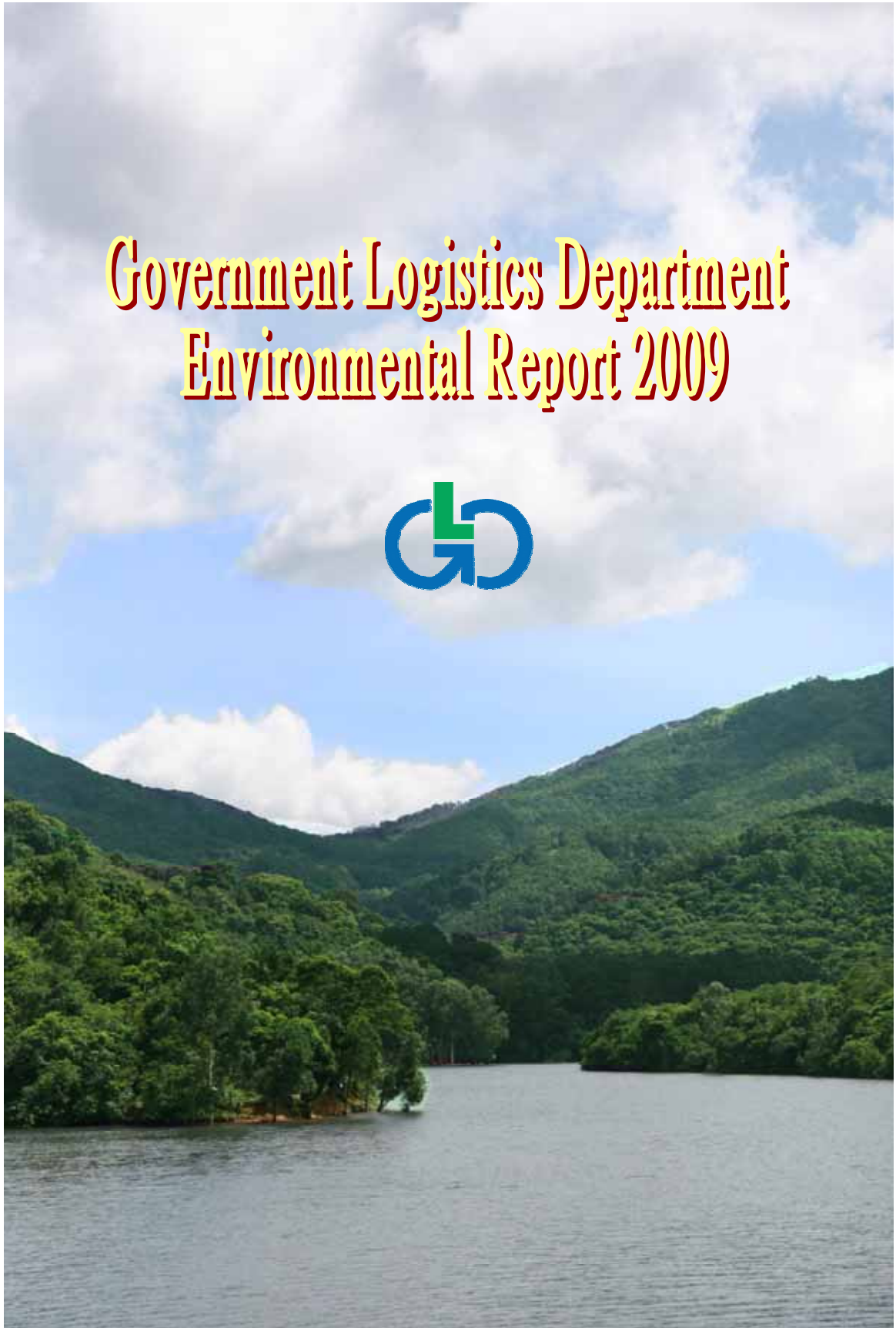


# Government Logistics Department Environmental Report 2009





## Introduction

1.1 This report aims to update the public on our environmental achievements in 2009 and targets for 2010. 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 Organization

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 2009, there were about 710 staff 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 2009 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 and awarding contracts for the supply of environment-friendly products, where applicable. Examples include photocopying paper and toilet paper with recycled content, refillable ball-point pens and pencils, recycled lubricants and cleansing powder, photocopiers with energy efficiency labels for use by various government departments;



- (b) awarding sales contracts for the collection and removal of used or unserviceable products with recyclable materials, e.g., water meters, scrap metal and steel hull launches;
- (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 departments 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 alternative more environment-friendly products or features; and
- (f) sharing experience with bureaux/departments 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).

