

Environmental Report 2009

Hong Kong Police Force

Introduction

Our mission is to enhance Force members' environmental awareness through education and publicity, and to encourage their participation in conserving the environment. We collaborate with relevant organisations to promote environmental management in the Force. This includes compliance with the Clean Air Charter, relevant green legislation and codes of practice.

Green Management

2. The Force is committed to conserving the environment through various means. We promote an environmentally responsible attitude among our members in the efficient use of resources, waste minimisation and prevention of pollution in our operational processes. The Steering Committee on Green Management, chaired by the Director of Finance, Administration and Planning, comprises disciplined and civilian representatives from Major Formations. It serves as the focal point for monitoring and addressing energy and environmental management issues in the Force. These issues include consumption of paper, envelope, electricity, water, gas and fuel, and waste paper collection. At regional and district levels, green management is a standing discussion item in the relevant forums such as the Regional Green Management Committee, and the Regional Commander's Quarterly Conference.

3. We have a three-tier structure for promoting and monitoring green measures in the Force:

(a) Green Managers at Major Formation level

They are the leaders in Major Formations on green management and related issues. They implement green initiatives and monitor resource consumption.

(b) Assistant Green Managers at Formation level

Their role is to develop and implement green measures in the Formations' units/bureaux/divisions.

(c) Green Wardens at office level

Green Wardens conduct random checks on office premises and remind colleagues to comply with the relevant green measures, e.g. switch off unnecessary lighting, adopt energy-saving mode for computer/office equipment, and print on both sides of the paper.

Goals

4. The Force has set targets for Formations to follow on reduction in electricity and paper consumption. While much has been done to save electricity and paper on a best endeavour basis, the following saving targets were set to sustain the momentum.

<u>Resource Item</u>	<u>Reduction Target</u>
(a) Electricity	5% in consumption from 2009-10 to 2013-14 (i.e. 1% yearly with 2007-08 as the base year)
(b) Paper	3% in consumption for 2008-09 and 2009-10 (i.e. 1.5% yearly with 2007-08 as the base year)

Overall Performance in Resource Consumption

5. The Force's environmental performances relating to the consumption of electricity, paper, envelope, fuel and gas as well as the collection of waste paper in the past years are shown in Figures 1 to 6. With the wider use of environmentally friendly hybrid vehicles and the implementation of other fuel-efficient options for frontline policing operations, a decrease of 2.93% in the consumption of fuel for Police vehicles was recorded. On the other hand, due to the greater demand for policing operations to support major international events including the East Asian Games in 2009 and other on-going Force activities, the consumption of electricity (+1.65%), paper (+1.20%), envelope (+17.45%), gas (+3.44%), and fuel for Marine fleets (+7.05%) had increased correspondingly in the past 12 months.

Achievements in 2008

I. Waste Minimisation

6. The Force continued to sustain our efforts in minimising paper consumption. Measures such as communication by e-mail, printing on both sides of the paper, and reusing of envelopes had become a common practice at all levels. We encouraged the issue of bulky documents and reference materials through electronic means such as e-mail and e-bulletin instead of hard copies. Electronic notice boards were widely used in police stations for internal communication. This helped reduce paper consumption. The adoption of paperless conference at both headquarters and regional levels was also encouraged.

7. A review exercise on Reduction of Force Returns was completed in 2009.

With Formations' concerted effort, 22% of periodical returns were reduced.

8. Staff had been asked to use less paper by printing multi-pages on a single sheet for record-keeping. A step-by-step guide was promulgated via green tips to encourage staff to use the E-phone Message function in the Lotus Notes Platform instead of the GF 74. Outdated posters were also reused as script paper.

9. The paper-saving initiative to discourage indiscriminate printing of emails and their attachments was launched in 2009. An advisory note on paper-saving was displayed in all internal e-mail messages received by Force members in the PEN system to discourage indiscriminate printing of emails.

