use the DocSend capability of some Canon photocopiers to email a pdf of a scan as an alternative to faxing documents.	Continue to encourage and widen training of individuals in the future.	2008	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
Business Travel						
Virtual meeting technology						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100 % of computers have web-conferencing software installed	Not applicable: Web conferencing software does not need to be installed as it is browser-based.		2005	No End Date (Continuous)
Behaviour change program						
Train staff in web-conferencing	Ongoing/In Progress	10 % of staff are trained web-conferencing	Provide training as required.	Provide training as required.	2005	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	100 % of staff have access to carpooling information	District staff are encouraged to carpool to district continually. District intranet conference for carpooling was regularly used.	We will continue this practice in the future	1990	No End Date (Continuous)
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	50 % of our schools have green teams	Following our district sustainability policy developed in 1998, school green teams continue to increase in number.	We hope to have green teams in place for all schools and major departments.	1998	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Continuation of district staff support with a 20% increase in educational consultant support.	Our goal is to provide increased educational support through district personnel.	1998	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		Monthly networking meeting bringing together school/community partners.	Increased participation of school/community partners.	2004	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress	50 % of our schools are enrolled in a program that has rewards	Eco-Wise Star award recognition was initiated. This is a district developed program.	Increase the number of schools participating in this program.	2009	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		District workshops are offered through Pro-D days and after school workshops.	Increase the number and variety of workshops to meet the demand from all stakeholders.	1998	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Ongoing workshops and district Environmental Stewardship website information.	Continue to expand accessibility.	1998	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Ongoing workshops and district Environmental Stewardship website information.	Continue to expand accessibility.	1998	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Through our website, district staff newsletters and school newsletters.	Continue this practice.	2008	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		Ongoing workshops and district Environmental Stewardship website information.	Continue this practice.	2005	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Have continued to add information for the public through our district Environmental Stewardship website.	Continue this practice.	2008	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress		Ongoing workshops and district Environmental Stewardship website information.	Continue this practice.	2008	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions						
Eco-Wise district developed assessment tool	Ongoing/In Progress		Introduced this web tool to schools to assess progress in various sustainability areas.	Increase the number of schools using this tool.	2009	No End Date (Continuous)
Sustainability Grants	Ongoing/In Progress		Continued grants to schools for school-based sustainability initiatives	Continue to provide grants to schools/departments which require support.	2004	No End Date (Continuous)
Study Groups	In Development		Study group focus on resources to support knowledge acquisition.	Roll out district program	2009	No End Date (Continuous)
Major District Sustainability Celebrations	Ongoing/In Progress		Year start and year end celebrations	Continue this practice.	2004	No End Date (Continuous)
Professional Development for Custodial Staff - Energy	Ongoing/In Progress		District energy manager provided workshop to custodians on how to conserve energy through job practice.	Continue to provide professional development and support.	2008	No End Date (Continuous)
Professional Development for Custodial Staff - Green Practices	Ongoing/In Progress		District has provided professional development to custodial staff in green practices in the workplace.	Continue to provide professional development and support.	2008	No End Date (Continuous)
District Waste Management Program Education	Ongoing/In Progress		Instructions and guidelines were given to all stakeholders in regard to the new district waste management program.	Continue to remind and reinforce.	2009	No End Date (Continuous)

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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		We have a plan in place to replace water faucets with metering faucets. None were done in 2009 due to financial restraints.	We plan to continue this process throughout the district in order to have all faucets of this type.	2000	No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress		In design phase for the new Brighthouse Elementary, stormwater will be used for irrigation of grounds area. Steveston-London Secondary, officially opened in September 2009 also has the same system.	Completion of system in Brighthouse Elementary for opening of school in the fall of 2011.	2009	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	1 of district sites are covered.	Container recycling initiated in September of 2009.	Continue program indefinitely.	2009	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		The Maintenance, Operations, Transportation and Purchasing departments have procedures in place for disposal of hazardous waste and our policies are refined each year.	Continue program indefinitely.	2000	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.)	Ongoing/In Progress		Our garbage bags are 100% degradable. Our paper towels and toilet paper are 100% recycled,	Continue and expand products.	2000	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		Where floor replacement was required, replacement of carpets with marmoleum flooring, thus reducing cleaning with chemicals, less dust accumulation and longer life span of the floors so affected.	Floor replacement program is maintained	1990	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		Worked with the purchasing department to seek out and purchase green products for custodial use e.g. degradable garbage bags, recycled paper towels. Also testing two different types of green cleaning systems in pilot secondary schools.	Evaluate cleaning systems.	2008	No End Date (Continuous)
