



Pacific Carbon Trust
Carbon Neutral Action Report
2012



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Executive summary

Pacific Carbon Trust was established in 2008 to deliver quality made-in-BC greenhouse gas (GHG) offsets to help clients reduce their carbon footprint and to drive the growth of BC's low-carbon economy. Pacific Carbon Trust is responsible for purchasing offsets from BC-based GHG reduction projects that are in compliance with the BC emission offsets regulation, ensuring world-class offsets built on recognized international standards.

This report is an overview and analysis of Pacific Carbon Trust's GHG emissions for 2012. It includes a summary of the actions taken to reduce GHG emissions to date, as well as action(s) planned for the upcoming year. Emissions are reported in a manner consistent with the *Greenhouse Gas Reduction Targets Act* (GGRTA).

Pacific Carbon Trust's emissions from paper and buildings in 2012 were two tonnes of carbon equivalent (tCO₂e). This is consistent with emissions from the previous year, and remains low due to the company's 2010 relocation to a high-performance facility which reduced building energy consumption.

Our emissions reported under the *Greenhouse Gas Reduction Targets Act* were reduced in 2011, and in 2012 our total emissions, which include business travel, decreased from 33 tCO₂e to 26 tCO₂e. This decrease is a result of efforts to reduce travel where possible and use alternative means such as videoconferencing for meetings.

Emission reductions are our core business, which makes reducing and eliminating our carbon footprint a priority in terms of organizational alignment. We have implemented broader sustainability goals across the organization in past years, and as we move forward, we will focus on improving those goals while reducing travel emissions and increasing employee engagement. We also strive to ensure that sustainability is embedded in our business practices throughout the entire value chain.

Please find here our full report on carbon neutral actions taken by Pacific Carbon Trust for the 2012 calendar year.

Sincerely,



D. Scott MacDonald

PCT Values – As PCT grows, its development will be centred on three core values:

- 1. Entrepreneurial**
PCT is an innovative company that puts results above process, seizing opportunities and taking the risks necessary to drive the growth of the low-carbon economy.
- 2. Credible**
PCT is recognized for its expertise, professional standards, and high-quality, credible carbon products.
- 3. Sustainable**
PCT is a champion for sustainable business practices and a role model for low-carbon operations.

2012 greenhouse gas emissions

Pacific Carbon Trust's total 2012 emissions were 26 tCO₂e, a decrease of 16% from the previous year. The decrease is due to a drop in travel for the 2012 year, which saw a reduction in emissions of 5 tCO₂e. Emissions from sources covered by the *Greenhouse Gas Reduction Targets Act* were 2 tCO₂e. These operational emissions consisted of 0.5 tonnes from office supplies and 1.8 tonnes from building emissions, which are levels consistent with emissions from 2011. The low levels of emissions associated with operations are due to the high performance levels of the building as well as a disciplined reduction in the use of office paper.

A carbon offset represents a quantified reduction in greenhouse gas emissions, occurring through activities such as improved energy efficiency, which can be used to balance the emissions from another source, such as travel. PCT delivers offsets to many clients, including the BC government and broader public service organizations.

Pacific Carbon Trust Emissions by Source (tCO ₂ e)			
Reporting Period	In Scope		Out of Scope
	Supplies	Buildings	
2009	0.59	8.02	–
2010	0.43	6.21	18.8
2011	0.44	1.64	30.53
2012	0.48	1.80	23.88

Similar to past years, Pacific Carbon Trust has maintained a lower-than-average organizational carbon footprint, compared to core government (~2.7 tCO₂e/FTE). In 2012, Pacific Carbon Trust recorded 1.2 tCO₂e per full-time employee, which includes buildings, supplies, and travel. We achieved our performance target of falling below the average carbon footprint for core government, as well as reducing our overall carbon footprint per employee in 2012.

Pacific Carbon Trust continued to voluntarily track emissions from business-related travel, which includes staff transportation and hotel accommodation for meetings, conferences, and other business activities that require staff to travel. While GGRTA does not require Crown corporations to report or offset emissions from business-related travel, these emissions represent the largest source of emissions associated with our organization, and Pacific Carbon Trust considers them to be material to our operations. In the spirit of sustainability and accountability, Pacific Carbon Trust has measured, reported, and offset business-related travel emissions since 2010 and will continue to do so in the future.



