# Ministry of Advanced 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 |
|---|---|---|---|---|---|
| **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 close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | Encouraged as part of the Hibernation Challenge. | Continue to encourage as part of the Hibernation Challenge. | 2010 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Not Yet Evaluated | | | | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | Promoted through posters and whiteboard messages during this year's Hibernation Challenge. | Continue to promote through Hibernation Challenge. | 2010 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Continued to encourage people to turn off lights when they leave rooms through signs and stickers. | Label the light switches so that people can selectively turn on and off the lights.<br><br>Continue to encourage people to turn off lights when they leave rooms. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Not Yet Evaluated | | | | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | All servers, except two, were moved to the Kamloops data center. | Continue the exploration of virtualization options that meet the ministry's needs, while balancing security and performance mandates. | 2009 | 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 | The ministry does not replace standalone printers or fax machines when they retire. | To be considered as part of SharedServices BC's printer renewal strategy. | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | In Development | On hold. To be considered as part of SharedServices BC's printer renewal strategy. | To be considered as part of SharedServices BC's printer renewal strategy. | 2011 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | As part of our Leading Workplace Strategies initiative, we consolidated Victoria staff into one existing building. This reduced our overall energy footprint, reduced leasing costs and enabled a more efficient and effective use of space. | Continue to look at ways to improve our office space utilization. | 2008 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | Thirty-five staff attended training on how to use SharePoint for the Estimates process. | Provide training to selected staff on the creation and setup of SharePoint sites.<br><br>Continue to provide opportunities for formal and informal training. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | Reduced the amount of paper taken to federal/provincial/territorial meetings by providing supplementary materials on the iPad as an e-binder. | Use e-binders available on the iPad to review the ministry's estimates material.<br><br>Explore other opportunities to use iPads and other technology to increase the use of e-binders. | 2012 | No End Date (Continuous) |

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|---|---|---|---|---|---|
| | | | | | |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | Continued to utilize electronic document libraries (e.g. SharePoint and LANs). | Continue to utilize electronic document libraries. | 2008 | No End Date (Continuous) |
| **Other Paper Supplies Actions** | | | | | |
| Shift processes to electronic methods to reduce paper use. | Ongoing/In Progress | Shifted Estimates and Transitions process to SharePoint to reduce the circulation of paper copies and allow better version control. | As part of Lean, explore ways to shift the ministerial correspondence process to electronic methods to reduce the circulation of paper documents during reviews. | 2012 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | All ledger paper was switched to 30% post-consumer recycled content. | Purchase ledger paper using at least 30% post-consumer recycled content. | 2012 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | Increased the percentage of 100% post-consumer recycled paper from 75% to 97% over the past year.<br><br>All paper purchases are now centralized and made through the Distribution Centre, which reduces the number of shipments made to the ministry. | Sustain or increase the percentage of paper purchased containing 100% post-consumer recycled content. | 2009 | 2013 |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Completed (in Previous Year) | | | | No End Date (Continuous) |

# Ministry of Advanced Education - 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 | Ongoing/In Progress | Training offered when requested by staff. | A series of training sessions are planned for LiveMeeting and the POLYCOM CX5000. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | Increased use of telepresence for Minister briefings.<br><br>Business case for travel approval requireds rationale as to why meetings cannot be done by video conference or other electronic means. | Continue to encourage virtual attendance where travel is required. | 2009 | 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) | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Not Yet Evaluated | | | | 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 | Ongoing/In Progress | The ministry continues to offer a small pool of cameras for staff to borrow. | This may be re-evaluated when the next desktop refresh occurs. | 2009 | 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 | Not Yet Evaluated | | | | 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 ministry is encouraging interested staff to sign up for other similar newsletters through LiveSmart BC and the Pacific Institute for Climate Solutions. | Continue to encourage the sharing of information about the science of climate change. | 2008 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | Provided information on conservation of water and other sustainability issues on the bulletin boards in the kitchens on each floor. | Continue to encourage staff to conserve water, energy and raw materials. | 2012 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | This year, tips were provided on the whiteboards in the stairwells during the Hibernation Challenge and Bike to Work Week. | Continue sharing green ideas through a variety of communications mediums: online, in-person and on whiteboards. | 2008 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | The Green Team participates in the ministry's orientation sessions, providing information on eco-friendly options and ways to get involved with the team. | Continued presence at orientation sessions. | 2008 | No End Date (Continuous) |

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## Actions to Reduce Provincial Emissions and Improve Sustainability

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | With the consolidation of Victoria staff into one building, we combined our three green teams into one and made sure all members felt welcome. | Continue supporting the ministry's green team. | 2008 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | A dedicated staff member provides support to the team. | Continue with dedicated staff member. | 2008 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Not Yet Evaluated | | | | 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 | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Offer staff a compressed work week | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | Promoted Bike to Work Week across the ministry. Organized a team of ten cyclists.<br><br>Provide information about showers, secure bicycle storage and lockers at orientations. | Increase participation in Bike to Work Week. | 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) |
| **Other Sustainability Actions** | | | | | |
| Provide convenient and easy to use recycling stations. | Ongoing/In Progress | Updated signs at the recycling stations on each floor to make it easier for staff to know which bin to use.<br><br>Piloting the collection and recycling of foil wrappers. | Add color coding to the recycling signs to help people remember which bins to use.<br><br>Standardize the bins across all floors.<br><br>Expand pilot of foil wrappers to all floors. Add styrofoam to our recycling program. | 2008 | No End Date (Continuous) |
| Encourage people to recycle and compost. | Ongoing/In Progress | Replaced garbage cans in meeting rooms with signs encouraging people to take their waste to nearby recycling/composting stations.<br><br>Engaged with staff to removed extra garbage cans in the east wing of the building to encourage people to take their waste to nearby recycling/composting stations. | Continue to look for ways to make it easier to compost and recycle than throw items in the garbage. | 2012 | 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, | Ongoing/In Progress | Initiated a sustainable procurement initiative to develop a policy and Lean process for the sustainable purchasing of office supplies. | Continue implementation of the sustainable procurement initiative. | 2012 | No End Date (Continuous) |

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| binders, toner cartridges, etc.) | | Held a Lean kaizen event to streamline procurement within the ministry.<br><br>Centralized the purchasing of supplies.<br><br>Pooled resources in one central location with surplus supplies stored in the basement. Began collecting up excess supplies from staff.<br><br>Developed a policy and process for choosing green products when replenishing supplies. | | | |
| 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 | Batteries are collected and sent for recycling on all floors in the ministry. Sent three full boxes away for recycling in 2012. | Continue battery recycling program. | 2011 | No End Date (Continuous) |