10. In the procurement of products, we took into account environmental factors such as energy efficiency and recyclability as far as applicable. In this respect, the Force purchased green products like re-cycled ink/toner cartridges, and mercury and cadmium free or rechargeable batteries. Woodfree and recycled paper also constituted a high percentage of the total amount of paper consumed. Staff were also reminded to choose only the prescribed products that bear Grade 1 or Grade 2 energy labels under the energy efficiency labelling scheme.

11. In response to the environmental concern on the use of plastic bags, posters were mounted in the Police Tactical Unit Souvenir Shop to encourage staff and customers to bring their own bags.

12. Other waste-minimising measures adopted included the use of:

- old floppy discs through re-formatting
- re-writable CD/DVD for data storage
- environmentally friendly plain paper fax machines
- electronic greeting cards instead of paper cards

II. Energy Conservation

13. Energy-efficient light tubes were widely used in the Force. A programme to replace T8 fluorescent tubes and 18-watt fluorescent tubes installed inside "Exit" signs with more energy efficient T5 tubes and 4-watt LED bulbs respectively commenced in 2009. Low wattage tubes with occupancy sensors were installed at common corridors and lift lobbies to improve energy efficiency of lighting installations. Energy saving stickers were displayed at conspicuous places within Force premises to enhance staff awareness on energy conservation. Other housekeeping measures were taken to avoid unnecessary energy consumption such as dividing office areas into separate lighting

control zones, reducing water temperature for gas boilers, turning off additional chillers during winter, and shortening the operation hours of lifts. Staff were reminded to switch off lights and air-conditioners when they left the office, and to turn off all electrical equipment when not in use. Staff were also encouraged to use internal stairs for access to nearby floors instead of lifts. Routine spot checks on lighting/air conditioners were conducted outside office hours.

14. The Force continued to follow government's directive of setting the ambient office temperature to 25.5°C in the summer months. To complement this green initiative, the Force had relaxed the dress code for male officers performing indoor office duties in plainclothes. Staff were encouraged to dispense with the wearing of ties and jackets, except when they were required to meet members of the public or attend formal functions. To improve energy efficiency and reduce cooling load, solar control window films were installed in Tuen Mun Police Station and Castle Peak Police Station. The installation of solar control window films would be extended to Arsenal House, Tai Po Police Station, Sheung Shui Police Station and Border Police Stations in 2010.

15. To monitor electricity consumption in the Police Headquarters (PHQ) building, EMSD provides floor-by-floor consumption data of office lighting and equipment on a monthly basis. Formations with upsurges in electricity consumption are reminded to take appropriate measures to check their electricity usage.

16. The solar panel installed in Airport Police Station generated over 24,000 kWh of electricity since its operation in 2007, which reduced 13 tonnes of carbon dioxide emissions. A pump controller would be added to the secondary chilled water supply pumps in Arsenal House to control the speed and switching on/off of the chilled water pumps. This measure would reduce chilled water pump operation and achieve an annual saving of 78,000 kWh. Some formations such as Kowloon West Regional Headquarters, New Territories South Regional Headquarters and Sau Mau Ping Police Station improved the air conditioning installations through re-zoning of air distribution at designated areas to suit operational need. Upon completion of the alternation work, the volume of conditioned air supplied by each air-handling unit could vary according to load demand.

17. Other than normal office setting, canteens were also a target for green management application. The canteen caterers of Police Stations had been encouraged to participate in green housekeeping measures to reduce lighting and air-conditioning during non-peak hours.

III. Environmental Awareness Among Staff

18. To promote environmental awareness amongst staff, the Force had publicised useful tips on green management in internal publications and via the intranet. DOs and DON'Ts on electricity consumption were posted on the intranet, and re-circulated by individual Formations at six months' intervals. Staff were also

encouraged to attend seminars organised by EMSD regarding energy-saving measures for exchange of experience with other organisations in the public and private sectors. Some Formations, such as Information Systems Wing had uploaded activities organised by environmental protection organisations onto the e-green corner to enhance staff awareness of environmental conservation.

