



# Government Logistics Department Environmental Report 2017





## Introduction

1.1 The Government Logistics Department (GLD) Environmental Report 2017 provides an update on our environmental achievements in 2017 and the targets for 2018. 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 2017, there were 708 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 2017 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 electric cars, vehicles meeting higher emission standards, printing paper and paper products with recovered/recycled content, computer and telecommunication equipment complying with energy saving standard, textile products with recycled content, and plastic garbage bag with recycled content;
- (b) awarding sales contracts for the collection and removal of used or unserviceable products with recyclable materials, e.g., water meter, paper waste, vehicles, scrap metal, and waste plastics;
- (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 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; 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 system 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) we have arranged repair and re-conditioning of quarters furniture for reuse in government quarters.

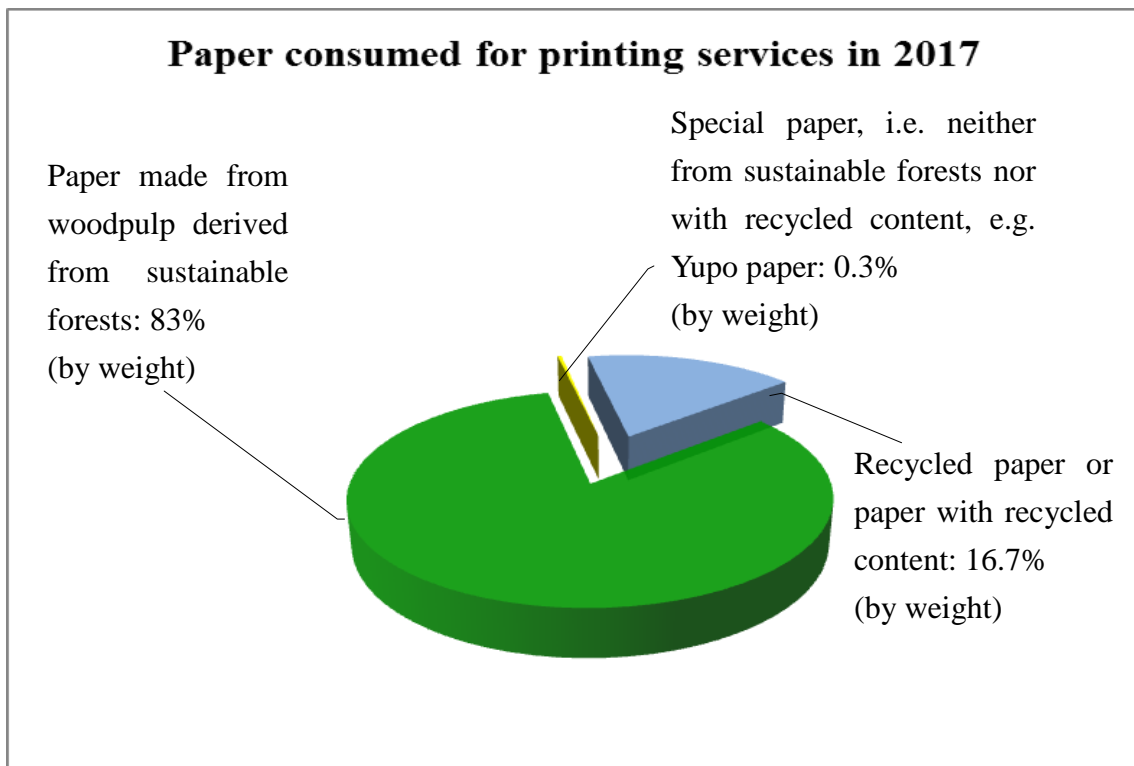
4.6 To reduce carbon dioxide emission and contribute to better air quality, we have taken part as one of the pilot departments to use B5 diesel. The Government Logistics Centre (GLC) has used B5 diesel for a generator since August 2013.

