



DOUGLAS COLLEGE

2011 Carbon Neutral Action Report Overview

Executive Summary

Douglas College is concerned about the quality of the natural environment and building a sustainable society. As such, the College has a responsibility to enable our community to become knowledgeable about the environment, and to become environmentally responsible. To educate by example and to demonstrate good environmental citizenship College operations will make all reasonable efforts to be environmentally sound.

Douglas College continues to investigate opportunities provided by organizations such as BC Hydro's Power Smart programs and initiatives, Public Sector Energy Conservation Agreement (PSECA), Energy Canada (Enercan), and our Ministry of Advanced Education. These relationships provide access to a variety of resources which may assist us in developing an environmental sustainable energy management plan which focuses on achievable, sustainable and measurable results.

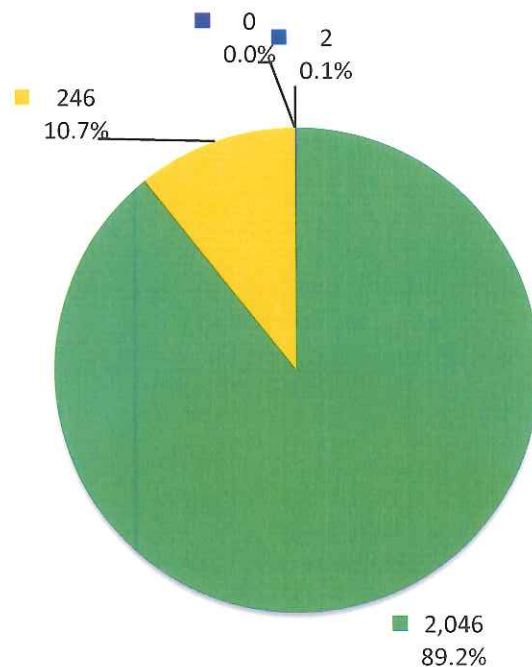
Douglas College has, via Smart Tool implementation, established baseline energy usage for future measurement of Energy and Green House Gas reduction targets.

Douglas College is committed to educate by example and demonstrate quality environmental stewardship. This work is an on-going process, for which both internal and external resources will need to be built up, and the complex concepts underlying environmentally sustainable development will need to be further elaborated and tested. We will have conversations with our consultants and partners and provide a means for reviewing progress. These actions will provide the opportunity to update procedures based on these reviews and the experience gained.

2011 Greenhouse Gas Emissions

The total 2011 greenhouse gas emissions, from all sources covered by the Greenhouse Gas Reduction Targets Act (as reported in SMARTTool) was 2294 tonnes of CO_{2e}.

Greenhouse Gas Emissions by Source for the 2011 Calendar Year (tCO_{2e}*)



Total Emissions: 2,294

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive

Offsets Applied to Become Carbon Neutral in 2011

Total offsets required: **2,294**. Total offset investment: **\$57,350**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO_{2e}) 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.



Offsets Applied to become Carbon Neutral in 2011

Douglas College recognizes that it is responsible for 100 percent of the carbon emissions generated by the College. Achieving carbon neutrality involved measuring GHG emissions, reducing emissions where possible, and offsetting the remainder through the purchase of carbon offsets. To become carbon neutral, Douglas College purchased offsets equivalent to 2294 tonnes of CO₂, through the Pacific Carbon Trust.

Emission Reduction Activities

Actions Taken to Reduce Greenhouse Gas Emissions in 2011:

- At the New Westminster campus, reduced electrical consumption by replacing T12 with T8 lamps in the 3rd & 4th floor corridors of the North building at New Westminster campus.
- At the New Westminster campus, converted 16 faucets to low flow, hands free faucets.
- At the New Westminster campus, Upgraded 6 pneumatically controlled VAV boxes to DDC controlled.
- At the David Lam campus, added draft controls onto the boilers. The draft control will improve burner efficiency and reduce standby losses through idle boilers.
- At both campuses, completed Direct Digital Control demand ventilation programming for the main air handling units. The programming & associated CO₂ sensors will control fresh air makeup to reduce heat loss during winter months.
- At the David Lam campus, replaced 100 - 75 watt PAR 30 bulbs with 10 watt LED bulbs
- At the New Westminster campus, replaced 40 – 400 watt HPS fixtures with 250 watt pulse start metal halide fixtures in the gymnasium.
- At the New Westminster campus, replaced the summer boiler with a high efficiency condensing boiler.



