# Ministry of Transportation - 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)** | | | | | |
| **Behaviour change program** | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | The Fleet insurance renewal included a reminder to all operators to reduce, and if possible, eliminate, idling. Periodic reminders, with driving tips, are sent out to drivers. | The actions taken in 2012, including the sending out of driving tips and reminding vehicle operators to reduce (and if possible, eliminate), idling will continue in 2013-2014. | 2010 | No End Date (Continuous) |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Ongoing/In Progress | The Ministry has an anti-idling policy in place, and uses a variety of tools to reinforce it. This includes activities such as sending out periodic reminders to operators with driving tips and reminders to reduce (or even eliminate) idling. | To raise idling awareness, the Ministry plans to continue to send out driving tips and remind vehicle operators to reduce (and if possible, eliminate) idling. | 2010 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | In 2012, headquarters at the Ministry of Transportation and Infrastructure lead the way in encouraging carpooling in fleet vehicles by adding a second vehicle to the pool fleet. Additionally, the District offices have converted additional vehicles from "one assigned operator" to "pool" use. This has resulted in at least four vehicles being returned for disposal, and one new unit cancelled. | With respect to the second vehicle at headquarters, it is necessary to locate a parking space at headquarters (940 Blanshard St., Victoria, BC) to make it more effective. Headquarters will work on this for 2013-14. | 2012 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | In Development | Staff were encouraged to use alternatives to fleet vehicle travel through activities such as Earth Week, Target Green Streets and the Hibernation Challenge. | The Ministry of Transportation and Infrastructure's Climate Action Program will work with fleet services during events, such as Bike to Work Week, to promote alternatives to fleet vehicles, where feasible. | 2013 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | Since 2012, the Ministry no longer had control over replacement decisions of its fleet. The Ministry of Citizens' Services is responsible for this function, and has developed their own replacement formula. Additionally, the Ministry of Citizens' Services controls the budget and makes recommendations to the Ministry of Transportation and Infrastructure with respect to which vehicles they think need to be replaced. | This responsibility lies with the Ministry of Citizens' Services. | 2011 | 2013 |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | In 2012, the Ministry of Transportation and Infrastructure:<br><br>- replaced 24 light trucks (1/2 tonne and 3/4 tonne) with lighter Toyota Tacomas; and<br><br>- continued to replace Special Police Service Chevrolet Tahoes with lighter duty Speical Police Service 1/2 tonnes.<br><br>All other replacements were identical to the original vehicles - for example, it is necessary that the current 1-tonne vehicles are replaced by other 1-tonne vehicles due to the loads that need to be carried. | The Ministry of Transportation and Infrastructure will continue to review and seek opportunities to replace larger vehicles with smaller models in 2013-14. | 2012 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Fleet maintenance is an ongoing activity. This is part of the fleet manager's role. The fleet manager sends out reminders to the operators to pay attention to their mileage/time with respect to routine/scheduled maintenance. | This is an ongoing activity to help the fleet operate at its optimum. The fleet manager will continue to send out reminders. | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | In Development | In 2012, the Ministry engaged in the following to help staff reduce | In 2013-14, the Ministry plans to enact the following to help staff | 2010 | No End Date |

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| | | energy use through "workstation tune-ups":<br><br>- The Ministry encouraged this activity generally through green activities, such as Earth Week and participation in the Hibernation Challenge. | reduce energy use through workstation tune-ups:<br><br>- Explore the feasibility of preparing a "do-it-yourself" guide to help staff assess the energy efficiency of their workstations, with tips that can help them reduce energy use;<br><br>- Prepare a communications plan to help staff implement a workstation tune-up. | | (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | In 2012, the Ministry engaged in the following steps to ask staff to unplug electrical equipment or switch off power bars when not in use:<br><br>- During Earth Week 2012, the Ministry collaborated with WSI, our building management partners, to set up a display to educate staff on ways to engage in green behaviours at work. One of the actions was to ask staff to unplug electrical equipment when not in use. | In 2013-14, steps planned to ask staff to unplug electrical equipment when not in use are:<br><br>- The Ministry will develop a challenge that will recognize those who unplug electrical equipment or switch off power bars when not in use.<br><br>- The Ministry will continue to look for opportunities, including, but not limited to, Earth Week, to promote these behaviours. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | In 2012, the Ministry took the following steps to encourage staff to close blinds at the end of the work day to reduce heating and cooling demands:<br><br>- The Ministry participated in the Hibernation Challenge in 2012 (November), which included asking staff to remember to close the blinds (where feasible) at the end of the work day;<br><br>- Reminders were included in internal communications material, such as emails and the staff newsletter (RoadRunner). | In 2013-2014, the Ministry has the following steps planned to encourage staff to close the blinds at the end of the work day:<br><br>- The Ministry will explore the feasibility of designing and distributing reminders (in the form of printable signs/stickers) to staff to close the blinds at the end of the work day;<br><br>- The Ministry will take advantage of opportunities, such as, but not limited to, Earth Week, to communicate this to all staff through internal communications channels;<br><br>- The Ministry will explore the possibility of developing a challenge amongst staff to encourage them to close the blinds at the end of the work day. | 2009 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | In Development | Staff use the air dry setting setting on a majority of dishwashers throughout the 106 ministry offices. | The Ministry will encourage staff who use the remainder of dishwashers (that are not yet on air dry) to switch to the air dry setting. This will be done during events such as Earth Week and the Hibernation Challenge. | 2011 | 2013 |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | In 2012, the Ministry incorporated tips into internal communications related to saving energy in the office while working outside of regular business hours. | In 2013-2014, the Ministry will undertake the following activities to provide tips on saving energy in the office while working outside regular business hours:<br><br>- The Ministry will provide tips through internal communications, during events such as Earth Week and the Hibernation Challenge; | 2009 | No End Date (Continuous) |

