



# Government Logistics Department Environmental Report 2019





## Introduction

1.1 The Government Logistics Department (GLD) Environmental Report 2019 provides an update on our environmental achievements in 2019 and the targets for 2020. We are committed to continuing with our efforts in support of a greener Hong Kong. We hope that the community, our colleagues and our business contacts will be able to see from this report how we strive for continuous improvements in environmental protection by integrating sustainability principles in our day-to-day operations. This report also sets out our efforts in supporting the implementation of the Clean Air Charter.



## Key Responsibilities and Organisation

2.1 It is our Vision to provide bureaux and departments of the Hong Kong Special Administrative Region Government with professional, cost effective and timely logistical support services in the areas of procurement and supplies, transport operation and management, as well as printing services.

2.2 The department is headed by the Director of Government Logistics who is underpinned by the Deputy Director of Government Logistics. It comprises six Divisions, namely Administration Division, Land Transport Division, Management Services Division, Printing Division, Procurement Division, and Supplies Management Division. As at 31 December 2019, there were 725 posts in the department.



## Environmental Goal

3.1 GLD is fully committed to protecting the environment. It is our Mission to improve continuously our performance in environmental protection in the delivery of our services.



## Environmental Policy and Performance

4.1 In pursuance of our environmental goal, we have made commitments in five major areas of our activities and operations. Details of the commitments

and achievements in 2019 are set out in the ensuing paragraphs.


## Compliance





4.2 We comply with all relevant legislation, standards and regulations, government circulars and guidelines, etc. on environmental protection. We have obtained accreditation under ISO 14001 Certification in our printing services, procurement and supplies management activities. Through the implementation of the Environmental Management System, we are committed to meeting the requirements of the ISO 14001 Certification for continuous improvement in environmental performance.

## Environmentally Responsible Procurement and Supplies Management

4.3 Our prevailing procurement policy is to procure ‘green products’ (viz. recycled products and products with improved recyclability, energy efficiency, greater durability and higher recycled content) available in the market on a cost effective basis.

4.4 To implement the green and sustainable procurement policy, we have taken the following initiatives -

- (a) for common-user items purchased by GLD, adopting green specifications drawn up by the consultants of the Environmental Protection Department (EPD) and awarding contracts for the supply of environment-friendly products, where applicable. Examples include printing paper and paper products with recovered/recycled content, vehicles meeting higher emission standards, electric vehicles, electrical appliances with Energy Efficiency Label, computer and telecommunication equipment complying with energy saving standards, textile products with less toxic and irritating substances and plastic products with recycled content;
- (b) awarding sales contracts for the collection and removal of used or unserviceable products with recyclable materials, e.g., vehicles, electrical equipment, bicycles, spare parts for mechanical and electrical equipment, paper waste and library books;
- (c) encouraging minimal or reusable packaging materials by -
  -  including in the tender documents the requirement for suppliers to avoid unnecessary packaging;

-  specifying the content of the packaging materials to be used (e.g. cardboard boxes should be made from 100% recovered fibre);
- (d) promoting, where appropriate, the incorporation of environmental considerations in tender specifications and marking schemes drawn up by government bureaux/departments (b/ds) for tender evaluation, e.g.
  -  avoiding single-use disposable items;
  -  purchasing products with attributes of improved recyclability, higher level of recycled content, better energy efficiency performance, reduced emission of irritating or toxic substances during installation or use, and reduced production of toxic substances upon disposal; and
  -  purchasing products and equipment from manufacturers in possession of the ISO 14001 certificate, or using more environment-friendly chemicals, cleaner technology or cleaner fuel during the production process;
- (e) conducting regular reviews of the tender specifications of common-user items and unallocated stock items kept in the central store, with a view to removing less environment-friendly features and identifying the availability of more environment-friendly alternative products or features;
- (f) sharing experience with b/ds by issuing circulars to encourage them to follow practices which are in line with the ISO 14001 requirements and the 4R principles (reduce, reuse, recycle and recover);
- (g) encouraging suppliers to make use of the GLD Electronic Tender Box for downloading tender documents, making tender enquiries and submitting tender offers through electronic means; and
- (h) issuing tender/quotation documents in the form of a compact disc instead of a hard copy for collection in person.

4.5 We have also adopted the following green measures in supplies management -

- (a) 103 general forms have been uploaded as e-forms on Central Cyber Government Office website for use by b/ds; and
- (b) Repair and re-conditioning have been arranged for quarters furniture to

enable them to be reused in government quarters.

