# Ministry of Education - 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** | | | | | |
| Replace vehicles with more fuel-efficient models | Completed (in Reporting Year) | Only fleet vehicle used by Ministry was replace in 2012 with a hybrid. | | 2012 | 2012 |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Part of regular maintenance program | Continue as part of regular maintenance program | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Ongoing/In Progress | As part of LWS, a large percentage (70%) of staff are now mobile and no longer have workstations. Lighting and temperature are more effectively maintained through more open workspaces and elimination of many offices. For those with desks, desktop powerbars are available to help staff turn off peripheral equipment nightly, and desk lamps, fans and space heaters are largely no longer required. | Renewed focus on work station tuneups where needed. | 2011 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | As part of LWS, a large percentage (70%) of staff are now mobile and no longer have workstations. Lighting and temperature are more effectively maintained through more open workspaces and elimination of many offices. For those with desks, desktop powerbars are available to help staff turn off peripheral equipment nightly, and desk lamps, fans and space heaters are largely no longer required. | Further workstation tune ups as required. | 2011 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | As part of LWS, a large percentage (70%) of staff are now mobile and no longer have workstations. Lighting and temperature are more effectively maintained through more open workspaces and elimination of many offices. For those with desks, desktop powerbars are available to help staff turn off peripheral equipment nightly, and desk lamps, fans and space heaters are largely no longer required. | Continued work on workstation tuneups, as required. | 2011 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | The closing of blinds during the day has not been adopted in this Ministry to ensure the maximum amount of natural light. | Focus on new behavioural change to ask staff to close blinds at night to conserve energy. | 2011 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | Signage posted on dishwashers to select the natural dry setting. | Improved signage planned. | 2011 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | Lighting plans have been reviewed in prior years, and have been optimized where possible. Some TV display screens are set by timers to turn off after work hours and over weekends. More open work spaces less likely to require turning on lights at nights and on weekends, as emergency lighting is often sufficient now. | Lighting map review is planned. Strategy for remaining TV display screens (without built in timers) is being investigated. | 2011 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | Posters beside elevators highlight the energy savings and health benefits of taking the stairs. | Continue to promote energy and health benefits of taking the stairs. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Many meeting rooms have stickers and signage reminding staff to turn off lights. As part of LWS, many former offices are now shared meeting spaces, so lighting is often off for most of the day. | Replace or add new signage in each new meeting space. Look for new ways to remind staff to turn off lights to renew behaviour change. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Not Yet Evaluated | | | | No End Date (Continuous) |

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| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | In order to support the transition of the Teacher Regulation Branch to the Ministry of Education, 13 new servers added in 2012, 11 of which were virtual servers. | One server to be moved to virtual in 2013. Majority of remaining servers are used to support Oracle and Filemaker Pro, which are not supported on virtual servers. | 2010 | 2014 |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy | Ongoing/In Progress | Continued amalgamation of printing and fax services to centralized MFD's on each floor as part of LWS. Further 4 printers eliminated, 3 MFD's, and 11 fax machines. All fax machines now eliminated from Ministry. | Adopting "pull printing" or Managed Print Services. Documents can be printed on any printer from wireless devices (Ipads, cell phones), but all printing will only be accessible by entering a code at the printer of choice. Planned further reduction from 24 printers down to 14. | 2011 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Ongoing/In Progress | Printers/MFD's are set to auto-sleep after 2 hours. No copiers in Ministry. Eliminated remaining standalone fax machines in Ministry. | Moving to Managed Print Services in 2013. | 2008 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Completed (in Reporting Year) | Completed Leading Workplace Strategy initiative to reduce carbon footprint of Victoria offices of Ministry of Education. Did not renew leases for 2 office spaces--all Victoria staff now located in 620 Superior Street. | | 2011 | 2012 |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | All staff have completed minimum training in collaborative software tools. A committee developed quick reference guides, hints and communication strategies to help to promote these tools. As part of LWS, the addition of TV screens, smart screens, and the issuance of laptops have all contributed to the culture of paperless meetings. Staff working in Vancouver as well as staff that are mobile are used to attending meetings via Live Meeting to stay informed of current events and issues in Ministry. | Staff continue to try to master Live Meeting and realize the benefits where it supports mobility. Staff are encouraged to refresh training whenever needed. | 2010 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | Ministry has installed large TV monitors in most meeting rooms as part of the LWS, to encourage sharing documents, discussions, and presentations through electronic means. Most staff (approximately 70%) have laptops and are mobile, further promoting paperless meetings.<br><br>Staff have also received additional training in 2012 on the use of One-Note, to reduce the reliance on using notebooks for meetings. | Ongoing training available on One-Note. | 2008 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | Staff currently use Sharepoint, Groove and LANs to store and share documents. Staff are all trained in the use of electronic document storage options, and the best use of each model. LWS has encouraged staff to move to electronic record storage to eliminate the need to carry around or store paper copies in an open and mobile work environment. | Ministry is adopting E-TRIM in 2013 to move to full electronic filing systems. Sharepoint sites are being reviewed to consolidate and better manage documents and useage. | 2008 | 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 30% post-consumer recycled paper | Ongoing/In Progress | 326 packages purchased, or 18% of total paper purchased. 300 packages of this paper purchased by mistake (instead of usual | Review requirements, and encourage Vancouver offices to purchase only 100% recycled. | 2008 | No End Date (Continuous) |

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| | | 100% recycled). Remaining 30% recycled paper purchased is due to requirements of Minister's office and government standards for ministerial correspondence. | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 1534 packages of 100% recycled paper purchased, or 82% of total purchased. Paper purchases are centralized in Victoria office, now that Ministry is all in one building. Vancouver offices purchase own paper. | Return to standard practice of purchasing only 100% recycled paper whereever possible, while reducing overall number of packages of paper purchased. | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | All staff are expected to use double sided printing where ever possible. Instructions have been posted, and this behaviour is well engrained in Ministry culture. | Managed Print Services will provide further printing reduction strategies. | 2008 | No End Date (Continuous) |