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| | | | - The Ministry will build upon preliminary work completed and research best practices for energy savings while working outside of regular office hours and develop tips that can be incorporated into internal communications for all staff (in the event that there are occasions when staff are required to work outside of regular office hours). | | |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | In 2012, the Ministry of Transportation and Infrastructure engaged in the following activities to use stairs instead of the elevator:<br><br>- During Earth Week, the Ministry partnered with our property management partners, WSI, to set up a table to hand out a variety of climate-action materials to all staff at headquarters. These included tips related to the energy savings from taking the stairs instead of the elevators.<br><br>- The Ministry participated in the Hibernation Challenge (November 2012), in which all staff were encouraged to sign a place to commit to energy-saving behaviours. One of the options was to commit to using the stairs instead of the elevators.<br><br>- Through internal communications, such as the staff newsletter (RoadRunner) and email distribution lists, staff are encouraged to take part in using the stairs instead of the elevator. | The following steps are planned to continue to encourage staff to take the stairs instead of the elevators:<br><br>- The Ministry will continue to incorporate this messaging into all climate and health-related activities.<br><br>- The Ministry will explore the possibility of designing and placing posters to encourage staff to take the stairs in offices across the province.<br><br>- The Ministry will continue to seek out opportunities to promote the benefits of taking the stairs, both from an energy-use and from a health-benefits standpoint. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | In 2012, the Ministry of Transportation and Infrastructure engaged in the following to remind staff to turn off lights:<br><br>- During Earth Week, the Ministry set up a table to promote energy-saving behaviours. This included handing out climate-action materials, including a list of 10 reminders for saving energy at work. One of these reminders pertained to turning off lights.<br><br>- There are stickers beside light switches in common areas, such as lunch rooms, to remind staff to turn off the lights when leaving the room. | Steps planned for 2013-2014 to provide reminders to staff to turn off lights:<br><br>- The Ministry will undertake an inventory to help identify additional places within Ministry offices that would benefit from these reminders.<br><br>- The Ministry will explore additional ways to more prominently display reminders to turn off the lights. | 2009 | No End Date (Continuous) |
| Promote hot water conservation | In Development | During Earth Week 2012, the Ministry collaborated with our property management partners, WSI, to promote energy conservation in the workplace. One of the areas that staff were encouraged to be cognizant of was hot water conservation. | In 2013 and 2014, the Ministry will include hot water conservation in communications during events such as Earth Week and the Hibernation Challenge. | 2012 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | The Ministry of Transportation and Infrastructure continues its server virtualization in support of SSBC's Virtualization and Migration Project. In 2012, seven Ministry servers were virtualized. | The Ministry plans to have 80 per cent of the Ministry's servers virtualized by the end of 2013. An additional five to ten per cent of Ministry servers will be virtualized in 2014. | 2010 | 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 removed the majority of stand-alone printers and/or fax machines and installed multi-functions as part of a print-management strategy in 2010 and 2011. | The Ministry plans to continue this initiative into 2013 and 2014. That is, when a stand-alone printer requires repair or replacement, consideration will be given to replace the printer with a multi-function | 2010 | No End Date (Continuous) |

