

School District No. 48 (Sea to Sky) - 2010 Carbon Neutral Action Report

Executive Summary

School District No. 48 (Sea to Sky) is continuing to contribute to carbon neutrality by actively investing in equipment retrofits to improve efficiencies, increasing awareness and participation by staff, students and the school community towards our commitment and goal to achieve carbon neutrality.

The School District acknowledges that the actions and behaviours of all staff and students have a significant impact on the environment now and in the future and supports the integration of sustainability, energy conservation and climate action into the curriculum as a way of incorporating environmental studies into the provincial curriculum.

The School District acknowledges its corporate responsibility to conduct its affairs in an environmentally responsible manner as a model for students and environmental stewardship. Policies have been implemented to enable and compel staff where appropriate to integrate education, sustainable business practices and green initiatives into all of our operations.

2010 Greenhouse Gas Emissions

The District's 2010 total greenhouse gas (GHG) emissions from all sources covered by the Greenhouse Gas Reductions Target Act is 1,997.59 tonnes of CO₂e. It was estimated that stationary fugitive emissions from cooling do not comprise more than 0.01% of the District's total emissions and an ongoing effort to collect or estimate these emissions from this source would be disproportionately onerous. For this reason emissions from this source have been deemed out of scope and have not been included in the District's total greenhouse gas emission profile for 2010.

Offsets Applied to Become Carbon Neutral in 2010

The total emission offsets from all sources covered by the Greenhouse Gas Reductions Target Act have been applied by School District No.48 (Sea to Sky) to become Carbon Neutral for 2010. As required by section 5 of the Carbon Neutral Government Regulation, 179.14 tonnes of CO₂e or 9 % of the District's total emissions resulting from the operation of school buses were reported as part of our greenhouse gas emissions profile in 2010. However, they were not offset as they are out of scope under section 4 (2) (c) of the Carbon Neutral Government Regulation.

Emissions Reduction Activities

Actions Taken to Reduce Greenhouse Gas Emissions in 2010

During 2010 School District No. 48 (Sea to Sky) continued to increase sustainability levels and reduce carbon output. A new Sustainability Policy and Regulation was adopted which has led to the formation of a Sustainability Committee and a Draft Sustainability Plan.

Under significant funding constraints in 2010 the School District continued to invest in energy lighting and HVAC control upgrades. Staff closely monitored and evaluated utility trends and responded to energy reduction opportunities to avoid unnecessary costs and carbon output. Resources were redirected to increase monitoring and reporting requirements mandated by the provincial government. Continued initiatives to promote and encourage sustainability and measures were increased to reduce waste and promote recycling, improve energy efficiency for vehicles and buildings, reduce business travel requirements, utilize more green cleaning products, encourage staff and facility users to minimize energy use.

In the mobile fuel combustion category we have initiated measures to improve vehicle efficiency through proper preventative maintenance, correct vehicle sizing and we are providing driver training to change behaviour.

In the stationary fuel combustion, buildings category we have established energy performance baselines and completed a number of energy efficient upgrades to improve energy performance. Appliances are replaced with energy star appliances. Computer equipment is being shut down automatically and we are implementing initiatives to change behaviour to promote and encourage shutting off equipment when not in use. Electronic media in place of paper is being encouraged and collaborative and virtual meeting software is being utilized to minimize business travel.

In the education, awareness and engagement category we established a Sustainability Committee comprising of our school community stakeholders to foster green team building, awards programs and education and awareness for our students and staff.

Other sustainability actions include implementing new policies and regulations to support sustainable operations and business practices including green procurement practices for purchasing supplies and when constructing and renovating our facilities.