19. Nineteen “Green Corners” were set up in police premises to provide forums for sharing of views and good practices on green management. The Force’s 1st green rooftop, called “Oasis”, in Cheung Sha Wan Police Station was officially opened on 18 August 2009. Mini-gardens were also set up in Sham Shui Po Police Station, Mong Kok Police Station, Tai Po Police Station and Tin Shui Wai Police Station to beautify their work place and promote the concept of green living.

20. Green management concepts have also been incorporated in the police training programmes and activities. Force members were regularly briefed of green management issues during training days. An environmental consciousness component was included in the basic driving instruction course to increase police drivers’ environmental awareness.

IV. Recycling Programmes

21. The Force continued to adopt the 3-R ‘Reduce, Re-use, Recycle’ principles. In addition to energy-saving housekeeping practices, the following recycling programmes had been introduced:

Waste Paper

22. A service contract for collecting paper wastes was engaged. Conspicuously-labelled “recycle green boxes” were placed in Formations to collect waste paper for recycling.

Can and Plastic Bottle

23. The three-coloured waste separation bins for collection of waste papers, aluminium cans and plastic bottles were widely placed in police premises. In addition, an aluminium can and plastic bottle crushing machine was installed at the Police College to instil an environmentally responsible culture amongst staff and trainees.

CD/VCD/DVD

24. The initiative of recycling confiscated CD/VCD/DVD was first introduced in Mong Kok Police District in 2002. This was further extended to Crime Kowloon West and Yau Ma Tei Division of Yau Tsim District in 2004. A central collection point was set up in offices with small numbers of unwanted CD/VCD/DVD to collect these

items for recycling.

Others

25. The Force engaged the service of a commercial contractor for collecting empty cartridges, scrap lead and empty shells. In addition, seven IT consumables vendors were engaged for collecting used cartridges of specific models.

V. Initiatives in New Police Buildings

26. Energy conservation and environmental friendliness continued to be the forefront in the design and planning of new police buildings. The construction of Tuen Mun Wu Hong Police Married Quarters and the New Central District Headquarters and Division, scheduled for occupation in 2010, will include a number of green elements. These include: floor refuse sorting rooms, light and water preservation and an energy efficient architectural design. For the New Central District Headquarters and Division, green areas will be provided at the rooftop of the ancillary area as well as at the reception area.

27. To further promote green buildings in Hong Kong, the Government promulgated in the 2008-09 Policy Agenda that it would promote environmental protection and energy conservation in government buildings. New government buildings have to meet the targets set in a green performance framework. The project of new Kowloon East Regional Headquarters cum Operational Base and Ngau Tau Kok Divisional Police Station will adopt the framework to achieve the green building targets. Since the new complex will be situated within the area of Kai Tak Development (KTD) which the Government has planned to be a sustainable and environmentally friendly development, an array of green measures will be implemented including the use of certified environmentally sustainable building material, installation of waste separation bins, use of water conservation devices, restricted building height, podium free design, green roofing and maintenance of a minimum greening ratios, etc. The project will also capitalise on the district cooling system (DCS) to be implemented in the KTD. The DCS, an environmentally friendly facility capable of saving 35% and 20% electricity consumption as compared with the conventional air-cooled and water-cooled air conditioning systems respectively, will be Government's first project of its kind.

Engagement with Stakeholders

28. The Force works closely with EMSD to identify energy saving opportunities at all times. Thus far, EMSD has completed energy audits for more than 20 police premises, and the resultant Energy Management Opportunities have been implemented or are being pursued. The application of renewable energy at the PHQ building would be another area to be explored by EMSD. A feasibility study on the

installation of solar powered street lights to replace the existing wall-mounted ones along the fence walls between PHQ and Harcourt Garden was under way.

29. The New Territories South Regional Headquarters was awarded an Energy Wise Environmental Label under the Hong Kong Awards for Environmental Excellence in 2009 for having achieved sufficient energy-saving measures that met the standard of the Building Energy Codes of EMSD. As an awardee of the Environmental Label, the Force was recognised as having fulfilled the criterion on “Caring for the Environment” under the Caring Company Scheme organised by the Hong Kong Council of Social Services.

