

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:

Private Career Training Institutions Agency of BC

Contact name:

Debbie Roche, Executive Assistant

GHG Emissions and Offsets for 2015 (TCO2E)	
GHG Emissions created in Calendar Year 2015 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	3
Total Offsets (tCO ₂ e)	3
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
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)	3

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 were part of your organization as of Dec 31, 2015? 27
2. 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: 632.94 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
4. 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
<p>1. Paper:</p> <ul style="list-style-type: none"> • Continued the PCTIA Paperless Office program. • Communicated with Institution stakeholders through electronic means (email, website, and social media). • Continued with electronic payment options (i.e. PayPal) over cheques. • Encourage all staff to collaborate on documents through SharePoint and file electronically. • Hold paperless meetings by using the Audio/Visual equipment in both boardrooms and projecting agendas and documents onto the screen. • Encourage staff to print double sided, black and white where printing is unavoidable. • Email documents instead of mailing or couriering where possible. • The Agency continues to participate in the buildings paper recycling program.
<p>2. Travel:</p> <ul style="list-style-type: none"> • 61% of staff take transit or walk to work. • Managerial staff have the option of working from home. • Video-conferencing equipment allows staff to meet with colleagues out-side of the office, without having to travel. • Where travel is required, multiple meetings are booked to minimize travel.
<p>3. Recycling and conserving energy:</p> <ul style="list-style-type: none"> • The Agency continues to compost through the building’s compost program. • 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. • Replaced lightbulbs with LED lightbulbs where possible. • Replaced old dishwasher with a new dishwasher that is Energy Star Certified.

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

PCTIA will continue minimizing GHG emissions with the listed initiatives whilst making an ongoing effort to seek and adopt new methods to further reduce the Agency’s environmental footprint.

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.)

Agency staff took part in the 2015 Great British Columbia Shake Out which helped point out any potential safety issues within the office that could be detrimental in the event of an earthquake. The Agency has a Fire and Earthquake procedure document in place.

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *the Private Career Training Institutions Agency* (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.

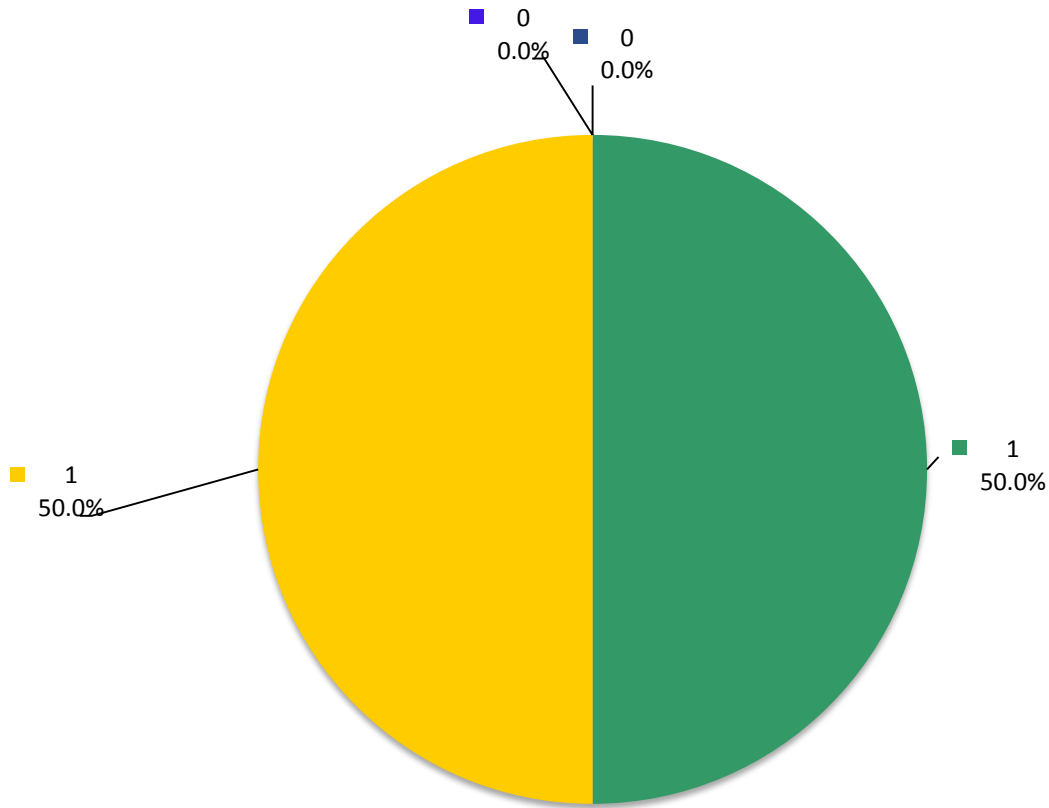
Executive Sign-off

Name: Monica Lust Title: CEO & Registrar
(print) _____

Signature: _____ Date: 2016.05.27

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

**Private Career Training Institutions Agency
Greenhouse Gas Emissions by Source
for the 2015 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 2015 (Generated May 25, 2016 8:51 AM)

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.