

Ministry of Advanced Education and Labour Market Development

2009 Carbon Neutral Action Report

Executive Summary

In preparation for carbon neutrality in 2010, the Ministry of Advanced Education and Labour Market Development (ALMD) focused efforts to reduce the largest sources of emissions – buildings and travel. By installing energy efficient computers with web-conferencing software, Ministry staff not only reduced building electricity use, thereby reducing building emissions, but also provided travel alternatives.

B.C.'s public post-secondary institutions (PSIs) also are committed to carbon neutrality by 2010. The Ministry requires PSI's to incorporate climate action initiatives into their Business Cases submitted to obtain approval for capital project funding. Facility operating cost reductions expected as a result of upgrades to buildings are reported on at project conclusion. The provincial government has established the LEED Gold standard for new buildings and the Ministry has established LEED Silver for renovations in our sector. The building costs associated with achievement of these measures will decline over time as these energy reduction practices become standardized.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

Through 2009, there were a number of large changes made in the Ministry to reduce greenhouse gas emissions. All computers were replaced with energy efficient models, which have significantly reduced electricity use – including changing the 90% of staff with CRT monitors to LCD versions. With these new computers came power management software as well as Live Meeting to reduce travel and increase collaboration. In addition, the Ministry achieved the commitment at the beginning of the year to purchase 100% recycled paper for copy paper, which has substantially reduced our paper emissions.

Other actions have included staff awareness and education programs organized by the Ministry Green Teams, such as Target: Green Streets and Bike to Work Week to reduce emissions from commuting. While these particular programs do not directly reduce the Ministry's emissions, they do support the overall Provincial target of a 33% reduction in emissions by 2020.

The Green Team has been influential in reducing emissions through their education, awareness, and engagement programs. The teams have grown so now each Ministry building has at least one Green Team representative.

There are a number of actions initiated previous to 2009 the Ministry has continued this year including:

- Zero fleet vehicles
- MFD instillation and reduction in stand-alone printers/fax/photocopiers
- A commitment to installing Energy Star appliances

Operational Changes in 2009

In June 2008, organizational changes resulted in a broad mandate and program changes to become the Ministry of Advanced Education and Labour Market Development. These changes resulted in the addition of 130 staff and 4 new office locations including buildings in Victoria and Vancouver. The nature of the new staff members' work requires more travel than the rest of the Ministry to support their programs. Additionally, the new Vancouver staff created a need for increased travel between Victoria and Vancouver. Prior to June 2008, the Ministry was located in two Victoria locations.

As well, responsibility for Facilities was transferred to the Ministry. In the past, this group has provided support for the Ministries of Advanced Education and Labour Market Development and Education. As this group previously purchased paper for both ministries under the one line item, the supplies data changed in SMARTTool as of June 2009.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

Through 2010 and beyond, steps will be taken to increase the amount of virtual meetings using Live Meeting and reduce paper use through collaboration tools such as Communicator. Both of these emissions reduction strategies will also generate a financial savings for the ministry. As budget allows, staff will be investigating emissions reduction opportunities in all buildings such as lighting retrofits. Existing sustainable practices such as our 100% recycled paper purchasing will be continued..

In addition, the Green Team has planned a year of activities in line with other Green Teams across the provincial government to implement a coordinated approach to behavioural change. These activities include a focus on paper and energy reduction as well as personal commuting. By running targeted activities with a goal to reduce greenhouse gas emissions and provide measurable results, the Green Team should be a major player in reducing Ministry GHG emissions in 2010.