4.6 To reduce carbon dioxide emission and contribute to better air quality, we have taken part as one of the pilot departments to use B5 diesel. The Government Logistics Centre (GLC) has used B5 diesel for a generator since August 2013.

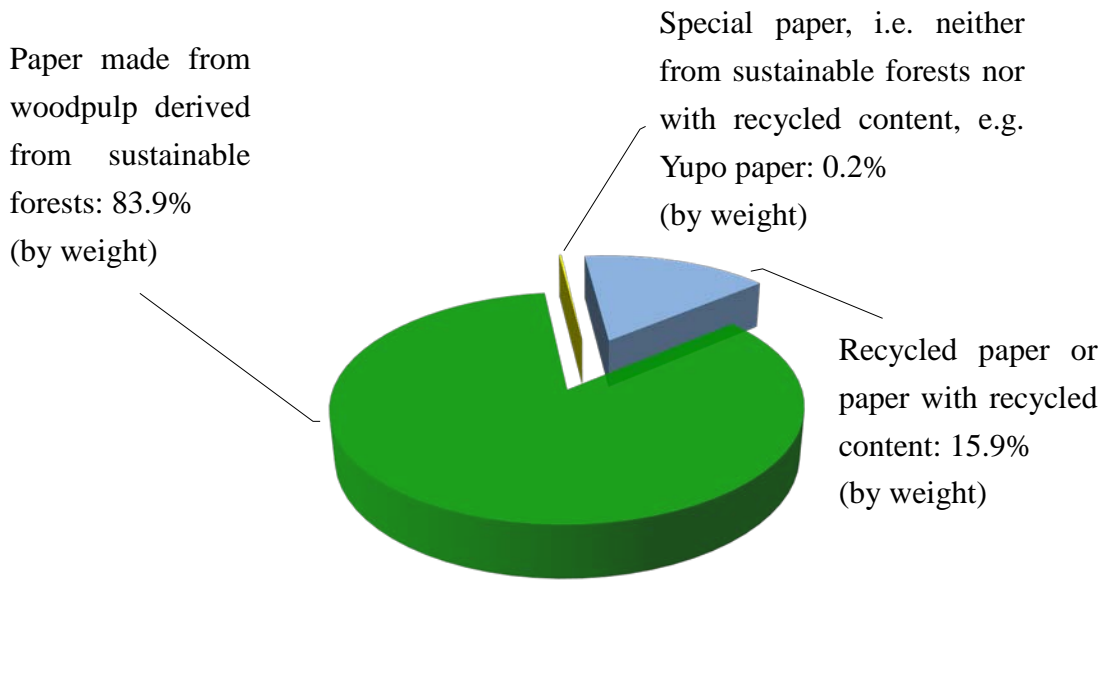
## **Environmentally Responsible Printing Services**

4.7 We have worked towards maintaining, developing and promoting sustainable and environmentally responsible printing services. We are always mindful of the importance of using more environment-friendly printing and finishing technology, inks and raw materials in order to minimise pollution.

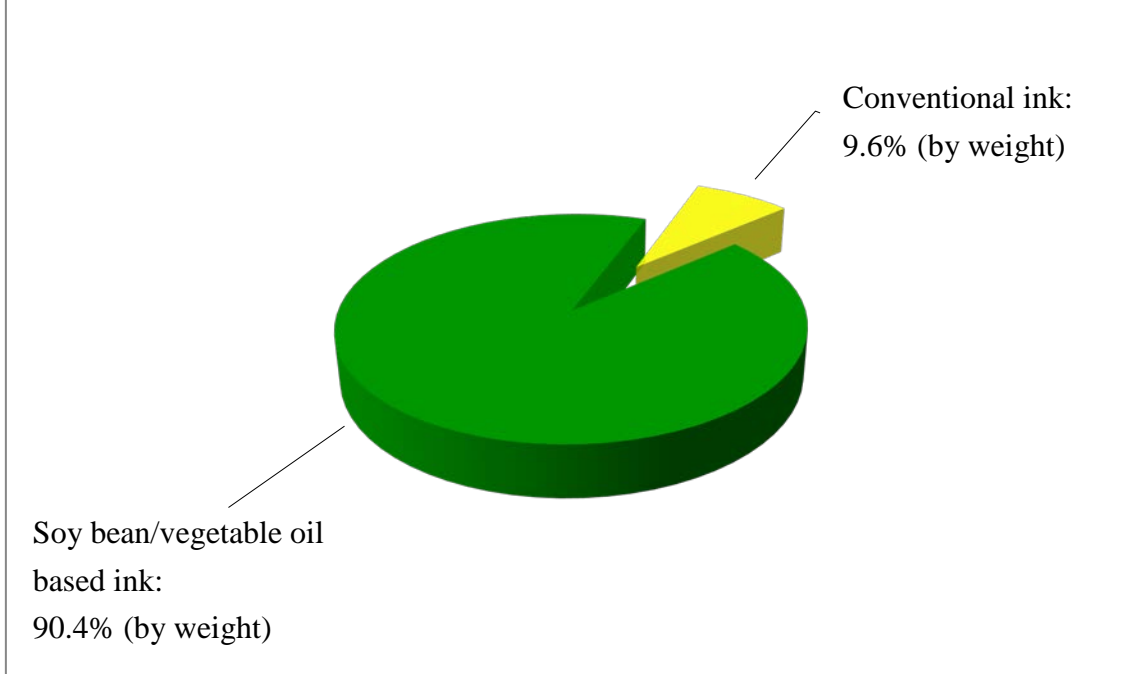
4.8 We use printing paper made either from woodpulp derived from sustainable forests or with recycled content. The recycled paper we use contains at least 80% recovered fibre or 40% post-consumer fibre by weight. We use paper that is not derived from sustainable forests or does not have recycled content only for the production of special printed material, which accounts for a very small percentage (less than 2%) of our total paper consumption.