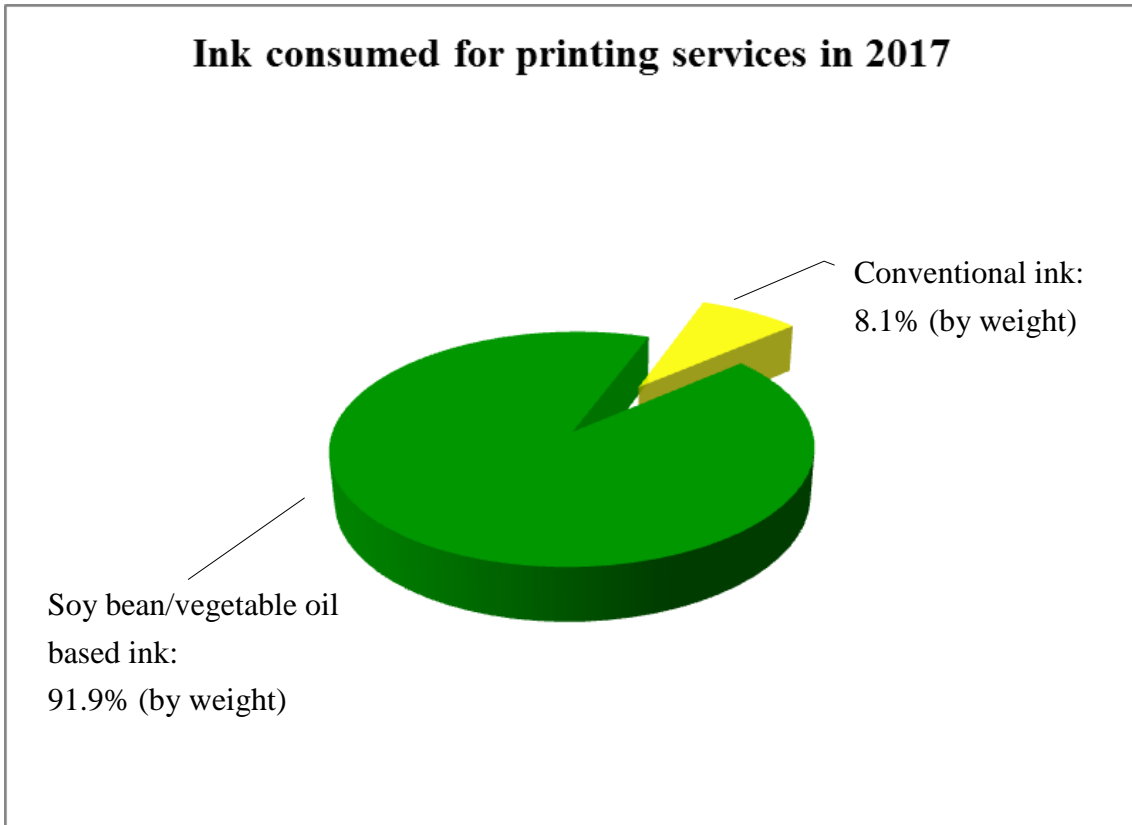
## Environmentally Responsible Printing Services

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 technologies, inks and raw materials with a view to minimising pollution.

4.8 We use printing paper either made from woodpulp derived from sustainable forests or with recycled content. The recycled paper we use contains at least 60% recovered fibre or 30% post-consumer fibre by weight. We only use paper not derived from sustainable forests nor with recycled content for the production of special printed material, which accounts for a very small percentage (less than 1%) 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 (which meets the legal requirements of Hong Kong).





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 To further improve the indoor air quality, we have set the target of making all the large-size printing machines equipped with the latest spray powder collecting system when they are due for replacement to prevent the spreading of the spray powder in the workshop and to the atmosphere.

