

Legal Services Society - 2011 Carbon Neutral Action Report

Executive Summary

In 2011, LSS modified the 2010 environmental policy draft that would encourage proactive development of sustainability initiatives within the organization while ensuring compliance with regulations set out by the BC Greenhouse Gas Reduction Targets Act. The modification of this draft has been presented to Legal Services Executive Management and approved as a new policy. The policy provides for:

- LSS to implement environmentally friendly procedures that are within its capacity and budget,
- LSS to comply with environmental regulations and directives/strategies as outlined by government
- An annual assessment of environmental performance,
- Timely implementation of changes to reduce environmental impact, and
- The continued search for applicable environmental innovations.

LSS Objective's

1. Reduce consumption of electricity, water, paper, plastic, metal, and other products;
2. Reduce waste by re-using products, when possible and recycling;
3. Minimize chemicals and toxins in the workplace;
4. Include environmental considerations in purchasing decisions;
5. Include environmental considerations in meeting planning and business travel decisions; and
6. Encourage and support employee engagement in and awareness of favourable environmental practices.

2011 Greenhouse Gas Emissions

The Legal Services total GHG emissions from all sources covered by the Greenhouse Gas Reduction Targets Act were 89 tonnes. The Legal Services Society will purchase offsets through Pacific Carbon Trust and become Carbon Neutral for the 2011 calendar year. The total cost for the offset purchase is \$2225.00

Actions Taken to Reduce Greenhouse Gas Emissions in 2011

LSS undertook the following actions to reduce greenhouse gas emissions in 2011:

- Continued to use print tracking software to monitor monthly usage by each department so we can inform staff of their usage and ways they can decrease their consumption. Departments are now charged for the copies they are making.
- LSS continued to remove multiple stand-alone fax machines redirecting incoming and outgoing faxes to the mailbox on multifunction machines

- Completed renovations using demountable wall systems to reduce the use of conventional drywall
- LSS participates in a composting program established by the Landlord
- LSS replaced one third of our desktop computers with laptops, expanded Wi-Fi to all floors within LSS, giving staff access to our Intranet wherever they go in the building. Staff can now access material on their laptops resulting in less paper being printed.

Greenhouse Gas Emissions Reduction Strategy 2012 – 2014

In 2012 LSS will be creating a media room that will allow staff to participate in webinars and meetings via webcam. Future computer replacements will include webcams as well. This will help LSS achieve objective #5 to reduce reliance upon travel for meetings.

LSS will explore the adoption of desktop scanners to reduce paper usage and minimize the time and dollar costs associated with paper use.

LSS is exploring options for telecommuting to enable staff to work from home. This will reduce the emissions created when staff are driving or commuting to and from the office.



Doug Wong
Director
Finance & Corporate Services

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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 12/31/11)	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)							
IT power management							
Implement server virtualization	Ongoing/In Progress	75	% of servers have been virtualized since start year indicated	75% of servers were running in a virtual environment (30 of 40)	90% of servers will be running in a virtual environment (36 of 40)	2010	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	In Development			All monitors are configured for "sleep". PC's are not configured for "auto sleep".	All monitors are configured for "sleep". PC's are not configured for "auto sleep".	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			Currently maintain stand alone printers for executive team and their assistants (10 stand alone printers). We removed 2 stand alone printers in 2011	Currently maintain stand alone printers for the executive team and their assistants (10 stand alone printers).	2008	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress			100% of printers and copiers go into auto sleep. Stand alone fax machines do not have this feature.	100% of printers and copiers go into auto sleep. Stand alone fax machines do not have this feature. Our current plan is to use multi-function devices for faxing	2008	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	100	% of current staff have completed a workstation tune-up	All new staff members receive a workstation tune-up as soon as they start working for our organization.	Legal Services will continue to do workstation tune-ups with all new staff members as well as dealing with any concerns existing staff members raise.	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Continue to ask staff to turn off any equipment not being used and remind them to switch off power bars	Remind staff of the power consumption these electrical items have and continue to encourage staff to turn off all equipment	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Staff were encouraged to close their blinds at the end of the day as well as being reminded to open them during the day to allow warm air in.	Going to encourage our Administration Department to go around at the end of each day and close all the blinds that are in common areas.	2011	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			Continues to be a wellness initiative	Will remain a wellness initiative each year.	2009	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	Legal Services committed to 100% of our paper purchases being 30% recycled or better	Explore the best available options (pricing) for moving toward having 100% recycled content	2011	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	In Development				Legal Services would like to have all paper products contain 100% recycled content	2012	No End Date (Continuous)
Printer/document settings							

