



## INDUSTRY TRAINING 2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

### - INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

#### Version dated April 20, 2021

Updates include:

- Adjusted “2020 GHG Emissions and Offsets” table (pg. 2) and instructions for completing the table (pg. 5)
- Updated Figures 1 and 2 in Appendix 1 (pg. 6)

**IMPORTANT!** Please ensure your “2020 GHG Emissions and Offsets” table is completed using these updated instructions. A system error relating to Prior Year Adjustments has been identified. If you have already completed your “2020 GHG Emissions and Offsets” table, please check the accuracy of your results by following the instructions on pages 2 and 5 and update your table accordingly.

This document provides guidance for provincial public sector organizations (PSOs) whose GHG emissions were less than 600 tonnes CO<sub>2</sub>e during the previous reporting year (2019) to help them prepare their 2020 Carbon Neutral Action Report (CNAR) in accordance with BC’s [Climate Change Accountability Act](#) and the [Carbon Neutral Government Regulation](#).

PSOs that emitted less than 600 tonnes CO<sub>2</sub>e during the 2019 reporting year will receive a confirmation email from [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca). The CCAR Survey is optional for Small Emitter PSOs.

#### PSO Deadlines for Small Emitters – 2020 Reporting year

April 30, 2021	✓ <b>Clean Government Reporting Tool (CGRT) Data Entry</b> must be completed for the 2020 reporting year.
May 14, 2021	✓ <b>Self-Certification Checklist</b> must be completed, signed and submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a> . ✓ PSOs receive an offset invoice with the amount of offsets to be purchased for the 2020 reporting year.
May 31, 2021	✓ The final, signed version of the <b>Small Emitters Form</b> must be submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a> . ✓ Deadline for the optional <b>CCAR Survey</b> to be completed and submitted online.
June 30, 2021	✓ Ministry of Environment and Climate Change Strategy must post a final Small Emitters Form for each organization on the BC Government’s <a href="#">CNG website</a> and each PSO is encouraged to post their form on their website. ✓ All offset invoice payments must be submitted to CAS.

SMALL EMITTERS FORM [TEMPLATE]

*[Text in yellow italics should be removed and/or replaced with information specific to your organization.]*

**A. Please fill in the required information below**

Organization Name:

Industry Training Authority

Contact name & title:

Francesca Flores, Corporate Services  
Coordinator

<b><i>[Industry Training Authority] 2020 GHG Emissions and Offsets</i></b>	
<b>GHG Emissions created in Calendar Year 2020</b>	
<i>[See the Appendix for instructions on how to access your 2020 emissions data from the Clean Government Reporting Tool (CGRT).]</i>	
Total Emissions (tCO <sub>2</sub> e)	0
Total BioCO <sub>2</sub>	0
Total Offsets (tCO <sub>2</sub> e)	56.5
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets (tCO <sub>2</sub> e)	-7
<b>Grand Total Offsets for the 2020 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e) to be retired for 2020 Reporting Year	50
Offset Investment (\$25 per tCO <sub>2</sub> e) <i>[Grand Total Offsets x \$25/tCO<sub>2</sub>e]</i>	1237.50

- i. *[Note, BioCO<sub>2</sub> is reported in Total Emissions but not Total Offsets. For K-12 and Post-Secondary organizations, and BC Transit, Total Offsets will not equal Total Emissions minus Total BioCO<sub>2</sub> because offset exempt emissions for buses are included within Total Emissions.]*
- ii. *Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.*
- iii. *You must round Grand Total Offsets, if decimals are included, before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]*



**B. To enable comparison across 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 December 31, 2020? 123
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 2634.08 (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 December 31, 2020? 0

**C. Briefly describe the top three actions taken by your organization in 2020 to reduce GHG emissions and/or improve sustainability from its operations:**

Action
1. The ITA Employee Engagement Committee established the Green Initiatives Committee to engage and educate staff on environmental impacts and ways we can help reduce our carbon footprint. Mobi bike corporate discounts have also been distributed to staff to help promote healthy living and sustainable lifestyle choices.
2. ITA continues to implement Virtual Machines (VM) in its offices to enhance the employees' ability to work remotely and minimize our carbon footprint. This is an ongoing process, especially through the pandemic and thereafter. Full time work from home has been encouraged throughout 2020 which has limited staff from driving into work, lowering the usage of electricity in our offices overall.
3. ITA has managed to save approximately 800lb of paper in 2020 over the course of our remote work transition.