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Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)						
This section is not applicable to this organization						
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
Planning/management						
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress		Shared Services BC partnered with the Canada Green Building Council to contribute to an energy benchmarking database for the Green Up initiative. Utility data from eight buildings were included in the initiative.	By December 2010 SSBC will be working with WSI to develop a per building cost associated with enlisting in CaGBC's Green Up program and an implementation strategy that aligns with the new funding model as appropriate (i.e. SSBC voted appropriation, cost recoverable or a blend)	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress		Shared Services BC launched a portfolio-wide building and space rationalization initiative in 2009 to reconcile workspace allocations with government office space standards, and to consolidate customer workspaces where appropriate and available.	Space rationalization will continue through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate.	2009	2012
Owned buildings						
Establish energy performance baseline for owned buildings	Ongoing/In Progress		Building level energy performance target setting was identified as one of six key priorities under an Energy Management and Conservation Strategy for core government buildings. The Strategy was completed in the spring of 2009. Shared Services BC, in partnership with government's outsource service provider for property management (BLJC-WSI) launched a building level energy performance target setting initiative in December of 2009. The results of this initiative will enable WSI operations and management teams to better monitor energy performance relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems and energy accounting data. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2010
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Ongoing/In Progress		During the first quarter of 2009, SSBC participated in the LEED Canada 2009 initiative. Eight buildings were selected to participate in a benchmarking exercise. A workshop was also conducted by the Canada Green Building Council, during which participants from BLJC-WSI and SSBC completed a LEED certification gap analysis on selected buildings. In addition, two private sector landlords of buildings where government employees are accommodated have recognized the Province's interest in third party verification of government space. The eight buildings involved in the pilot included 3350 Douglas in Victoria, a building occupied by Citizens' Services staff.	A draft LEED EB-OM attainment strategy has been developed for further review during fiscal 2010/11.	2009	2011

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Ongoing/In Progress		Two LEED CI certifications are being pursued at Robson Square in Vancouver. One is for showcase and hosting and one for the Asia Pacific Business Centre.	Other opportunities will be explored as they arise.	2008	2010
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress		Several owned buildings were considered for LEED certification during the 2009 calendar year, including the Squamish-Lil-Wat Cultural Centre, the CL3 Laboratory at the Abbotsford Agricultural Centre, the Burnaby Youth Justice Services Centre, the Revelstoke Ambulance Station, and the Capital and infrastructure projects at several Correction Centres.	Any new facilities or major renovations will be constructed to achieve LEED Gold certification.	2008	2010
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress		The inclusion of the Integrated Design Process in procurement documents was piloted during the 2009 calendar on an adhoc basis by Shared Services BC. Process expectations were reviewed and a plan to better incorporate IDP expectations is being considered for future procurement activities.	The integrated design process will be further incorporated into procurement of new building developments as they arise.	2008	2010
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Complete		The management of refrigerant systems and associated emissions is an essential service provided by Shared Services BC's outsource service provider for property management - WSI in accordance with laws and regulations. As required, precautions are taken to mitigate emissions, and emissions are reported per regulatory requirements.		2005	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress		SSBC successfully applied for retrofit funding through the Public Sector Energy Conservation Agreement to advance energy efficiency projects at several buildings, including the Prince George Courthouse (107k kWhs saved), Prince George Youth Custody Centre (800 GJ's saved), Robson Square Complex (7,460 GJs saved), BC Centre for Disease Control (2,060 GJs saved), Colony Farms Forensic Hospital (3,000 GJs saved), Abbotsford Agriculture Centre (1,600 GJs saved), and St. Ann's Academy (728 GJs saved). It is expected a significant amount of associated greenhouse gas emissions will be diverted as a result of these retrofits. ALMD occupies St. Ann's Academy and so will benefit from this project.	A list of potential projects has been scoped out for submission into the third PSECA funding intake. Approvals for projects are expected during Q3 2010. Projects (in some cases adding to previous retrofit measures in previous years) are proposed at Abbotsford Agricultural Centre, BC Centre for Disease Control, FPI Colony Farms, Port Coquitlam Courthouse, Robson Square, Vancouver Courts, and Queen's Printer.	2008	2010
Leased buildings						
Establish energy performance baseline for leased buildings	Ongoing/In Progress		The same building level energy performance target setting exercise that is being applied to owned buildings is also being rolled out to leased facilities. The results of this initiative will enable WSI operations and management teams to better monitor and manage energy performance where they have influence, relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems, lease terms, and energy accounting data where known. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is also being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2010