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 162 environment-friendly vehicles in 2017 mainly to replace vehicles in the government fleet. These include seven electric vehicles, and 155 vehicles meeting EPD's qualifying standards of the tax incentive schemes for environment-friendly vehicles. As at 31 December 2017, about 58% of the 6,553 government vehicles were environment-friendly vehicles; and
-  giving emphasis to vehicles with better performance in fuel consumption and emission 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

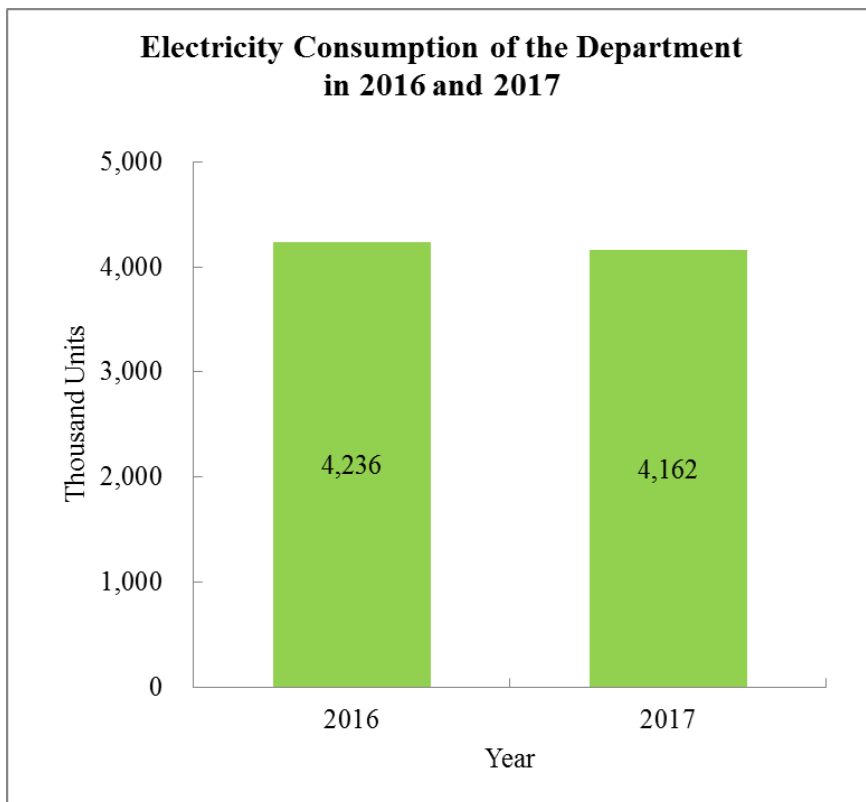
-  promoting the environmental awareness of drivers of government vehicles through refresher training courses and requiring them to switch off idling engines;

(c) Vehicle Hiring

-  incorporating a mandatory emission level requirement in vehicle hiring tenders; and
-  giving preference to the offer with more conforming vehicles meeting a more stringent emission level in the evaluation of vehicle hiring tenders with more than one lowest conforming offers.

## Green Workplace

4.17 Electricity consumption in individually-metered GLD premises in 2017 was reduced by 1.7% when compared with that in 2016. We will continue to strive to conserve energy and resources by promoting and adopting green housekeeping measures in our daily operation.