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

Continue with long-term initiatives described above and with...
- Continued electronic stamping approvals for invoice reconciliation to reduce paper waste.
- Remote work and in-office hybrid module, reducing transportation/commute emissions

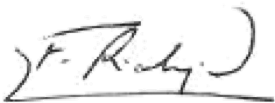
**E. Describe any actions your organization took during 2020 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long-term changes in climate will affect your organization’s infrastructure, its employees and/or its clients.)**

N/A

**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability 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 2020 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy **(the Ministry)** 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].**



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Signature

Date

Farnaz Riahi

CFO

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Name (please print)

Title

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





## Appendix 1

Outlined below are instructions to populate your organization’s CCAR 2020 GHG Emissions and Offsets table, on page 5 above:

- a. Access the Clean Government Reporting Tool (CGRT) at <https://gov-bc.mythinkstep.com/login>. **Note, you must be a registered Site Administrator or Data Collector for your organization to access CGRT.**

Contact the Clean Government team at [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) if you require assistance.

- b. Once successfully logged into the CGRT homepage, follow these steps to access the “CCAR – With Estimates” Report:

1		Click on the ‘Analytics’ menu tab and select ‘Intelligence Center’ from the drop-down menu.
2		Within the Intelligence Center search for, then <b>click on</b> , the report titled “CCAR – With Estimates”. Note: This report will have an orange Published tag applied.
3		Click the circle icon containing three horizontal dots to expand the selections.
4		Click the computer monitor icon to view the report. The report will open in a new window.
5		Click the icon containing two circular arrows at the very top left of the window to “refresh” the report. The report will generate a key analytic (see <b>Figures 1</b> below). Note: If an analytic is large, it may take some time to complete; it will process in the background and appear in the job tray.
6		To export the report to Excel: <ul style="list-style-type: none"> <li>• Click the download button at the top right of the report and save the report to excel at any time (e.g. you can save to Excel while the analytics are calculating).</li> <li>• Once a blue banner appears at top of window you may close the window and the report will appear in the job tray. Note: if you log out of CGRT before the report is complete it will be emailed to you directly.</li> </ul>

- c. Using the analytic generated in CGRT, the 2020 PYA Calculations spreadsheet available on the CGRT welcome page and referring to the cells identified in Figures 1 and 2 below, populate your 2020 GHG Emissions and Offsets table.
- d. Lastly, make sure to complete the Offset Investment (\$25 per tCO<sub>2</sub>e) section by manually multiplying Grand Total Offsets (tCO<sub>2</sub>e) x \$25. You **must** round “Grand Total Offsets to be Retired” to a whole number (i.e. no decimal places) **before** multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).

Figure 1. eSource Summary – CCAR – With Estimates

2020							
	Offset Exempt			Offset Required			Total
	t Bio CO2e, ...	t CO2e, GH...	Total	t Bio CO2e, ...	t CO2e, GH...	Total	
GHG Inventory Activity D...	0.1209	44.4	44.5		216	216	A → 261
GHG Inventory Estimates				0	56.2	56.2	B → 56.2
<b>Total</b>	<b>C → 0.1209</b>	44.4		<b>D → 0</b>	<b>272 ← E</b>		

Figure 2. 2020 PYA Calculations spreadsheet (manual population of columns D and E in this spreadsheet required; see instructions within Excel file)

A	B	C	D	E	F
<b>2020 PYA Calculations Spreadsheet</b>					
<b>Purpose:</b> To allow PSOs to calculate their 2020 Prior Year Adjustments (PYAs) for the purposes of 2020 invoicing					
		2019 Offset Required as at May 2020 (based on 2018 CGRT offset required GHGs at that time)	Current 2018 offset required GHGs (based on CGRT 2020 PYA analytic)	Current 2019 offset required GHGs (based on CGRT 2020 PYA analytic)	2020 PYA = Cell F
PSO					
	BC Assessment Authority	393			-785 ← F
	BC Council for International Education	6.26			-13
	BC Games Society	0.767616			-2
	BC Housing Management Commission	22,496			-44,992

