HONG KONG GREEN ELECTRONIC ASSEMBLY COMPANY

Environmental Instruction

Environmental Office Practices

(EI-01)

Revision No. : 1

Date : 01 – 01 – 2006

Prepared by : Stanley Chan

(EMR)

Approved by : K.Y. Ko

(Chief Executive Officer)

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
01-01-2006	First issue	- -	- -	K.Y. Ko

1.0 Purpose

This instruction outlines the practices to be adopted for controlling environmental impacts of office activities under the scope covered by the EMS.

2.0 Scope

This instruction is applicable to the operations in the office.

3.0 Procedure

3.1 General Responsibility

The Administration Manager shall make all relevant staff under the scope of the EMS are aware of and adopt the procedures described below in Section 3, and maintain relevant records for monitoring and demonstrating compliance accordingly.

3.2 Resource Utilization

3.2.1 Paper Saving

- Use both sides of paper
- Use suitable font size / shrinkage mode to minimise pages, if possible;
- Use electronic media for circulation / communication, to minimize using paper;
- Without unnecessary cover page. *(e.g. fax)*

3.2.2 Materials Re-use and Conservation

- Choose proper sized for packing goods;
- Choose waste papers as fillers for packing and or reduce using fillers, if possible.
- Handle and store materials carefully to reduce breakage and wastes.
- Reuse boxes /fillers /other material for packaging /storage /delivering

3.2.3 Water Conservation

- Report leaking faucet or pipe to the relevant authority.
- Turn off the tap when not in use.

3.2.4 Electricity Conservation

- Set energy saving mode where possible, for computers the idle automatically mode is 20 minutes or less.
- Set room temperature range from 20° C to 25.5° C. The ideal optimal temperature is 25.5° C.
- Switch off the unnecessary lighting; and /or
- Switch off power supply when they are not in use; and /or
- Switch off all power supply in the area while leaving.

3.2.5 Stationery Conservation

- Use environmental friendly stationery (e.g. refillable, durable, stationery with no toxic chemicals).

- Reuse cord binder, envelopes and other materials until worn out.
- Reuse stationary as far as possible.

3.3 Green Pantry

- Use reusable cutleries, cups and glasses.
- Use environmental friendly cleaning products (e.g. biodegradable detergent, refillable soap, etc).

3.4 Handling of Office Wastes

3.4.1 General Refuse

- Establish waste segregation with separately allocated containers (e.g. paper, toner cartridge) to facilitate recycling of general solid wastes.

3.4.2 Toner Cartridge Recovery

- Collect the spent toner cartridges and pick up by the appropriate contractor for recycling.

3.4.3 Waste Paper Recycling

- Do not place contaminated items (e.g. food contaminated papers) and non-recyclable paper (e.g. carbon paper, plastic laminated paper) in the designated containers.

3.4.4 Waste Computers and Accessories

- Collect and reuse the waste computer accessories in other computers or systems wherever practicable.

3.4.5 Batteries Collection

- Encourage use of rechargeable batteries;
- Collect spent batteries for recycling / proper disposal.

3.5 Indoor Air Quality

- Place large-leafed green plants in appropriate office areas where possible. Encourage staff to keep small green plants.
- Implement a no smoking policy within the general office or restrict smoking to a separately ventilated smoking area.
- Arrange regular cleaning of air-duct and ventilation systems.

3.6 Collection and Records :

- Dispose of refuse in appropriate containers for regular collection by collectors to prevent odour.
- Maintain records of waste disposed and recycled for different types of wastes.
- Arrange pest control, ventilation system and carpet cleaning on a regular basis.

4.0 Monitoring and Checking

4.1 For procedures outlined in Section 3, the Administration Department or his / her delegate shall:

- Check monthly by visual inspection to ensure that the procedures described above are followed by staff; and complete the Monthly Office Inspection Checklist;
- Where a major nonconformity is identified, corrective actions shall be defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Monthly office inspection records (EF-EI01-01)	Admin Officer	3 years
Paper purchasing and consumption records (Refer to purchase order and internal purchase request records)	Admin Officer	3 years
Electricity / water consumption records (Refer to electricity / water bills)	Admin Officer	3 years
Waste disposal and recycling records (Refer to waste collection records from subcontractor and for chemical waste that can be referred to trip-ticket records)	Admin Officer	3 years

6.0 Appendix

Appendix 1 : Monthly Office Inspection Checklist (EF-EI01-01)

Location _____

Inspected by _____ Date _____

Signature _____ Reviewed by _____

Please tick the appropriate box
0 – serious nonconformity, requires issue of CAR (fill the corrective action request form)
1 – not satisfied, but immediate remedial action was taken and found acceptable
2 - satisfied
Important : Please refer to the requirements as defined in EI-01 Environmental Office Practices

Items to be checked	0	1	2	N/A	Comment / Follow up
Waste Management					
1. Use both sides of paper in printers/faxes/ photocopier, collection box for one-side-used papers is available and properly used?					
2. Establish collection boxes for used packing materials, cord binding, envelopes and other material that can be reused ?					
3. Use refillable and environmentally friendly stationeries wherever possible ? (e.g. refillable ball pens, pencils, markers, rechargeable batteries, etc.)					
4. Waste is segregated with separate containers, properly labelled ?					
5. Waste paper for recycling purpose is properly disposed in the designated containers ?					
6. Spent cartridges of printers are collected for recycling ?					
7. Batteries and computer wastes are collected centrally for proper disposal ?					
8. Not using paper cups, paper plates, plastic forks and spoons, and other disposable tools ?					
9. Refillable and biodegradable / phosphate-free detergent is used ?					
10. Cloths and towels are used in pantry ?					
11. Records of waste disposal and waste recycling are maintained?					
Water Conservation					
12. Does the office keep a record of water consumed?					
13. “Save Water” stickers and the number to report leaking faucets are indicated properly?					
14. No running tap or water leakage is observed?					
Energy Conservation					
15. Does the office keep a record of energy consumption within the operation for monitoring purposes?					
16. Switch off air-conditioners, lighting, computers, printers, photocopiers and electrical appliance when they are not in					

Sample

Items to be checked	0	1	2	N/A	Comment / Follow up
use or no one is left in the room/work area?					
17. "Energy Saving" stickers are properly placed?					
18. The temperature of air-conditioners is set at 20-25.5°C?					
19. Computers are in energy saving mode when idle for 20 minutes or more?					
Indoor Air Quality					
20. No smoking policy is implemented properly?					
Others :					

Sample