4.9 We use soy bean/vegetable oil based ink or conventional ink containing low levels of volatile organic compounds.

### Paper consumed for printing services in 2019



### Ink consumed for printing services in 2019



4.10 To be more environment-friendly in our printing process, we have ceased to accept plastic film for printing production since January 2012.

4.11 We maximise the utilisation of printing paper to reduce trimming waste by using standard size paper and by using suitably sized paper from the market to produce “odd size” jobs to reduce production waste. We recycle the trimming waste and other paper waste and, if practicable, convert the trimming waste into note-pads for use by our client b/ds.

4.12 We regularly review and monitor measures to minimise paper waste in the printing process. We also closely monitor the generation and disposal of solid chemical wastes. We collect used printing plates, rubber blankets and ink containers for recycling and arrange for the collection of spent chemical wastes. We discharge effluent arising from printing production according to the terms of licence issued by EPD.

4.13 We have also integrated our commitment to control emission of air pollutants under the Clean Air Charter into our printing operation and reduced the release of paper dust to the atmosphere by installing a ducting device to the Perfect Binding Machine to collect and filter paper dust generated in the production process.


4.14 In 2019, to further improve indoor air quality, a set of Volatile Organic Compounds Deodorising System was installed in the printing workshop.


4.15 We arrange seminars for staff, especially new recruits, to raise their awareness of the importance of environmental protection in the printing workshop.

## **Environmentally Responsible Transport Services**



4.16 We adopt green measures conforming with environmental protection principles and practices in vehicle procurement, fleet management and vehicle hiring. The green measures include –

(a) **Vehicle Procurement**




 giving priority to environment-friendly vehicles when replacing vehicles in the government fleet, subject to the availability of suitable models on the market and operational and resource considerations. Environment-friendly vehicles include vehicles meeting the qualifying standards of the tax incentive schemes administered by EPD, electric vehicles, hybrid vehicles and liquefied petroleum gas light buses;

 procuring 459 environment-friendly vehicles in 2019 mainly to



replace vehicles in the government fleet. These include six electric vehicles, 18 liquefied petroleum gas light buses and 435 vehicles meeting EPD's qualifying standards of the tax incentive schemes for environment-friendly vehicles. As at 31 December 2019, about 58% of the 6,604 government vehicles were environment-friendly vehicles;

-  adopting a pro-innovation approach in the procurement of vehicles in which a marking scheme is used and extra marks will be given to tenderers who offered vehicles meeting emission standards that are higher than the statutory standards and/or who proposed effective and practicable innovative suggestions for enhancing the environmental friendliness or sustainability of the offered vehicles; and
-  giving more weight to vehicle performance in fuel consumption when evaluating tenders for the supply of vehicles to the Government.

