



# Environmental Operations Policy



**cbeen.org**

columbia basin environmental education network



## Purpose

- ✓ To reduce the ecological footprint, air, land and water pollution, and waste stream resulting from of all CBEEN's operations, both internal and external. Goals include, but are not restricted to:
  - Reduction of greenhouse gas emissions and air contaminants;
  - Efficient use of energy and water resources;
  - Reduction in waste, support of reuse and recycling;
  - Elimination of toxic and hazardous substances;
  
- ✓ To ensure that CBEEN purchases goods and services that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose;
  
- ✓ To ensure that CBEEN, as an environmental education organization, 'walks its talk' to the best of its ability.



## **Policies**

### **Travel by Staff and Board Members**

CBEEN will ensure that the carbon emissions incurred in travel by staff and Board members are minimized while on CBEEN business. Every effort will be made to minimize carbon emissions resulting from travel: be it by land, water or air. CBEEN will support staff and Board members in reducing the environmental impacts of their travel, prioritizing: Active or Alternative Transportation, Electric & Hybrid vehicle use, Carpooling or Carbon Offset Purchase.

#### *Guidelines*

##### **Ground Travel**

- ✓ CBEEN will subsidize Board members and staff for mandatory travel; with mileage rates determined according to the appended "Claiming Expenses for Active or Alternative Transport". *Expenses will be approved by the CBEEN Executive Director as per General Policy;*
- ✓ As mileage rates outlined in the aforementioned appendix accommodate the additional time spent in transit, staff will bill for travel time according to the hours required to travel the same distance in a personal vehicle;
- ✓ Carpooling will not only be encouraged, but also facilitated, to CBEEN events and meetings necessitating vehicle travel.

##### **Air Travel**

- ✓ CBEEN will purchase carbon credits for any air miles travelled by Board members and staff. Procedures for securing carbon credits with approved and recommended providers are outlined in the appended "Carbon Credit Providers & Procedures".

##### **Accommodations**

- ✓ Staff and board can stay overnight in accommodations of their choosing on staff/board approved trips, and CBEEN will compensate for up to \$150/night, plus applicable taxes. Staff/board will consider the sustainability practices of the accommodation and the proximity of the overnight accommodations to be able to have the ability to use active/public transportation.



## Offices & Day-to-Day Operations

### *Objectives*

CBEEN will act to minimize the ecological footprint of operations by reducing, reusing and recycling material goods. When the purchase of new materials is required, CBEEN will procure materials with a greatly reduced environmental footprint.

### *Guidelines*

#### **Office & Printed Materials**

- ✓ All efforts will be undertaken by CBEEN to reduce the amount and number of paper materials. Printed materials will only be used where deemed necessary for communication.
- ✓ **Paper** purchased will be composed of 100% post-consumer recycled content. If recycled papers are unavailable, purchased paper will instead be certified by the Forest Stewardship Council. All paper products will be re-used where possible and recycled at the end of their life-cycle;
- ✓ **Printed materials and photocopies** will be double-sided unless single-sided printing is specified by the intended recipient;
- ✓ **Toner cartridges** will be recyclable, and will only be purchased from suppliers who offer end-of-life product stewardship. Expended cartridges will be disposed of properly: returned for recycling to the manufacturer;
- ✓ **Promotional Materials:** CBEEN staff will find promotional materials, including banners, posters, stickers, bags, clip boards, etc, that are made using more sustainable processes, and are reuseable and recyclable.
- ✓ CBEEN staff are authorized to purchase these materials even if less expensive materials are available;
- ✓ All CBEEN contractors are advised and encouraged to subscribe to these practices when maintaining their personal offices.





## **Event Coordination & Delivery**

### *Objectives*

CBEEN convenes individuals and groups, and will take responsibility for reducing the environmental impacts of both travel to events and event delivery.

### *Guidelines*

- ✓ CBEEN events are planned and delivered according to the to the travel and goods procurement policies outlined in the sections above;
- ✓ Carpooling by event organizers, presenters and attendees is both encouraged and facilitated;
- ✓ Selected host facilities demonstrate their venue is operated with environmental objectives in mind;
- ✓ A dialogue is facilitated on event coordination between CBEEN staff, host facilities and caterers using the appended “Guidelines for a Green Meeting”;
- ✓ Catered food is sourced locally, and selections are plant-based and organic where available;
- ✓ All waste produced at CBEEN events will be sorted and diverted through the appropriate waste streams, including: solid waste, recycling and composting. The appended “Waste Diversion Practices & Providers” includes:
  - Guidelines for recycling in each regional district in the Columbia Basin;
  - A directory of local organizations collecting and processing organic waste.



## Appendix A: Claiming Expenses for Transportation

The rates below were evaluated based on the increased time spent, inconvenience, and in some cases actual cost of active or alternative travel.

