



Environmental Report 2006





Introduction

This report aims to update the public on our environmental achievements in 2006 and targets in 2007. We hope that the community, our official contacts and overseas partners will see in this Report how we strive for continuous improvements in environmental protection by integrating sustainability principles in our day-to-day operation.



Key Responsibilities and Organization of GLD

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 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 2006, there were about 750 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 2006 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) taken on board the recommendations contained in the "Consultancy Study on Environmentally Responsible Product Specifications", commissioned by Environmental Protection Department in 2003, in drawing up specification for common-user items purchased by GLD;
- (b) awarding contracts for the supply of environmentally friendly common-user items, e.g. photocopying paper and toilet paper with recycled content, facsimile machine and photocopier with energy efficiency label for use by various government departments etc.;

- (c) awarding contracts for the supply of liquefied petroleum gas (LPG) for use by government LPG vehicles;
- (d) operating 28 sales term contracts for collection and removal of recyclable materials which include paper wastes, newspapers, periodicals and library books, used transformer oil and lubrication oil, metal/electric cable scraps, scrap metal containers/compartments, used/unserviceable office steel furniture and equipment, plastic refuse containers, 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;
- (e) encouraging minimal or reusable packaging materials by -
 -  including in the tender document the requirement which encourages suppliers to avoid unnecessary packaging;
 -  specifying the content of the packaging material to be used (e.g. cardboard boxes should be made from 100% recovered fibre);
- (f) 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;



- (g) 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 features that might cause harm to the environment or identifying whether alternative environmentally friendly products are available; and
- (h) 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, 116 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.

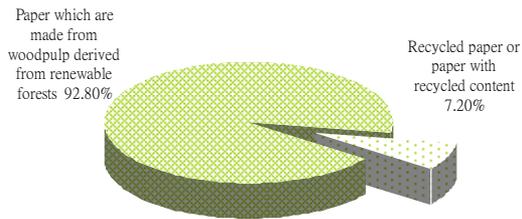
Environmentally Responsible Printing Services

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.

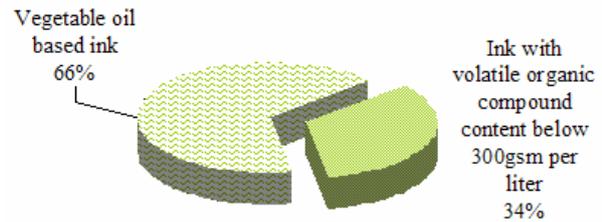
4.7 Our "Paper Wastes Monitoring Committee" has continued to review and monitor measures to minimize paper wastes on an on-going basis. We also closely monitor the generation and disposal of solid chemical waste.

4.8 We use environmentally friendly printing paper either made from woodpulp derived from sustainable forests or with recycled content. We also use vegetable oil based ink or inks containing low level of volatile organic compound.

Total paper consumed for printing services in 2006



Total ink consumed for printing services in 2006



4.9 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

4.10 We adopt green measures in vehicle procurement and fleet management and conform to environmental protection principles and practices. Green measures which are in line with the spirit of the Clean Air Charter include -

(a) Vehicle Procurement

-  replacing all diesel light buses in the government fleet by LPG ones by phases. At present, 214 or 69% of the 308 light buses in the fleet are LPG ones and among them 59 were procured in 2006;
-  procured 44 environmentally friendly cars in 2006 to replace government cars;
-  continue to give priority to environmentally friendly cars when replacing vehicles in the government fleet, subject to suitable models in the market and operational and resource considerations. It is estimated that there would be 266 environmentally friendly cars in the government fleet by end 2007-08, which is about 23% of the car fleet of 1,151;

(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 6,461 in 2005-06 to 6,350 in 2006-07, a reduction of 111 vehicles or 1.72%;
-  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 through 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 marks in the evaluation process.