(b) Fleet Management

-  controlling the overall growth of the government fleet and encouraging b/ds to use more public transport;
-  using retreaded tyres on medium and heavy vehicles with a view to reducing the disposal of used tyres; and
-  promoting the environmental awareness of drivers of government vehicles through driver induction courses and refresher training courses;

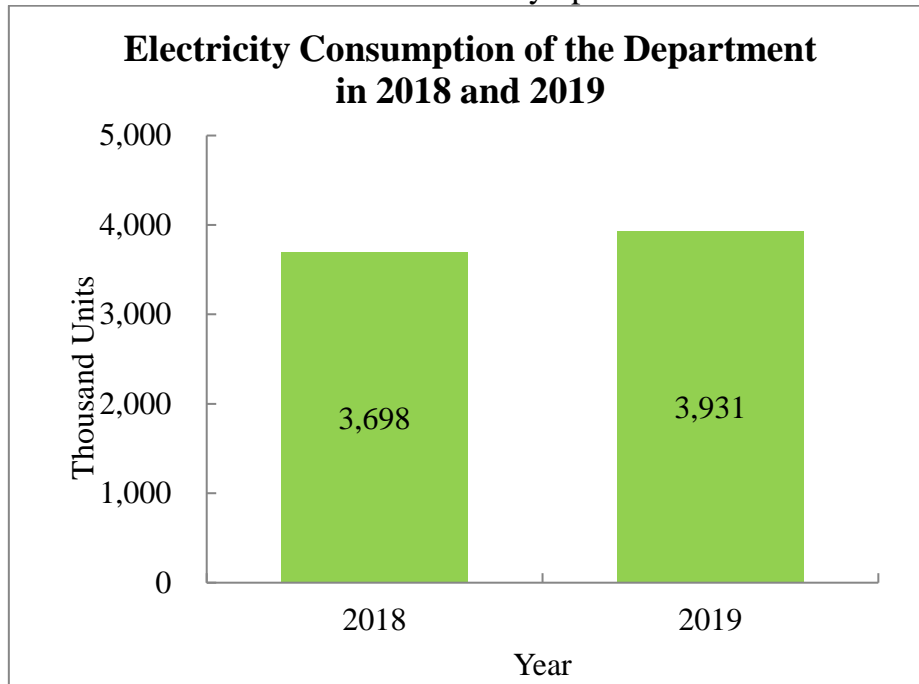
(c) Vehicle Hiring

-  incorporating a mandatory emission level requirement in vehicle hiring tenders; and
-  adopting a pro-innovation approach in the procurement of vehicle hiring services in which a marking scheme is used and extra marks will be given to tenderers' offers providing electric vehicles or vehicles meeting more stringent emission standards than the statutory standards and/or tenderers' effective and practicable innovative suggestions for enhancing the green performance of the vehicle hiring service.



## Green Workplace

4.17 Electricity consumption in individually-metered GLD premises in 2019 increased by 6.3% when compared with that in 2018. We will continue to strive to conserve energy and resources by promoting and adopting green housekeeping measures in our daily operation.



\*The above is based on data from Printing Division at GLC, as well as from the Training and Testing Unit in Kowloon Bay where independent meters are available. Data on electricity consumption on other GLD premises without independent meters is not available.

4.18 Electricity consumption in GLC in 2019 increased by 6.3% when compared with that in 2018 because the average temperature of Hong Kong in 2019 (i.e. 24.5 degree Celsius) increased by 3% as compared with that of 2018 (i.e. 23.9 degree Celsius) and the total output of the Printing Division increased by 3.93% in terms of paper consumption.

4.19 To promote awareness of the need to reduce greenhouse gas emissions, we have been conducting carbon audits for GLC on an annual basis since 2017. The level of emission, in terms of tonne of carbon dioxide equivalent per square metre of internal floor area, slightly increased by 7.69% from 0.13 in 2018 to 0.14 in 2019 as the electricity consumption and paper consumption increased by 6.3% and 3.93% in 2019 respectively. The 2019 carbon performance is shown in the **Appendix**. We will continue to adopt appropriate carbon reduction measures as and when advised by EPD.

4.20 We regularly remind our staff of the need to reduce paper consumption and provide them with useful tips for reference. We also encourage the use of

recycled paper. In 2019, all paper consumed in office operation of GLD was recycled paper.

4.21 We conduct environmental protection training for our staff and send them to attend courses organised by professional bodies to enhance their awareness and knowledge about environmental protection. About 24 staff members of different grades and ranks received such training in 2019. We also participate in the “Community Chest Green Day” each year and regularly promulgate green tips on environmental conservation and energy saving in our departmental newsletters.



## Environmental Targets for 2020

5.1 GLD strives for continuous improvement in environmental protection and with reference to the principles and spirit of the Clean Air Charter where appropriate, we have set our targets for 2020 as described in the following paragraphs.

