

Executive Summary

The Industry Training Authority (ITA) was established in 2004 to manage the BC industry training apprenticeship system. ITA's mandate is to provide oversight and leadership to ensure British Columbia's labour market needs are addressed through the development of effective standards, programs of training, assessment and system-wide quality assurance. To achieve its mandate ITA works with a number of other organizations (e.g. industry training organizations and training providers). ITA has approximately 55 staff and has operated out of two leased offices (leases managed by ARES). As of September 1, 2011, ITA will operate out of a new location (lease self-managed). One of the main criteria in selecting the new location was its proximity to public transportation, and the intention of reducing the number of staff and clients needing to drive to ITA.

ITA does not maintain a vehicle fleet. ITA has participated in a carbon neutral program since 2009.

Overviews

Emissions Reduction Activities

In 2010, the migration to a new IT infrastructure utilizing VM servers has been completed. At the same time, the first steps in the implementation of the ITADirectAccess system have been successfully finalized in 2010, enabling ITA to provide electronic access to apprentices, sponsors, training providers, school districts and the Industry Training Organizations. Also in 2010, ITA took initiative in finding a new location for both of its offices. This initiative is consistent with ITA's continuous commitment to environmental sustainability in its operations.

The majority of ITA's carbon neutral initiatives going forward will be focused in the following areas:

- ✓ Reducing Travel (including use of personal vehicles) by increasing the use of video and audio conferencing capabilities;
- ✓ Purchasing 100% recycled paper;
- ✓ Continuing to implement strategies to reduce the carbon footprint of computer technology;
- ✓ Exploring options to reduce emissions within the new leased space;
- ✓ Development of a plan/framework by 2012 for sustainable procurement best practices in conjunction with the implementation of the green lease policy.

Plans to Continue Reducing Greenhouse Gas Emissions 2011 – 2012

2011/12 will see the continued rollout of ITADirectAccess (Release 2) to apprentices, sponsors, ITOs and school districts. Electronic access will support online apprentice registrations and work-based hours reporting as well as email communication and the upload of marks from training providers. The system will also reduce the need for the submission of paper documents, reduce the number of mail outs, and reduce the number of people travelling to ITA's office for customer service.

In 2011, ITA will amalgamate its two offices, adopting an open space design that will enhance daylight use. This initiative will also result in the reduction of the number of standalone office equipment, kitchen facilities and appliances.

The following link references the ITA's 2011/12 Service Plan as well as its Strategic Plan

<http://www.itabc.ca/Page61.aspx>

2010 Greenhouse Gas Emissions

Stationary Fuel Combustion and Electricity (buildings) 31.49 tonnes of CO₂e

Supplies (paper) 4.61 tonnes of CO₂e

Offsets Applied to become Carbon Neutral in 2010

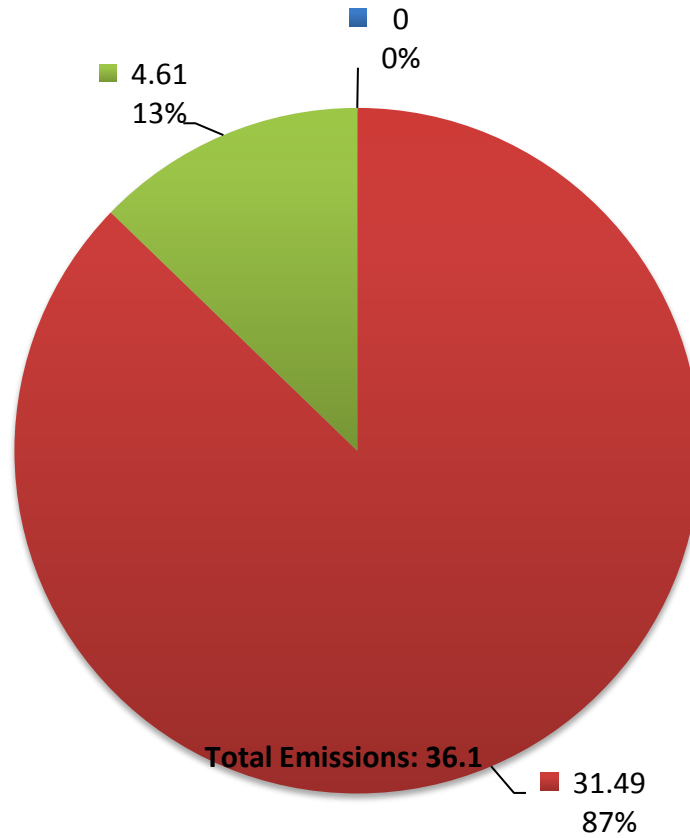
Total offsets Purchased 36.10 tonnes of CO₂e

Total Offsets Investments (before taxes) \$902.50.