Green Workplace

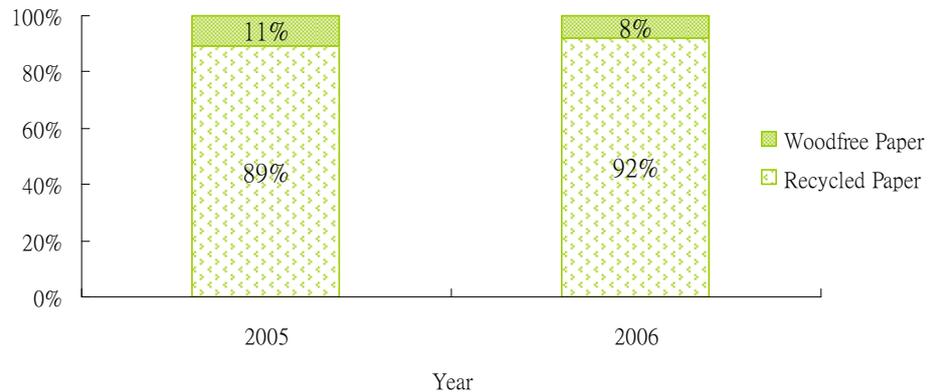
4.11 We continue to adopt green housekeeping measures in our daily office operations. We conserve energy and resources by promoting and adopting the economical use of electricity, water and paper. A Departmental Green Manager, ranked at Directorate level, is appointed to review existing initiatives and where appropriate, introduce new green measures. Circulars and guidelines on green management are re-circulated to staff at regular intervals.

4.12 A brief account of our major achievements in 2006 is given below -

(a) Reduction in Paper Consumption

-  the use of recycled paper as against woodfree paper increased from 89% in 2005 to 92% in 2006;

Paper consumption in office operation



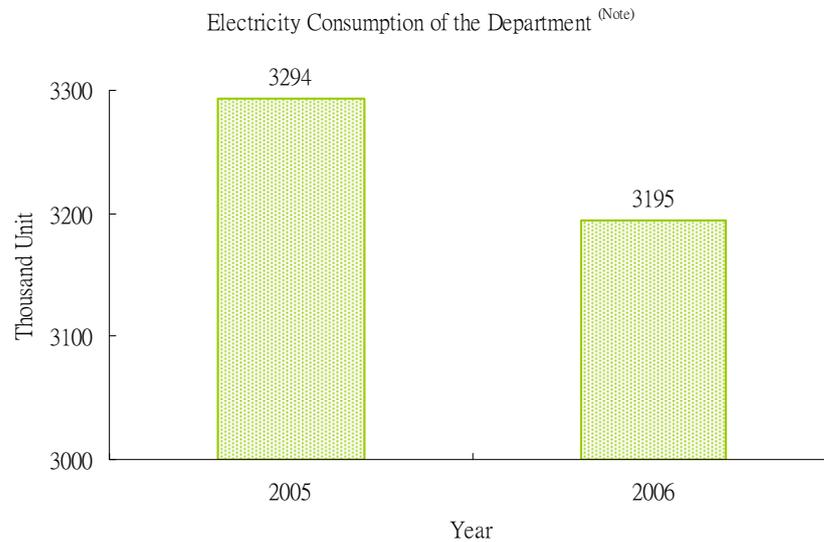
-  providing IT facilities on shared-basis to front-line staff to facilitate their use of e-mails for internal transmission of documents and correspondence;
-  using Electronic Leave Application and Processing System to handle applications for leave;
-  using the e-booking system for booking conference 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;
-  sending electronic greeting cards on festive occasions;
-  replacing traditional printers with single-side printing function by those with double-side printing function when the former were due for replacement;
-  adopting electronic templates of letterhead, memo and forms to avoid pre-printed copies;

(b) Energy Conservation

Achieving energy savings and improving air quality through the following good environmental practices -

