

# Government Logistics Department Environmental Report 1.7.2003-31.12.2004

## INTRODUCTION

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**G**overnment Logistics Department (GLD) was formed on 1 July 2003 by merging the three former departments of Government Land Transport Agency, Government Supplies Department and Printing Department. This is the first Environmental Report of GLD covering the period from 1 July 2003 to 31 December 2004 (the reporting period). This report aims at setting out our environmental policy and providing an overview of our achievements in the reporting period and the 2005 targets for continuous improvement. We hope that through this report, our staff, official contacts and members of public could have a better idea of our efforts in protecting the environment.

## KEY RESPONSIBILITIES AND ORGANIZATION OF GLD

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

2.2 GLD is led by Director of Government Logistics who is underpinned by Deputy Director of Government Logistics. This department comprises six Divisions, namely Administration Division, Land Transport Division, Management Services Division, Printing Division, Procurement Division, and Supplies Management Division. As at 31 December 2004, there were some 700 staff in this department.

## ENVIRONMENTAL GOAL

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3.1 GLD fully supports the Hong Kong Special Administrative Region's commitment and effort to protect the environment. It is our Mission to improve continuously our performance in respect of environmental protection in the delivery of our services.

## ENVIRONMENTAL POLICY AND PERFORMANCE

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4.1 In pursuance of our environmental goal, we have made commitments in five major areas in our activities and operations and we are working towards them. Details of the commitments and achievements in the reporting period are set out in ensuing paragraphs.

### **Compliance**

4.2 We comply with all relevant environmental legislation, standards and regulations, Government circulars and guidelines, etc. Through the integration and implementation of the Environmental Management System, we are committed to meeting the requirements of the ISO 14001 Certification in our printing services, procurement activities and supplies management.

### **Environmentally Responsible Purchasing of Goods and Supplies Management**

4.3 GLD's prevailing procurement policy is to procure "green products" (viz. recycled products and products with improved recyclability, energy efficiency, greater durability and higher recycled contents) available in the market on a cost effective basis.

4.4 To implement the green procurement policy, GLD has taken the following initiatives-

- (a) taking on board the recommendations contained in the “Consultancy Study on Environmentally Responsible Product Specifications”, commissioned by Environmental Protection Department in year 2000, in respect of the common-user items purchased by GLD;
- (b) awarding contracts for the supply of ultra low sulphur diesel for use by all government diesel vehicles;
- (c) arranging sales term contracts for collection and removal of recyclable materials which include paper waste, metal scraps, empty cartridges, used lubricants, transformer oil, computers, televisions, unserviceable vehicles, refrigerators, room coolers, water meters, plant and domestic appliances, CD, VCD & CD-ROM, and recovery of silver from used x-ray and photographic film fixing solution ;
- (d) encouraging minimal or reusable packaging materials by-
  - (i) including in the tender specifications a special requirement which obliges contractors to declare that they have avoided unnecessary packaging; and
  - (ii) specifying on the use of packaging material (e.g. cardboard boxes must be made from 100% recovered fibre);
- (e) promoting the incorporation of environmental considerations into tender specifications drawn up by government departments-
  - (i) avoiding single-use disposable items and purchasing products with the following attributes-
    - ⌘ improved recyclability, higher recycled content and greater durability;
    - ⌘ greater energy efficiency;
    - ⌘ utilizing clean technology and/or clean fuels;
    - ⌘ reduction in water consumption;
    - ⌘ reduced emission of irritating or toxic substances during installation or use; and
    - ⌘ reduced production of toxic substances upon disposal.

- (ii) conducting regular reviews of the tender specifications for items kept in the central store and under allocated term contracts to remove features that may cause harm to the environment;
- (f) issuing regularly circular memo to encourage bureaux/departments to follow the practices which are in line with the ISO 14001 requirements and the department's commitment to the 4R principles (reduce, reuse, recycle and recover); and.
- (g) adopting a marking scheme that includes the following environmental factors for evaluation of tenders for the supply of common-user items like toilet paper, recycled printing paper and stationery-
  - (i) product consisting of recycled content;
  - (ii) possession of ISO14001 certificate; and
  - (iii) the use of environmentally friendly chemicals / procedures during production process.