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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 networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	75	% of network printers or photocopiers are set to automatic double-sided	Continued to educate staff on the importance of duplex printing. Legal Services I.T. department set all devices to duplex default.	Continue to discuss the Green House Gas Reductions Target Act and encourage staff to make duplexing documents standard.	2009	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development				All of our multi-function devices have a print and hold setting, however we are still trying to encourage staff to use the feature.	2011	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development				Our I.T. department is currently exploring the Sharepoint software	2012	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress			Frequently accessed documents are housed on our Intranet. Most multi-function devices have the incoming/outgoing faxes delivered into a share folder before being printed.	Have the remaining departments who use stand alone fax machines use the multi-function machines	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Made more forms and documents available online	Make sure all new documents are available online as the first option.	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed in 2011			All staff now received their paystubs electronically.		2011	2011
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development				Once our I.T. department have explored the Sharepoint software they will pass this information on to all staff	2012	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			1/3 of our staff now have laptops and are encouraged to use them for staff meetings.	I.T. will be continuing the rollout of laptops and possibly looking at tablets	2012	No End Date (Continuous)

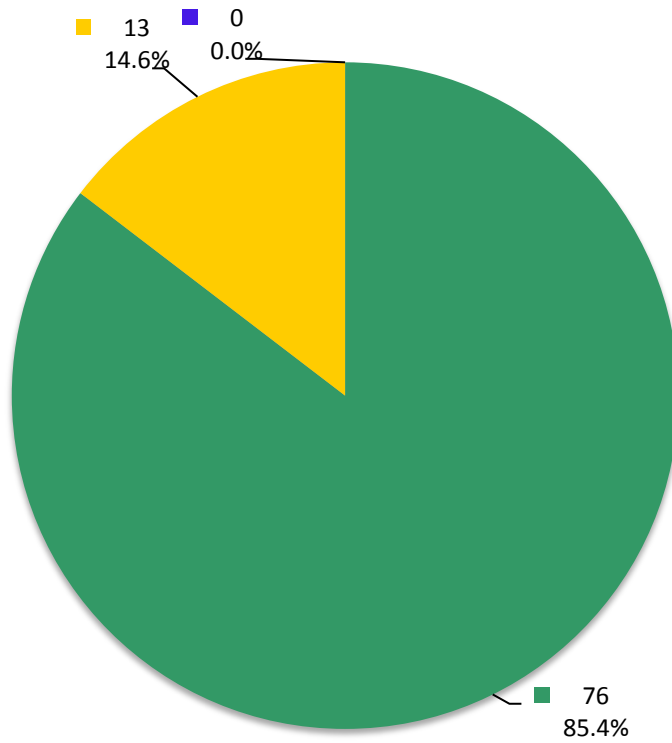
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Actions to Reduce Provincial Emissions and Improve Sustainability

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 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Business Travel						
Virtual meeting technology						
Make desktop web-cameras available to staff	In Development		Over 1/3 of computers were replaced, and include a built in web camera. Staff who do not have a web-cam, can request one from IT - and all requests are approved.	Legal Services will be creating a media room that will have web cams for staff use during meetings and webinars. Future computer replacements will include web-cams.	2012	2012
Behaviour change program						
Train staff in web-conferencing	Ongoing/In Progress		Staff who require web-conferencing capabilities are trained directly from webex.	Staff will continue to be trained directly from webex	2010	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress		All staff have access to technical support for video conferencing setup. All requests for video conferencing software Skype are approved.	Staff will continue to have access to technical support for video conferencing setup.	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			The Supervisor, Facilities & Administration will be receiving feedback throughout the year from LSS staff on green ideas and establishing a yearly report on Action Items	2012	No End Date (Continuous)

**Legal Services Society
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 89

- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:24 AM)

Total offsets required: **89**. Total offset investment: **\$2,225**. 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.