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| | | The initiative continued in 2012. When a stand-alone printer required repair or replacement, consideration was given to replace the printer with a multi-function device. | device.<br><br>Additionally, a managed print service will be rolled out in 2013-2014, such that all print jobs will not automatically be printed until released by a user. This will help reduce the Ministry's overall paper use and carbon footprint. | | |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | In Development | The majority of the Ministry's printers, fax machines and/or multi-function devices had auto sleep settings applied in 2010 and 2011.<br><br>In 2012, new printers, fax machines and/or multi-function devices that were acquired had software installed which applies auto-sleep settings. | In 2013 and 2014, any new printers, fax machines and/or multi-function devices will have software installed which applies auto-sleep settings. | 2010 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | The Ministry of Transportation and Infrastructure completed a Leading Workplace Strategies project at headquarters (940 Blanshard St., Victoria), which increased the number of staff that could be accomodated from 46 to 65 (with the same total floor area). | The Ministry will continue to look for other opportunities in offices througout the province to reduce the square metres of office space used per employee. | 2011 | 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 | In 2012, staff at the Ministry of Transportation and Infrastructure were invited to attend Lunch and Learn session and formal training in the use of collaboration tools.<br><br>For example the Transportation Policy Branch uses a SharePoint site for correspondence, such as Briefing Notes and to record vacation schedules to reduce paper use. | In 2013 and 2014, efforts will continue to encourage staff to attend learning sessions and participate in self-study on the use of collaboration tools and SharePoint sites. | 2010 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | In Development | In 2012, the Ministry started to undertake a review of best practices for holding paperless meetings and presentations. | In 2013 and 2014, the Ministry will build on the review that began in 2012 by doing the following:<br><br>- The Ministry will draft best practice guidelines and after document is approved, electronically distribute them to all staff.<br><br>- Admininstrative staff will be encouraged to remind staff not to print handouts (e.g. agendas) for events such as staff meetings. | 2012 | 2014 |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | The Ministry has created a number of SharePoint, Intranet and Internet sites for filing common documents. The Ministry also continued to use TRIM as an electronic document management tool. | For 2013 and 2014, the Ministry's Information Management Branch will continue to encourage and support business units using TRIM as part of an ongoing records management strategy. In addition, IMB staff will continue to develop, support and maintain SharePoint, Intranet and Internet sites for filing and sharing common documents. | 2009 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | In the Ministry of Transportation and Infrastructure, each work unit/district office is responsible for ordering its own paper. | Some of the personnel responsible for ordering paper for their area noted that, in 2012, they ordered virgin (ie. non-recycled) paper as | 2010 | No End Date (Continuous) |

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| | | Budgetary constraints have necessitated that work units be more cognizant of the bottom line - most work units reported that they purchased the recycled paper that offered the best value (among all available options). Thirty percent post-consumer recycled paper is the most commonly-ordered type. | this represented the best value for the work unit's budget. However, when the Ministry's "Sustainable Procurement Policy for Office Products" was brought to their attention, personnel responded by saying that they would try to procure recycled paper. Given this, the Ministry will make all staff who are responsible for ordering paper aware of all pertinent procurement policies in 2013 and 2014. | | |
| Purchase 40% post-consumer recycled paper | Ongoing/In Progress | Many work units reported that the cost of 40% post-consumer recycled paper was much higher than the cost for 30% post-consumer recycled paper. Being congnizant of the increase in cost for a marginal increase in recycled content, paper with forty percent post-consumer content was only ordered in rare circumstances. | No one reported on specific steps planned specific to the purchase of 40% post-consumer recycled paper. However, there are some staff who order paper who noted they will look for opportunities to increase the amount of recycled paper that is ordered. The Ministry will ensure that all personnel responsible for ordering paper are made aware of all pertinent procurement policies. | 2010 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | In 2012, two offices/work units within the Ministry of Transportation and Infrastructure ordered exclusively 100% post-consumer material. However, a number of other staff commented that the cost for ordering 100% recycled paper can be prohibitive. | There were no actions that pertained solely to the purchasing of 100% post-consumer recycled material; however, some work units commited to increasing the overall percentage of recycled paper that they order. Additionally, in 2013-2014, the Ministry will ensure that all staff responsible for ordering paper is made aware of all pertinent procurement policies. | 2010 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | A majority of printers and multi-function devices capable of double-sided printing are set to print double sided. In 2012, all new printer and multi-function devices acquired were set to print double sided. | Any new printer and multi-function devices acquired in 2013 and 2014 will be set to print double sided. | 2010 | No End Date (Continuous) |