4.5 We have also adopted the following green measures in supplies management -

- (a) 118 general forms have been uploaded as e-forms on Central Cyber Government Office website for use by bureaux/departments; and
- (b) we have arranged repair and re-conditioning of quarters furniture for reuse in government quarters.

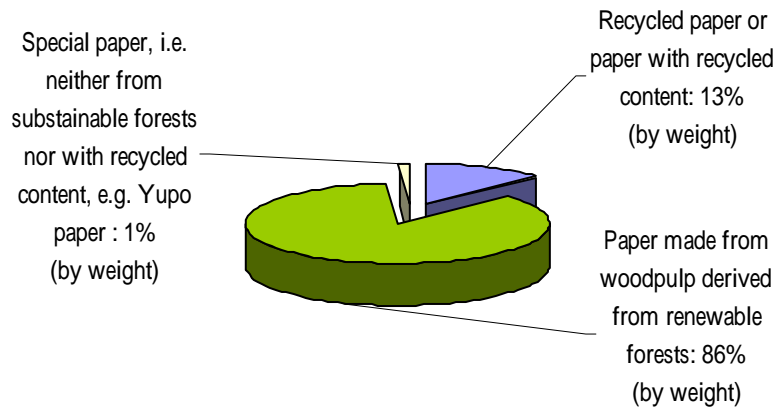
## **Environmentally Responsible Printing Services**

4.6 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 minimizing the pollution generated.

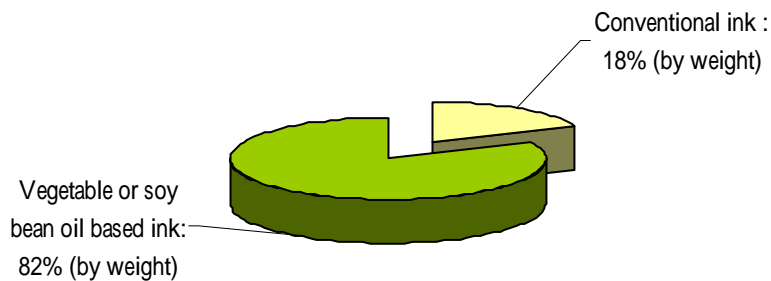
4.7 We use printing paper either made from woodpulp derived from sustainable forests or with recycled content. The recycled paper we use contains at least 60% recovered fibre or 30% post-consumer fibre by weight. We only use paper not derived from sustainable forests nor with recycled content for the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

4.8 We use vegetable oil based ink, soy bean oil based ink or conventional ink containing low levels of volatile organic compounds (which meets the legal requirements of Hong Kong). All the dyes we use in paper tinting are water-based.

### Paper consumed for printing services in 2009



### Ink consumed for printing services in 2009



4.9 We encourage bureaux and departments to submit a soft copy instead of a plastic film for printing production. As a result, the total amount of plastic films provided by clients in 2009 decreased by around 16% over 2008.

4.10 We maximize the utilization of printing paper to reduce trimming waste by using standard size paper and buy 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 departments.

4.11 We regularly review and monitor measures to minimize 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 under a licence issued by the Environmental Protection Department.



4.12 We have installed an acoustic device for the air-conditioning chiller plant to reduce noise generated by the plant. We have also integrated our commitment on emissions 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.

4.13 The new 2-colour printing machine that we purchased in 2009 has a spray powder extracting system so that no surplus spray powder would be emitted from the machine. We will continue to take into account environment-friendly considerations in replacing our printing machines.

## **Environmentally Responsible Transport Services**



4.14 We adopt green measures conforming with environmental protection principles and practices in vehicle procurement and fleet management. The green measures include –

(a) **Vehicle Procurement**




-  replacing all diesel light buses in the government fleet by LPG ones when they are due for replacement. In 2009, about 86% of the light buses in the government fleet were LPG ones;
-  giving priority to vehicles that meet Environmental Protection Department's qualifying standards of environment-friendly vehicles for tax incentives when replacing vehicles in the government fleet, subject to the availability of suitable models on



the market and operational and resource considerations. In 2009, about 18% of the vehicles in the government fleet were environment-friendly vehicles;

-  procuring 10 to 20 electric vehicles annually starting from 2009; 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

