

CARBON NEUTRAL ACTION REPORT 2012 "SHORT FORM"

This form is for the use of BC Public Sector Organizations that had total GHG emissions of less than 100 Tonnes CO2E in the 2011 reporting year.

Organization Name

Private Career Training Institutions
Agency

Contact name/email:

Moira Moore mmoore@pctia.bc.ca

2012 Total Emissions

5 tonnes

2012 Total Emissions for Offsets

5

Changes to previous years emissions (if applicable)

Over or Underpayments held by PCT (if applicable)

Total Offsets Purchased for 2012

5

List the top three (or more) actions taken by your organization in 2012 to reduce GHG emissions and/or improve sustainability

Action – provide brief description	Start date	End date
1. Enhanced recycling program for batteries, light bulbs, cell phones, plastic and organic waste.	August 2012	On-going
2. Use of suppliers that such as courier companies and food service companies that deliver goods by bicycle or the use of low emission vehicles.	Sept 2012	On-going
3. 51% of our staff take transit, bike, walk or telecommute into the office and our goal is to increase this number to 80% in 2013.	Sept 2012	On-going
4. More teleconferencing with ministry (instead of in person meeting.) When in –person meetings are necessary, attempting to ensure several meetings occur on the same day.	June 2013 Goal	On-going

5.		
6.		

Executive Sign-off

Name Karin Kirkpatrick Date: April 26, 2013
(print): _____

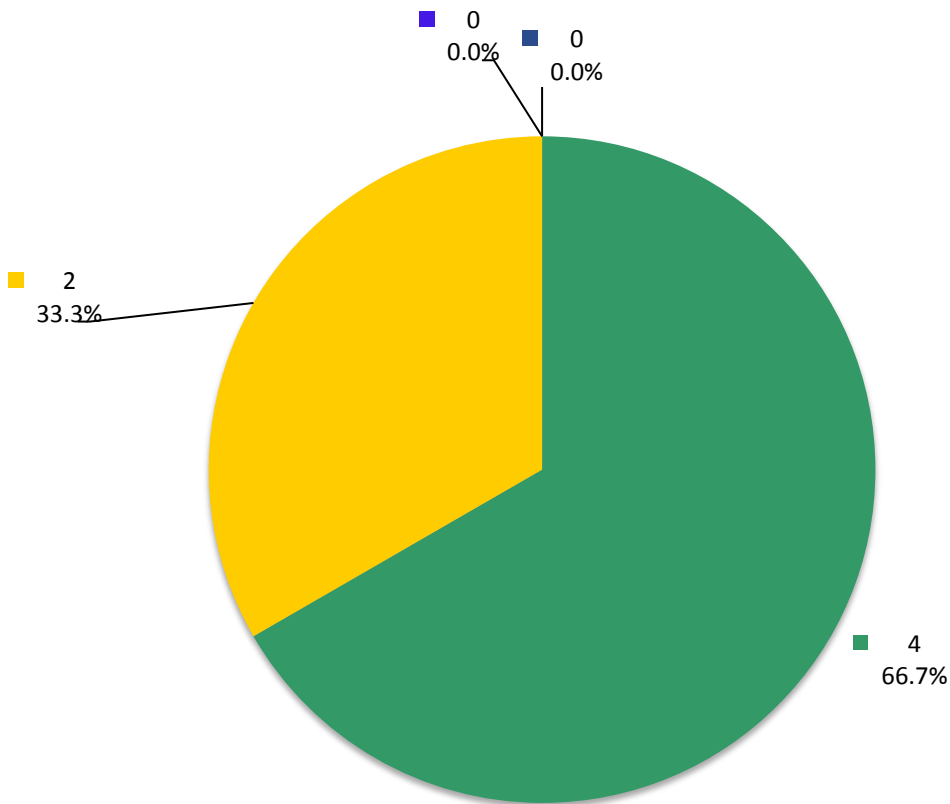
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Please scan and email this form to climateactionsecretariat@gov.bc.ca or fax to 250-356-7286

This form is due in DRAFT by March 31, 2013 (no signature required)

The FINAL form is due by May 15 2013

**Private Career Training Institutions Agency
Greenhouse Gas Emissions by Source
for the 2012 Calendar Year (tCO₂e*)**



Total Emissions: 5

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

Offsets Applied to Become Carbon Neutral in 2012 (Generated May 27, 2013 12:16 PM)

Total offsets required: 5. Total offset investment: \$125. 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.