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress			The known leased spaces where a green building or energy performance label has been sought (lead by landowners) include: 818 Fort Street (BOMA BEST Level 2), 1007 Fort Street (BOMA BEST Level 2), 1405 Douglas (BOMA BEST Level 2), 1802 Douglas (BOMA BEST Level 2), 3350 Douglas (BOMA BEST Level 3), 395 Waterfront (Gatehouse BOMA BEST Level 3), and 800 Johnson (LEED Gold). The following buildings have successfully passed their audits and are awaiting official confirmation of certification by BOMA; the Belmont Building (BOMA BEST Level 2), the Robert Kerr Building (BOMA BEST Level 2) and 3960 Quadra (BOMA BEST Level 3).	Other opportunities will be explored as they arise.	2008	2010
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress			LEED CI certification was registered for one building within SSBC's portfolio (i.e., 976 Meares Street in Victoria).	Other opportunities will be explored as they arise.	2008	2010
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Ongoing/In Progress			LEED certification was pursued in one new and leased building development projects, in Kamloops, occupied by the Ministry of Transportation.	Any new facilities or major renovations will be constructed to achieve LEED Gold certification.	2008	2010
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Complete			A significant amount of government's building portfolio is leased space. SSBC has focused a considerable amount of research and analysis on green lease schedules that are intended to improve performance regarding conservation of energy and water, waste reduction and recycling, and support of green team activities. Schedules that have been drafted and available for use on new leases and lease renewals.		2008	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	99	% of computers shut down automatically outside of regular business hours	In 2008, software was applied to all Ministry computers which powers them down outside of regular business hours (unless they cannot be powered down due to critical business needs). The same software was applied to any new workstations acquired in 2009.	Ensure any new workstations acquired between 2010 – 2012 have power management software installed.	2008	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress			Shared Services BC committed to virtualizing 65% of core government servers over 5 years between 2009 and 2014. As part of this initiative, a number of Ministry servers were virtualized in 2009.	As a best practice, server virtualization will be considered before any additional servers are added to core government's data warehouse.	2009	2012
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	As part of the U2.0 upgrade, workstations had their setting applied so that after 5 minutes of inactivity, all workstation CPU go into sleep mode and each monitor displays a screen saver. After another 5 minutes the monitor goes into sleep mode as well.		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	10	% reduction in printers, copiers and/or fax machines since start year indicated	Virtually all stand-alone printers have been replaced with MFDs	Other printers being removed on an ongoing basis	2006	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	100	% of devices have auto-sleep settings applied	All new MFDs are energy star and have automatic sleep modes	All new devices to have auto-sleep settings applied	2006	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	99	% of computers are ENERGY STAR rated	All Ministry workstations and monitors were replaced with ENERGY STAR models as part of the Government-wide U2.0 upgrade.	A few workstations that require specialized applications were not replaced during the upgrade. These will be replaced as new versions of the applications (compatible with the newer operating system) become available.	2008	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	25	% of fridges are ENERGY STAR rated	Any new refrigerators must be energy star	Replaced on an as needed basis	2008	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Staff are encouraged to use CFL bulbs	Staff are encouraged to use CFL bulbs	2007	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress			WTSU has been distributed to all 365 staff members through green tips	Larger workstation tune-up program to be deployed in 2010	2009	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Encouraged through green tips	Larger workstation tune-up program to be deployed in 2010	2009	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Encouraged through green tips	Larger workstation tune-up program to be deployed in 2010	2009	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Complete			Through monthly green tips		2009	2009
Encourage use of stairs instead of elevators	In Development				Developing stair challenge for 2011	2011	2011
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Signs and stickers posted (and maintained) in major boardrooms	Ongoing maintenance and changing of posters to catch people's attention	2007	No End Date (Continuous)
Promote hot water conservation	In Development			Automatic low flow taps installed in 2008, set at specific temperature	Investigate low-flow shower heads for shower facilities	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	1	% of total paper purchased contains 30% recycled content	Reduced overall office paper usage by 12.4% in 2009 vs. 2008 and usage of virgin paper (0% recycled content) by 26.8% while increasing the usage of 30% recycled content paper by 3.1%	Working to change these purchases to 100% recycled	2007	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	57	% of total paper purchased contains 100% recycled content	Increased the usage of 100% recycled content office paper by almost 200% while reducing overall office paper usage by 12.4% in 2009 vs. 2008.	Will work to change virgin paper purchases to at least 30% if not 100% recycled. Continue purchase of 100% recycled letter size paper at main building, possible change to 100% recycled legal paper	2007	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	Where possible, all printers are set to double-side		2007	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development				Will be participating in the Green Team's Great Paper Chase challenge in 2010	2010	2010
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Complete	100	% of briefing note and memo templates on intranet changed	All ministry-specific templates on the intranet have been changed to 1 inch margins		2009	2009
Electronic media in place of paper							