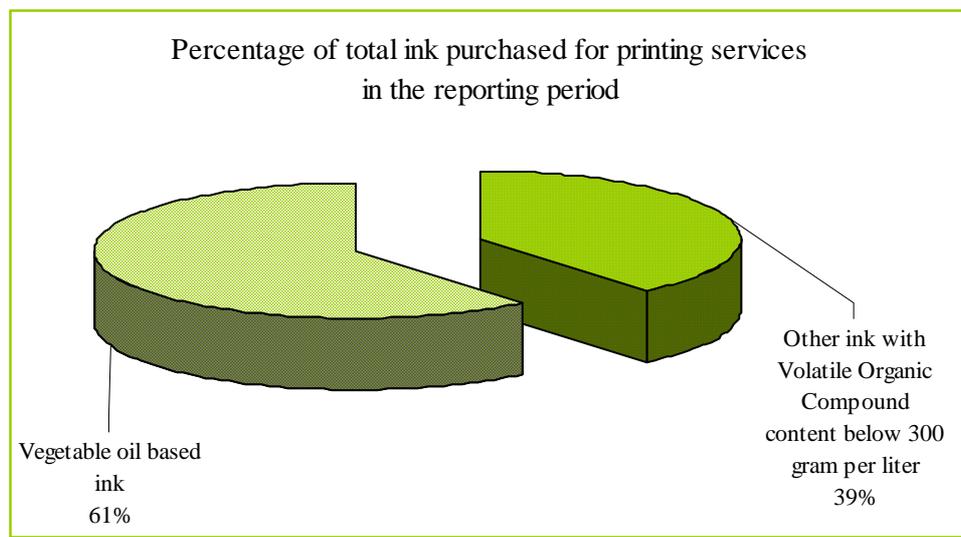
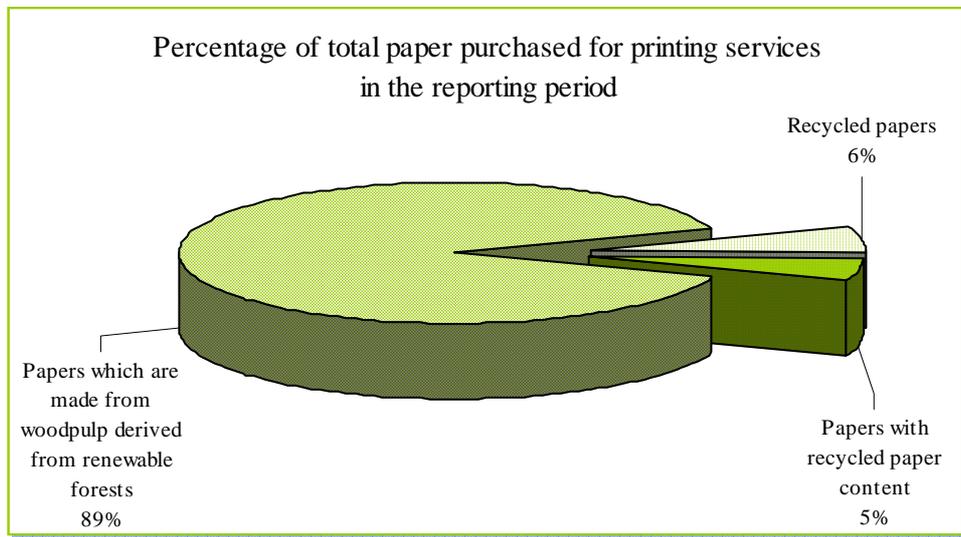
4.5 GLD also adopts the following green measures in supplies management-

- (a) For economical consumption of general forms (G.F. forms), GLD has uploaded 106 G.F. forms onto Central Cyber Government Office website for use by departments on a need basis; and
- (b) For recycling purpose, GLD has arranged repair and reconditioning of used quarters furniture for reuse in government quarters.