- Gas-powered Vehicle: \$0.50/km
- Hybrid Vehicle\*: \$0.55/km
- Full Electric Vehicle: \$0.60/km
- Additional rate / person in independent vehicle\*\* : +\$0.10/km
- Carpooling Passenger: \$0.10/km
- Public Transportation\*\*\*: \$0.60/km
- Non-motorized Transportation\*\*\*: \$0.70/km

\*For a list of acceptable hybrid vehicles go to:

<http://electricvehicles.caa.ca/hybrid-electric-vehicles-available-in-canada/>

\*\* Compensation for carpooling passengers can only be claimed for passengers who are travelling on approved CBEEN business

\*\*\* Unless working enroute (i.e. on public transportation) staff can only bill for the time it would have taken to reach their destination using an independent vehicle option



## **Appendix B: Carbon Credit Providers & Procedures**

*Converting Air Miles to Carbon Credits*

<http://www.carbonzero.ca/calculate>.

Local Carbon Credit Providers

### **Groundswell Network Society, Fly It Forward**

*Groundswell's Fly It Forward, offers individuals and businesses the option to voluntarily offset their carbon produced from air travel through a financial contribution toward demonstration projects and education programs Groundswell conducts at home and inspires action around the world:*

<https://groundswellnetwork.ca/fly-it-forward/>

### **The Nature Conservancy of Canada, Darkwoods Conservation Area**

*Secures and retires Carbon Credits on organization's behalf for small purchases. Calculate required number of credits before contacting. Contact:*

Rob Wilson

Director, Carbon Finance

P: (416) 932.3202 x2278 E: [rob.wilson@natureconservancy.ca](mailto:rob.wilson@natureconservancy.ca)



## Appendix C: Guidelines for a Green Meeting or Conference

### A. Meeting Organization and Planning Checklist

- Participants and presenters are advised in advance that the meeting will be environmentally conscious. The registration materials ask that participants respect and assist this process as appropriate.
- For all goods procured for the meeting, preference is given to the most environmentally appropriate alternatives that are available at a reasonable price and are locally produced. There is a willingness to pay more for environmental responsibility.
- Gifts for participants are durable, minimally packaged and made from non-toxic materials.
- Participants can register electronically.
- Steps are taken to minimize environmental impact of transportation to the meeting and during it. This could include choosing a locale accessible by public transportation, using a meeting site where walking is feasible, providing information on public transit, etc.
- Information systems are in place to facilitate carpooling.
- Sponsors and donors are actively sought who reflect positive environmental values and practices.
- Contributions from corporations that are known for their social responsibility are encouraged.
- Organizers are encouraged to walk, bicycle, carpool or use public transit to attend meetings and events whenever possible.





## **B. Registration**

- Measures are taken to reduce paper waste at check-in (e.g., short registration forms, computerized systems).
- The registration package is provided in a reusable or reused holder.
- Reusable nametags are used, and their return encouraged.
- Placards and banners are reusable or made from recycled materials.

## **C. Program**

- Educational efforts are undertaken as part of the program to make participants aware of their environmental impacts during the meeting and by the meeting. This might include ideas such as calculating the ecological footprint of the meeting.
- Attendees are reminded of waste reduction and other environmental opportunities during the meeting. For example, presenters are asked to turn off overhead and slide projectors when not in use.
- The program includes education about the local ecology and environmental issues as a part of the program.
- The program includes on-line information opportunities for people who cannot come to the meeting.
- Field trips are screened to be environmentally friendly.
- The meeting evaluation form has a place for participants to comment on the environmentally friendly practices of the meeting and provide suggestions.



#### **D. Meeting Site Systems**

- Recycling and composting systems are in place with convenient and well-marked receptacles.
- Reusable dry markers, erasable boards or blackboards, overheads, computer projectors and slides are used instead of paper flip charts. (If paper flip charts must be provided, they should be made of recyclable newsprint, with recycle content).
- Distribution of brochures, handouts and session notes is limited to those with a genuine need or interest (e.g., by providing a sign-up sheet or collecting business cards for subsequent mailings; putting copies at the front of the room rather than at the back).
- Exhibit components are reusable and, if practical, made from used or recycled materials. Exhibit packaging is reusable (e.g., pallets, wrappings), and/or recyclable.
- Exhibitors limit handouts and giveaways, and instead collect business cards or post a sign-up sheet for those interested in more information or product samples.
- Lights and equipment are turned off when not in use.



#### **E. Office Systems used by the hosting venue**

- Paper use is minimized through the use of e-mail and voice mail instead of paper memos.
- Paper documents are produced only when necessary, and are as short as possible. Editing is done on-screen, rather than printing unnecessary drafts.
- All photocopying is double-sided.
- Paper that has been used on one side only is collected and reused for fax cover sheets and notepaper. Draft printouts and photocopies for internal use are made on the back of used paper.
- Documents are circulated and memos posted rather than individual copies being distributed.
- Paper products have certified recycled content, with a high proportion of post-consumer content. Chlorine-bleached paper is avoided.
- Paper products used, photocopier and laser printer toner cartridges, and printer ribbons, are recycled.
- File folders and envelopes are reused (e.g., by placing a label over the old address).
- Mailing and circulation lists are regularly checked and updated to avoid unnecessary mailings.
- Environmentally Friendly Capital Purchasing is used: Priority is given to photocopiers and laser printers with double sided copying, and to plain-paper fax machines. Preference is given to equipment capable of using unbleached and recycled paper. Computers with built- in fax-modems are preferred to enable electronic faxing.