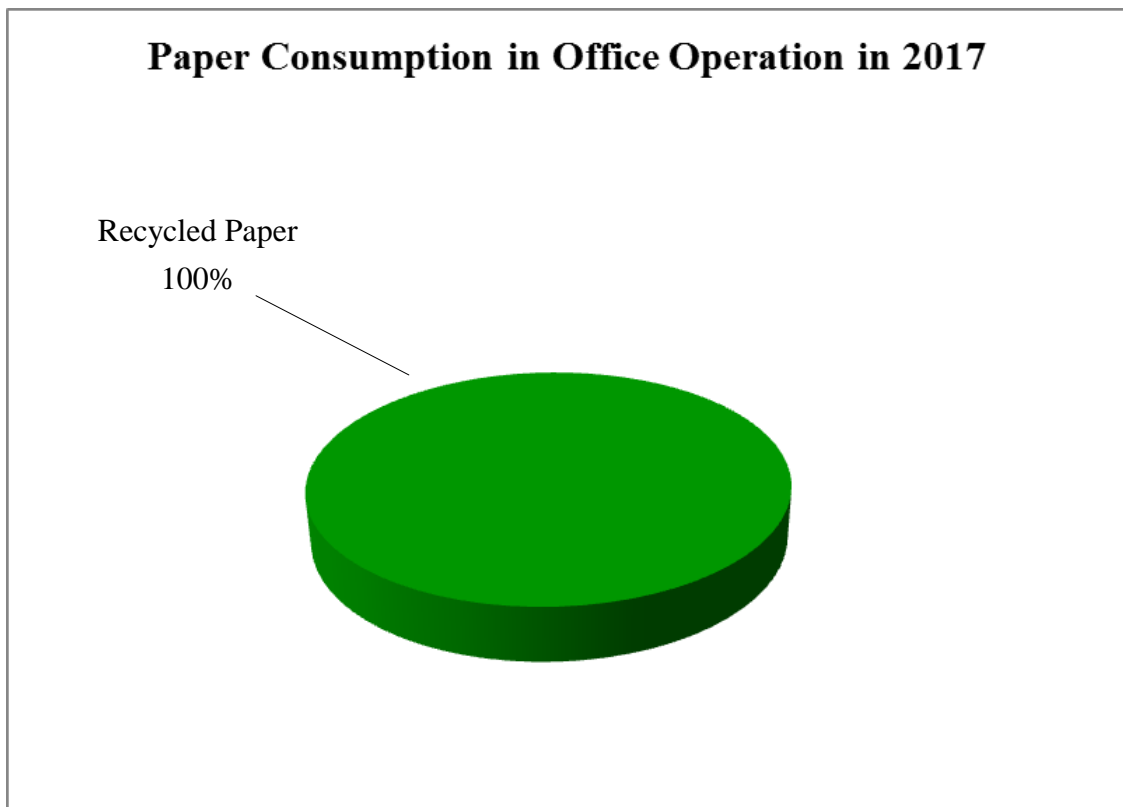
\*The above is based on data from Printing Division at GLC, as well as from the Training and Testing Unit in Kowloon Bay where independent meters are available. Data on electricity consumption on other GLD premises without independent meters is not available.



4.18 With the support of the Electrical and Mechanical Services Trading Fund, an energy audit for GLC was completed in 2016. The results of the audit showed that the Energy Utilisation Index (EUI) of GLC was 387 Megajoule/square metre/annum or 108 kilowatt hour/square metre/annum. The audit also identified potential energy management opportunities (EMOs) to improve the energy management performance of the building. As a result, sensors for lighting in the staircases of GLC were installed in 2017.

4.19 To promote awareness of the need to reduce greenhouse gas emissions, we conducted a carbon audit for GLC in 2017. The results showed that the level of emission was 0.16 tonne of carbon dioxide equivalent per square metre of internal floor area. This level will be used as the basis for future monitoring and comparison with subsequent carbon audit results. We will also 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 2017, 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 38 staff members of different grades and ranks received such training in 2017. We also participated in the “Community Chest Green Day” and regularly promulgated green tips on environmental conservation and energy saving in our departmental newsletters.



## Environmental Targets for 2018

5.1 For continuous improvement and with reference to the principles and spirit of the Clean Air Charter where appropriate, we have set the targets for 2018 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 the ISO 14001 in our operations with a view to contributing 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 adopting 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; and
-  providing originals in the form of a soft copy instead of hard copy for printing production.



## Environmentally Responsible Transport Services

5.6 To enhance environmental performance including emission reductions and enhancing energy efficiency, we will continue to implement the existing measures in respect of 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 through various training courses/seminars the awareness of environmental protection and the concept of 'eco-driving' among government drivers by encouraging them to adhere to energy-efficient driving techniques and switch off idling engines.

## 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 and improve our working environment through the following measures -

-  promulgating green tips/green initiatives in office operation regularly in our departmental newsletters; and
-  organising training programmes including 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 at -

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**Government Logistics Department**  
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