## Environmentally Responsible Printing Services

4.6 GLD works towards maintaining, further developing and promoting sustainable and environmentally responsible printing services to the departments and subvented organizations of the HKSAR Government. We ensure that our Environmental Management System is effectively integrated into the daily printing operations and activities. We also keep improving this system and our environmental performance continuously by using environmentally friendly printing technologies, inks and raw materials with a view to minimizing pollution generated as far as possible.

4.7 GLD uses environmentally friendly inks and raw materials in its printing process. The details are –



4.8 GLD also adopts an environmentally responsible approach in discharging of effluent arising from production. The effluent is discharged under licence issued by Environmental Protection Department.

### **Environmentally Responsible Transport Services**

4.9 GLD adopts green measures on vehicle procurement and fleet management and conforms to environmental protection principles and practices. Green measures include –

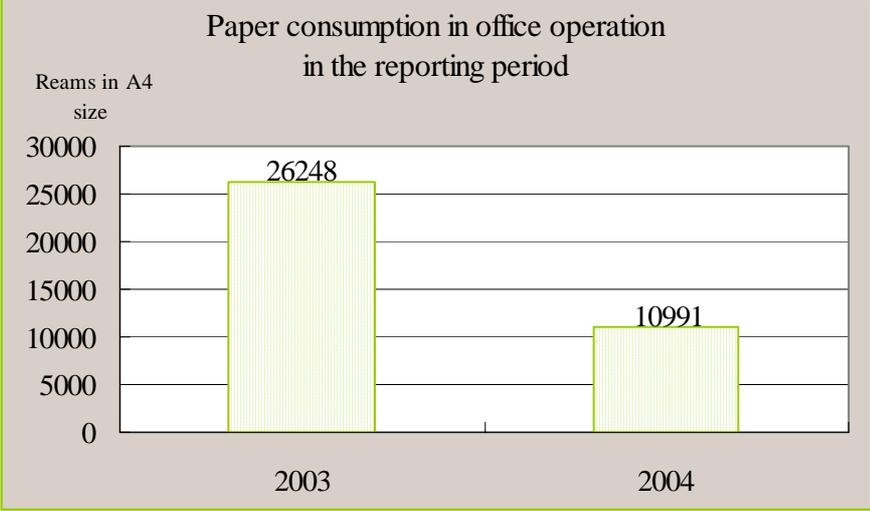
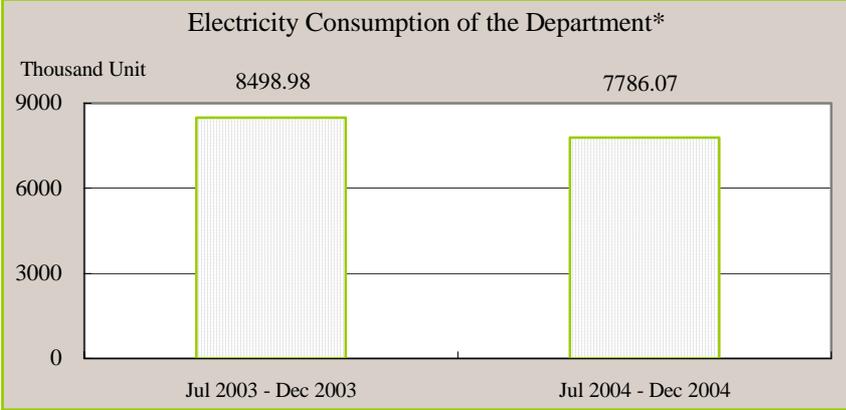
- 🌀 Controlling the overall growth of the government fleet. The number of vehicle on the establishment of the government fleet has been reduced from 6,777 in 2003-04 financial year to 6,592 in 2004-05 financial year, a reduction of 2.73%;
- 🌀 Trying out and evaluating suitable environmentally friendly vehicles such as electric vehicles, LPG vehicles, hybrid vehicles with a view to progressively replacing existing diesel vehicles where suitable. A total of 33 numbers of LPG light buses were procured in the reporting period and the remaining diesel light buses in the government will be replaced by LPG ones when they fall due for replacement;
- 🌀 Procuring five hybrid cars to conduct an extensive trial on the feasibility of introducing hybrid vehicles into the government fleet;
- 🌀 Meeting the most stringent emission standards required by law for new heavy diesel vehicles that have no alternative fuel substitute;
- 🌀 Adopting Retrofit Diesel Oxidation Catalysts on diesel vehicles of Euro I and II emission standard in the government fleet;
- 🌀 Applying retreaded tyres on the rear axles of medium and heavy vehicles in the government fleet with a view to reducing the need for new tyres and hence the disposal of used ones;
- 🌀 Conducting researches on new fleet management system with a view to improving the productivity and utilization of government vehicles; and
- 🌀 Reminding drivers to comply with the air control guidelines such as switching off the engine while waiting.