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		Whenever possible the reuse of material was encouraged. In some instances, this can result in the reduction of material cost. Where possible materials are recycled when can't be re-used. In addition, the district has a general policy of 70% diversion rate from landfill when demolishing buildings.	Continue practice.	1990	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	In Development		Part of our capital planning and PIR's in 2009.	All facilities will undergo lifecycle costing analysis in new construction and renovations in the future.	2009	No End Date (Continuous)
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Scent awareness guidelines established in 2008 and reinforced in 2009.	Continue practice.	2008	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress		Completely enabled for capital projects.	Continue practice.	2005	No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	In Development		One IT employee currently working for the district from another city.	Possible expansion in the future.	2008	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Through regular district communication we have informed staff of transit options instead of using cars. On the educational side, we have worked with schools to introduce alternatives for staff/students to get to school that are more environmentally friendly.	Continue practice.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	In Development		Some facilities are in place and in use.	The district will look at expanding this in the future when money becomes available.	2000	No End Date (Continuous)
Provide secure bicycle storage	In Development		Have provided this in some buildings	Will continue to expand when money becomes available.	2000	No End Date (Continuous)
Other Sustainability Actions						
Took water conservation measures - low flow showers or toilets	Ongoing/In Progress		When we need to replace shower heads or toilets, low flow are installed.	Continue to repair	2005	No End Date (Continuous)
Address all leaks to conserve water loss	Ongoing/In Progress		Repaired units as required.	Continue to repair	1990	No End Date (Continuous)
Reduce purchase of non "green" products.	Ongoing/In Progress		Currently part of our existing RFP and tender processes.	Continue practice.	2000	No End Date (Continuous)
Operations department cleaning	Ongoing/In Progress		Continued to sanitize and use no deodorizing in cleaning.	Continue practice.	2000	No End Date (Continuous)
Re-issue custodial equipment	Ongoing/In Progress		Continued to re-issue equipment rather than purchase new equipment	Continue practice.	1990	No End Date (Continuous)

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Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	In Development			Under consideration in 2009 but insufficient funds.	If funding becomes available, then a key consideration.	2009	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Continued to be the practiced in 2009.	Will continue to be the practice.	1990	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	100	% of current drivers are trained	Two driver training sessions took place in 2009.	Additional training in the future.	2005	2009
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development			Anti-idling programs took place at a number of schools.	We will increase the number of schools participating in the anti-idling program. The transportation department will increase the number of anti-idling signs in driveways at schools.	2005	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			When a work order requires more than one tradesperson, car pooling is used to minimize vehicle use	This will be emphasized to tradespersons by maintenance managers on a continuous basis	1990	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			In some instances, tradespersons are asked to go directly to the job site from home rather than coming into the Works yard and then driving to it.	Continue practice in the future.	1990	No End Date (Continuous)
Other Mobile Fuel Combustion Actions							
Tradespersons using vehicles group assigned work orders to minimize travel	Ongoing/In Progress			This is emphasized by managers/forepersons on a continual basis	The district will continue to explore ways of minimizing travel by tradespersons	1990	No End Date (Continuous)
Alternative Transportation Days	Ongoing/In Progress			Schools have programs to encourage staff and well as families to use alternative forms of transportation. E.g. Walk to School Wednesdays, carpooling for staff and families, cycling clubs.	Increase the number of schools participating and the scope of the program.	2005	No End Date (Continuous)
Salt Spreaders	Complete	100	% of spreaders converted	The transportation department converted the gasoline powered salt spreaders to electrically powered.		2009	2009
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress	100	% of buildings enrolled in GreenUp, initial benchmarking completed	Enrol in the program, complete delivery of energy bills to the system, initial review of building performance, initial target finding completed	Green up planning for all sites, establish self funded efficiency upgrade program, green teams on all sites, further work on the benchmarking and target finding goals.	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	In Development			Initial investigations resulting in steps planned.	Undertake long term facilities review. c/w demographic analysis and trends. Include space needs review for district support services. School buildings are sized according to student population, and are not suitable for further reduction	2009	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	In Development			Have approached our board of education for funding to support the BC Hydro Continuous Optimization program for our secondary schools. This will provide interval metering at these schools.	If successful with funding, we will begin the process with BC Hydro	2009	No End Date (Continuous)
