
2011 Carbon Neutral Action Report

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 51 staff and as of August 29, 2011, is operating out of its new leased office (lease self-managed). One of the main criteria in selecting the location of this new office 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. The majority of ITA's carbon neutral initiatives going forward will be focused in the following areas:

- ✓ Where effective, increasing the use of video and audio conferencing;
- ✓ Purchasing 100% recycled paper;
- ✓ Continuing strategies that reduce the carbon footprint of ITA's computer technology;
- ✓ Begin first implementation stage of sustainable procurement best practices and continuous improvement of current office management processes

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2011

In 2011, the second release of the ITADirectAccess system has been successfully finalized, enabling ITA to provide electronic access to apprentices, sponsors, training providers, school districts and the Industry Training Organizations. Electronic access supports online apprentice registrations and work-based hours reporting as well as email communication and the upload of marks from training providers. The system reduces the need for the submission of paper documents, reduces the number of mail outs, and reduces the number of people travelling to ITA's office for customer service. Also in 2011, ITA relocated its two offices to one location designed and built in a consistent manner with ITA's continuous commitment to environmental sustainability in its operations.

Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2013

- ITA will re-assess its current sustainable procurement practices and benchmark them against best practices to identify gaps and determine priorities.
- ITA will prioritize sustainable purchasing initiatives that over time will address a broad range of social, economic and environmental sustainability issues (e.g. ethical, green, aboriginal).
- ITA will move toward using only electronic communication with apprentices and employers (except for the distribution of certificates).

The following link references the ITA's 2012/13 Service Plan as well as its Strategic Plan

The total 2011 emissions for the Industry Training Authority was 31 tonnes. Total offsets was 31 tonnes.

SUE THOMAS

CFO

Name

Title



5 JUNE 2012

Signature

Date

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| Actions Towards Carbon Neutrality | | | | | | | |
|---|-------------------------|--------------------------------------|---|---|--|------------|--------------------------|
| The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the <i>Greenhouse Gas Reduction Targets Act</i> . | | | | | | | |
| Action | Status (as of 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | 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 2011 | | | | | | | |
| Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings) | | | | | | | |
| Appliances and electronic devices | | | | | | | |
| Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Completed in 2011 | 100 | % of fridges are ENERGY STAR rated | Purchased 2 Kenmore Refrigerators Energy Star | | 2011 | 2011 |
| Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases | Completed in 2011 | 100 | % of dishwashers and microwaves are ENERGY STAR rated | Purchased 2 Asko Dishwashers and 2 Panasonic Microwaves rated ENERGY STAR | | 2011 | 2011 |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Completed in 2011 | 100 | %of new furniture purchased includes desk lamp with compact fluorescent bulbs | When ITA relocated its offices, new furniture has been purchased and all new desks include the compact fluorescent type lamp | | 2011 | 2011 |
| Behaviour change program | | | | | | | |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | 100 | % of dishwashers are set on air dry feature | This is a default setting on our dishwashers | Maintain the default setting | 2004 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | 10 | %of the employees are taking the stairs instead of elevators | An un-official challenge was 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. | The challenge will be renewed once per year. | 2011 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Completed in 2011 | 100 | %light switches have custom made energy savings stickers | We have ordered energy savings stickers for all light switches in the office. In addition to this, green posters have been displayed in the common areas as well as notices in all meeting rooms. | Continue the same initiative, expand use of green signage to increase staff awareness, replace/renew damaged ones. | 2011 | 2012 |
| 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 | 95 | % 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 | | | |
| Electronic media in place of paper | | | | | | | |
| Post materials online that were previously printed | In Development | | | Refresh of ITA website | Continue project until 2012/2013 | 2011 | 2013 |

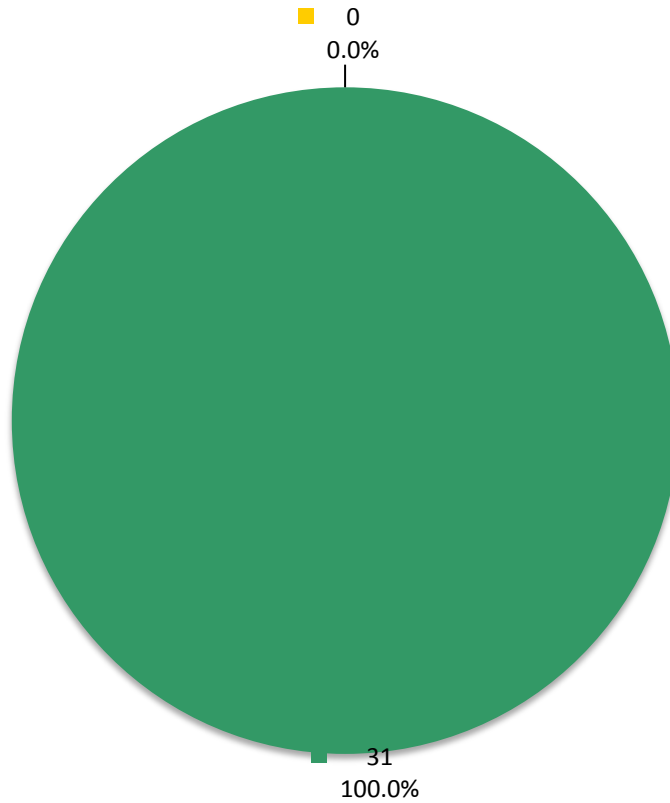
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| Action | Status (as of 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | Start Year | End Year | |
|--|----------------------------|---|--|---------------------------------------|--|------------|-----------------------------|--|
| Switch to an electronic payroll notification system in place of paper pay stubs | In Development | | | | Implementation of e-Post to replace printed pay stubs | 2012 | 2013 | |
| 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 <i>Greenhouse Gas Reduction Targets Act</i> . 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 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | 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 | 50 | % 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 with other staff members, consultants and stakeholders | Continue to encourage staff to use this software as an alternate, when viable, to participate in meetings | 2010 | No End Date (Continuous) |
| Behaviour change program | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | | Particular staff members are regularly using the "Go To Meeting" software to collaborate, make presentations and provide training 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 | Ongoing/In Progress | | | During the offices amalgamation in 2011, ITA started the implementation of a "green team" that took a couple of green initiatives such as: ordered and installed green signs throughout the new office space, green turn off light switch decals, switch off save energy decals on all computer stations. | Sustain the implemented green initiatives & explore new opportunities | 2011 | No End Date (Continuous) |
| Other Sustainability Actions | | | | | | | |
| 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 | | | | Competitive selection of a supplier for consumables will be issued in Q1 | 2012 | 2012 |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Completed in 2011 | | | Standard implemented in the new construction agreement. | Sustain office environment | 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 | Completed in 2011 | | | Requirement implemented into the new construction agreements as part of the environmental clause | Environmental clause implemented into all new agreements | 2011 | No End Date (Continuous) |
| Commuting to and from home | | | | | | | |
| Encourage commuting by foot, bicycle, carpool or public transit | Completed in 2011 | | | New office location located at 2 blocks from public transit | Ongoing during the lease term | 2011 | No End Date (Continuous) |
| Provide secure bicycle storage | Completed in 2011 | | | New lease agreement includes bicycle storage for employees | Ongoing during the lease term | 2011 | No End Date (Continuous) |

**Industry Training Authority
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 31

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity

■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:21 AM)

Total offsets required: **31**. Total offset investment: **\$775**. 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.