Offsets applied to become carbon neutral in 2012

In order to achieve carbon neutrality for 2012, Pacific Carbon Trust offset a total of 26 tonnes of CO₂e, of which 2 tonnes were required under the *Greenhouse Gas Reduction Targets Act*. The remaining 2012 offsets of 24 tonnes for business travel were offset on a voluntary basis.

Pacific Carbon Trust has been carbon neutral under GGTRA since 2009. We began tracking our footprint in 2009 and voluntarily offset emissions from our buildings and supplies the same year. We began tracking and offsetting our business travel emissions in 2010 and will continue to consider these emissions to be within our reporting and offsetting scope for the future. Pacific Carbon Trust has not changed any aspect of its emission reduction reporting from previous years.

Emission reduction activities

With sustainability and environmental stewardship as driving forces behind Pacific Carbon Trust and its mandate, we pride ourselves on maintaining a minimal footprint in our operations and ensuring that sustainability thrives within the culture of our organization. The following is an overview of actions we've taken to reduce emissions since 2009.

BUILDINGS

In 2010, Pacific Carbon Trust moved to a new office space in a high-performance green building. Although the building has not been LEED certified, it meets the requirements for certification. The facility includes an ASHRAE 90.1 compliant HVAC system with a heat pump, which eliminates the need for natural gas onsite. The facility also features daylight sensors, Energy Star appliances, recycled and reclaimed building materials, indoor bike racks, skylights, and Cradle¹ certified furniture.



WASTE DIVERSION

Recycling Program: Pacific Carbon Trust has a full recycling program for consumable goods. Currently we recycle electronics at the government asset warehouse. Rechargeable batteries are used when new batteries are needed and any waste batteries are properly recycled.

Composting: Pacific Carbon Trust participates in the Pedal to Petal compost program. Pedal to Petal is a Victoria-based bicycle-powered compostable waste pick-up company.² Through participation in this program we are able to minimize landfill waste and support a local business.

¹ Third-party certification program that assesses a product's safety to humans and the environment and design for future life cycles based on five categories: material health, material reutilization, renewable energy use, water stewardship, and social responsibility <http://www.mbd.com/cradle-to-cradle/c2c-framework/>

² <http://pedaltopetal.com/pickup-service>

EMPLOYEE ENGAGEMENT

Climate change library: in 2012 Pacific Carbon Trust began building a climate change library to encourage education and knowledge sharing among staff.

Green Team: Pacific Carbon Trust has a staff-led green team that identifies and implements specific actions to further reduce the organization's emissions and encourages staff participation.

Bike to Work Week: employees are encouraged to participate in the BC government's annual "Bike to Work BC" week to encourage healthy living and emission reductions. Total staff kilometres biked is recorded for the week and added to the provincial totals.

TRAVEL

When possible, we try to use alternatives to business travel, although some travel is unavoidable. The majority of our GHG emissions are related to travel, which is why Pacific Carbon Trust has implemented a policy to voluntarily offset business travel. In managing this portion of our footprint, we utilize sustainable methods of travel and encourage our transportation providers to engage in sustainable practices and to offer carbon neutral services.

Staff members are encouraged to carpool and combine meetings for any out-of-town business travel. Pacific Carbon Trust also has a no-fleet policy, and encourages staff to use public transit by making transit tickets available for in-town meetings.

Pacific Carbon Trust staff also use web and teleconference tools on a regular basis to minimize the requirement for travel. Currently, all of our meeting rooms have audio conferencing and two rooms have video conferencing technology.

PAPER and SUPPLIES

Our team continues to use laptop computers, supporting paperless meetings and electronic record management practices. All computers have collaborative software installed, such as OneNote and SharePoint, reducing the need to print documents and supporting virtual meetings. All paper purchases are 100% recycled content.



Future plans to continue reducing

In 2013, Pacific Carbon Trust intends to finalize policies on green savings, green procurement, and limiting business travel to reduce emissions. General actions moving forward include continuing to ensure environmental sustainability is embedded in internal business policies, promoting sustainable practices and technologies internally and throughout the province. Pacific Carbon Trust will continue to build on its existing carbon neutral actions and commitment to carbon neutrality.