Owned buildings							
Establish energy performance baseline for owned buildings	Complete	100	% of owned buildings have an established energy performance baseline	In 2009 our school district joined the the CAGBC Green Up program. Data was uploaded to a web portal for benchmark tracking for all buildings.	Continue analysis of data using upload data, for the purposes of energy reduction target setting.	2009	No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	In Development			Review LEED EBOM program, assess impacts on various departments within the district.	Fully enrol in LEED EBOM, include all building renovations in the program.	2009	No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	0	% of owned buildings are certified LEED NC Gold or LEED NC Platinum	Certification to LEED Gold level for the Steveston-London is underway.	Certification to LEED Gold level is planned for Brighthouse elementary school replacement, with completion expected in September 2011	2009	2011
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress	4	% of buildings built or renovated since start year indicated used the integrated design process	Integrated design process started with Steveston London Secondary School in 2005 and continued with Brighthouse Elementary in 2009.	Continue to use process with all new construction.	2005	No End Date (Continuous)

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Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			Regular HVAC preventative maintenance ensures refrigerant leaks are minimal from equipment. Environmentally friendly refrigerant are utilized	Continue current maintenance practice for leak testing and repairs	2008	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	12	% of owned buildings have undergone energy retrofits since start year indicated	In 2009 we have six schools that had heating and lighting upgrades. Energy retrofits on existing buildings were reviewed with intent of proceeding when sufficient funds become available.	Will proceed with further upgrades when/if funding becomes available.	2009	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	8	% of retrofits (captured above) had heating, cooling, and ventilation systems upgrades	The maintenance department upgraded to more efficient HVAC equipment; specifically we had 4 sites with heating plant upgrades.	Continue with current process.	2008	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	4	% of retrofits (captured above) had lighting systems upgrades	Two sites had lighting retrofits done with support from the BC Hydro Power Smart Program.	We have additional schools that are in place to have lighting upgrades done when sufficient funding becomes available.	2007	2010
Upgrade/adjust control systems during retrofits	Ongoing/In Progress			Control systems upgrades were considered pending AFG funding	Will proceed when/if funding becomes available.	2008	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Ongoing/In Progress			Where renovation require opening exterior walls etc., new insulation always applied.	Continue the practice.	1990	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	75	% of computers shut down automatically outside of regular business hours	Attempted to use commercial software to manage PCs. Software failed to meet requirements.	Deploy custom in-house solution to manage energy use in workstations.	2009	2010
Implement server virtualization	Ongoing/In Progress	80	% of servers have been virtualized since start year indicated	All PC servers in our data centres have been virtualized.	Review feasibility of virtualizing PC servers located in our schools.	2009	2009
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	All computers have "sleep" functions enabled (monitors dim/shutdown, hard drives spin down).		2000	2010
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			No action - All sites had multi-function devices installed in 2007 to replace copiers. The majority of stand-alone printers will not be removed due to their location and functions they serve.	Enable faxing/scan to email in MFDs, enable fax receiving through district's unified communications system (FirstClass) and remove fax machines.	2009	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress			Auto-sleep function is standard practice on copy machines.	Continue practice.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	All replaced computers are Energy Star rated.	Continue practice.	2007	No End Date (Continuous)
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	100	% of staff informed.	Part of the district energy conservations guidelines and was routinely reinforced.	Continue this process throughout the district.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	100	% of staff informed.	We have continued to emphasize this with teaching and support staff through our district energy conservation guidelines. It is also part to the procedures manual for all custodians.	Continue this process throughout the district.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			Only our administration building has regularly used elevators. Staff have been encouraged to take the stairs for health and energy conservation reasons.	Will continue to continue to encourage.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	100	% of staff informed.	Schools/district sites were encouraged to label light switches or make posters.	Will continue to continue to encourage.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			We continue to replace hot water tap aerators with low flow type	Continue this process throughout the district.	1990	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions							
BC Hydro Energy Ambassadors Program	Ongoing/In Progress	3	secondary schools involved	Students were involved in the program investigate energy use in schools. Results of reports generated by students were implemented resulting in energy conservation.	Continue this program in the future.	2006	No End Date (Continuous)
BC Hydro Workplace Conservation Awareness program	In Development			Applied for BC Hydro Workplace Conservation Awareness program and were successful	District will develop a plan and implement the plan during the 2010/2011 school year	2009	2011

