

Government Logistics Department

Environmental Report 2005





Director's Message

I am pleased to present the Government Logistics Department's 2005 Environmental Report. This report sets out our environmental policy and provides an overview of our achievements in 2005 and targets in 2006. We hope that through this report, the community, our contacts and overseas partners could have a better understanding of our continuous efforts in protecting the environment.

This department, being the procurement agent in major purchases, land transport manager and printer of the Government, is committed to delivering services in an environmentally responsible manner. We also foster environmental awareness among staff and influence our stakeholders including suppliers, contractors and client departments for overall improvements on environmental performance.

Ms Maria KWAN
Director of Government Logistics

Key Responsibilities and Organization of GLD

2.1 It is our Vision to provide to 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 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 2005, there were about 700 staff in the department.

Environmental Goal

3.1 GLD fully supports the Hong Kong Special Administrative Region's commitment and effort to protect the environment. On environmental protection, it is our Mission to improve continuously our performance in respect of 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 2005 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. 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, we have 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 2003, 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) operating 23 sales term contracts for collection and removal of recyclable materials which include paper wastes, newspapers, periodicals and library books, metal scraps, used/unserviceable office steel furniture and equipment, used transformer oil and lubrication oil, computers, televisions, abandoned/unserviceable vehicles, refrigerators, room coolers, water meters, domestic appliances, silver recovered from used x-ray film fixing solution, CD, VCD & CD-ROM to be shredded as scrap, empty cartridges and scrap lead;

- (d) encouraging minimal or reusable packaging materials by -
- including in the tender document the requirement which encourages suppliers to avoid unnecessary packaging;
 - specifying on the packaging material to be used (e.g. cardboard boxes should be made from 100% recovered fibre);
- (e) promoting where appropriate the incorporation of environmental considerations in tender specifications and marking schemes drawn up by government departments for evaluation of tenders. Examples of environmental considerations are -
- avoiding single-use disposable items;
 - purchasing products with attributes of improved recyclability, higher recycled content, greater durability, greater energy efficiency, reduced emission of irritating or toxic substances during installation or use, and reduced production of toxic substances upon disposal;
 - purchasing products and equipment in possession of ISO14001 certificate, and using environmentally friendly chemicals, clean technology and/or clean fuel during production process;
- (f) conducting regular reviews of the tender specifications of common-user items and standard unallocated stock items kept in the central store, with a view to removing features that might cause harm to the environment or identifying whether alternative environmentally-friendly products are available; and
- (g) issuing regularly circular memo to encourage bureaux/departments to follow practices which are in line with the ISO 14001 requirements and the department's commitment to the 4R principles (reduce, reuse, recycle and recover).

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

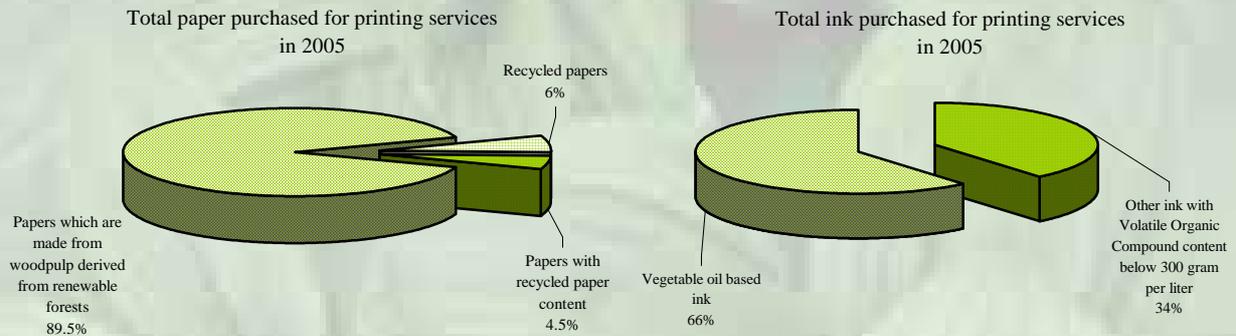
- (a) for economy in the use of paper, 114 general forms (G.F. forms) have been uploaded as e-copies onto Central Cyber Government Office website for use by departments on a need basis; and
- (b) for waste reduction purpose, we have arranged repair and reconditioning of used quarters furniture for reuse in government quarters.

