

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

Private Career Training Institutions Agency
PCTIA

Contact name

Nadia Stefyn

2013 Total Emissions

3 tonnes

2013 Total Emissions for Offsets

3 tonnes

Changes to previous years emissions (if applicable)

0

Over or Underpayments held by PCT (if applicable)

N/A

Total Offsets Purchased for 2013

3 tonnes

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

Action
Paper: Officially launched the PCTIA Paperless Office program. Notified stakeholders that the Agency's preferred communication method is electronic. Began revising forms into electronic versions which will be accepted in place of mailed hardcopies. Agency began assessment of payment options to encourage electronic payments over cheques. Staff encouraged to collaborate on documents through SharePoint and file electronically. Meetings 95% paperless (use of laptop/projector instead handouts). Printer default set to double-sided black and white where printing is unavoidable. Utilizing email instead of courier where possible.
Travel: 52% of staff take transit or walk to work. Managerial staff have option of working from home. Staff encouraged to conduct and attend more webinars and teleconferences (in place of in-person meetings). Where travel is required, multiple meetings are booked to minimize travel. Agency applying for Zipcar membership for staff requiring travel for meetings and site visits.
Recycling and conserving energy: Composted through Growing City organic waste pick up: 240kg of organic waste was diverted from landfill. Staff continued recycling paper and plastic. Staff reminded to print only when necessary. Used reusable dishes during catered meetings. Staff reminded to turn off lights, computers and other electronics when not in use. New staff provided with sustainability education during orientation.

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

PCTIA will continue minimizing GHG emissions with the listed initiatives whilst making on ongoing effort to seek and adopt new methods to further reduce the Agency's environmental footprint.
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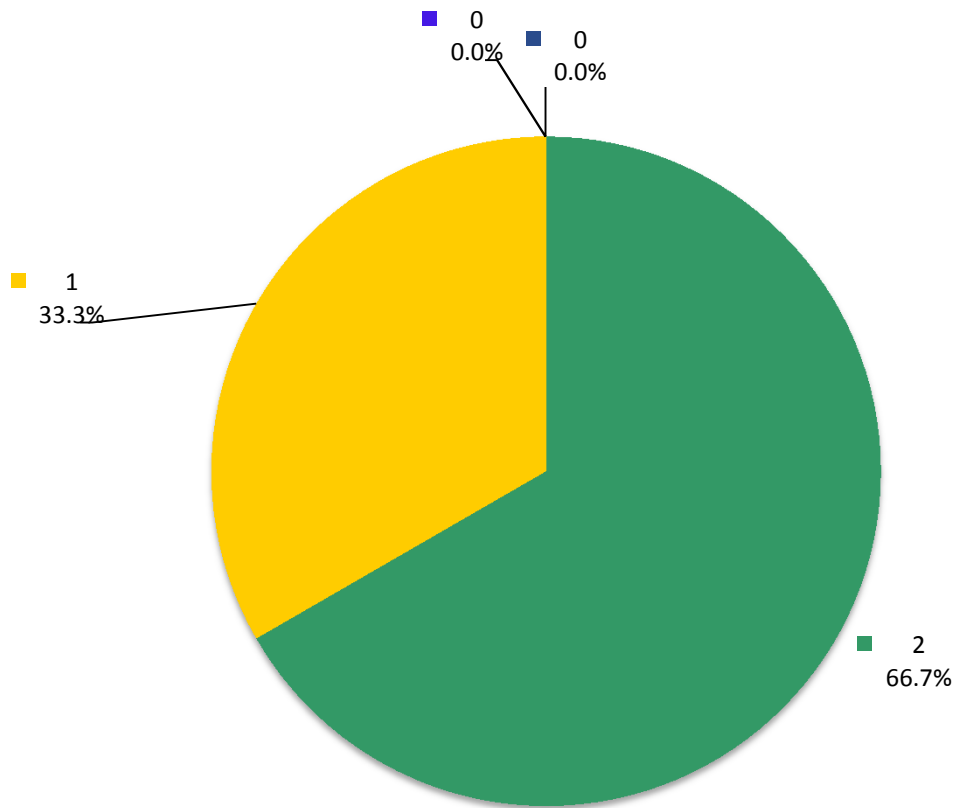
Executive Sign-off

Name Lyndon Scott
(print): Chief Financial Officer

Date: ~~May 16, 2014~~ 13 June 2014

X 

**Private Career Training Institutions Agency
Greenhouse Gas Emissions by Source
for the 2013 Calendar Year (tCO₂e*)**



Total Emissions: 3

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive Sources

Offsets Applied to Become Carbon Neutral in 2013 (Generated May 21, 2014 2:24 PM)

Total offsets required: **3**. Total offset investment: \$75. 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.