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District Guidelines for Energy Conservation	Ongoing/In Progress	100	% of staff informed	District introduced district guidelines for energy conservation in buildings and continually reinforced these guidelines throughout the year.	Continue to promote these guidelines in the future.	2009	No End Date (Continuous)
Replace standard bulbs with CFLs	Ongoing/In Progress			Various CFL conversion and replacements in schools	Continue with maintenance process	2009	2011
Install motion activated lights	Ongoing/In Progress			Installed motion sensors as part of BC Hydro lighting upgrades	Project to continue pending AFG funding	2009	No End Date (Continuous)
Heat recovery ventilation unit installed in classrooms	In Development			Minimal progress due to funding issues.	Project to continue pending AFG funding	2009	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	28	% of total paper purchased contains 30% recycled content	All white paper is virgin paper and all coloured paper is 30% recycle.	We plan to have all paper at a minimum of 30% recycled content.	2000	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress			Contact contracted copier service representatives to arrange to switch copier defaults to double-sided.	Enable double-sided printing on copiers as default setting.	2009	2011
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			This was introduced to staff in 2008 and was reinforced in 2009 continually as a way to reduce paper consumption.	Continue practicewith regular encouragement.	2008	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete			Training took place.	Continue to encourage staff to move to electronic editing.	1990	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Encourage posting material online; a number of brochures and newsletters are now posted on websites.	Continue switching to more electronic publications; provide means for schools to distribute school newsletters electronically to parents.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			Moved to posting payroll notifications for all staff.		2005	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	75	% of staff currently have received collaborative software training	Training is ongoing.	Training will be ongoing.	1990	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			In meetings throughout the district staff were encouraged to use laptops to view material rather than printed hard copy.	Continue practice with regular encouragement.	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress	100	% of staff given guidelines for paper reduction	District guidelines for paper reduction, including the re-use of paper, were communicated in 2009.	Continue practice of regular encouragement.	2008	No End Date (Continuous)
Other Paper Supplies Actions							
PDF email capability in photocopiers	Ongoing/In Progress			District staff were encouraged to use the DocSend capability of some Canon photocopiers to email a pdf of a scan as an alternative to faxing documents.	Continue to encourage and widen training of individuals in the future.	2008	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 <i>Greenhouse Gas Reduction Targets Act</i> . Public sector organizations can optionally use this section to report on actions							
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							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Not applicable: Web conferencing software does not need to be installed as it is browser-based.		2005	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	10	% of staff are trained web-conferencing	Provide training as required.	Provide training as required.	2005	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	100	% of staff have access to carpooling information	District staff are encouraged to carpool to district continually. District intranet conference for carpooling was regularly used.	We will continue this practice in the future	1990	No End Date (Continuous)
Education, Awareness, and Engagement							
Team-building							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	50	% of our schools have green teams	Following our district sustainability policy developed in 1998, school green teams continue to increase in number.	We hope to have green teams in place for all schools and major departments.	1998	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress			Continuation of district staff support with a 20% increase in educational consultant support.	Our goal is to provide increased educational support through district personnel.	1998	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress			Monthly networking meeting bringing together school/community partners.	Increased participation of school/community partners.	2004	No End Date (Continuous)
Awards/Recognition							
Establish a sustainability/green awards or recognition program	Ongoing/In Progress	50	% of our schools are enrolled in a program that has rewards	Eco-Wise Star award recognition was initiated. This is a district developed program.	Increase the number of schools participating in this program.	2009	No End Date (Continuous)
Staff Professional Development							
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress			District workshops are offered through Pro-D days and after school workshops.	Increase the number and variety of workshops to meet the demand from all stakeholders.	1998	No End Date (Continuous)
Staff awareness/education							
Provide education to staff about the science of climate change	Ongoing/In Progress			Ongoing workshops and district Environmental Stewardship website information.	Continue to expand accessibility.	1998	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress			Ongoing workshops and district Environmental Stewardship website information.	Continue to expand accessibility.	1998	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress			Through our website, district staff newsletters and school newsletters.	Continue this practice.	2008	No End Date (Continuous)
Client/public awareness/education							
Provide education to clients/public about the science of climate change	Ongoing/In Progress			Ongoing workshops and district Environmental Stewardship website information.	Continue this practice.	2005	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress			Have continued to add information for the public through our district Environmental Stewardship website.	Continue this practice.	2008	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress			Ongoing workshops and district Environmental Stewardship website information.	Continue this practice.	2008	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions							