-  adopting the Government-wide initiative of keeping the room temperature in all GLD offices at 25.5 °C , 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 and setting office equipment to energy saving mode, installing electronic power meters in cellular offices where appropriate to minimize energy consumption when nobody is inside the rooms, and appointing officer(s) to conduct surprise checks on the lighting of the office to ensure that all lights are turned off 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;
-  using office appliance and equipment with energy labels and energy saving functions;
-  affixing “Save Energy” stickers near switches of electrical appliances as a reminder;
-  conducting a review of the illumination level in our offices with a view to minimizing energy consumption where appropriate;
-  minimizing power consumption of air-conditioning in offices provided with independent air-conditioning units;
-  adopting various energy-efficient and energy-saving measures including using electronic ballasts in the lighting fittings and energy-efficient fluorescent tubes and compact fluorescent lamps in our offices;

The electricity consumption of the Department in 2006 was 3,195 thousand units, representing a reduction of 3% as against that in 2005.^(Note)



Note: The above is based on data from Printing Division at Cornwall House in Taikoo Place 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) Indoor Air Quality of the Office

-  Electrical and Mechanical Services Department conducts indoor air quality measurements in our offices once every two years. The readings taken from the measurements reveal that the indoor air quality of our offices complies with the guideline recommended by Environmental Protection Department;

(e) Promotion of Staff Awareness

-  a series of seminars was organized to enhance the knowledge and skills of staff on environmental protection. Over 100 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);
-  participating in the “Community Chest Green Day”; and
-  setting up a green corner in our internal information centre which serves as an additional forum to promulgate green tips in office operation.



Environmental Targets for 2007

5.1 For continuous improvement and with reference to the principles and spirit of the Clean Air Charter where appropriate, we have set the following targets for 2007 -

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 including those related to the Clean Air Charter and continue to integrate and implement the Environmental Management System under the ISO 14001 in our operation.

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 adopt the following measures to integrate sustainable measures and clean air initiatives into our printing operation and encourage our client departments to get involved in green initiatives.

(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;
-  installing a tailor-made filtering and circulating device in the auto paper waste baling system to filter paper dust, reduce noise, and return cool air to the Printing Workshop;
-  adopting achromatic synthesis process in colour printing to reduce ink consumption;
-  replacing solvent-based dye with water-based dye in paper tinting;
-  reviewing the tender specifications of printing papers with a view to increasing the percentage of recovered fibre and post consumer fibre in the printing papers;
-  eliminating paper dust generated from the auto paper waste baling system by installing a tailor-made filtering and circulating device in



March 2007 so that thoroughly filtered cool air will be circulated back to the Printing Workshop without being emitted out of the premises. This is a new initiative under the commitment of the Clean Air Charter to enhance the current arrangement of filtering the compressed air containing paper dust before releasing to the atmosphere after filtering;

(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;
-  encouraging client departments to submit originals in soft copy instead of hard copy for printing; and
-  encouraging client departments to provide 1-bit TIFF digital file instead of film for printing production to reduce the use of plastic material.

Environmentally Responsible Transport Services

5.5 To enhance environmental performance including emission reductions under the Clean Air Charter, 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;
-  continue to give priority to environmentally friendly vehicles when replacing cars in the government fleet, subject to availability of suitable models in the market and operational and resource considerations;

(b) Fleet Management

-  controlling the growth of the government fleet size;
-  exploring the feasibility of introducing low emission vehicles in the government fleet;
-  enhancing the awareness of environmental protection of government drivers; and
-  instructing government drivers to adhere to energy-efficient driving techniques and switching off engine whilst waiting through various training courses/seminars.

Green Workplace

5.6 We will continue to enhance staff awareness of green workplace and apply various 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 additional measures -

(a) Reduction in Paper Consumption

-  promoting wider use of the less common “Green” function of printers, i.e. printing documents in condense mode (in other words, printing multiple pages onto a sheet);

(b) Energy Conservation

-  removing excessive energy-efficient fluorescent tubes in our office where appropriate with reference to the findings of the review of the illumination level conducted in our offices in 2006; and

(c) Promotion of Staff Awareness

-  organizing another series of seminars on environmental protection for staff.



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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