

CARBON NEUTRAL ACTION REPORT 2013 – SMALL EMITTERS FORM

[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes Co2e in the 2012 reporting year, which as a group, equals less than 1% of all PSO emissions]

Organization Name

Industry Training Authority

Contact name

Natalia Dumitrescu

2013 Total Emissions (from SMARTTool homepage)

38 Tonnes

2013 Total Emissions for Offsets (from SMARTTool homepage)

38 Tonnes

Changes to previous years emissions (if applicable – SMARTTool homepage)

N/A

Over or Underpayments held by PCT (if applicable – from May 15 Invoice)

N/A

Total Offsets Purchased for 2013 (from May 15 Invoice)

38 Tonnes

List the top three actions taken by your organization in 2013 to reduce GHG emissions and/or improve sustainability

Action

1. In 2011, ITA launched the re-assessment of its sustainable procurement practices, benchmarking them against best practices in order to identify gaps and prioritize next steps. ITA continued in 2013/2014 to engage suppliers through dialogue offered voluntarily by procurement at ITA in consideration of sustainability. This is an ongoing process.

2. In 2011, ITA started the implementation of a new system that would enable the delivery of standard electronic examinations to apprentices. It is anticipated that over 95% of ITA's written exams will be administered online by the end of the project. This process is ongoing until 2017.

3. In 2013/2014, ITA rolled out the Office Improvement initiative consisting in two activities for this year: reduce office

space (square meters) per employee and installation of an audio-visual communication system which shuts down automatically between 5pm and 7am. The initiative is ongoing.

Describe Plans your organization has for continuing to minimize your GHG emissions

ITA plans to continue with the actions initiated since 2011 and start new actions towards carbon neutrality such as:

- Behaviour change program (encourage staff to hold paperless meetings or presentations, increase awareness through education to promote use of shared drives, provide reminders for energy savings);
- Continue the implementation of sustainable procurement practices (implement procurement processes that reduce use of paper requisitions, enhance procurement collaborations with the Province and other government departments and agencies)

Executive Sign-off

Name

(print):

SUE THOMAS

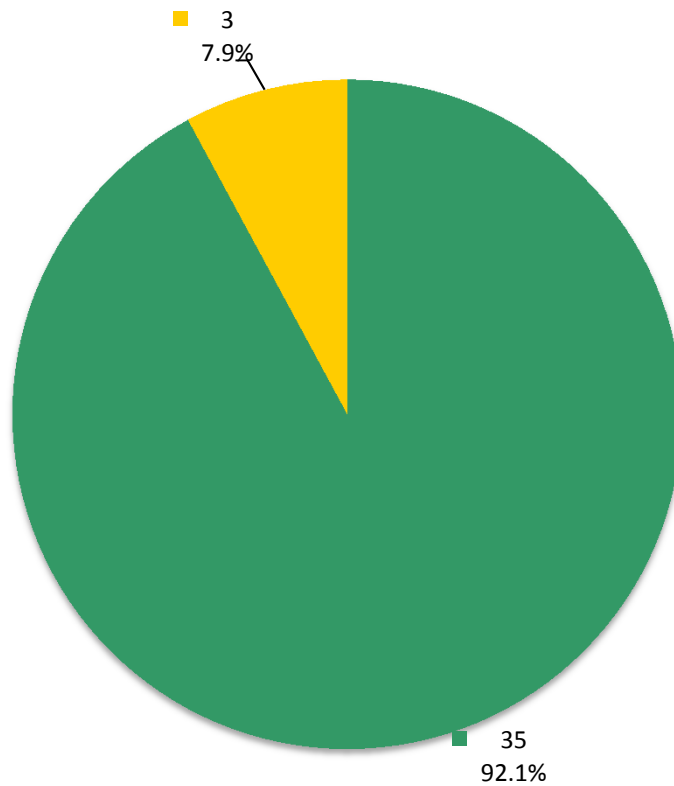
Date:

28 APRIL 2014

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**Industry Training Authority
Greenhouse Gas Emissions by Source
for the 2013 Calendar Year (tCO₂e*)**



Total Emissions: 38

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity ■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2013 (Generated May 21, 2014 2:07 PM)

Total offsets required: **38**. Total offset investment: \$950. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.