Plans to Continue Reducing Greenhouse Gas Emissions 2011 – 2013

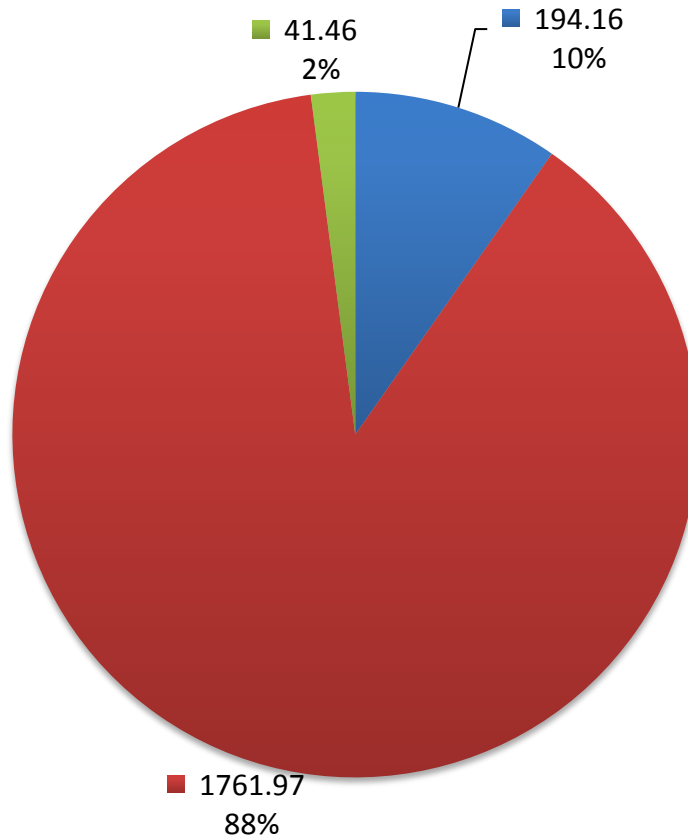
In the upcoming reporting period the School District is committed to continue to increase sustainability measures and levels with a stronger focus on education, awareness and training to encourage behaviour change across all action categories consistent with our ultimate goal of carbon neutrality.

We will continue to invest in our mobile fleet and our buildings to improve energy efficiency. Resources will continue to be applied to energy consumption and performance monitoring activities to further identify opportunities and key areas for further investment and improvement. Investment will continue for educational and training opportunities for staff and students in sustainability, energy conservation and climate action.

Our newly formed Sustainability Committee will be working closely with our Board of Trustees to green our operations, business procedures and integrate sustainability education, environmental studies, energy conservation and climate action into school learning objectives and curriculum.

School District No.48 (Sea to Sky)

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



Total Emissions: 1997.59

- 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: **1818.45**. Total offset investment: **\$45,461.25**. Emissions which do not require offsets: **179.14** **

*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.

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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 12/31/10)	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)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	14	% of vehicles are fuel- efficient models	Replaced four owned and aging school buses with four new fuel efficient clean diesel buses.	Light and heavy duty vehicles will be replaced according to a 10 year equipment replacement program. Evaluation criteria will include a provision for fuel efficiency when determining overall best value.	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	0	% of vehicles down-sized since start year indicated	Vehicles schedule for replacement in 2010 were deferred due to funding constraints. Appropriate vehicle sizing was reviewed to determine actual vehicle size requirements and specifications for all vehicles scheduled for replacement.	Will determine appropriate vehicle sizing when developing specifications for new vehicles being purchased.	2010	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 with comprehensive preventive maintenance program in accordance with manufacturer's recommendations.	Continue to support ongoing preventive maintenance program.	Started before 1995	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress	1	% of small maintenance vehicles are fuel-efficient	Small maintenance vehicle replacement deferred due to continued funding constraints.	Fuel efficiency will be factored into the evaluation criteria for all future vehicle purchases to determine best overall value.	2008	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	98	% of current drivers are trained	Transportation Supervisors provide ongoing training to all bus drivers.	Transportation Supervisors will continue to provide ongoing training to existing and new drivers.	2008	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			Transportation Supervisors provide ongoing driver training and supervision to bus drivers. Staff and visitors to our sites are reminded regularly of our Anti-Idling Policy to promote a high level of awareness.	Ongoing training to bus drivers to continue and staff and visitor reminders and enforcement to continue at all SD48 sites.	2007	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Managers and supervisors have been encouraged to carpool and to encourage staff to carpool when practical.	Continue to encourage carpooling and seek further opportunities to promote and increase awareness.	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Installed a new bike rack and the main District Office and some schools are planning bicycle parking upgrades to improve security from theft in an effort to increase participation.	Continue to provide bicycle parking, showers, change rooms. Sustainability Committee to consider recommendations for improvement opportunities to increase participation.	2010	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress			Benchmarks established for all School District Facilities.	Further engagement and communication with the School District Community to increase awareness of baseline performance and to participate in measures to reduce consumption and to set annual performance goals and targets.	2008	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	In Development	0	% of buildings have a real time metering system installed		Facilities to review technology, costs and benefits.	2011	2013
Owned buildings							