In 2012, we were successful in our goal to curb emissions from business travel, and in 2013 we plan to ensure those emissions remain stable or decrease. Additionally, Pacific Carbon Trust shall continue to motivate behavioural changes across the corporation and beyond.

For information about Pacific Carbon Trust and access to our other corporate reports, visit www.pacificcarbontrust.com.



Pacific Carbon Trust

British Columbia

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www.pacificcarbontrust.com



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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	Steps Taken	Steps Planned	Start Year	End Year
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Completed (in Previous Year)				No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Completed (in Previous Year)				No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Completed (in Previous Year)				No End Date (Continuous)
Encourage use of stairs instead of elevators	Completed (in Previous Year)				No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Completed (in Previous Year)				No End Date (Continuous)
Promote hot water conservation	Completed (in Previous Year)				No End Date (Continuous)
IT power management					
Implement server virtualization	Completed (in Reporting Year)	Pacific Carbon Trust's system uses virtual machines for its application sets. Physical servers house the virtual machines that run Exchange, AD, Sharepoint, GP Dynamics and SQL.		2011	2012
Apply auto-sleep settings on computer monitors and CPUs	Completed (in Previous Year)				No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Completed (in Previous Year)				No End Date (Continuous)
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Completed (in Previous Year)				No End Date (Continuous)
Leased buildings					
Establish energy performance baseline for leased buildings	Completed (in Previous Year)				No End Date (Continuous)
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Completed (in Previous Year)				No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Completed (in Previous Year)				No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Completed (in Previous Year)				No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Completed (in Previous Year)				No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint,	Completed (in				No End Date

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Groove, etc.)	Previous Year				(Continuous)
Use electronic document library for filing common documents	Completed (in Previous Year)				No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed (in Previous Year)				No End Date (Continuous)
Paper Type					
Purchase 100% post-consumer recycled paper	Completed (in Previous Year)				No End Date (Continuous)
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Completed (in Previous Year)				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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Completed (in Previous Year)				No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Completed (in Previous Year)				No End Date (Continuous)
Encourage carpooling to meetings	Completed (in Previous Year)				No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Completed (in Previous Year)				No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress	<p>Staff are encouraged to carpool and combine meetings for any out-of-town business travel. Pacific Carbon Trust voluntarily offsets any remaining emissions related to business travel. Pacific Carbon Trust also has a no-fleet policy, and encourages staff to use public transit by making available transit tickets for in-town meetings.</p> <p>Pacific Carbon Trust staff are dedicated to reducing emissions related to commuting. Currently 100% of staff utilize alternative methods of travel (public transit, bike, or foot) three or more days a week and 50% of staff bike or walk to work everyday. Pacific Carbon Trust encourages staff to bike to work by providing interior bike racks, showers, and lockers.</p>	In the 2013/14 year, Pacific Carbon Trust will formalize business travel polices, which will include a low-carbon travel component.	2012	2013
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Web and teleconference tools are used by Pacific Carbon Trust staff on a regular basis to minimize the requirement for travel.	N/A	2010	No End Date (Continuous)
Make desktop web-cameras available to staff	Completed (in Previous Year)				No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Completed (in Reporting Year)	Currently all of our meeting rooms have audio conferencing equipment and our two main boardrooms have video conferencing units installed.		2012	2012
Education, Awareness, and Engagement					
Awards/Recognition					
Establish a sustainability/green awards or recognition program	Ongoing/In Progress	<p>Green Savings Account: in 2010, PCT developed an incentive program for staff to engage in low-carbon practices. The program provides partial reimbursement annually for personal carbon reduction initiatives such as purchasing a bus pass, commuter bicycle equipment, or technology devices to reduce paper consumption.</p> <p>Bike to Work Week: Pacific Carbon Trust supports its employees in participating in the provincial government's annual Bike to Work Week event.</p>	N/A	2010	No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences,	Ongoing/In	Pacific Carbon Trust encourages and supports staff in acquiring the	Staff are encouraged to seek professional development that help	2009	No End Date

