



**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. (both head office and site offices)

**3.0 Procedure****3.1 General Responsibility**

The Assistant Finance & Administration Manager (AFAM) / Administration officer (for site offices) shall ensure 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 wastage.
- 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 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 chemicals)

- Reuse cord binder, envelopes and other materials until worn out.
- Reuse stationery 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.
- General refuse is also including food waste which can be produced from pantry, thus general house keeping shall be maintained properly and do not place any food / waste food around the pantry / office areas. Appropriate contractor / staff shall be appointed to handle the food waste accordingly.

**3.4.2 Toner Cartridge Recovery**

- Collect 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 the 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.

**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 Finance and 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**

<b>Record Description</b>	<b>Record Location/ Retention Responsibility</b>	<b>Minimum Retention Time</b>
Monthly office inspection records (EF-EI07-01)	AFAM / Officer	3 years
Paper purchasing and consumption records	AFAM / Officer	3 years
Electricity / water consumption records	Admin Officer	3 years
Waste disposal and recycling records	Admin Officer	3 years

**6.0 Appendix**

Appendix 1 : Monthly Office Inspection Checklist (EF-EI07-01)

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-07 Environmental Office Practices*

Items to be checked	0	1	2	N/A	Comment / Follow up
<i>Waste Management</i>					
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?					
<i>Water Conservation</i>					
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?					
<i>Energy Conservation</i>					
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					

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?					
<i>Indoor Air Quality</i>					
20. No smoking policy is implemented properly?					
Others:					

Sample