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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
Establish energy performance baseline for owned buildings	Ongoing/In Progress	100	% of owned buildings have an established energy performance baseline	Baseline benchmarks established for all School District Facilities.	Further engagement and communication with the School District Community to increase awareness of baseline performance and to participate in measures to reduce consumption and to set annual performance goals and targets.	2011	No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	In Development	0	% of owned buildings are certified LEED NC Gold or LEED NC Platinum		In accordance with Ministry of Education standards and funding, consideration will be given to LEED certification for new construction and significant renovation projects.	2011	No End Date (Continuous)
Incorporate integrated design process into new construction or during renovations of owned buildings	In Development	0	% of buildings built or renovated since start year indicated used the integrated design process	Not applicable for 2010.	In accordance with Ministry of Education standards and funding, consideration will be given to LEED certification for new construction and significant renovation projects.	2011	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			Refrigeration systems are maintained regularly to control leaks and aging systems requiring replacement are upgraded to systems using newer less harmful refrigerants.	Continued regular maintenance to control refrigerant leaks and continued upgrading of systems requiring replacement to systems using newer less harmful refrigerants.	2010	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	70	% of owned buildings have undergone energy retrofits since start year indicated	High efficiency lighting upgrades were completed at the School Board Office and Pemberton Secondary School. Older conventional boilers were replaced at Pemberton Secondary School with new high efficiency condensing boilers. A contract was awarded for installation of a solar domestic hot water system at Whistler Secondary School. Carried out preliminary planning and Ministry funding requests for high efficiency mechanical upgrades at various schools.	Installation of solar domestic hot water system at Whistler Secondary School. Preliminary planning for energy efficient capital upgrades and funding requests will be submitted to the Ministry for funding consideration. Carry out building system optimization reviews at our largest schools to identify operational opportunities for improving energy efficiency.	2003	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	30	% of retrofits since start year indicated had heating, cooling, and ventilation systems upgrades	Two DDC upgrades to improve energy efficiency were completed at two schools. Boilers were replaced at Pemberton Secondary School with new high efficiency condensing boilers.	Complete domestic solar hot water upgrade at Whistler Secondary School. Carry out preliminary planning for energy efficient mechanical upgrades and submit funding requests for Ministry consideration.	2003	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	92	% of retrofits since start year indicated had lighting systems upgrades	Completed high efficiency lighting upgrades at the School Board Office and Pemberton Secondary School.	Annually complete high efficiency lighting product upgrades at various School District sites as funding becomes available.	2003	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	25	% of retrofits since start year indicated had control system upgrades or adjustments	Preliminary planning to upgrade control systems approaching life cycle expiry.	Complete phased replacement of obsolete control panels and components.	2003	No End Date (Continuous)
Install an on-site renewable energy demonstration project	Ongoing/In Progress	4	% of retrofits since start year indicated had on-site renewable energy components	Completed design development, tendering and award of a contract for installation of a solar domestic hot water system at Whistler Secondary School.	Complete installation of a solar domestic hot water system at Whistler Secondary School. Complete planning work to identify and prioritize opportunities and funding requests for future projects.	2010	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	95	% of computers shut down automatically outside of regular business hours	Continue to have computer labs on automatic timed shutdown and office PCs imaged with auto sleep modes enabled.	Review new technology opportunities as they become available.	2005	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	100	% of computers have auto-sleep settings applied	Continue to image PCs with auto sleep modes enabled.	Continue to image PCs with auto sleep modes enabled.	2005	No End Date (Continuous)

