



# 2016 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

**DUE: May 31, 2017**

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO<sub>2</sub>e during the previous reporting year (2015). Please fill in the required information below  
*(Text in yellow italics should be removed or replaced with information specific to your organization):*

**Organization Name:**

Private Training institutions Branch

**Contact name:**

Harold Lim, Records Assistant

<b>GHG Emissions and Offsets for 2016 (tCO<sub>2</sub>e)</b>	
<b>GHG Emissions created in Calendar Year 2016</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	3
Total Offsets (tCO <sub>2</sub> e)	3
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	0
Total Offsets (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2016 Reporting Year</b> (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO <sub>2</sub> 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, 2016? 27
2. What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2016: 632.94 (m<sup>2</sup>)
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, 2016? 0



**Briefly describe the top three actions taken by your organization in 2016 to reduce GHG emissions and/or improve sustainability from its operations:**

<b>Action</b>
<p>1. Paper:</p> <ul style="list-style-type: none"><li>• The PTIB Paperless Office program is still in effect</li><li>• Encourages staff to print double sided as well as print in black and white when there is an opportunity.</li><li>• Documents are emailed whenever possible to avoid mailing them.</li><li>• The Branch continues its paper recycling efforts.</li><li>• Meetings uses Audio Visual equipment like projectors to present documents instead of distributing paper copies.</li><li>• Paperless payment options are encouraged (i.e. Paypal and credit card payments through the portal) over cheques.</li><li>• Staff are encouraged to use sharepoint in document collaborations as well as filing documents electronically as opposed to paper filing.</li><li>• Communications with different stakeholders are encouraged to be in electronic format (email, social media and website)</li></ul>
<p>2. Travel</p> <ul style="list-style-type: none"><li>• Senior staff are able to work from home where appropriate</li><li>• Travel is minimized by employing Video-conferencing equipment in meetings with internal and external stakeholders</li><li>• When travel cannot be avoided, staff are encouraged to book multiple meetings to increase efficiency</li><li>• Staff are encouraged to carpool when conducting inspections and work from home before/after inspections instead of returning to PTIB office to cut down on car travel</li><li>• 57% of staff take transit or walk to work</li></ul>
<p>3. Recycling</p> <ul style="list-style-type: none"><li>• The branch participates in the building's compost program</li><li>• Paper, cardboard, printer cartridges, batteries and plastic are recycled by staff throughout the branch</li><li>• Paper plates are avoided and reusable and washable dishware are used during functions</li><li>• Staff turns off lights, electronics and computers when not in use</li><li>• LED light bulbs are used whenever possible when replacing burned out bulbs</li><li>• Water cooler and glasses are provided to discourage disposable water bottles</li></ul>

**Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:**



**PTIB seeks new ways of reducing the Branch's GHG Emissions as well as continuing established initiatives.**

**Describe any actions your organization took during 2016 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.)**

**The Branch continues to have Fire and Earthquake procedures in place and also participated in the British Columbia Shake out that brought to the surface safety issues that could be a factor in the event of a real earthquake.**

**Retirement of Offsets:**

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, *PTIB* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2016 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.

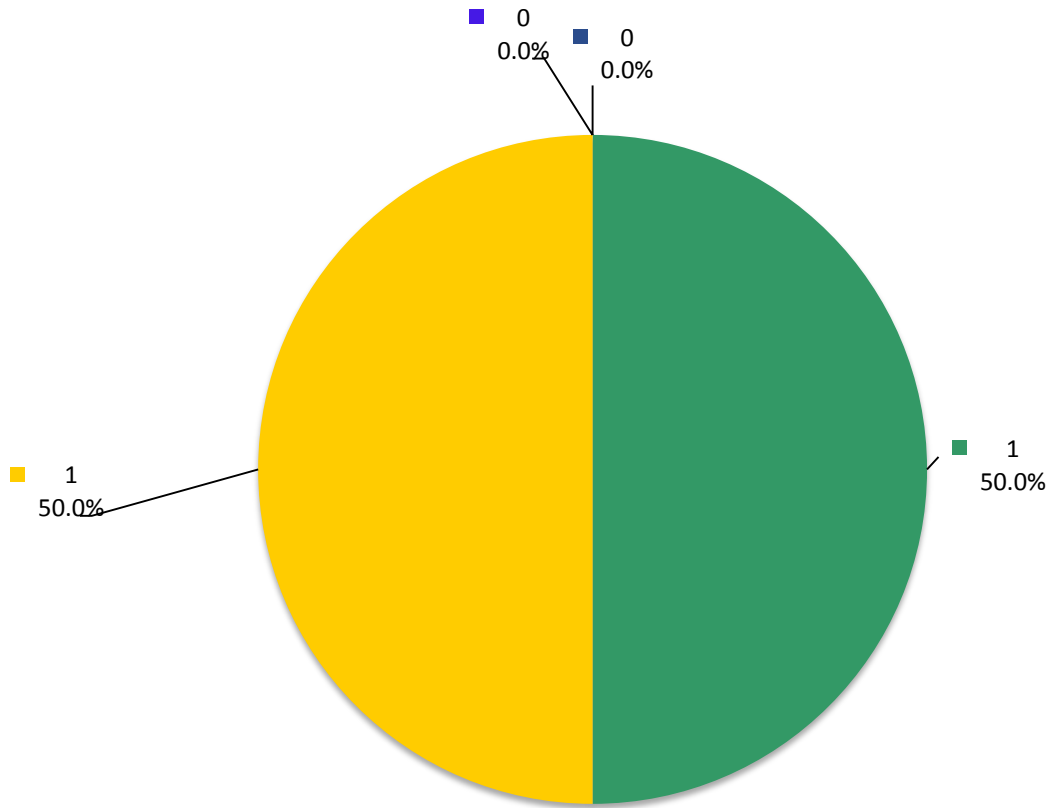
**Executive Sign-off** *[To be signed by a senior official, such as CEO, COO or Superintendent]*

Name: Monica Lust Title: Registrar and Executive Director  
(print)

Signature: MLust Date: 2017.05.23

Please scan and email the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca)

**Private Career Training Institutions Agency  
Greenhouse Gas Emissions by Source  
for the 2016 Calendar Year (tCO<sub>2</sub>e\*)**



**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 2016 (Generated May 16, 2017 9:42 AM)**

Total offsets required: **3**. Total offset investment: **\$75**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.