School District No. 74 (Gold Trail)

2009 Carbon Neutral Action Report

Executive Summary

As previously reported the Gold Trail School District has been taking steps for many years to becoming closer to being carbon neutral.   Reductions in fuel consumption, electricity, paper and water are all areas of priority for this School District.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

Most recently we have changed the lighting in three of our school gymnasiums. The number of lights has been reduced by approximately one-third, however better lighting and less power consumption has been obtained. Occupancy sensors to be will be added later this year.

More efficient controls have been installed on all our irrigation systems, which require less maintenance, thus less travel to the sites and also a reduction in the amount of water used. The new controls can be connected to our DDC program currently in place.

The District purchased a Microfiche filing system, now all accounts payable records are filed electronically with a huge savings in paper.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

The number one priority in the upcoming years will be to have a HVAC facility audit completed**.** The outcome of this survey will assist us in preparing a schedule for replacing many outdated units with more energy efficient models over the years to come. The number of years to complete this upgrade is depending on the amount of AFG dollars available.

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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			purchased two new fuel-efficient vehicles	replace one more if budget permits	2007	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress			replaced maintenance van with SUV	replace one more if budget permits	2007	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress			continuing with regular maintenance of all vehicles	continue with already in progess p.m. of all vehciles	1990	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress			no small maintenance vehicles were replaced this year	no maintenance vehicles due for replacement during this time	2005	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress			sent two bus drivers to training out of district	will continue to train drivers	2007	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Posters and pamphlets provided at both bus garages	will continue to train drivers on an annual basis	2007	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			ongoing when possible	continue this practise when possible	2006	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
IT power management							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	80	% of computers shut down automatically outside of regular business hours	upgrades deep freeze to automated shutdowns at 5:00 pm daily on student machines	install deepfreeze to automate shutdowns at 8:00 pm on all staff machines	2009	2011
Implement server virtualization	Ongoing/In Progress	17	% of servers have been virtualized since start year indicated	Moved three servers to virtualization	increase to 33%	2009	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	90	% of computers have auto-sleep settings applied	replacing old with new and making sure that auto sleep is on	continue	2006	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	5	% reduction in printers, copiers and/or fax machines since start year indicated	install multi-function devices at every site	continuous lease	2007	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	85	% of devices have auto-sleep settings applied	All new machines have this function and it is set to on	continue same practise	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	95	% of computers are ENERGY STAR rated	Each new unit purchased is Energy Star	Continue to replace existing machines with Energy Star	2006	2012
Appliances and electronic devices							

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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
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			purchased two new Energy Star Rated fridges	when replacement of any appliances is necessary only Energy Star will be purchased.	2005	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			purchased three new Energy Star Rated dishwashers	when replacement of any appliances or electronic devices is necessary only Energy Star will be purchased.	2005	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress			Standardized throughout district	continue on	2006	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			have been doing so for years, and continue with this practise	will carry on with this practise	2002	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			have been doing so for years, and continue with this practise	will carry on with this practise	1990	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			again, have be doing so for years	as above	2005	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Heating and cooling on auto set-back for after hours, weekends and holidays.	continue with set-backs	1995	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			posters have been distributed and light switch stickers have been sent to schools	will carry on doing this in many of the rooms in all buildings	2007	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			New energy efficient hot water tanks have recently been installed in two schools	Will replace as necessary with more efficent models	2005	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	100	% of total paper purchased contains 30% recycled content	carrying on with this from previous years	carry on	2005	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress			attempting to purchase 100% recycled paper where practical	carry on	2010	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	35	% of network printers or photocopiers are set to automatic double-sided	purchase printers that will do double-siding	increase the purchase of printers that do double-siding	2007	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development			investigate this option	apply option as we are able to	2007	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			practise as much as possible	carry on with this practice	2006	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			Web-based software used throughout district	increase use of web-based software	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
Use electronic document library for filing common documents	Ongoing/In Progress	25		purchased laserfiche system for district office	will continue to increase use in different departments	2009	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			job postings, meeting agendas and minutes are no longer printed and sent out	will carry on	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	100		started this in 2007	Adding accounts payable vendors to getting electronic notification of direct deposits	2007	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			installed district Moodle server for collaboration	increase use by staff	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			have been doing this since 2005 initated paperless agenda for all board meetings in district	carry on with this practice	2005	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			always have done	continue to recycle good one-side paper	1990	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						
Policy and budgeting						
Create a low-carbon travel policy or travel reduction goal	In Development					
Virtual meeting technology						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress		Starting using Elluminate Live Conferencing software three years ago throughout district for meetings and some classes. Installed and began using video conferencing units for meetings and classes this year.	Install additional video conferencing units at all sites	2006	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress		Purchase of staff laptops with web cameras	Continue purchasing staff machines that have web cameras	2007	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress		Installed seven units this year	Will add an additional eight units plus six personal video conferencing units	2007	No End Date (Continuous)
Behaviour change program						
Train staff in web-conferencing	Ongoing/In Progress		Had training sessions for some staff on web conferencing	continue training sessions	2008	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress		Had training sessions for some staff on video conferencing	continue as above	2008	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		Have been practising this since we had our first conferencing units in 2004	continue to encourage staff to consider virtual attendance	2004	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress		always have done	large rural district have always encouraged carpolling	1990	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		have installed two low-flush urinals and also DDC controls on urinals in one boys washroom	scheduled to install all water-conserving fixtures in a new washroom at one of our schools. Washroom upgrades will always be done with these new models	2009	No End Date (Continuous)
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	In Development					
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		Recycling programs are in place in this district	We will continue on with our recycling practises	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		We store appropriately and then an outside contractor picks up our hazardous waste.	We will continue on with this practise	1990	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
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		All operations staff are encouraged to exercise their knowledge of purchasing products that fall within the Green Standards	Continue with this purchasing practise	2007	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		All operations staff are encouraged to exercise their knowledge of purchasing products that fall within the Green Standards	Continue with this purchasing practise	2007	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		All operations staff are encouraged to exercise their knowledge of purchasing products that fall within the Green Standards	Continue with this purchasing practise	2005	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		When possible, we do recycle material for re-modeling	Continue this practise	2003	No End Date (Continuous)
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		This is in place in buildings as some staff members have allergies	Continue to have scent-free schools	2000	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		Only low VOC paint is purchased, carpets replaced with marmoleum	Continue with this procedure	2006	No End Date (Continuous)
Commuting to and from home						
Provide secure bicycle storage	In Development					