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
training)	Progress	training necessary to do their jobs, which includes carbon management training, courses, and certification. Past training has included courses such as CSA's ISO-14064 series and Global Reporting Initiative training.	them in their roles at Pacific Carbon Trust, which includes carbon management and green reporting training.		(Continuous)
Include green options in employee performance measurement system	Completed (in Previous Year)				No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	Ongoing/In Progress	As emission reductions and climate change are the core of our business, we ensure that staff have access to many publications on the science of climate change, and maintain a library of publications on the topic. Additionally, many staff members are very well-educated in climate change and knowledge-sharing is encouraged.	N/A	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Not Yet Evaluated				No End Date (Continuous)
Provide green tips on staff website or in newsletters	Completed (in Previous Year)				No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress	Each new hire undergoes an orientation that includes broad coverage of climate change, the BC government's Climate Action Plan, and how the offset market functions internationally and domestically. Additionally, staff actively share their own methods for living sustainably, which supports Pacific Carbon Trust's core value of sustainability.	N/A	2008	No End Date (Continuous)
Other Sustainability Actions					
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Completed (in Reporting Year)	Potential loss exposures on business units from extreme weather events have been implemented in Pacific Carbon Trust's enterprise risk management framework. This will be monitored on an ongoing basis for any change.		2012	No End Date (Continuous)
Commuting to and from home					
Introduce telework/work from home policy	Completed (in Previous Year)				No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	Employee are encouraged to cycle, walk, carpool or use public transit to get to work. To that end, they can use their Green Savings Account for reimbursement on items like bike tune-ups, walking shoes, or bus passes.	N/A	2010	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Completed (in Previous Year)				No End Date (Continuous)
Provide secure bicycle storage	Completed (in Previous Year)				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	Recycling Program: Pacific Carbon Trust has a full recycling program for consumable goods. Currently we also recycle electronics at the government asset warehouse. Rechargeable batteries are used when new batteries are needed and waste batteries are properly recycled.	N/A	2011	No End Date (Continuous)

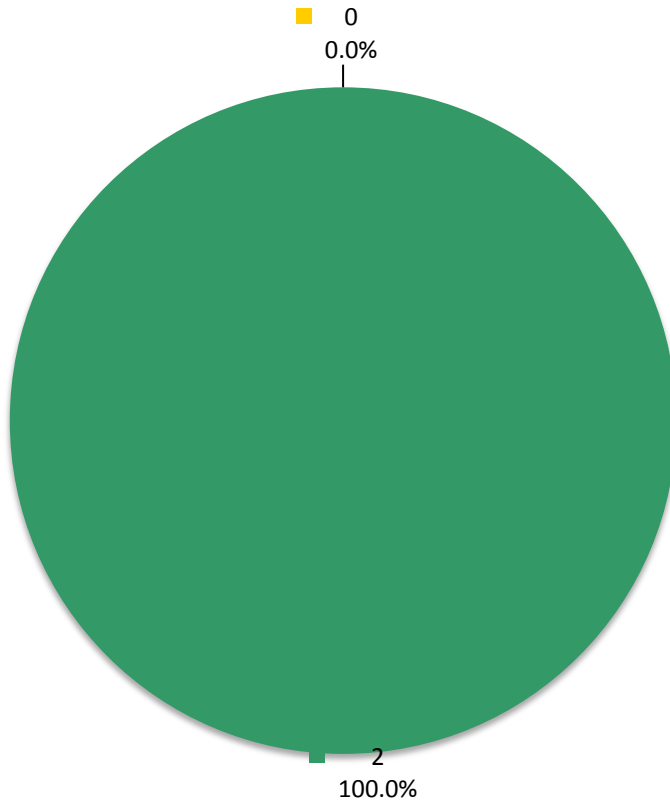
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Actions to Reduce Provincial Emissions and Improve Sustainability

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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
		Composting: In 2011, Pacific Carbon Trust began participating in the Pedal to Petal compost program. Pedal to Petal is a Victoria-based, bicycle powered compost pick-up company. Through participation in this program we are able to minimize PCT's landfill waste and support a local business. On average this results in 30-36lbs of organic waste diverted out of the landfill every week.			

**Pacific Carbon Trust
Greenhouse Gas Emissions by Source
for the 2012 Calendar Year (tCO₂e*)**



Total Emissions: 2

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

■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2012 (Generated May 27, 2013 12:15 PM)

Total offsets required: **2**. Total offset investment: \$50. Emissions which do not require offsets: **0** **

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

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