

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

Pacific Carbon Trust

Contact name

Raymond Chan, Raymond.chan@gov.bc.ca or
Raymond.chan@pacificcarbontrust.com; 250
588-9327

2013 Total Emissions

2 tCO2e

2013 Total Emissions for Offsets

2 tCO2e

Changes to previous years emissions (if applicable)

No change

Over or Underpayments held by PCT (if applicable)

N/A

Total Offsets Purchased for 2013

2 tCO2e

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

Action

- 1. Recycling and composting programs** – PCT has a full recycling program for consumable goods. We also recycle electronics at the government asset warehouse. When needed, rechargeable batteries are used. PCT also uses local bicycle-powered composting program Pedal to Petal for all organic waste.
- 2. Commuting and travel** – Staff are highly committed to bike or bus to work; and during the 2013 Bike to Work Week program made individual commitments to further increase use of public transportation, bikes or “foot power” for their daily commute. While some business travel is required, staff are encouraged to combine out-of-town meetings to minimize overall travel requirements. PCT voluntarily tracks and offsets business travel emissions, although under the GGRTA, this is not required for Crown corporations.

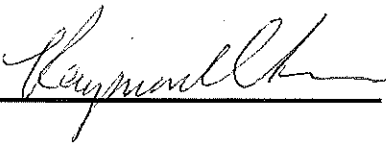
3. **Paperless office** – PCT uses laptop computers to support paperless meetings, both on- and off-site. If printing is absolutely required, paper is printed double-sided, black and white, and all paper used is 100% recycled content.

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

N/A – Pacific Carbon Trust will be closing as of March 31, 2014.

Executive Sign-off

Name Raymond Chan Date: March 6, 2014
(print): _____

X 

CARBON NEUTRAL GOVERNMENT 2013

SELF CERTIFICATION CHECKLIST

SUBMISSION DEADLINE: MAY 15, 2014

2013 Public Sector Greenhouse Gas Emissions Measurement & Reporting for

BC Carbon Neutral Public Sector Organizations subject to the *Greenhouse Gas Reductions Target Act* (GGRTA)

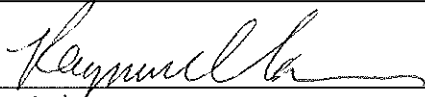
Please review the following statements and circle the most appropriate answer based on whether you agree ("Yes") or disagree ("No") with the statement in the context of the *Carbon Neutral Government Regulation* (CNGR) and the GGRTA. In the case where "No" is the appropriate response, please provide an attachment outlining the rationale and what actions will be taken to correct the situation.

1. I am familiar with requirements of the <i>Carbon Neutral Government Regulation</i> , the <i>Greenhouse Gas Reduction Targets Act</i> and the greenhouse gas measurement boundaries under the legislation.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. The personnel involved in the greenhouse gas (GHG) measurement and reporting process understand the legislation and the boundaries and have received appropriate training to fulfill their roles.	<input checked="" type="radio"/> Yes <input type="radio"/> No
3. The energy, fuel and paper consumption data collection process has been designed to capture all required source data within the CNGR reporting boundary.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. The list of the organization's GHG emission sources in each category of emissions (buildings, fleet, paper and fugitive emissions) is complete over the reporting period.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. Source data has been reviewed, assessed and reconciled for completeness and consistency in the appropriate reporting period and for reasonableness prior to upload into SMARTTool	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. The GHG measurement report generated by SMARTTool has been reviewed and assessed for reasonableness. If any unresolved issues exist, they have been brought forward to the Climate Action Secretariat and/or Shared Services BC.	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. Source data and any other support documentation have been filed and will be retained for 7 years.	<input checked="" type="radio"/> Yes <input type="radio"/> No
8. In my assessment, I have not become aware of any significant internal control weaknesses or deficiencies in the GHG measurement process that might have impacted the accuracy and completeness of the source data uploaded into SMARTTool.	<input checked="" type="radio"/> Yes <input type="radio"/> No

Signoff on reverse side – see next page

For use by organizations subject to the *Greenhouse Gas Reduction Targets Act* (2007)

As the designated representative I certify that I have personally examined, and am familiar with, the processes used to capture, compile and report data for the purposes of meeting the CNGR under the GGRTA. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information on this checklist are to the best of my knowledge and belief true, accurate, and complete.

Signature		Date	MARCH 6, 2014
Name (please print)	RAYMOND CHAN	Title	Managing Director
Organization			

Please send completed form to climateactionsecretariat@gov.bc.ca.