Environmentally Responsible Printing Services

4.6 GLD works towards maintaining, further developing and promoting sustainable and environmentally responsible printing services to bureaux/departments of the HKSAR Government and subvented organizations. 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 and finishing technologies, inks and raw materials with a view to minimizing pollution generated as far as possible.

- (a) We set up a “Paper Wastes Monitoring Committee” in October 2005 to review and monitor measures to minimize paper wastes on an on-going basis.
- (b) We have reduced the printing factory by 2 storeys and hence saved maintenance and operating costs as well as energy consumption.

4.7 GLD uses environmentally friendly inks and raw materials in its printing process. Details are set out below.



4.8 We also adopt an environmentally responsible approach in discharging effluent arising from printing production. The effluent is discharged under licence issued by the Environmental Protection Department.

Environmentally Responsible Transport Services

4.9 We adopt green measures in vehicle procurement and fleet management and conform to environmental protection principles and practices. Green measures include -

(a) Vehicle Procurement

- replacing all diesel light buses in the government fleet by LPG ones by phases. At present, 155 or 50.2% of the 309 light buses in the fleet are LPG ones and among them 36 were procured in 2005;

- conducting a two-year trial of five hybrid electric cars to examine the feasibility of introducing hybrid vehicles into the government fleet. The trial commenced on 1 April 2005 and will be completed on 31 March 2007. Subject to the feasibility of installing electrical accessories such as light bars and communication equipment onto the hybrid electric cars, the trial will be further extended to operational vehicles;

(b) Fleet Management

- controlling the overall growth of the government fleet. The number of vehicles on the establishment of the government fleet has been reduced from 6,592 in 2004-05 financial year to 6,461 in 2005-06 financial year, a reduction of 131 vehicles or 1.99%;
- retrofitting Diesel Oxidation Catalysts on all diesel vehicles of Euro I and II emission standard in the government fleet in order to reduce the emission of polluting particles;
- 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;
- requiring drivers of Government vehicles to switch off the engine while waiting and promoting their environmental awareness at the refresher training courses; and
- taking into account fuel consumption rates when evaluating tenders for the supply of vehicles to the Government, whereby vehicles with lower fuel consumption rate will be given heavier weight in the evaluation process.

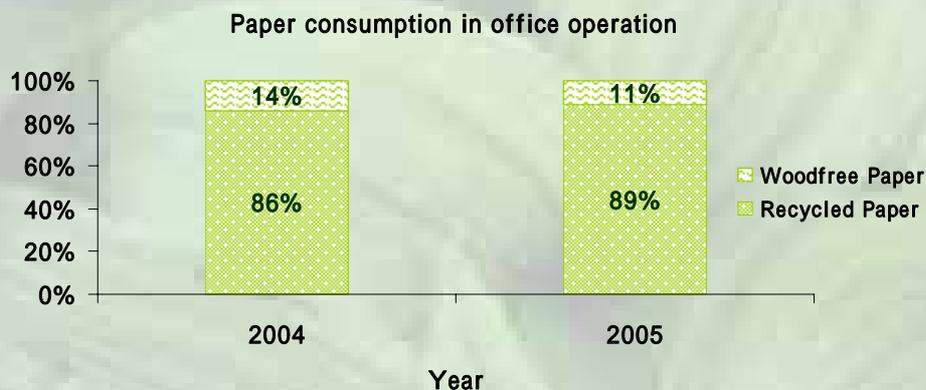
Green Workplace

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 identified need.

4.11 A brief account of our major achievements in 2005 is given below -

(a) Reduction in Paper Consumption

- the use of recycled paper as against woodfree paper increased from 86% in 2004 to 89% in 2005;



- encouraging communication and promulgation of information through electronic means;
- using Electronic Leave Application and Processing System to handle applications for leave;
- using the e-booking system for booking conference room;