- At both campuses, continued to convert to virtualized servers (total of 80).
- Implemented procurement practices where all new PC's are Energy Star rated.
- Set all public area printers to automatically print double sided.
- Starting September of 2011, implemented the Translink U-Pass program for all College students.



Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014

Douglas College will continue to initiate feasible, short and long term actions to meet Provincially mandated legislation for the reduction of Greenhouse Gas Emissions.

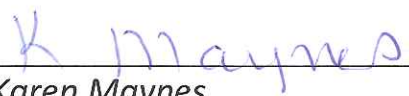
Douglas College will, through Facilities Services, "continue to research and promote short and long term initiatives to promote environmental sustainability".

The College, through Facilities Services will "look at how we can model a commitment to the highest values in environmental stewardship and sustainability at Douglas College".

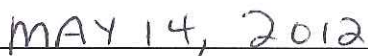
In conjunction with the Marketing & Communications Office and Facilities Services, the College will continue to "enhance sustainability initiatives and continue an awareness campaign to encourage our employees to creatively think and act on reducing consumption and take on the challenge of modeling new personal behaviour around sustainability".

The reduction in the Annual Capital Allowance has had an impact on Douglas College's ability to pursue substantive capital initiatives to reduce Greenhouse Gas Emissions. As the reduction of the Annual Capital Allowance continues for 2012, new GHG reduction initiatives will impacted.

Executive Approval



Karen Maynes
Vice President, Finance and
Administration



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)							
Owned buildings							
Establish energy performance baseline for owned buildings	In Development				FACILITIES - In 2012, work with Siemens Building Technologies to develop a history & baseline. Provide data from 2009 to 2011.	2012	No End Date (Continuous)
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress	0	% of buildings built or renovated since start year indicated used the integrated design process	No new steps taken in 2011.	Will investigate integrated design with our Consultants and where feasible, incorporate integrated design into new construction & renovations.	2010	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			Contractors are required to record all refrigerant top ups. Equipment set for disposal has the refrigerant reclaimed/removed prior to disposal.	Contractors will continue to record all refrigerant top ups. Equipment set for disposal will continue to have refrigerant reclaimed/removed prior to disposal.	1996	No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress			Conducted a number of small retrofits as described in the next section.	Where and when economically feasible, complete small energy retrofits.	1996	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	0	% of retrofits since start year indicated had heating, cooling, and ventilation systems upgrades	FACILITIES - Completed the following HVAC projects: - Retrofitted 6 VAV boxes from pneumatic to DDC control. - Converted mechanical inlet vane control on RF-7 to a variable speed drive (NWC). - Converted summer hot water heater to a condensing hot water heater (NWC). - Installed boiler draft dampers on four boilers (DLC) - Installed CO2 sensors on main air handling units. CO2 sensors being used to for demand ventilation.	FACILITIES - Standard practice is to include mechanical system upgrades during any renewal/retrofit work.	1996	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	0	% of retrofits since start year indicated had lighting systems upgrades	FACILITIES - Completed the following lighting projects: - Converted 40 - 400 Watt fixtures in gymnasium to 250W pulse start fixtures (NWC). - Replaced approx 100 T-12 fixtures with T-8 fixtures in the 3rd & 4th floor corridors (NWC). - Replaced 100 - 75W PAR 30 bulbs in the Coquitlam bookstore, with 10 watt LED bulbs.	FACILITIES - Continue to replace incandescent bulbs with high efficiency LED bulbs where economically feasible. - Continue to replace T-12 fixtures with T-8 fixtures at NW Campus. - Continue with standard practice of upgrading fixtures during renewal/retrofit work.	1996	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	0	% of retrofits since start year indicated had control system upgrades or adjustments	Retrofitted 6 VAV boxes from pneumatic to DDC control (NWC). Using return air CO2 levels, implemented programming for controlling AHU fresh air based on demand.	FACILITIES - Standard practice is to continue including control system upgrades during any renewal/retrofit work.	1996	No End Date (Continuous)