## Minimization of Consumption in Office Operations

4.10 We adopt good in-house green housekeeping measures in our daily office operations. We conserve energy and resources by promoting and adopting the economical use of electricity, water and paper. A Departmental Green Manager, ranked at Directorate level, is appointed to introduce new and review existing green initiatives, oversee and take forward green housekeeping measures for general office practices. Circulars and guidelines on green management are issued to staff at regularly intervals and whenever there is a new initiative or an identified need.

4.11 A brief account of our achievements made in the reporting period is given in the following table.

Scope	Measures taken
Paper Consumption	<p>Using recycled photocopying paper in office operations and plain paper for fax machines.</p> <p>Encouraging staff to reduce paper consumption by various means, such as -</p> <ul style="list-style-type: none"> <li>☞ Dissemination of information to the general public through the internet;</li> <li>☞ Using the notes-based Electronic Leave Application and Processing System to handle applications for leave;</li> <li>☞ Using the e-booking system for booking conference rooms;</li> <li>☞ Encouraging the use of e-mails for internal transmission of documents and correspondence;</li> <li>☞ Using both sides of paper for printing, drafting and photocopying;</li> <li>☞ Using envelopes only when unavoidable;</li> <li>☞ Reusing envelopes, folders and tags;</li> <li>☞ Using fewer photocopies by sharing documents at meetings; and</li> <li>☞ Sending out electronic greeting cards at festive seasons.</li> </ul>