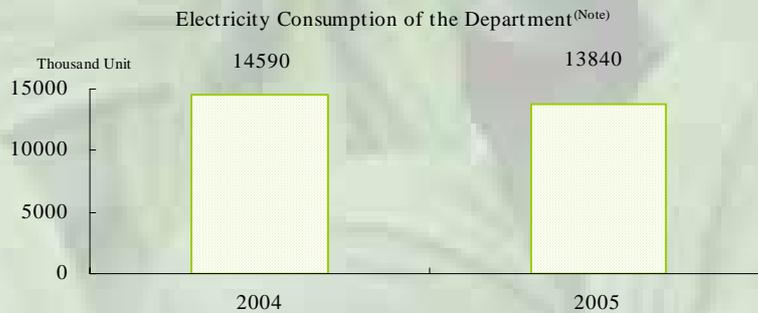
- using both sides of paper for printing, drafting and photocopying;
- using envelopes only when unavoidable;
- reusing envelopes, folders and tags;
- using fewer photocopies by sharing documents at meetings;
- replacing conventional greeting cards by electronic greeting cards on festive occasions;

(b) Energy Conservation

Achieving savings through the following good environmental practices -

- adopting the Government-wide initiative of keeping the room temperature in all GLD offices at 25.5 , and installing thermometers to monitor the room temperature of office premises using independent air conditioning units;
- turning off lights, electronic equipment and independent air-conditioning units when not needed;
- encouraging staff to use less water and use the stairs instead of lifts whenever possible;
- using curtains or Venetian blinds to deflect the heat of the sun during summer time;

The electricity consumption of the Department in 2005 was 13,840 thousand units, representing a reduction of 5.1% as against that in 2004. ^(Note)



Note: The above is based on 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. Electricity consumption of other GLD premises without independent meters is not available.

(c) Waste Recycling

- collecting waste paper and printer cartridges for recycled purposes;
- re-using decorative materials at festive seasons;

(d) Promotion of Staff Awareness

- to enhance environmental awareness among staff and equip them with the knowledge and skills to improve environmental performance, a series of seminars on environmental awareness had been organized. Over 120 staff of different grades and ranks have participated in the programmes;
- 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”.

Environmental Targets for 2006

5.1 For continuous improvement, we have set the following targets for 2006 -

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 where available for common-user items under allocated term contracts 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 supplies management.

Environmentally Responsible Printing Services

5.4 We will continue to integrate sustainable measures into our printing operation and encourage our client departments to get involved in green initiatives. Measures include -

(a) **Printing Operation**

-  maximizing the use of standard size papers to reduce production waste;

- buying suitable size papers for odd sized products if there will be substantial reduction in paper wastage than using our stock papers;
- using less “make ready” allowance than the trade practice, where practicable, with a view to averting unnecessary paper consumption;
- providing technical advice to assist in the drafting of legislation on controlling Volatile Organic Compound content in printing inks;
- making use of trimming wastes by turning them into scribing pads;
- replacing or upgrading aged equipment to reduce noise pollution and energy consumption and increase efficiency;

(b) Assistance to Client Departments

- advising client departments to make best use of our stock papers to reduce paper wastage as far as possible and to order sufficient printed copies in one production to avoid reprints;
- encouraging client departments to use black and white printing instead of colour printing whenever possible to simplify printing process; and
- encouraging client departments to submit originals in soft copy instead of hard copy for printing.

Environmentally Responsible Transport Services

5.5 To enhance environmental performance, we will continue to adopt the following measures -

(a) Vehicle Procurement

- replacing diesel light buses with LPG ones by phases having regard to the availability of resources;
- procuring vehicles that will meet the most stringent emission standards required by laws;

(b) Fleet Management

- controlling the growth of the government fleet size;
- exploring the feasibility of introducing low emission vehicles in the government fleet; and
- enhancing the awareness of environmental protection of government drivers.

Green Workplace

5.6 We will continue to enhance staff awareness of green workplace and review our measures on minimizing consumption with a view to further promoting a green office environment and striving for continuous improvement in the efficient use of resources. We will further reduce paper and energy consumption by implementing the following measures -

(a) Reduction in Paper Consumption

- replacing traditional printers with single-side printing function by those with double-side printing function when the former are due for replacement;

(b) Energy Conservation

- conducting a review of the illumination level in our offices with a view to minimizing energy consumption where appropriate;

- ❧ implementing the Accessibility Programme in electronic communication whereby the remaining 60% of our staff can also make use of e-mails for internal transmission of documents and correspondence;
- ❧ minimizing power consumption in offices which are not centrally air-conditioned; and

(c) Promotion of Staff Awareness

- ❧ organizing another series of seminars on environmental awareness for staff.

5.7 We will also set up a green corner in our internal information centre which will serve as an additional forum to promulgate green tips in office operation.

❧ Comments and Suggestions

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

- ❧ Emailing to 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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