# BC Public Service Agency - 2012 Carbon Neutral Action Report

## 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"" | Ongoing/In Progress | The Workstation Tuneâ€• up Tool was introduced to staff in 2009. | The Agency Executive and Green Team will continue to encourage and remind staff about the Workstation Tuneâ€• up information and tools. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Agency staff were informed and encouraged to switch off power• bars and computer monitors when not in use. This information was available on the SharePoint site. | The Agency executive and Green Team will continue to encourage and remind staff about the benefits of each person's individual efforts. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Agency staff were informed and encouraged to switch off powerâ€• bars and computer monitors when not in use. This information was available on the SharePoint site. | The Agency executive and Green Team will continue to encourage and remind staff about the benefits of each person's individual efforts. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | Agency staff were informed and encouraged to close blinds as part of their daily work routines. | The Agency executive and Green Team will continue to encourage and remind staff about the benefits of each person's individual efforts. | 2009 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | Agency staff were informed and encouraged to use this feature | The Agency Executive and Green Team will continue to encourage and remind staff about this feature. | 2009 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | Agency staff were informed and encouraged save energy in the office.<br>Instructions to shut off the lights are displayed on the light switches. | The Agency Executive and Green Team will continue to encourage and remind staff how to save energy. | 2009 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | Agency staff were informed and encouraged to use the stairs. | The Agency Executive and Green Team will continue to encourage and remind staff how to save energy. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Agency staff were informed and encouraged to turn off the lights. | The Agency Executive and Green Team will continue to encourage and remind staff how to save energy. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Ongoing/In Progress | Agency staff were informed and encouraged to promote hot water conservation by using the alternate settings on dishwashers. | The Agency Executive and Green Team will contrinue to encourage and remind staff how to save energy. | 2009 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy | Ongoing/In Progress | Started the Managed File Print Project and expect the completion to take place in 2013-2014. This will continue to remove more stand alone devices from the Agency. | Completion of the Managed File Print Project to remove stand alone devices from the Agency. | 2009 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | The Agency has implemented Leading Workplace Strategy's in Victoria at 3 locations (940 Blanshard, 810 Blanshard, and 716 Courtney) | Looking at potential LWS opportunties in other PSA locations across the Province. | 2011 | 2013 |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | Training options have been provided and Agency staff have been encouraged to take advantage of the training. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of the training. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | Agency staff were encouraged and reminded to avoid handouts where | The Agency Executive and Green Team will continue to encourage and | 2009 | No End Date (Continuous) |

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| | | feasible. In 2010, the Agency Executive started "paperless" meetings through the use of Groove. | remind staff to use less paper for meeting purposes, and direct them to the SharePoint for additional resources and tips. | | |
| **Electronic media in place of paper** | | | | | |
| Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | Training options have been provided and Agency staff have been encouraged to take advantage of the training. | Agency staff will continue to be encouraged to use collaborative software as a way to communicate. | 2009 | No End Date (Continuous) |
| Use electronic document library for filing common documents | Ongoing/In Progress | Agency staff use shared drives and SharePoint sites to file common documents. The HR Service Centre adopted the TRIM electronic filing system in 2010. | Agency Executive and Green Team will continue to seek opportunities to promote electronic filing. | 2010 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | Agency staff were encouraged and reminded to purchase 30% postâ€• consumer recycled paper. | Agency staff were encouraged and reminded to purchase 30% postâ€• consumer recycled paper. | 2009 | No End Date (Continuous) |
| Purchase 40% post-consumer recycled paper | Ongoing/In Progress | Agency staff were encouraged and reminded to purchase 40% postâ€• consumer recycled paper. | Agency staff were encouraged and reminded to purchase 40% postâ€• consumer recycled paper. | 2009 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | Agency staff were encouraged and reminded to purchase 100% postâ€• consumer recycled paper. | Agency staff were encouraged and reminded to purchase 100% postâ€• consumer recycled paper. | 2009 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | Agency staff were encouraged and reminded of the beneftis of double sided printing. | With the upcoming Managed File Print Project, all Agency MFD's can be preset to this configuration. | 2009 | No End Date (Continuous) |

# BC Public Service Agency - 2012 Carbon Neutral Action Report

## 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** | | | | | |
| Encourage carpooling to meetings | Ongoing/In Progress | Agency staff were encouraged and reminded to choose lowâ€• carbon methods of travel. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of lowâ€• carbon travel. | 2009 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Agency staff were informed and reminded of the alternative travel options. | The Agency Executive and Green Team will continue to inform and remind staff to use alternative travel where feasible. | 2009 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | Agency staff were encouraged and reminded to choose low carbon methods of travel. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of low carbon travel. | 2009 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Make desktop web-cameras available to staff | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | The Agency's Green Team SharePoint site has information and links to resources. | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | The Agency's Green Team SharePoint site has information and links to resources. | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | The Agency's Green Team SharePoint site has information and links to resources including the "Workstation Tuneâ€• up Tool". | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | The Executive Sponsor of the Agency's Green Team provides regular updates to all Agency staff and includes links to SharePoint site and links to resources. | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | The Agency Executive and the Green team invites new employees to join and contribute to the Green Team. | The Agency Executive and Green Team will continue to invite new employees to join and contribute to the Green Team. | 2009 | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | The Agency Executive champions carbon neutral government and actively supports a strong Green Team. | The Agency Executive will continue to support an active Green Team and role model sustainable behaviour. | 2009 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | The Agency Executive champions carbon neutral government and actively supports a strong Green Team. | The Agency Executive will continue to support an active Green Team. | 2009 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | The Agency Executive champions carbon neutral government and actively supports a strong Green Team. | The Agency Executive will continue to support an active Green Team. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| **Commuting to and from home** | | | | | |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
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| 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 | The Agency Executive and Green Team encourage employees to use alternative transportation where feasible and to participate in corporate events including the annual Bike to Work Week challenge. | This is ongoing and the support will remain from the Agency Executive and Greeen Team. | 2009 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | 810 Blanshard has a securied, indoor, bike lock up and parking spaces for scooters for staff to use. Most other locations also have some amenities. | The Agency Executive and Green Team will continue to explore opportunities to provide bike storage and access to shower amenities for employees where feasible. | 2009 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | 810 Blanshard has a secured, indoor and bike lock up. Some other locations do have bicycle storage for staff members to use. | The Agency Executive and Green Team will continue to explore opportunities to provide secure bike storage to employees. | 2009 | 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.) | Not Yet Evaluated | | | | 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.) | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | The Agency deals with hazardous waste and disposal in a number of batteries and computer parts and accessories in accordance to government standards. These actions will continue to meet all standards provided. | The Agency will continue to disposal of all harazardous waste in an environmentally friendly way. | 2009 | No End Date (Continuous) |
| **Water conservation** | | | | | |
| Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales) | Not Yet Evaluated | | | | No End Date (Continuous) |