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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
Improve building insulation (including windows) during retrofits	Ongoing/In Progress	0	% of retrofits since start year indicated had insulation improvements	No new steps taken in 2011.	FACILITIES - Standard practice is to consider insulation improvements during any renewal work.	1996	No End Date (Continuous)
IT power management							
Implement server virtualization	Ongoing/In Progress	50	% of servers have been virtualized since start year indicated	IT-we now have 80 Virtualized servers in operation	Not all applications will work in a virtualized host but where it is option we will continue to virtualize or move to the Cloud.	2008	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	100	% of computers have auto-sleep settings applied	IT - Images are set to enable sleep, vendor supplies PC's configured for auto-sleep. PRINT SHOP - No new steps taken in 2011.	IT - Maintain auto sleep setting deployment for PC's. PRINT SHOP - When purchasing new equipment, sleep mode will be a requirement for new duplicators.	2008	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	In Development			PURCHASING - An RFP was issued for copiers & MFU's, but an analysis of networking requirements, required a postponement of the process. A consultant was engaged to review all print devices including the printshop & non-networked printers.	PURCHASING - In 2013, a new RFP will be issued based on the consultants recommendations.	2010	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	90	% of devices have auto-sleep settings applied	IT - Continue to apply settings to all new and discovered devices.	IT - Strive towards 100% implementation.	2007	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	90	% of computers are ENERGY STAR rated	IT - Our automatic replacement cycles are increasing the numbers of Energy Star ratings throughout the College.	IT - Strive towards 100% implementation and explore implications of increasing the level of ENERY STAR ratings.	2006	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	1	% of fridges are ENERGY STAR rated	In March 2011 Purchasing department was instructed to buy replacement and new units with ENERGY STAR rating. As such, the two units purchased, were ENERGY STAR rated.	PURCHASING - Continue with policy to buy replacement and new units with ENERGY STAR rating.	2011	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			In March 2011 Purchasing department instructed to buy replacement and new units with ENERGY STAR rating (no units purchased).	PURCHASING - Continue with policy to buy replacement and new units with ENERGY STAR rating.	2011	No End Date (Continuous)
Other Stationary Fuel Combustion, Electricity, and Fugitive Emissions Actions							
Investigate District Energy (heating) for the Coquitlam area	In Development				Participate with exploratory discussions with Fortis BC, School District #43 and the City of Coquitlam.	2012	No End Date (Continuous)
IT installed Global Viewer application that turns off classroom presentation technologies at midnight	Completed in 2011	100	% of classrooms GV enabled	Finished last of the classrooms		2007	2011
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	7	% of total paper purchased contains 30% recycled content	PURCHASING - In mid-July 2011 implemented policy to buy 30% recycled content. % of total fine paper purchased containing 30% recycled content expected to rise in 2012.	PURCHASING - Continue with purchasing requirement of all paper including a minimum of 30% recycled content. Monitor percentage of total fine paper purchased which contains 30% recycled content	2008	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Ongoing/In Progress	0	% of total paper purchased contains 40% recycled content	None	PURCHASING - Will continue to monitor industry costs of 40% post-consumer recycled paper. Research showed a 40% cost increase.	2008	No End Date (Continuous)

