# Ministry of Environment - 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 | MOE staff were encouraged to partake in the online reduce your carbon footprint "DriveSmart Training" | Staff will continue to be encouraged to take the DriveSmart training. | 2009 | 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 | Regional offices have posted materials to enhance awareness of the Idle Free BC policy, including posters developed in office and Idle Free BC signs purchased from the Idle Free BC program | Staff will continue to be encouraged to promote the anti-idle policy and use the Idle Free Toolkit on the "Being Green website" | 2009 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Staff are encouraged to look at other forms of commuting to work through the annual "Target Green Streets" initiative. | Target Green Streets is a gov't-wide initiative that will be continuing in order to encourage and educate staff about other forms of transport to work. | 2011 | No End Date (Continuous) |
| **Other Mobile Fuel Combustion Actions** | | | | | |
| Evaluate emissions to target areas for reductions. | Ongoing/In Progress | CAS has begun evaluating the ministry CO2 emissions to see where emissions are coming from and how we can best reduce these emissions in a manner that will give us the most "bang for our buck" i.e. the most reductions for the least cost. | Emissions evaluation will be an ongoing and continuous part of the Carbon Neutral Government program for the ministry in order to inform the sources of our emissions and identify where reduction activities should be targeted. | 2012 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | Vehicle replacements are hybrid unless not suitable | Vehicle replacements are hybrid unless not suitable | 2009 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | Aside from hybrids (above), no other alternative fuel replacements occured<br><br>Start year 2007 | If vehicle replacements occur they will be replaced with alternative fuel models where appropriate | 2008 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Fleet vehicles are maintained according to a schedule<br><br>Start year 2007 | Fleet vehicles will continue to be maintained according to a schedule | 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 | Staff have been encouraged to complete workstation tune-ups | Staff will continue to be encouraged to complete workstation tune-ups. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | The Hibernation Challenge took place again in November and December 2012 | Staff will be encouraged to unplug electrical equipment or switch off power bars when not in use as part of the annual Hibernation Challenge | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | The Hibernation Challenge took place again in November and December 2012 | Staff will be encouraged to close blinds at the end of the work day to reduce heating/cooling demands as part of the annual Hibernation Challenge | 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 | Task lights have been provided for use after-hours and Easy Green guides were released on after-hours work | Continue to promote Easy Green guide | 2009 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In | Signs have been posted to encourage staff to take stairs where | Continue to promote the stairs as an alternative to the elevator. | 2009 | No End Date |

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|---|---|---|---|---|---|
| | Progress | possible | | | (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | The Hibernation Challenge includes a challenge for staff to turn off their lights. The Easy Green guide to After-Hours Work also includes instructions to turn off lights at the end of the work day | The Hibernation challenge will continue to encourage staff to turn off their lights | 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 | Multi-function devices replaced stand alone machines for offices where budgets were available | Replacement of stand-alone devices with multi function devices will be subject to budgetary considerations and the MOE Sustainable Procurement Policy | 2008 | No End Date (Continuous) |
| **Other Stationary Fuel Combustion** | | | | | |
| Evaluate emissions to target areas for reductions | Ongoing/In Progress | CAS has begun evaluating the ministry CO2 emissions to see where emissions are coming from and how we can best reduce these emissions in a manner that will give us the most "bang for our buck" i.e. the most reductions for the least cost. | Emissions evaluation will be an ongoing and continuous part of the Carbon Neutral Government program for the ministry in order to inform the sources of our emissions and identify where reduction activities should be targeted. | 2012 | 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 | MOE Victoria offices use sharepoint for electronic editing and file sharing. | Will continue to use Sharepoint as standard practise. | 2010 | No End Date (Continuous) |
| **Other Paper Supplies Actions** | | | | | |
| Evaluate emissions to target areas for reductions. | Ongoing/In Progress | CAS has begun evaluating the ministry CO2 emissions to see where emissions are coming from and how we can best reduce these emissions in a manner that will give us the most "bang for our buck" i.e. the most reductions for the least cost. | Emissions evaluation will be an ongoing and continuous part of the Carbon Neutral Government program for the ministry in order to inform the sources of our emissions and identify where reduction activities should be targeted. | 2012 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | The Ministry Sustainable Procurement Policy directs staff to make sustainable purchasing decisions, including paper purchases<br><br>Start year 2007 | MOE Sustainable Procurement Policy encourages staff to increase purchasing of post-consumer recycled content products | 2008 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | In 2008 MOE Executive endorsed and directed staff to purchase 100% post-consumer recycled paper for all its printer and copier paper | MOE Sustainable Procurement Policy continues to support this shift and exapnd it to other procurement efforts and paper reduction initiatives | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | Victoria offices have implemented double-sided printing as standard practice | Will utilize regional Green Teams to enable all regional offices to implement double-sided printing as standard practice. | 2009 | No End Date (Continuous) |