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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
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	60	% reduction in printers, copiers, and/or fax machines since start year indicated	Continue to explore opportunities to replace stand alone equipment with improved energy efficient multi- function devices.	Continue to replace older and less efficient stand alone equipment with improved energy efficient multi-function devices when funding is available.	2005	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	95	% of devices have auto-sleep settings applied	Continue to apply auto sleep modes on office equipment.	Continue to apply auto sleep modes on office equipment.	2005	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	95	% of computers are ENERGY STAR rated	Continue to phase out non-Energy Star rated computers as funding becomes available.	Continue to phase out non-Energy Star rated computers as funding becomes available.	2007	2012
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	40	% of fridges are ENERGY STAR rated	Continue to phase out non-Energy Star rated refrigerators as funding becomes available.	Continue to phase out non-Energy Star rated refrigerators as funding becomes available.	2008	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			Continue to consider energy efficiency and Energy Star rated appliances and electronic devices when evaluating purchases for best overall value.	Continue to consider Energy Star rated appliances and electronic devices when evaluating best overall value and when making purchases as funding becomes available.	2008	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress	80	Desk lamps are not commonly used and/or purchased for use in School District buildings.	Continue to discourage use of desk lamps and consider energy efficiency when evaluating for best value.	Continue to discourage use of desk lamps and consider energy efficiency when purchasing desk lamps. Continue to work with staff to discourage bringing inefficient lighting from home into School District buildings.	2005	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	In Development	0	% of current staff have completed a workstation tune-up	No action in 2010.	This item will be put forward to the Sustainability Committee to consider as a topic for review and recommendation for further action.	2011	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Continue to encourage staff to reduce energy consumption by switching off power bars when not in use.	Continue to encourage staff to reduce energy consumption and regularly communicate energy reduction measures through the newly established Sustainability Committee.	2005	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Continue to encourage staff to close window coverings and have custodians close security shutters daily.	Continue to encourage staff to close window coverings and have custodians close security shutters daily.	2005	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			Continue to encourage staff to utilize air dry settings on dishwashers.	Continue to encourage staff to reduce energy consumption and regularly communicate ideas through the newly established Sustainability Committee.	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			Continue to encourage energy conservation when staff are working after hours by encouraging staff to resist overriding central system setbacks and to dress appropriately for cooler temperatures.	Continue to encourage staff to prepare for lower interior temperatures and use minimum lighting when working after hours.	2005	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			Continue to keep elevators locked off.	Continue to keep elevators locked off.	1999	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Active School Green Teams continue their work in the schools.	Encourage more schools to organize active Green Teams in the schools and regularly communicate ideas through the newly established District Sustainability Committee.	2009	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			Continue to maintain water faucets in good working order, utilize auto off faucets in washrooms, control hot water temperature at or below 49 C and utilize water efficient custodial equipment.	Continue water supply controls for auto shut off faucets and temperatures. Encourage schools to reduce hot water waste through communication and awareness.	2005	No End Date (Continuous)
Supplies (Paper)							