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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
Purchase 100% post-consumer recycled paper	Ongoing/In Progress			None	PURCHASING - Will continue to monitor industry costs of 100% post-consumer recycled paper .	2008	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Completed in 2011	100	% of network printers or photocopiers are set to automatic double-sided	IT - All public area, staff, and lab printers are set to duplex printing as default (100%). PURCHASING - Due to changing priorities, RFP for new printers was cancelled. Began a new analysis of printing requirements (to include cost analysis and energy reducing savings) PRINT SHOP - No new steps taken in 2011.	IT - Provide duplex printing options to all other users. Encourage and communicate to staff the benefits of duplex printing. PURCHASING - Complete analysis and expect to issue a Request for Bid in 2013. PRINT SHOP - Both the Print Shop and Coursepack areas will continue to promote 100% double sided duplication.	2009	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress	30	% of network printers have 'print and hold' settings applied	IT - All student pay-print stations had "print and hold' added.	IT - Check to see what other areas we could effectively do this in.	2010	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			PRINT SHOP - No new steps taken in 2011.	PRINT SHOP - Monitoring of print jobs will continue to maximize efficiency.	2008	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development	10	% of staff workstations with software installed		IT- We are waiting to move to Microsoft Active Directory and will re-examine current vendor offerings	2012	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			IT- We are teaching users to use our Content Management system	IT- we will be implementing a new Content Management system	2008	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	20	% of staff currently have received collaborative software training	IT- We are currently focusing on Blackboard Collaborate	IT- We will be looking a training plan once we purchase the additional products.	2010	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Paperless meetings implemented in 2011 for both College Board & Senior Management meetings. In addition, minutes are posted online and no printed copies are circulated.	FACILITIES - Work with MCO to post encouragements to hold paperless meetings. IT - Employees are allowed the flexibility to purchase mobile devices. Use of mobile devices should reduce print waste.	2011	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			MCO - During the re-branding process, MCO sent out emails encouraging the use and re-allocation of stationary. Furthermore, returned stationary was reclaimed for note pads.	PRINT SHOP - Where possible, continue converting scrap print paper to note pads.	2008	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							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Completed in 2011	100	% of computers have web-conferencing software installed	IT - We have moved to a web-based conferencing system (Elluminate). Campus-wide site licence. Client self-installs as needed.	IT - Continue training users to make best use of this application. Build it into College learning management system for student use also.	2008	2011
Make desktop web-cameras available to staff	Ongoing/In Progress	20	% of staff have access to a desktop web-camera	IT - Purchased and deployed additional web-cameras.	IT - Purchase and deploy additional web-cameras as requested.	2005	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	5	% of meeting rooms have access to video-conferencing equipment	IT - Renewed one out of three video-conferencing systems in operation. Added video-conferencing systems to two classrooms. The new rooms will be used to provide video conferencing capabilities for classes.	IT - Purchase and deploy 2 more video-conferencing units for meeting rooms.	Started before 1995	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			IT - Provided training to staff on as needed basis.	IT - Provided training to staff on as needed basis.	2005	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	40	% of staff are trained in video-conferencing or have access to technical support	Continued to provide technical support for video-conferencing set-up.	IT - Continue to provide technical support for video-conferencing set-up.	Started before 1995	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			IT - created and deliver seminars and workshops, tutorials on how to our video streaming, collaborative applications	IT - More of the same	2000	No End Date (Continuous)
Encourage carpooling to meetings	In Development				Add "Green Commuting Tips" to Employee Newsletter.	2010	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Employee Relations provides new employees information on Employer Transit Pass.	Add "Green Commuting Tips" to Employee Newsletter.	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			No new steps taken in 2011.	Continue with "Environmental Sustainability Initiative" committee meeting.	2010	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development			CCL - In June, included an article in the Student Health 101 newsletter that highlighted "Living Green for a Healthier You". The article included information on; "energy vampires", recycling, turning off electronics, composting, using stairs, etc.	FACILITES - Work with the College Community to provide awareness and engagement.	2011	No End Date (Continuous)
Staff Professional Development							
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress			No new steps taken in 2011.	As requested, continue to provide PD opportunities for College employees.	Started before 1995	No End Date (Continuous)
Staff awareness/education							

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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
Provide education to staff about the science of climate change	In Development				MCO - Develop a centralized Green Steps and Tips section for the Douglas College website and publicize this information on social media.	2012	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	In Development			MCO - Published stories about environmentally friendly pest control methods being examined at the College. These stories were picked up in the local media and shared on Facebook and Twitter.	MCO - Develop a centralized Green Steps and Tips section for the Douglas College website and publicize this information on social media.	2012	No End Date (Continuous)
Provide green tips on staff website or in newsletters	In Development			MCO - Published five-part blog series called "How green is Douglas College?". Each part contained green tips for employees and students, as well as relayed information about green steps the College had already taken. This information was also shared on Twitter and Facebook.	MCO - Develop a centralized Green Steps and Tips section for the Douglas College website and publicize this information on social media.	2012	No End Date (Continuous)
Client/public awareness/education							
Provide education to clients/public about the science of climate change	In Development				MCO - Develop a centralized Green Steps and Tips section for the Douglas College website and publicize this information on social media.	2012	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	In Development			MCO - Hosted the New Westminster doc fest, which included several documentaries on environmental issues. CCL -	MCO - Develop a centralized Green Steps and Tips section for the Douglas College website and publicize this information on social media.	2012	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	In Development			MCO - Published five-part blog series called "How green is Douglas College?". Each part contained green tips for employees and students, as well as relayed information about green steps the College had already taken. This information was also shared on Twitter and Facebook.	MCO - Develop a centralized Green Steps and Tips section for the Douglas College website and publicize this information on social media.	2012	No End Date (Continuous)
Other Sustainability Actions							
Water conservation							
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	Ongoing/In Progress			FACILITIES - Continue implementing water potable water management where fixture replacements are scheduled. Converted 16 faucets to .5 gpm hands free faucets.	FACILITIES - Continue to convert balance of flush valves & faucets at the NW campus to low flow fixtures.	2009	No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress			No new steps taken in 2011.	FACILITIES - When completing site works and where feasible, will introduce new or additional stormwater management strategies.	2010	No End Date (Continuous)
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			CCL - Anti-bottle campaign was done in the fall semester and will be repeated annually. Over 1000 students staff faculty signed a pledge to not use bottled water and to use reusable bottles & tap water. FACILITIES - Added additional recycling containers in the NW cafeteria and Student Commons space.	When feasible, will investigate additional (new) opportunities to reduce and/or divert building waste. CCL - Continue hosting an annual Anti-bottle campaign. FACILITIES - Explore feasibility of a plastic recycling & composting program for the cafeteria. FACILITIES - To reduce plastic waste, install water bottle filling stations in key locations.	1996	No End Date (Continuous)