Preference is given to photocopiers with stand-by or sleep features and computers equipped with energy-saving features.

## **F. Food Systems**

- Explicit effort is made to utilize food that is locally grown, organic, low in processing, and purchased in bulk.
- Food is used as a teaching moment with appropriate labelling.
- Food provides meal choices for vegetarian and vegan participants.
- Leftovers are used and or given away.
- No single portion package items (ketchup, coffee, cream, sugar etc.) and no single serve containers are used. No Styrofoam or throwaway plates, utensils, etc.
- Disposable dishes, cutlery, straws, stir-sticks, napkins, etc. are not used for coffee breaks or meals. Durable coffee mugs are used. Coffee filters are reusable cloth or steel, or unbleached recycled paper.
- There is a composting program or volunteers take organic materials home for composting.





## **G. Service Contractors**

- Preference is given to contractors who adhere to the above criteria as routine practice.
- Contractors are made aware of the green criteria and expected to adhere to them. If they do not utilize some of these criteria as routine practice, they are challenged to make these a practice for this meeting. If they refuse in major ways, attempts are made to find alternative contractors.
- The contractor's practices respect all local and national environmental legislation.
- The contractor makes all reasonable efforts to reduce paper use, including obligatory double-sided copying.
- Any hazardous materials used are properly handled, stored and disposed of.



## Appendix D: Waste Diversion Practices & Providers

### Regional Recycling Services

Regional District	Acceptable Materials					
	Paper & Cardboard	Glass	Tin	Plastics	Grocery Bags	Styrofoam
East Kootenay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-6	<input type="checkbox"/>	<a href="#">RecycleBC Depots</a>
Central Kootenay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-7	<input type="checkbox"/>	<a href="#">RecycleBC Depots</a>
Columbia-Shuswap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-7	<input type="checkbox"/>	<a href="#">RecycleBC Depots</a>
Kootenay-Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-7	<input type="checkbox"/>	<a href="#">RecycleBC Depots</a>

### Regional Transfer Station Locations

RDEK

[http://www.rdek.bc.ca/departments/environmentalservices/garbage\\_recycling](http://www.rdek.bc.ca/departments/environmentalservices/garbage_recycling)

RDCK

<http://www.rdck.ca/EN/main/services/waste-recycling/hours-of-operation.html>

CSRD

<http://www.csr.bc.ca/recycling>

RDKB

<http://www.rdkb.com/Services/EnvironmentalServices2014/WasteManagement.aspx>



## *Columbia Basin Composting Services*

### **Cranbrook Food Action Committee – Cranbrook, BC**

*Provides small-scale composting services on request. Contact:*

Sophie Larsen

P: (250) 520.0409 E: [cranbrookfood@gmail.com](mailto:cranbrookfood@gmail.com)

### **CSRD Commercial Composting Program – Revelstoke, BC**

*Provides composting services to commercial food waste generators (restaurants) for a tonnage fee.*

Carmen Fennell, Waste Reduction Faciliator

P: (250) 833.5936 E: [cfennell@csrd.bc.ca](mailto:cfennell@csrd.bc.ca)

### **Groundswell Network Society – Invermere, BC**

*Provides composting services on site at their community garden, the service is free for users dropping-off their own compost. Rents “Waste Not” stations for local events. Contact:*

P: (250) 342.3337 E: [info@groundswellnetwork.ca](mailto:info@groundswellnetwork.ca)

### **Healthy Community Society of the North Slokan Valley – New Denver, BC**

*PENDING - Exploring the feasibility of a Community Composting Program.*

*Contact:*

Julia Greenlaw

P: (250) 358.2745

### **MyCrobz – Kaslo, BC**

*Provides Bokashi composting services to households and major festivals. Projects by consultation. Contact:*

Todd Veri

P: (250) 353.7726 E: [todd@mycrobz.com](mailto:todd@mycrobz.com)

### **Rossland REAL Food – Rossland, BC**

*Oversees the Rossland Community Garden and composting bins.*

<https://www.facebook.com/groups/Rossland-Real-Food-308601412372/>



**Selkirk College – Castlegar, BC**

*Provides composting services in-house using an industrial composter. Contact:*

Laura Nessman, Sustainability Coordinator

P: (250) 365.7292 x21235

**Wildsight Elk Valley – Fernie, BC**

*Oversees the Fernie EcoGarden and composting bins. Contact:*

Dawn Deydey, Garden Manager

P: (250) 423.3322 E: [garden.fernie@gmail.com](mailto:garden.fernie@gmail.com)

**Wildsight Kimberley/Cranbrook – Kimberley, BC**

*Provides under-the-radar community composting services at their Open Gate Garden. Contact:*

Andrea Chapman, Branch Manager

P: (250) 427.2535 E: [kimcran@wildsight.ca](mailto:kimcran@wildsight.ca)