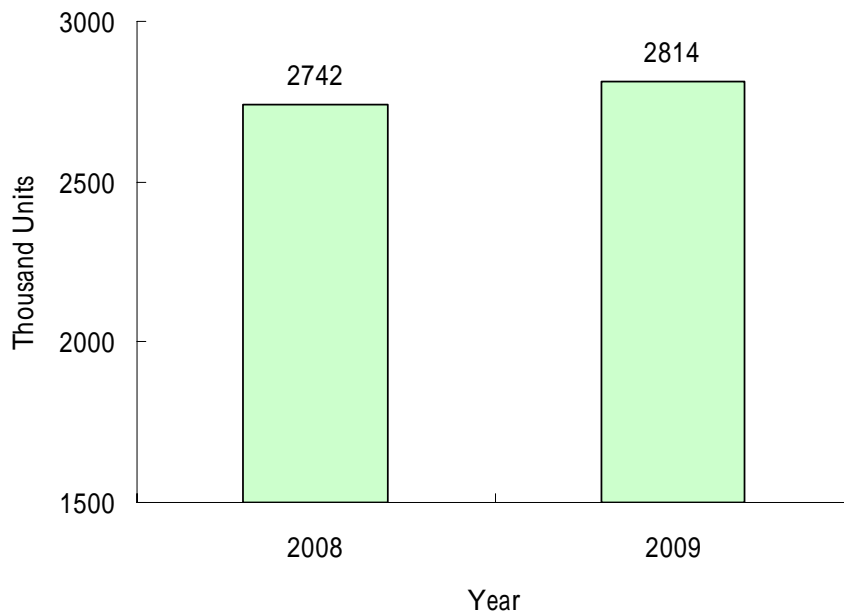
-  controlling the overall growth of the government fleet and encouraging departments to use more public transport;
-  using retreaded tyres on medium and heavy vehicles with a view to reducing the disposal of used tyres; and
-  promoting the environmental awareness of drivers of government vehicles through refresher training courses and requiring them to switch off idling engines.

## Green Workplace

4.15 We continue to conserve energy and resources by promoting and adopting green housekeeping measures in our daily operations. Nevertheless, owing to a higher volume of production in the Printing Division in 2009 and thus a longer overall operation time of printing machines, electricity consumption in 2009\* was 2.6% higher than that in 2008.



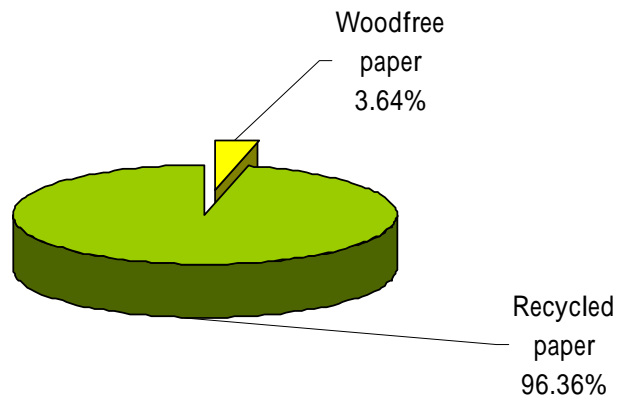
### Electricity Consumption of the Department in 2009



\*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. Data on electricity consumption on other GLD premises without independent meters is not available.

4.16 We also encourage using recycled paper. In 2009, over 96% of the paper consumed in office operation of GLD was recycled paper.

### Paper Consumption in office operation in 2009



4.17 On promotion of staff awareness, we conducted a series of seminars to enhance the knowledge and skills of staff on environmental protection. Over 190 staff of different grades and ranks participated in such seminars in 2009. We also participated in the “Community Chest Green Day” and regularly promulgated green tips on environmental conservation and energy saving in our departmental newsletters.

4.18 To enhance environmental awareness of staff in the printing workshop, a quiz competition was held in 2009. Staff suggestions on improving environmental protection were implemented where appropriate.



## **Environmental Targets for 2010**

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 2010 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 under allocated term contracts 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 The Environmental Protection Department completed in 2009 a “Consultancy Study on Further Development of Environmental Specifications for Government Procurement Items” to update and expand green specifications for some common items used in the Government. We will actively adopt the new green specifications for environment-friendly products in future 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 bureaux and departments 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 a film or 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 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 in office operation regularly in our departmental newsletters;
-  organizing another series of seminars on environmental protection for staff; and
-  replacing T8 fluorescent tubes by T5 fluorescent tubes in our office areas at North Point Government Offices.



## Comments and Suggestions

6.1 We welcome any comments and feedback on this report for further improvement. You may contact us at -

Telephone : 2231 5105  
Fax : 2887 6591  
Email : [info@gld.gov.hk](mailto:info@gld.gov.hk)

**Government Logistics Department**  
**September 2010**