# Ministry of Environment - 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) | Ongoing/In Progress | The ministry promotes alternative forms of transportation to meetings and work in general, via annual campains such as Target Green Streets (Sept 2012) and Bike to Work week (May 2012). | The ministry will continue to participate in Bike to Work week as well as promote alternative methods of commuting to work. The means for this may include larger initiatives to reduce ghg emissions from driving by encouraging public transit and other forms of transportation. | 2009 | No End Date (Continuous) |
| **Other Business Travel Actions** | | | | | |
| Encourage staff to use "green" accommodations where appropriate. | Ongoing/In Progress | The MOE Sustainable Procurement policy directs staff to stay in Green-Key certified hotels where available and appropriate. | Regional office policy sessions will continue to be held to increase staff awareness and compliance with the Sustainable Procurement policy | 2009 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | The MOE Sustainable Procurement policy directs staff to achieve the lowest carbon emissions possible while travelling by assessing method of travel and accommodation | Regional office policy training sessions will be held to increase staff awareness of and compliance with the Sustainable Procurement policy | 2009 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Ongoing/In Progress | Victoria staff all have access to Live Meeting | Need to assess regional offices to see how many staff currently have access to Live Meeting. | 2009 | No End Date (Continuous) |
| Make desktop web-cameras available to staff | Ongoing/In Progress | There are three Round Table web cameras for MOE use in Victoria which can be booked by staff through Outlook. There is also a Live Meeting room at 2975 Jutland Rd. | Need to assess regional offices to see where video-conferencing is needed. Purchases will be dependent on budget. | 2008 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | There are three Round Table web cameras for MOE use in Victoria which can be booked by staff through Outlook. There is also a Live Meeting room at 2975 Jutland Rd. | Need to assess regional offices to see where video-conferencing is needed. Purchases will be dependent on budget. | 2010 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Other Education, Awareness, and Engage** | | | | | |
| Events to celebrate and create awareness on Earth Day | Ongoing/In Progress | MoE locations in Victoria have an annual "clean-up" along Cecilia Creek to highlight Earth Day. Garbage is picked up by ministry staff and collected for disposal and recycling.<br><br>MoE also introduced a new battery recycling program for all Victoria offices at this time. | The Cecilia Creek clean-up is an annual and on-going activity. Recycling initiative will be expanded and improved where possible. | 2011 | No End Date (Continuous) |
| Screening and disccussion around "Clean Bin Project" | Ongoing/In Progress | In 2012 CAS put on a screening of the film the "Clean Bin Project" to look at how lifestyle changes can greatly reduce the amount of | CAS will continue to facilitate events such as this where appropriate. | 2011 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | | garbage we create and how to overcome excessive consumption. This was attended by staff from several ministries. | | | |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | Energy efficiency training sessions have been held across the province which are open for all government staff. | Energy efficiency training has continued into 2013 and may be extended further. | 2008 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | Green tips information is now available in a number of locations including: MOE LiveSmartBC.ca, the "Climate Action Leaders Community" @ livesmartbccommunity.ca and the BC Government @work site (Wikilumbia, Green Initiatives) @ gww.gov.bc.ca/wiki/topic/99. | Continue to increase the amount of information online, especially on the Climate Action Leaders Community website. | 2011 | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | MOE now has a dedicated Green Team lead as well as regional Green Team members in some regional offices. Green Teams are responsible for promoting events such as as sweater day, target green streets, recycling initiatives, Earth Day events, hibernation challenge and clean air day. | Continue to ensure a strong presence within the ministry by having firmly established Green Teams in Victoria as well as regional offices | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | Employees have the option to arrange a telework/work from home agreement with the support of their supervisor. A Telework Toolkit is available to all BC Public Service employees. | Continue to provice the Telework Toolkit to all BC Public Service Employees. | 2008 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | Union employees have the opportunity to establish a "flex" schedule with the support of their supervisor. | Continue to offer the "flex" schedule option with the supports of supervisors. | 2008 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | Target Green Streets is an annual campaign designed to get staff thinking about how they travel to/from work and how to have a more sustainable commute. | Staff will continue to be encouraged to commute by foot, bicycle or public transit through the Target Green Streets campaign. | 2009 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | Some offices have shower factilities for staff, but not all. | Identify locations which do not have shower facilties and evaluate the need for such facilities. | 2009 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | Victoria buildings have secure storage - not all regional offices do. | Identify which offices do not have secure storage and evaluate the need for such facilties. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| MoE initiative to improve the quality of our internal recycling. | Ongoing/In Progress | In 2012 a new recycling commitee was struck to improve the quality of recycling at Victoria offices. It was found that a lack of education was causing some contamination fo recycling so an evaluation was undertaken resulting in better information being provided to | The recycling commitee will continue to monitor recycling and provide information as needed to ensure it is done properly. | 2012 | No End Date (Continuous) |

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|---|---|---|---|---|---|
| | | education staff on how to recycle. | | | |
| **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.) | Ongoing/In Progress | MoE Sustainable Procurement Policy is in place since 2011 and encourages green procurement for all supplies where possible. | Sustainable Procurement Policy will continue to be used where appropriate for all ministry procurement. | 2010 | 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.) | Ongoing/In Progress | MOE Sustainable Procurement Policy has been followed for purchases of new equipment in 2011 | Sustainable Procurement Policy will continue to be followed for procurement. | 2010 | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |
| Implement a hazardous waste reduction and disposal strategy | Not Yet Evaluated | | | | No End Date (Continuous) |