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***For information***

**Green Purchasing of General Commodities  
by the HKSAR Government**

**Introduction**

Environmentally responsible purchasing is an effective tool to encourage the development of “greener” products with improved recyclability, reduced packaging, greater durability, high recycled content, lower water consumption, higher energy efficiency, less emission of harmful substances, enhanced protection of biodiversity, etc. “Greener” products help reduce the overall environmental footprint during the manufacture, consumption and disposal stages of the products. The government procurement process is governed by the Stores and Procurement Regulations (SPR) issued by the Financial Secretary under the Public Finance Ordinance. The Government Logistics Department (GLD) serves as the procuring arm of the Government. To participate in the government-wide efforts to control waste through environmentally responsible purchasing and reuse or recycling of materials, various government departments are required under the SPR to include environmental considerations in drawing up tender specifications. The GLD, in support of Government’s environmental policy, has formulated the following goal:

"To be sensitive to the environmental impact of purchasing decisions and to take account of legitimate environmental concerns while continuing to achieve best value for money in the purchasing programme."

**Initiatives in Green Purchasing**

2. As the central procurement agent for stores and equipment required by various government departments, GLD is committed to achieving this environmental goal through the following initiatives:

- using supplies and materials efficiently;
- encouraging the use of minimal or reusable packaging materials;
- purchasing of products with high recycled content;
- encouraging material recovery and recycling; and
- promoting the incorporation of environmental considerations into tender specifications drawn up by various government departments.

## **Implementation**

3. Reducing consumption of environmentally sensitive products is a key ingredient in any environmental protection or waste reduction programme. In this respect, GLD has taken steps to minimise the use of paper through greater use of electronic data interchange and office equipment. Examples are:

- an Electronic Tendering System is in place allowing subscribers to download tender documents and submit tender offers through electronic means in a secured manner, this has greatly reduced the amount of tender documentation that has to be distributed in paper format;
- the standard terms and conditions in the tender documents have been uploaded onto the GLD website for reference by suppliers. Hard copies in paper format would be saved;
- 114 government forms out of a total of 225 forms under GLD's control have been uploaded onto the Central Cyber Government Office website for use by various government departments and for which no paper stock is kept; and
- government departments are equipped with photocopiers and printers which are capable of printing on both sides.

4. On packaging, GLD has taken steps to ensure that all the packaging requirements are functional and not superfluous by means of:

- (a) including in the tender document the requirement which encourages suppliers to avoid unnecessary packaging; and
- (b) specifying on the use of packaging materials (e.g. cardboard boxes should be made from 100% recovered fibre).

5. GLD also acts as the coordinator to arrange allocated term contracts for the supply of common-user items containing green elements for just-in-time delivery in response to orders by users. The list of items involved is at the **Appendix**.

6. GLD is taking the lead in mitigating any adverse environmental impact of Government's purchase. In this respect, GLD has made continuous efforts to expand the list of green products with reference to market availability and to promote their use among various government departments. Examples are:

- the recycled/recovered fibre content required in the specification of recycled printing paper has been revised from 50% to 80%;
- the recycled/recovered fibre content required for toilet paper and paper towel is 100%;
- use of recycled paper for printing of government forms; and
- use of correction fluid and thinner which do not contain ozone-depleting chemicals.

7. Waste reduction is one of the ways to help minimize environmental or waste disposal problems. GLD has geared its efforts towards this direction through assisting various government departments in establishing contracts for buying and selling recyclable and reusable products. Contracts arranged by GLD for collection and removal of recyclable materials include: sale of paper waste, out-dated newspaper, periodicals and library books, unserviceable water meters, metal scraps, used/unserviceable office steel furniture and equipment, computers, televisions, refrigerators, room coolers, abandoned/unserviceable vehicles, used transformer oil and lubrication oil and recovery of silver from used x-ray film fixing solution. GLD has also awarded contracts for the supply of unleaded motor spirit, ultra low sulphur diesel and liquefied petroleum gas for use by government vehicles.

## **Environmental Factors in the Purchasing Process**

8. GLD has adopted the following measures to take account of environmental factors in the procurement process:

- (a) Avoiding single-use disposable items and purchasing products with the following attributes:
  - improved recyclability, high recycled content, reduced packaging and greater durability;
  - greater energy efficiency;
  - utilizing clean technology and/or clean fuels;
  - which result in reduced water consumption;
  - which emit fewer irritating or toxic substances during installation or use; and
  - which result in reduced production of toxic substances, or less toxic substances, upon disposal.
- (b) Conducting regular review of the product specifications of common-user items for allocated term contract items and standard unallocated stock items kept in the central store with a view to removing features that may cause harm to the environment and going for alternative environmentally-friendly products where available.
- (c) Incorporating into the tender specifications environmental factors, such as energy consumption, where applicable. For instance, additional electricity costs will be taken into account when calculating the price of each offer where electricity consumption varies significantly between brands, e.g. air-conditioner and water pump brands.