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff workstations with software installed	Complete with introduction of refreshed workstations		2009	2009
Use electronic document library for filing common documents	Ongoing/In Progress			All divisions have shared drives and the majority of major ministry projects have SharePoint sites	Ongoing promotion of changing to electronic filing	2006	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Intranet sites and SharePoint sites being used extensively	Ongoing promotion of change to electronic exchange of materials	2006	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of excluded employees only able to access their pay advice online	Change occurred across government		2009	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	5	% of staff currently have received collaborative software training	Included in delivery of LiveMeeting training	Ongoing training including promotion of external training opportunities	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Working towards reducing printing of agendas	Increased promotion through Great Paper Chase program	2007	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			Creation of notebooks using OSU paper	Increased promotion through Great Paper Chase program	2006	No End Date (Continuous)
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	In Development			Travel substantially reduced in 2009 due to budget restrictions	Monitoring travel through 2010, will implement travel reduction goal if travel returns to normal levels	2009	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Complete with introduction of refreshed workstations		2009	2009
Make desktop web-cameras available to staff	Ongoing/In Progress	5	% of staff have access to a desktop web-camera	Some cameras distributed with new computers	Developing business cases for additional cameras	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development				Establish videoconferencing needs	2010	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	25	% of staff trained are in web-conferencing	5 Live Meeting training sessions held in late 2009	Additional training along with promotion of external training	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Through green tips and Live Meeting training	Additional promotion of virtual meeting opportunities between Vancouver and Victoria staff	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Promotion through green tips	Continued promotion through green tips	2007	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Promotion through green tips	Continued promotion through green tips, monitoring of taxi use may occur at future date	2007	No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		Establishment of Vancouver Green Team, continuation of Victoria Green Teams. Green teams won an award at the annual Green Team summit for Collaboration on our refresh waste diversion project	Expansion of ALMD team to include members from all branches	2006	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Green Team lead/support person has been in place since 2007	Continued support of dedicated Sustainability Project Officer	2007	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	In Development			Under development to coincide with ALMD's ongoing recognition program	2010	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Lunch and learns held; speakers included BC Hydro, reFUSE. Cross-government information sessions made available to staff. Green tips distributed.	Continuation of lunch and learns including PCT planned for March. Also linking with cross government options	2007	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Lunch and learns held, speakers included BC Hydro, reFUSE. Green tips distributed	Continuation of lunch and learns including PCT planned for March. Also linking with cross government options	2007	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Tips distributed to all staff, topics included Easy Green Guides, scanning, SMARTTEC, and Earth Hour	Continuation of green tips	2007	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress		Green Team presents at new staff orientation	Increase sustainability education in orientation	2008	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		Low flow toilets and taps were installed in the washrooms of our main building in 2008, ongoing maintenance of these occurred in 2009 Shared Services BC's Technical Standards require water efficient fixtures when new developments and major tenant improvements are undertaken in owned government facilities.	Ongoing maintenance through 2010. Investigation of low flow taps for kitchen sinks if budget allows	2008	No End Date (Continuous)
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Complete		Potable water management by Shared Services BC is done on a case by case basis to meet both customer programming needs and required codes and standards.			No End Date (Continuous)
Introduce a storm water management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Complete		Storm water management is considered on a case by case basis when determining the building site and systems design from a whole buildings perspective. Shared Services BC's Technical Standards require the consideration of indigenous plants and other water reduction strategies where appropriate.			No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Waste reduction/diversion							
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress			4 stream waste disposal installed in our main building in 2008 (organics, soft plastic, glass/tin/plastic, garbage). Ongoing maintenance of signs and staff awareness building in 2009. Addition of refundables bin in 2009. Green teams won an award at the annual Green Team summit for Collaboration on our computer refresh waste diversion project. An estimate of our recycled materials: innumerable cardboard boxes; 30+ garbage bags of soft plastic; 300 hard plastic forms (monitors); 15+ garbage bags of Styrofoam; stacks of CDs.	Ongoing staff education and monitoring of waste contamination	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	3	Boxes of batteries sent for recycling	Improved battery recycling program by partnering with AIR, raised staff awareness of the program, provided boxes in two central locations in the building Hazardous waste reduction and disposal is managed by Shared Services BC in accordance with strict laws and regulations.	Maintenance of program	2008	No End Date (Continuous)
Procurement (non-paper supplies)							
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Ongoing/In Progress			All carpet replacements are made with Interface carpet tile. Ongoing reuse of office furniture or purchase of used materials through AIR	SSBC is currently investigating an enhanced green strategy for space tenant improvements under its Climate Action Program.	2006	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress			In 2009, Shared Services BC's outsource service contractor for property management - WSI, issued a new janitorial contract that specified the usage of Green Seal and/or Ecologo products. Performance is audited by WSI.	Continuation of Bee Clean contract	2004	No End Date (Continuous)
Building construction, renovation, and leasing							
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Complete			Under it's Master Services Agreement with WSI, Shared Services BC requires that 80% of waste be diverted from landfills on projects over \$80k in the Lower Mainland and Southern Vancouver Island where diversion facilities are available.			No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Complete			Shared Services BC's Technical Standards are based on lifecycle costing. All major projects where the Technical Standards are applied (e.g. Major tenant improvements and new construction) have been considered under a lifecycle costing model.			No End Date (Continuous)
Indoor air quality							
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress	100	% of floors with scent-free policy signage	Scent-free signage was implemented in 2009	Continuation of scent-free policy	2009	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete			Shared Services BC's Technical Standards include consideration for reducing volatile organic compounds.			No End Date (Continuous)
Commuting to and from home							

