# Office of the Auditor General - 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 |
|---|---|---|---|---|---|
| **Mobile Fuel Combustion (Fleet and other)** | | | | | |
| **Vehicle fuel efficiency** | | | | | |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Vehicle receives all scheduled maintenance. | All scheduled maintenance will continue as required. | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Not Yet Evaluated | | | | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Staff are encouraged to unplug unused appliances. | Staff will continue to be encouraged to unplug unused appliances. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Staff are encouraged to unplug unused appliances. | Staff will continue to be encouraged to unplug unused appliances. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | In Development | No steps were completed this year. | Future purchases will evaluate this option as well as explore opportunity for signage to encourage air drying. | 2010 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | Staff were provided information in newsletters and on the intranet. | Staff will continue to be reminded as appropriate. | 2010 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Not Yet Evaluated | | | | 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 | Not Yet Evaluated | | | | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | Three servers were virtualized in 2012. | Five or six are expected to be virtualized in 2013. | 2011 | 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 | Ongoing/In Progress | In 2012 we installed two new multi-function devices. As older printers fail they are not being replaced. In 2012 we removed 1 large colour printer and 2 smaller stand-alone printers. | The removal of stand alone printers is an ongoing initiative that will continue. | 2009 | 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) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Completed (in Reporting Year) | Office space continues to be reduced per FTE. Office renovations completed in 2012 decreased the rentable floor area per employee in the area renovated. The space went from 133 square feet to 120 square feet. | | 2009 | 2012 |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | The Office is currently implementing SharePoint in a phased process. This will include functionality for electronic editing. | Completion of the phased implementation process so all staff are able to use SharePoint and provide training as required. | 2011 | 2014 |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | Staff are still encouraged to hold paperless meetings. The use of SharePoint and more portable computer options are being tested to increase the number of paperless meetings. | Staff will be encouraged to continue to hold paperless meetings. | 2009 | No End Date (Continuous) |

# Office of the Auditor General - 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 |
|---|---|---|---|---|---|
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | The Office is implementing SharePoint to reduce paper records and create online record storage through a phased implementation. | This project is being phased in and will continue to be rolled out throughout the Office. | 2012 | 2014 |
| **Paper Type** | | | | | |
| Purchase 100% post-consumer recycled paper | Completed (in Reporting Year) | The Office evaluated purchasing recycled paper in 2011 and in 2012 we started to purchase 100% recycled paper for our printing needs. | | 2011 | 2012 |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Completed (in Previous Year) | | | | No End Date (Continuous) |

# Office of the Auditor General - 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** | | | | | |
| Train staff in web-conferencing | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage carpooling to meetings | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | In Development | Alternative transportation has been promoted, but we have not yet developed a promotion and education program. | Evaluate how the Office can better promote and encourage staff to use alternate modes of transportation for meetings. | 2012 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | The Office has created working teams to work on different areas of green focus. This includes evaluating all of the Office's policies and will include a review of the Office's current low carbon travel policy. | It is expected the policy will be updated and promoted to staff in the next year. | 2012 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Completed (in Previous Year) | | | | 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 Previous Year) | | | | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | In Development | The Green Team is looking at different means to encourage staff to change their behaviours. As part of this, the use of prizes, awards and other recognition is being evaluated. | Once the use of recognition has been evaluated and the focus groups have created their action plans it is expected that recognition will be part of the focus group challenges and topics in 2013. | 2012 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Not Yet Evaluated | | | | No End Date (Continuous) |
| Include green options in employee performance measurement system | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | The Green Team sponsored 3 Guest Speakers covering<br>- Rock Lobster Fishery<br>- The Climate of the Future<br>- Salmon, Bears and Biodiversity | The Green team expects to host more education sessions in 2013 as part of its ongoing initiatives. The Team is currently in the planning stages and the estimated numbers are not yet determined. | 2009 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | The Office provides a bi-monthly newsletter that includes information on these topics. | In the coming year it is expected these topics will be included as well as looking for opportunties to hold challenges and learning events. | 2009 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | The Green Team provides a bi-montly newsletter for its employees. This includes tips and educational information for staff. | The Green Team newletter is expected to continue in 2013. | 2010 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action | Ongoing/In | In 2012 the Office's Green Team organized itself into subject area | In 2013 it is expected each of these teams will set priorities and | 2012 | No End Date |

# Office of the Auditor General - 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 |
|---|---|---|---|---|---|
| Teams with executive endorsement | Progress | teams to tackle different green issues. | action items. | | (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | The Office has had a Green Team for many years and it is supported by the Executive who ensures they have time to undertake Green activities. | The Office's support will continue and the Green Team is expected to engage new members in 2013. | 2009 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | The Green Team provides different learning opportunities in the Office which are open to all employees. These sessions promote different green ideas, initiatives and topics to both educate and ecourage staff to change their behaviours. | The Green Team expects these learning opportunities to continue in 2013. As well, each of the new focus groups will be challenged to initiate a new green challenge within their work unit and promote it to the Office. | 2009 | 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 | Not Yet Evaluated | | | | No End Date (Continuous) |
| Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making. | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Not Yet Evaluated | | | | No End Date (Continuous) |
| Offer staff a compressed work week | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | The Office partcipates in the annual Bike to Work Week event. During bike-to-work week staff are also encouraged to use other forms of green commuting.<br><br>The Office brought a mechanic on-site to provide bike tune-ups at employee's expense.<br><br>In 2012 23% of people surveyed commuted by vehicle alone which was down by 10% from 2010. | The Office will continue to promote bike-to-work week and look at other opportunities to encourage green commuting. | 2009 | 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) |
| **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.) | In Development | The Green Team is currently evaluating areas where green purchasing can be supported. | Once evaluated the Green Team will be looking at implementing the recommendations. | 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 | All office furniture purchased from a supplier with cradle-to-grave environmental standards.<br><br>Currenlty developing policies to outline green standards and support green purchasing. | It is expected the new policies will be drafted an in place in the coming year. | 2009 | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |
| Implement a hazardous waste reduction and disposal strategy | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Water conservation** | | | | | |

# Office of the Auditor General - 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 |
|---|---|---|---|---|---|
| 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 | Not Yet Evaluated | | | | No End Date (Continuous) |