## **ISO 14001 Accreditation**

9. GLD has been accredited as an ISO 14001 (Environmental Management System) organization since 2003, demonstrating that its

processes are up to an acceptable level of environmental awareness and commitment.

### **Environmentally-responsible Product Specifications**

10. GLD has been keen to progress further in making its tender specifications environmentally friendly. To this end, it recognizes the need for expert advice.

11. To keep abreast of market development, the Environmental Protection Department has again commissioned the Hong Kong Productivity Council in early 2003 to conduct a supplementary study to update the green specifications recommended in the last consultancy study completed in 2000. GLD has, on the basis of the recommendations in the report, adopted updated green specifications recommended for arranging new tenders for the supply of common-user items.

### **Way Forward**

12. While all parts of the machinery of the Government have the obligation to address environmental concerns in their course of work, environmentally responsible purchasing is an important part of the Government's strengthened environmental protection programme. For its part, GLD is committed to continuing the pursuit of its goal to further improve the environmental friendliness of Hong Kong as a whole. To demonstrate its commitment and concern to the environmentally responsible purchasing policy, GLD will continue with the existing measures and identify new opportunities to avoid unnecessary consumption of environmentally sensitive items, to minimize packaging and to promote reuse and recycling.

**Government Logistics Department**  
**November 2006**

**Contracts Awarded for Green Common-user Items for Use by Various Government Departments**

**( I ) Products with Recycled Content**

<b>Item No.</b>	<b>Description</b>	
1	PAPER PHOTOCOPYING WHITE RECYCLED A4	再造影印紙A4
2	PAPER PHOTOCOPYING WHITE RECYCLED A3	再造影印紙A3
3	RECYCLED PAPER FOR PRINTING	再造印刷紙
4	FILE JACKET C/W LEVER ARCH MECHANISM	文件夾 拉杆式
5	FILE BOX WITH LOCKSPRING FOR FOOLSCAP SIZE PAPER	硬皮文件盒
6	PAPER TOILET IN ROLL	廁紙(卷裝)
7	FILE JACKET C/W 2-RING SPRING MECHANISM	文件夾 彈弓式
8	PENCIL RECYCLED BLACK LEAD HB	環保鉛筆—黑(HB)
9	PENCIL RECYCLED BLACK LEAD HB W/ERASER	環保鉛筆—黑(HB)有擦膠
10	PENCIL RECYCLED DARK BLUE	環保顏色筆 - 深藍色
11	PENCIL RECYCLED RED	環保顏色筆 - 紅色
12	JUMBO ROLL TOILET PAPER	大卷裝衛生紙
13	PAPER TOWEL (MANIFOLD)	紙抹巾
14	HAND ROLL PAPER TOWEL	抹手紙
15	HYDROCARBON LUBRICANTS & COMPOUND	碳氫氫潤滑劑及化合物

**( II ) Environmentally Friendly Products**

<b>Item No.</b>	<b>Description</b>	
1	POWDER DETERGENT IN 25 KGS BAG	洗衣粉
2	CLEANSING POWDER, LAVATORY	潔廁粉
3	SOAP TOILET LIQUID 5 LITRES/DRUM	皂液
4	PEN BALL-POINT REFILLABLE BLACK	可更換筆芯原子筆-黑
5	REFILL FOR BALL-POINT PEN BLACK	原子筆芯—黑色
6	PEN BALL-POINT REFILLABLE RED	可更換筆芯原子筆-紅
7	REFILL FOR BALL-POINT PEN RED	原子筆芯—紅色
8	CLUTCH PENCIL 0.5MM (MECHANICAL PENCIL)	鉛芯筆
9	LEAD REFILL FOR CLUTCH PENCIL BLACK HB 0.5 MM	鉛芯筆鉛芯
10	CORRECTION FLUID WHITE (BRUSH TYPE) 20ML	塗改液
11	THINNER FOR CORRECTION FLUID 20ML	塗改液稀釋劑
12	WHITE CORRECTION FLUID PEN	塗改液筆
13	FUEL OILS	燃油