

2015 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2016

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year. Please fill in the required information below:

Organization Name:

Industry Training Authority

Contact name:

Natalia Dumitrescu

GHG Emissions and Offsets for 2015 (TCO2E)	
GHG Emissions created in Calendar Year 2015 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	43 tonnes
Total Offsets (tCO ₂ e)	43 tonnes
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	
Total Offsets (tCO ₂ e)	
Grand Total Offsets for the 2015 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2015)	
Grand Total Offsets (tCO ₂ e)	43 tonnes

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

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2015? 105
- Crowns & Health Authorities only: What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2015: 7,910.47 (m²)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
- How many motor vehicles did your organization own or lease as of Dec 31, 2015? 0

List the top three actions taken by your organization in 2015 to reduce GHG emissions and/or improve sustainability:

Action
1. ITA continued to engage suppliers through dialogue offered voluntarily by procurement at ITA in consideration of sustainability. This is an ongoing process applicable to all competitive procurements. In 2015/2016, ITA conducted 9 competitive procurements and engaged 31 new organizations throughout the province. ITA is represented at the Provincial Crowns Senior Procurement group and participates into various provincial collaborations.
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. Implementation of these initiatives and construction of new office space have been continued and completed in 2015/2016. Project has been completed in May 2015. ITA continues replacing the manual electric switches to the automatic models throughout its space built in 2010/2011.
3. Since 2009, ITA has started implementation of VM machines in its offices in order to enhance the employees' ability to work remotely and minimize carbon foot print. This is an ongoing process. In addition to this, during 2015/2016 ITA has also implemented Skype for business for all internal users. This will reduce the amount of travel to and from live meetings by increasing the number of virtual meetings between ITA and outside parties.

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

ITA plans to continue the actions initiated since 2009, as previously described.

Continue the implementation of sustainable procurement practices; enhance procurement collaborations with the Province and other government departments and agencies. This is an ongoing initiative.

Describe any actions your organization took during 2015 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

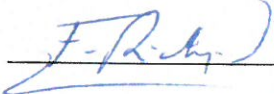
In 2015, ITA started to develop a CRM system in order to enhance communication and build electronic data base.

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *Industry Training Authority* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

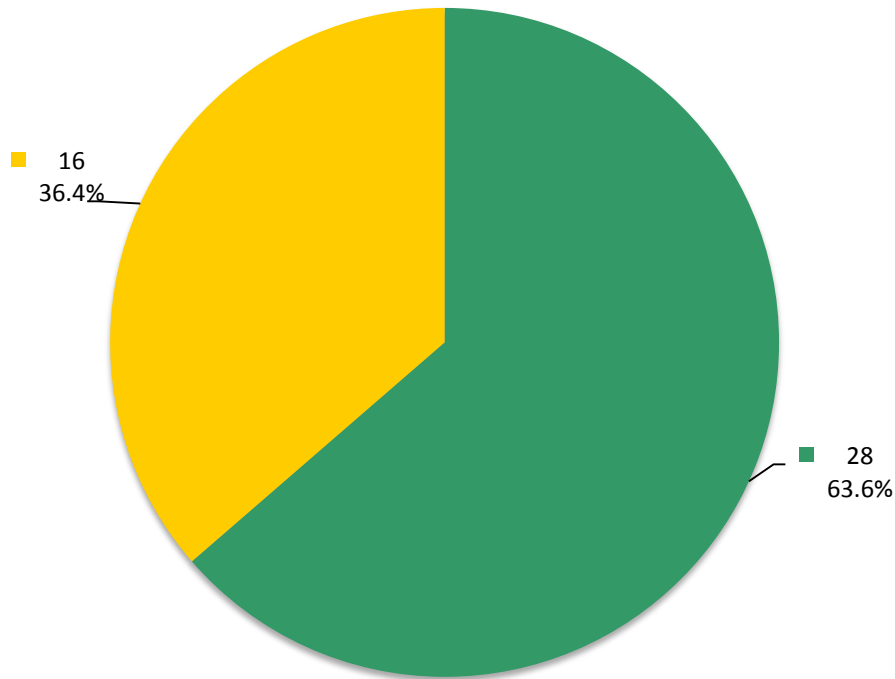
Executive Sign-off

Name: Farnaz Riahi, ^{CPA, CA}~~CGA~~ Title: CFO
(print) _____

Signature:  Date: April 11, 2016

Please scan and email the completed form to climateactionsecretariat@gov.bc.ca

**Industry Training Authority
Greenhouse Gas Emissions by Source
for the 2015 Calendar Year (tCO₂e*)**



Total Emissions: 43

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

Offsets Applied to Become Carbon Neutral in 2015 (Generated May 25, 2016 8:38 AM)

Total offsets required: **43**. Total offset investment: **\$1,075**. 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.