Eco-Wise district developed assessment tool	Ongoing/In Progress			Introduced this web tool to schools to assess progress in various sustainability areas.	Increase the number of schools using this tool.	2009	No End Date (Continuous)
Sustainability Grants	Ongoing/In Progress			Continued grants to schools for school-based sustainability initiatives	Continue to provide grants to schools/departments which require support.	2004	No End Date (Continuous)
Study Groups	In Development			Study group focus on resources to support knowledge acquisition.	Roll out district program	2009	No End Date (Continuous)
Major District Sustainability Celebrations	Ongoing/In Progress			Year start and year end celebrations	Continue this practice.	2004	No End Date (Continuous)
Professional Development for Custodial Staff - Energy	Ongoing/In Progress			District energy manager provided workshop to custodians on how to conserve energy through job practice.	Continue to provide professional development and support.	2008	No End Date (Continuous)
Professional Development for Custodial Staff - Green Practices	Ongoing/In Progress			District has provided professional development to custodial staff in green practices in the workplace.	Continue to provide professional development and support.	2008	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
District Waste Management Program Education	Ongoing/In Progress			Instructions and guidelines were given to all stakeholders in regard to the new district waste management program.	Continue to remind and reinforce.	2009	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			We have a plan in place to replace water faucets with metering faucets. None were done in 2009 due to financial restraints.	We plan to continue this process throughout the district in order to have all faucets of this type.	2000	No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress			In design phase for the new Brighthouse Elementary, stormwater will be be used for irrigation of grounds area. Steveston-London Secondary, officially opened in September 2009 also has the same system.	Completion of system in Brighthouse Elementary for opening of school in the fall of 2011.	2009	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	1	of district sites are covered.	Container recycling initiated in September of 2009.	Continue program indefinitely.	2009	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress			The Maintenance, Operations, Transportation and Purchasing departments have procedures in place for disposal of hazardous waste and our policies are refined each year.	Continue program indefinitely.	2000	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.)	Ongoing/In Progress			Our garbage bags are 100% degradable. Our paper towels and toilet paper are 100% recycled,	Continue and expand products.	2000	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			Where floor replacement was required, replacement of carpets with marmoleum flooring, thus reducing cleaning with chemicals, less dust accumulation and longer life span of the floors so affected.	Floor replacement program is maintained	1990	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress			Worked with the purchasing department to seek out and purchase green products for custodial use e.g. degradable garbage bags, recycled paper towels. Also testing two different types of green cleaning systems in pilot secondary schools.	Evaluate cleaning systems.	2008	No End Date (Continuous)
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			Whenever possible the reuse of material was encouraged. In some instances, this can result in the reduction of material cost. Where possible materials are recycled when can't be re-used. In addition, the district has a general policy of 70% diversion rate from landfill when demolishing buildings.	Continue practice.	1990	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	In Development			Part of our capital planning and PIR's in 2009.	All facilities will undergo lifecycle costing analysis in new construction and renovations in the future.	2009	No End Date (Continuous)
Indoor air quality							
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress			Scent awareness guidelines established in 2008 and reinforced in 2009.	Continue practice.	2008	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress			Completely enabled for capital projects.	Continue practice.	2005	No End Date (Continuous)
Commuting to and from home							
Introduce telework/work from home policy	In Development			One IT employee currently working for the district from another city.	Possible expansion in the future.	2008	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			Through regular district communication we have informed staff of transit options instead of using cars. On the educational side, we have worked with schools to introduce alternatives for staff/students to get to school that are more environmentally friendly.	Continue practice.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	In Development			Some facilities are in place and in use.	The district will look at expanding this in the future when money becomes available.	2000	No End Date (Continuous)

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Provide secure bicycle storage	In Development		Have provided this in some buildings	Will continue to expand when money becomes available.	2000	No End Date (Continuous)
Other Sustainability Actions						
Took water conservation measures - low flow showers or toilets	Ongoing/In Progress		When we need to replace shower heads or toilets, low flow are installed.	Continue to repair	2005	No End Date (Continuous)
Address all leaks to conserve water loss	Ongoing/In Progress		Repaired units as required.	Continue to repair	1990	No End Date (Continuous)
Reduce purchase of non "green" products.	Ongoing/In Progress		Currently part of our existing RFP and tender processes.	Continue practice.	2000	No End Date (Continuous)
Operations department cleaning	Ongoing/In Progress		Continued to sanitize and use no deodorizing in cleaning.	Continue practice.	2000	No End Date (Continuous)
Re-issue custodial equipment	Ongoing/In Progress		Continued to re-issue equipment rather than purchase new equipment	Continue practice.	1990	No End Date (Continuous)