Sue Thomas

Chief Financial Officer

Industry Training Authority Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **36.1**. Total offset investment: **\$902.50**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

Industry Training Authority - 2010 Carbon Neutral Action Report

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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
This section is either not applicable, not yet evaluated, or was completed before 2010							
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Leased buildings							
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	In Development				Implementation of a green lease policy requiring green features to conserve energy and preserve the environment into the new lease agreement and all other construction agreements related to the lease.	2011	2011
IT power management							
Implement server virtualization	Completed in 2010	100	% of servers have been virtualized since start year indicated	Migration to a Storage Area Network (SAN) including a virtual machine (VM) server infrastructure that utilizes blade server technology completed in 2010	Addition of virtual machines to new users as applicable	2009	2010
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	50	% reduction in printers, copiers, and/or fax machines since start year indicated	Stand-alone printers, copiers, fax machines, label makers have been reduced and multifunction devices have been incorporated	Consolidation of two existing offices will result in the reduction of stand alone office equipment	2010	2011
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Completed in 2010	100	% of devices have auto-sleep settings applied	Default setting		2009	2010
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	Computers that needed replacing were replaced with EnergyStar models	Continue to purchase only EnergyStar models when it's necessary to replace or purchase computers	2009	No End Date (Continuous)
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			No replacement was necessary in 2010	Purchase one ENERGY STAR refrigerator	2011	2011
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			No replacement was necessary in 2010	Purchase one ENERGY STAR dishwasher	2011	2011
Behaviour change program							
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			This is a default setting on our dishwasher	Maintain the default setting	2004	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			All staff in our Richmond office have always used the stairs vs. taking the elevator to the second floor.	With both offices amalgamating into a new location in September 2011, our new office will be located on the 8th floor; an un-official challenge will be put out to staff to work their way up to walking the eight flights of stairs vs. taking the elevator for any number of days during the work week.	2004	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Completed in 2010			Notices have been posted in all meeting rooms reminding users to shut off the lights when not in use	Notices are posted in all meeting rooms reminding users to shut off the lights when not in use	2009	2010

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Supplies (Paper)							
Paper Type							
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	95	% of total paper purchased contains 100% recycled content	It is the expectation that only 100% recycled paper be purchased, however, from time to time special paper is required for specific tasks and this paper is not 100% recycled.	Continue with the same initiative	2009	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	0	% of network printers or photocopiers are set to automatic double-sided	We have transitioned to double sided use where appropriate	Continue with the same initiative	2010	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress	100	% of network printers have 'print and hold' settings applied	This functionality has been shared with staff, will continue to encourage high volume users to use this function	Continue with the same initiative	2010	No End Date (Continuous)
Electronic media in place of paper							
Post materials online that were previously printed	In Development				Refresh of the ITA website	2011	2012
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	40	% of staff currently have received collaborative software training	Staff using Sharepoint as a work tool	Continue to explore other opportunities for deployment	2007	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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			Continue to encourage staff, where possible, to participate in meetings via video conferencing, teleconference, webinars, etc.	Behaviour change continues	2010	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	10	% of computers have web-conferencing software installed	Particular staff members are regularly using the "Go To Meeting" software to collaborate, make presentations and provide training to/with other staff members, consultants and stakeholders	Continue to encourage staff to use this software as an alternate, when viable, to participate in off site meetings	2010	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	10	% of staff are trained web-conferencing	Particular staff members are regularly using the "Go To Meeting" software to collaborate, make presentations and provide training to/with other staff members, consultants and stakeholders	Increase the number of staff using Go To Meeting software	2010	No End Date (Continuous)
Education, Awareness, and Engagement							
Team-building							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	In Development				With both offices amalgamating in September 2011, ITA will review possible course of action to implement a "green team"	2011	No End Date (Continuous)
Staff Professional Development							
Include green options in employee performance measurement system	In Development				Implement electronic appraisal system purchased in 2010	2010	2011
Other Sustainability Actions							
Procurement (non-paper supplies)							
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	In Development				Standard to be implemented into the new construction agreement	2011	No End Date (Continuous)
Indoor air quality							
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	In Development				Requirement to be implemented into the new construction agreements as part of the environmental clause	2011	No End Date (Continuous)
Commuting to and from home							
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			Identify office location close to public transit	With our new location being located close to several means of public transit, staff members will be encouraged to reduce our footprint by taking public transportation to/from work and also to/from meetings, where viable.	2010	2011