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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
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	0	% of total paper purchased contains 30% recycled content	New policy implemented which compels staff to purchase paper containing recycled content when cost benefits are equal or greater than non-recycled paper.	Continue to monitor paper product pricing and purchasing according to the new policy.	2010	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	0	% of total paper purchased contains 100% recycled content	New policy implemented which compels staff to purchase paper containing recycled content when cost benefits are equal or greater than non-recycled paper.	Continue monitoring paper product pricing and purchasing according to the new policy.	2010	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	In Development	0	% of network printers or photocopiers are set to automatic double-sided	New policy implemented that will support new regulations and procedures to conserve paper.	Sustainability Committee to review and recommend further appropriate actions.	2010	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development	0	% of network printers have 'print and hold' settings applied	New policy implemented that will support new regulations and procedures to conserve paper.	Sustainability Committee to review and recommend further appropriate actions.	2010	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	In Development	50	% of standard templates set to reduce default margin size in standard documents	New policy implemented that will support new regulations and procedures to conserve paper.	Sustainability Committee to review and recommend further appropriate actions.	2010	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff workstations with software installed	Continue to encourage staff to utilize installed collaborative software.	Continue to encourage staff to utilize installed collaborative software.	2009	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	100	% of staff workstation with access to common document library and shared electronic folders.	Continue to maintain document libraries on common drives.	Continue to maintain and expand document libraries on common drives. Sustainability Committee to review potential opportunities to expand the use of document libraries.	2005	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress	100	% of staff have access to online material	Continue to encourage staff to utilize common drives, online tools and document libraries to share information and to minimize printed material.	Sustainability Committee to review potential opportunities to expand the use of posted material online.	2005	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed in 2010	100	% of staff on electronic pay stubs	Completed implementation of electronic pay stubs.		2008	2010
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	5	% of staff currently have received collaborative software training	Staff trainers providing training to assigned sites.	Sustainability Committee to review potential opportunities to expand training for staff as demand for this software increases.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development			Various committees are circulating materials through electronic conferences.	Encourage and expand the use of electronic conferences.	2010	No End Date (Continuous)
Encourage re-use of scrap paper	In Development			New policy implemented that will support new regulations and procedures to conserve paper.	Sustainability Committee to review potential opportunities to encourage and/or compel staff and students to utilize scrap paper.	2011	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						
Virtual meeting technology						
Make desktop web-cameras available to staff	Ongoing/In Progress	100 % of staff have access to a desktop web-camera	Desktop cameras are available to staff upon request and subject to funding availability within their departmental budgets.	Continue to support and encourage live meetings over the web.	2008	No End Date (Continuous)
Behaviour change program						
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		Continue to encourage virtual attendance to minimize travel impact and to closely review and manage travel requests.	Sustainability Committee to review and recommend further appropriate actions.	2008	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress		Group travel is often provided and group travel is always encouraged when traveling to meetings. New policy implemented to support measures to reduce travel impact.	Sustainability Committee to review and recommend further appropriate actions.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		Alternate forms of travel to meetings is encouraged. A new policy supporting reduced travel impact was developed and approved.	Sustainability Committee to review and recommend further appropriate actions.	2008	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		Sustainability policy developed and approved. Draft sustainability plan developed submitted to the Board of Trustees.	Sustainability Committee to review draft sustainability plan and make recommendations.	2009	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Sustainability policy developed and approved.	Sustainability Committee to review resource requirements and make recommendations.	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		Sustainability policy developed and approved. Draft sustainability plan developed submitted to the Board of Trustees.	Sustainability Committee to review training resource requirements and make recommendations.	2009	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	In Development			Sustainability Committee to review awards/recognition program and make recommendations.	2011	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Supported staff attendance at green conferences.	Sustainability Committee to review green professional development requirements and make recommendations.	2011	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	In Development			Sustainability Committee to review training requirements and make recommendations.	2011	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Sustainability Committee to continue to support training for staff.	Sustainability Committee to review training requirements and make recommendations.	2009	No End Date (Continuous)
Other Sustainability Actions						
Waste reduction/diversion						

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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
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	In Development				Sustainability Committee to review and recommend.	2011	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	In Development				Sustainability Committee to review and recommend.	2011	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.)	In Development				Sustainability Committee to review and recommend	2011	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.)	In Development				Sustainability Committee to review and recommend.	2011	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress			Continue to expand use of green seal paper products and trash bag products.	Continue to expand use of green seal products as they become available and as funding permits.	2007	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			A new Sustainability Policy and Regulation was developed and approved which broadly covers reusing and recycling.	Sustainability Committee to review and recommend.	2011	2012
Incorporate lifecycle costing into new construction or renovations	Ongoing/In Progress	0	% of business cases incorporating lifecycle costing since start year indicated	Life cycle costing is currently factored into design criteria for major capital projects.	Continue to factor life cycle costing into design criteria for major capital projects.	2005	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	Ongoing/In Progress			Continue to utilize low VOC products including paints and cleaning products.	Sustainability Committee to review and recommend on the need to develop a specific policy.	2011	2013
Commuting to and from home							
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			Group travel is often provided for large events and alternate forms of travel are encouraged.	Continue to provide group travel for large events and encourage alternate forms of travel. Continue to provide bicycle racks at all school locations. The Sustainability Committee will review current measures and will make recommendations regarding promotion and expanding measures appropriately.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress			Continue to support shower facilities which already exist in many schools.	Sustainability Committee to investigate current utilization and need for expanding facilities as needed.	2011	2013