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Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress			No new steps taken in 2011.	FACILITIES - The College will continue to reduce hazardous waste where possible. Where not possible, hazardous waste will be sent to hazardous waste disposal contractors.	1996	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.)	Ongoing/In Progress			PURCHASING - Initiated review of standards.	PURCHASING - Standard terms and conditions to be incorporated into all Douglas College bid documents.	2012	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			PURCHASING - Initiated review of standards.	PURCHASING - Standard terms and conditions to be incorporated into all Douglas College bid documents.	2012	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress			PURCHASING - Initiated review of standards.	FACILITIES - Investigate use of biodegradable trash bags. FACILITIES - As needed, investigate other cleaning products for possible conversion. PURCHASING - Standard terms and conditions to be incorporated into all Douglas College bid documents.	2009	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			FACILITIES - As storage space permits, Facilities stores cabinets, furniture and materials for re-use and re-allocation.	FACILITIES - As storage space permits, continue storing cabinets, furniture and materials for re-use and re-allocation. FACILITIES - Continue with the practice of utilizing de-mountable gypsum partitions for office renovations. During renovations, we are able to re-use a number of partition components.	1995	No End Date (Continuous)
Indoor air quality							
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress			In areas where sensitivities exist, the College supports "Scent Free" zones.	When requested by hyper-sensitive employees, continue to support and/or accommodate "Scent Free" zones.	2000	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	In Development			PURCHASING - Initiated review of standards.	PURCHASING - Standard terms and conditions to be incorporated into all Douglas College bid documents.	2012	No End Date (Continuous)
Commuting to and from home							
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			HR - The college offers staff the opportunity to "Go Green". They are provided a semester allowance and can either purchase a parking pass, bus pass or save the allowance and walk to work. HR - Douglas College continued to be a member of the "Translink Employer Pass Program" and informing new employees CCL - Campus Bicycling Commuting Plan Committee met every semester and hosted two "Bike to School" campaigns. Effective September of 2011, successfully implemented the Translink U-Pass Program.	HR - As applicable, maintain the Go Green & Employer Pass programs for College employees. HR - Continue to inform new employees of the "Translink Employer Pass Program". CCL - Continue hosting bi-annual "Bike to School" campaigns. Continue with supporting the U-Pass program.	Started before 1995	No End Date (Continuous)

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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
Provide secure bicycle storage	Ongoing/In Progress			FACILITIES - Reviewed possible locations for bike storage and submitted a Op Cap budget request.	FACILITIES - If approved through the Op Cap budget process, install bike storage lockers at both campuses.	2011	2013
Modify parking fees or parking availability for staff/students	Ongoing/In Progress			The college offers staff the opportunity to "Go Green". They are provided a semester allowance and can either purchase a parking pass, bus pass or save the allowance and walk to work.	Maintain the Go Green opportunity to staff. Free parking near the Coquitlam campus will be changed to metered parking. In conjunction with the U-PASS program, this should encourage public transit use.	Started before 1995	No End Date (Continuous)