Scope	Measures taken						
	<p>With the above measures, a significant drop of 58% in the paper consumption in office operation was recorded for the year 2004 as against the year 2003.</p>  <table border="1"> <caption>Paper consumption in office operation in the reporting period</caption> <thead> <tr> <th>Year</th> <th>Reams in A4 size</th> </tr> </thead> <tbody> <tr> <td>2003</td> <td>26248</td> </tr> <tr> <td>2004</td> <td>10991</td> </tr> </tbody> </table>	Year	Reams in A4 size	2003	26248	2004	10991
Year	Reams in A4 size						
2003	26248						
2004	10991						
Utility Consumption	<p>Achieving savings through the following good environmental practices–</p> <ul style="list-style-type: none"> <li>☞ Turning off lights, faucets, electronic equipment and independent air-conditioning units when not needed;</li> <li>☞ Encouraging staff to use less water and use the stairs instead of lifts whenever possible; and</li> <li>☞ Using curtains or venetian blinds to deflect the heat of the sun during summer time and vice versa during cooler months.</li> </ul> <p>With the implementation of the above measures, the electricity consumption of the Department in July to December 2004 was 7786 thousand units, representing a reduction of 8% during the same period in 2003.</p>  <table border="1"> <caption>Electricity Consumption of the Department*</caption> <thead> <tr> <th>Period</th> <th>Thousand Unit</th> </tr> </thead> <tbody> <tr> <td>Jul 2003 - Dec 2003</td> <td>8498.98</td> </tr> <tr> <td>Jul 2004 - Dec 2004</td> <td>7786.07</td> </tr> </tbody> </table> <p>* Including the data from Printing Division at Cornwall House in Taikoo Place, the Government Logistics Centre in Chai Wan and the Training and Testing Unit in Kowloon Bay, where independent meters are available.</p>	Period	Thousand Unit	Jul 2003 - Dec 2003	8498.98	Jul 2004 - Dec 2004	7786.07
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Scope	Measures taken
Waste Recycling	Collecting waste paper and printer cartridges for recycled purposes and re-using decorative materials at festive seasons.
Promotion of Staff Awareness	<p>Working towards a green office hand in hand with our staff by issuing circulars and guidelines on green housekeeping, providing a green workplace to staff by various means (e.g. setting up a non-smoking office with indoor plants) and participating in the “Community Chest Green Day” etc.</p> <p>Equipping our colleagues with necessary knowledge, skills and attitude on environmental protection. A series of awareness seminars have been organized and about 200 staff have participated in the events. Major topics discussed were:</p> <ul style="list-style-type: none"> <li>🌀 Environmental Issues in Hong Kong;</li> <li>🌀 4Rs Principles - Reduce, Reuse, Recycle and Recover;</li> <li>🌀 Legislative requirements related to environmental protection;</li> <li>🌀 Environmental friendly products in the market;</li> <li>🌀 Control measures for minimizing and mitigating pollution associated with storage and distribution; and</li> <li>🌀 Things to do in protecting our environment in our daily life and workplace.</li> </ul>

## ENVIRONMENTAL TARGETS FOR 2005

5.1 For continual improvement, we have set the following targets for 2005 –

### Compliance

5.2 We will continue to ensure that requirements of relevant environmental legislation, standards and regulations are met. We will also continue to comply with government circulars and guidelines on environment protection.

## **Environmentally Responsible Purchasing of Goods and Supplies Management**

5.3 We will continue to adopt green product specifications for common-user items maintained by the Department in our procurement strategies. We will also continue to implement our green procurement policy in the procurement of goods and explore any possibility to enhance green measures in supply management.

## **Environmentally Responsible Printing Services**

5.4 We will adopt the following measures -

- ☞ maximizing the use of paper stock and reducing waste;
- ☞ advising client departments to make best use of our stock paper to reduce paper wastage as far as possible and to order sufficient printed copies in one go to avoid reprints;
- ☞ buying suitable size paper to fit odd sized products if there will be substantial reduction in paper wastage than using our stock;
- ☞ using less “make ready” allowance than trade practice, where practicable, with a view to averting unnecessary paper consumption;
- ☞ encouraging client departments to use black and white printing to simplify printing process;
- ☞ encouraging client departments to submit originals in soft copy for printing; and
- ☞ providing technical advice to assist the drafting of legislation in controlling Volatile Organic Compound content in printing inks.

## **Environmentally Responsible Transport Services**

5.5 To enhance environmental performance, we will continue to -

- ☞ control the growth of government fleet size;
- ☞ replace diesel light buses with LPG ones that are due for replacement; and
- ☞ explore the feasibility of introducing low emission vehicles in the government fleet.

## Minimization of Consumption in the Office Operation

5.6 We will continue to enhance staff awareness of green work place and review our measures on minimizing consumption with a view to further promoting a green office environment and striving for continual improvement in the efficient use of resources.

### COMMENTS AND SUGGESTIONS

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

- ✉ Sending an email to [info@gld.gov.hk](mailto:info@gld.gov.hk)
- ✉ Faxing to 2887 6591
- ✉ Mailing to 8/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong
- ✉ Calling at 2231 5105

Government Logistics Department  
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