30. In support of green events organised by other departments or organisations, the Force continued to promote the “Used Clothing Collection Campaign” jointly organised with the Salvation Army, and participated in the One-hour-long Lights Out Events organised by the World Wildlife Fund and the Friends of the Earth on 28 March 2009 and the Summer Solstice Event in June 2009 respectively.

Action Blue Sky Campaign

31. The Force works in partnership with EMSD in identifying suitable police premises for inclusion in its project list for ventilation improvement works. Since 2007-08, the following police premises have been awarded the Indoor Air Quality Certificate (Good Class) after completion of the improvement works:

- Arsenal House East Wing
- Hong Kong Police College
- Sheung Shui Police Station
- Tseung Kwan O Police Station
- Tsuen Wan District Headquarters & Divisional Police Station
- Kwai Chung Divisional Headquarters & Police Station
- Kowloon West Regional Headquarters
- Ma On Shan Police Station
- NT North Regional Headquarters
- Hong Kong Island Regional Headquarters, Caine House
- Kai Tak Operational Base

- Tsing Yi Police Station
- Traffic Kowloon West Police Headquarter

Police premises will continue to be selected in the coming years for inclusion in the EMSD's project list for the conduct of Indoor Air Quality measurements and related improvement works.

32. The Force has taken part in the Carbon Audit on Buildings scheme. Arsenal House East Wing was selected as a pilot building, given the size and age of the 18-year old six-storey building with a variety of facilities which may provide scope for further environmental improvements. In 2010, a carbon-cum-energy audit would be conducted for Traffic Kowloon West.

33. With the implementation of the Air Pollution Control (Volatile Organic Compounds) (VOC) (Amendment) Regulation 2009, the Force encouraged all Formations to help improve Hong Kong's air quality by:

- ensuring the procured products are in compliance with the requirements of the Regulation;
- purchasing, using or specifying products in compliance with the prescribed VOC limits; and
- considering products of no- or low-VOC as far as possible.

34. We have also made efforts in reducing fuel consumption and air emissions. For police land transport, green practices are widely promoted in driving training programmes. Police officers attend eco-driving seminars organized by the Hong Kong Productivity Council. Recycled engine oil is used on older vehicles with heavy duty engines. In 2009, the overall fuel consumption was reduced by 2.93%. 94 fuel-efficient hybrid vehicles were in service. A further 66 will be delivered in early 2010. The wider use of environmentally friendly hybrid vehicles and the implementation of other fuel-efficient options for frontline policing operations would further improve fuel efficiency and reduce the Force's carbon footprint.

35. Similar green measures were taken to reduce fuel consumption and air emissions of the Marine fleet. Euro V unleaded petrol and diesel fuels have been used since January 2009 to reduce smoke and pollutant emissions. Better fuel efficiency has been achieved through the use of higher power-to-weight ratio diesel engines on the Medium Patrol Launches and sound pollution-proof 4-stroke outboard engines on the Divisional Fast Patrol Crafts. The good practices of switching off unnecessary propulsion unit(s) and better voyage planning through close reference to engine power data vs fuel consumption rate chart of individual class of launches/vessels have become a

standard operational norm. With the implementation of the Versatile Maritime Policing Response projects, the latest versions of environmentally friendly and fuel economical propulsion systems have been brought into service. The Centralised Command System, introduced in mid-2009, allowed large areas of Hong Kong waters to be monitored without the need for major patrol launches to conduct long-range preventive patrols. These measures helped promote more efficient use of resources.

Way Forward

36. The Force will continue to follow the 3-R principles 'Reduce, Re-use, Recycle' in our day-to-day operations. The effectiveness of the energy saving measures adopted in the Force will be monitored closely. In support of Government policy on environmental protection, we will continue to explore ways to further promote green management.

Feedback

37. This Environmental Report provides a guide for the promotion of a green culture within the Force. We welcome your views in connection with this Environmental Report. Please contact us via email at phq-gr@police.gov.hk.

**Administration Wing
Hong Kong Police Force**