# Ministry of Transportation - 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 | In 2012, training in the use of web-conferencing was provided on an 'as requested' basis. Additionally, Quick Reference guides are available on the Ministry's Intranet site for all staff to access. | In 2013 and 2014, training will continue to be provided on an 'as requested' basis, and consideration will be given to providing additional web-conferencing training as part of an overall awareness program for Upgrade 3.0 (workstation refresh). | 2011 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | In 2012, the Ministry experienced budgetary restraints, which meant that staff were forced to attend some events virtually.<br><br>Individual work units reminded staff to seek out opportunities for virtual attendance. | The Ministry will continue to encourage individual work units to remind staff to seek opportunities for virtual attendance. | 2012 | No End Date (Continuous) |
| Encourage carpooling to meetings | In Development | Within the Ministry of Transportation and Infrastructure, there were informal mechanisms to encourage carpooling to meetings. For example, if two staff members were going to be attending the same meeting (or at least at the same location at approximately the same time) they may agree to carpool there. | The Ministry will explore options and develop messaging to encourage staff to choose carpooling where feasible. This will ensure a more "cohesive" message to all staff. | 2010 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | In Development | The Ministry of Transportation and Infrastructure undertook an inventory of actions that other public-sector organizations do to encourage alternative travel to meetings. | The Ministry of Transportation and Infrastructure will develop messaging and broadcast it to all staff to encourage them to cycle, walk or take the bus to meetings, where feasible.<br><br>Where feasible, the Ministry will provide tools to simplify the decision for an employee to choose an "alternative travel" option in 2013-14. For example, administrative staff may have bus tickets on hand to enable staff to use public transit, where practicable, to travel to a meeting. | 2012 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | Toward the end of 2012, the Ministry of Transportation and Infrastructure started to review the 2011 emissions based on its travel patterns. | In 2013-2014, the Ministry will undertake the following to develop a low-carbon travel policy or a travel reduction goal:<br><br>- The Ministry will conduct an in-depth examination the previous years' travel data (i.e. Smarttec) to develop recommendations to executive for developing a low-carbon travel policy or travel reduction goal. | 2013 | 2014 |
| **Virtual meeting technology** | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Ongoing/In Progress | The vast majority of Ministry workstations have SSBC support web-conferencing software installed. When other web-conferecing software is required, primarily for vendor/consultant presentations, it is installed in a timely manner through the Information Management Branch. | In 2013 and 2014, as part of Upgrade 3.0, all Ministry workstations will be refreshed and supplied with the very lastest web-conferencing software. | 2010 | No End Date (Continuous) |
| Make desktop web-cameras available to staff | In Development | There were several initiatives at the Ministry of Transportation and Infrastructure that made desktop web-cameras available to staff. These included draws and Public Service Week activities. | In 2013 and 2014, as part of Upgrade 3.0, and the Ministry's commitment to Leading Workplace Strategies (LWS), mobile devices (laptops and tablets), complete with web-cameras, will be provided to approximately half of the Ministry's staff. | 2012 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | In Development | The Ministry of Transportation and Infrastructure installed video-conferencing units in meeting rooms and mobile video-conferencing | In 2013 and 2014, additional video-conferencing equipment will be installed as warranted. | 2010 | No End Date (Continuous) |

## Actions to Reduce Provincial Emissions and Improve Sustainability

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | | units were made available to staff. By the end of 2012, 60 percent of meeting rooms have access to video-conferencing equipment. | | | |
| **Other Sustainability Actions** | | | | | |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | As the Ministry of Transportation and Infrastructure does not have a formal telework policy, individual work units can make their own arrangements for its staff. For example, in 2012 the Transportation Policy Branch implemeted a management, teleworking-day pilot. | Individual work units will continue to have the latitude to make telework arrangements with staff. | 2008 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | In 2012, the Ministry of Transportation and Infrastructure organized and encouraged staff to participate in the following activities:<br><br>- Bike to Work Week;<br>- Commuter Challenge, organized by Better Environmentally Sound Transportation (a Vancouver-based non-profit organization); and<br>- Target Green Streets.<br><br>All these activities encouraged staff to commute to and from work by foot, bicycle, carpool and public transit | The Ministry will continue to organize activities to highlight the benefits of commuting by foot, bicycle, carpool or public transit. | 2012 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | Several Ministry offices offer showers and lockers for those who commute by bicycle or by foot. | Showers will be considered in any new office space. | 2008 | No End Date (Continuous) |
| Provide secure bicycle storage | Completed (in Reporting Year) | Some Ministry buildings have secure bicycle storage facilities for staff who commute by bicycle. | | 2008 | 2012 |
| **Procurement (non-paper supplies)** | | | | | |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Ongoing/In Progress | The Ministry has a procurement policy that includes standards for goods that are replaced infrequently and/or may require capital funds. | The Ministry will ensure that all staff responsible for procurement be made aware of all pertinent procurement policies for goods that are replaced infrequently and/or may require capital funds. | 2011 | No End Date (Continuous) |