### Compliance

5.2 We will continue to comply with the requirements of relevant environmental legislation, standards and regulations. We will also continue to comply with government circulars and guidelines on environmental protection including those related to the Clean Air Charter, as well as to implement the Environmental Management System under ISO 14001 in our operations in order to contribute to a healthier and sustainable environment.




### Environmentally Responsible Procurement and Supplies Management

5.3 We will continue to adopt green product specifications where applicable for common-user items in our procurement strategies. We will also continue to implement our green procurement policy in the procurement of goods and be on the lookout for the possibility of enhancing green measures in supplies management.

5.4 EPD had promulgated green specifications for 150 common items used in the Government. We will actively adopt the green specifications for environment-friendly products in our purchases, subject to considerations of market availability, fair competition and choice.

## Environmentally Responsible Printing Services

5.5 We will continue to adopt the existing measures to reduce, recycle and reuse waste in our printing process and integrate the commitment under the Clean Air Charter into our printing operations. We will continue to share our experience with our client b/ds and encourage them to support our green measures such as -

-  making the best use of our stock paper to reduce paper wastage as far as possible and to order sufficient printed copies in one production to avoid reprints;
-  providing originals in the form of a soft copy instead of hard copy for printing production; and
-  using e-services in placing printing orders and proof reading to reduce the need of using hard copies.



## Environmentally Responsible Transport Services

5.6 To enhance environmental performance including reducing emission and enhancing energy efficiency, we will continue to implement the existing measures in vehicle procurement and fleet management. In addition, we will continue to explore more alternatives of environment-friendly vehicles and the feasibility of using them in the government fleet.

5.7 We will continue to reinforce the awareness of environmental protection and the concept of 'eco-driving' among government drivers through training courses and seminars and encourage them to adhere to energy-efficient driving techniques.

## Green Workplace

5.8 We will continue to implement green housekeeping measures in our daily operations and enhance staff awareness of the importance of a green workplace. We will endeavour to achieve more efficient use of resources and reduction of waste, save energy, reduce carbon emission and improve our working environment through the following measures -

-  promulgating regularly in our departmental newsletters green tips/green initiatives in office operation; and
-  organising staff training programmes and seminars on environmental protection.



## Comments and Suggestions

6.1 We welcome any comments and feedback on this report for further improvement. You may contact us by -

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Email : [info@gld.gov.hk](mailto:info@gld.gov.hk)

**Government Logistics Department  
October 2020**

## Government Logistics Centre Carbon Performance Disclosure

1. Background Information	
Reporting Period	1/1/2019 to 31/12/2019
Total No. of Major Buildings <sup>1</sup>	1
Total Floor Area <sup>2</sup> (m <sup>2</sup> )	40,193
Total No. of Employees <sup>3</sup>	374
Category of Building(s)	<input checked="" type="checkbox"/> Office type buildings <input checked="" type="checkbox"/> Others, please specify: <u>Workshops and warehouse</u>

2. Scope of Reporting		
Total Greenhouse Gas (GHG) Emissions <sup>4</sup>	6,360.40	Tonnes of CO <sub>2</sub> -e

3. GHG Reduction Measures Implemented in the Reporting Period	
Energy saving	- Switching off electrical appliances and systems when not in use
Vehicles	- A diesel car was replaced by an electric car in September 2018
Paper saving	- Using the blank side of single-sided waste copies for printing drafts - Reusing envelopes and loose minutes jackets
Water saving	- Reminding staff to turn off water taps while lathering and scrubbing hands - Conducting regular inspection and maintenance for taps and pipes
Recycling activities	- Returning used laser printer toner, ink-jet cartridges and used paper for recycling - Using waste separation bins
Staff engagement	- Enhancing staff awareness of the importance of a green workplace, e.g. reduction of waste, water and paper consumption; and saving energy
Housekeeping measures	- Conducting inspections to ensure lights, office equipment and air-conditioners in offices and conference rooms were switched off during lunch break and after office hours - Issuing biannual email reminders to staff on energy and paper saving

<sup>1</sup> "Major Buildings" refers to buildings with annual electricity consumption over 500 000 kilowatt hour (kWh).

<sup>2</sup> "Total Floor Area" refers to the sum of floor area of all "Major Buildings".

<sup>3</sup> "Total No. of Employees" refers to those working in all "Major Buildings".

<sup>4</sup> "Total GHG Emissions" refers to the sum of Scope 1, 2 and 3 GHG emissions.