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Introduce telework/work from home policy	In Development			Shared Services BC conducted a study on the potential for and implications of a significant and mandated teleworking strategy. While more research is needed, while environmental impacts associated with transportation to and from work were assumed to be reduced, the potential net reduction in carbon emissions was inconclusive, as was the impact on the quality of program delivery to the public by various ministry customers.	Further investigation will be conducted once the standardized shared services model has been further defined and implemented, which is expected to be complete by Q4 2010.	2009	2011
Offer staff a compressed work week	Ongoing/In Progress	80	% of staff accessing flexible work schedules	Ongoing program	Ongoing program	2000	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			Participated in Target: Green Streets program, Bike to Work Week (expanded to larger commuter challenge)	Ongoing participation in TGS and BTWW	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress	75	% of staff with access to shower facilities	Showers maintained in two buildings	Continued maintenance of showers	2006	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress	75	% of staff with access to secure bicycle storage	Lockers and lock-ups maintained in majority of buildings	Continued availability of bike storage	2006	No End Date (Continuous)
Modify parking fees or parking availability for staff/students	In Development				No free parking available for staff, reducing ministry Executive parking stalls March 31, 2010	2010	2010
Other Sustainability Actions							
Reduce paper towel use	Ongoing/In Progress			Green Team runs a dish towel program in the kitchenettes at our main building, washing the towels at home weekly	Continue program, make adjustments where necessary	2009	No End Date (Continuous)