

2014 CARBON NEUTRAL ACTION REPORT- SMALL EMITTERS FORM

DUE: May 29, 2015

[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes CO₂e in the 2014 reporting year, which as a group, equals less than 1% of all PSO emissions]

Organization Name:

Industry Training Authority

Contact name:

Natalia Dumitrescu

GHG Emissions and Offsets for 2014 (TC02E)	
GHG Emissions created in Calendar Year 2014 (from SMARTool Homepage):	
Total Emissions	32 tonnes
Total Offsets	32 tonnes
Adjustments to GHG Emissions Reported in Prior Years (from SMARTool Homepage):	
Total Emissions	
Total Offsets	
Total Emissions for Offset for the 2014 Reporting Year (from SMARTool Homepage)	
Total Offsets	32 tonnes

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees do you have within your organization? 94
2. Schools, Universities and Colleges only: Number of student FTEs as of Dec 31, 2014? 0
3. What is the total amount of floor space in your organization (including occupied and unoccupied space)? Please report in square meters: 7,910.47

List the top three actions taken by your organization in 2014 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 2014/2015 to engage suppliers through dialogue offered voluntarily by procurement at ITA in consideration of sustainability. This is an ongoing process.
2. In 2014/2015, ITA expanded its facilities from 11,796 square ft. to 25,953 square ft. To minimize GHG emissions, ITA's space has been designed using high efficiency lighting, ventilation and cooling systems, increased typical life expectancy of the flooring to 18 years by using Vinyl tile to floor covering, reduced negative environmental impact by using water base paint and acquiring green furniture manufactured from recycled materials.
3. In 2014/2015, ITA has started the implementation of a wireless presentation system (BRIO) that allows presenters to attend meetings and have in-house presentations remotely. This initiative aligns with other green initiatives (ongoing since 2009), such as the employees' ability to work remotely and implementation of the VM machines in ITA's offices.

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

<p>ITA plans to continue the actions initiated since 2011 and start new actions towards carbon neutrality such as:</p> <ul style="list-style-type: none"> • Equip offices with advanced sound and heat insulation system. This initiative will be completed by end of 2015; • Continue the implementation of sustainable procurement practices; enhance procurement collaborations with the Province and other government departments and agencies. This is an ongoing initiative.
--

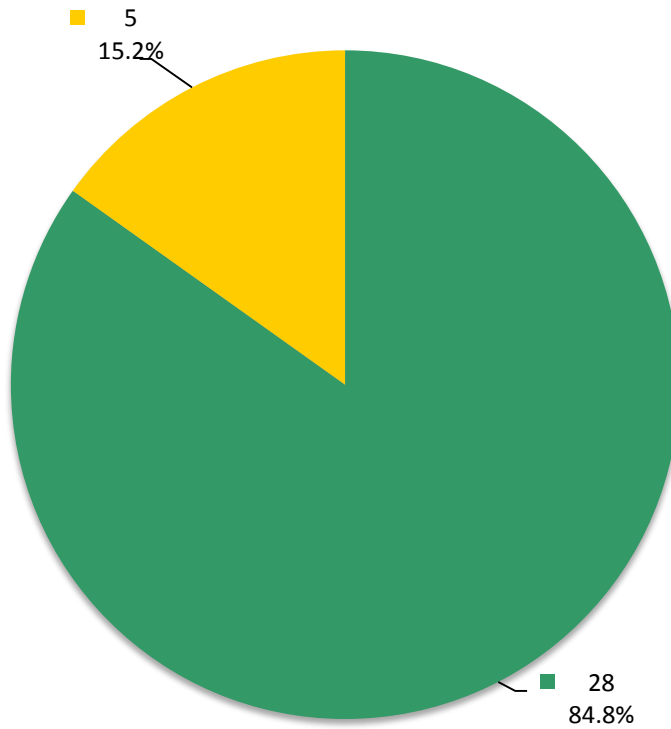
Executive Sign-off

Name: FARNAZ REAGIS / GARY HERMAN Title: CFO / CEO
 (print)

Signature: [Handwritten Signature] Date: 12-19-2015

Please scan and email the completed form to climateactionsecretariat@gov.bc.ca or fax to 250-356-7286.

**Industry Training Authority
Greenhouse Gas Emissions by Source
for the 2014 Calendar Year (tCO₂e*)**



Total Emissions: 32

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

Offsets Applied to Become Carbon Neutral in 2014 (Generated June 22, 2015 3:26 PM)

Total offsets required: **32**. Total offset investment: **\$800**. 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.