Social Welfare Department
The Government of the Hong Kong Special Administrative Region

HONG KONG

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Social Welfare Department
Environmental Report 2009

Introduction

This report sets out the green measures taken by the department in 2009.

Policy and Objectives

2.　　As a government department and a member of the community, we are committed to supporting Government's policies on environmental protection and sustainable development. To this end, our objectives are to promote a green culture among staff of the department and our working partners and to do our best in adopting green management and practices in our workplace.

Green Measures Adopted in 2009

3.　　During the year, the department has made continuous efforts in cultivating and fostering a personal responsibility among the staff for the care of the environment. Since most of our operation units are office-based, we have endeavored to adopt good office practices aiming at reducing the use of, reusing and recycling valuable resources.

4.　　The department has conducted an annual survey on green housekeeping measures so as to ascertain the extent of compliance with green measures with special emphasis on 'Reduce, Reuse and Recycle' of paper, energy and other valuable resources.

5.　　The following tables summarize the survey findings for the year -

Reduce	
Control of paper consumption	Since paper is our major consumption of resources, continuous efforts have been made to reduce consumption of photocopying paper through wider use of electronic communication. The department has reduced paper consumption to 76,285 reams in 2009.
Use of electronic platform	All offices have been equipped with the Internet e-mail facility. It has become a standard practice to circulate reference documents by email instead of hardcopy. Our offices have been reminded to reduce printed publications and to put publications onto the internet website of the department. Documents for internal circulation have been uploaded onto the departmental intranet portal for viewing by staff. Staff are advised to collect and submit returns by electronic format through intranet portal. Our offices have adopted the practice of using soft copies for drafting documents.
Double-sided printing	Our offices have switched to printing on both sides of paper. Newly procured photocopiers are equipped with the double-sided printing feature.
Phase out thermal fax	Thermal fax machines have been phased out to reduce

	the need to make a second copy of fax for filing. Our offices are using plain paper fax machines.
Minimize the use of envelope	85 % of our offices have stopped using envelopes for unclassified documents.
Reduce consumables	Staff are encouraged to use their own cups instead of disposable paper cups. Refillable ball pens and clutch pencils are widely used in our offices to minimize waste.
Electricity conservation	Guidelines on how to save electricity through economic use of lighting, air-conditioning, photocopiers and computer equipment have been issued to all offices. Our offices have set the room temperature at 25.5˚C in order to reduce energy consumption. It is our practice to carry out routine checks to ensure computers and office equipment have been switched off after office hours. The electricity consumption level will be closely monitored.

Reuse and Recycle

Reuse envelopes and file jackets	It is a standard practice in our offices to reuse envelopes and file jackets that are in good condition.
Use single-sided paper for drafts	Single-sided papers are used for drafts and printing internal documents.
Set up green trays in photocopiers and LAN printers	Green trays are set up in photocopiers and LAN printers to facilitate printing with papers used on one side.
Recycle waste paper	Waste papers have been collected for recycling.
Recycle toners	It is a standard practice to return used toners of laser printers to suppliers for recycling.
Setting up of recycle bins	Recycle bins are set up around the offices for collecting waste papers, cans, bottles and unwanted CDs.

Other green initatives

Continuous monitoring	Periodic surveys are carried out to gauge the extent of adoption of green measures by individual offices and to monitor their improvement over time.
Use of slogans	Slogans are used in electronic communication to promote conservation of the environment by using less paper.
Departmental guidelines	Guidelines on green office practices have been issued to all offices.
Green procurement	It is a mandatory requirement for our cleansing contractors to use biodegradable garbage bags. The use of correction fluid and batteries with mercury are discouraged in our offices.

Promotion of green message/practice to Non-governmental Organzations (NGOs)

Use of homepage	Circulars and documents relevant to NGOs are promulgated using the department's homepage.
Electronic communication	The department has promoted the use of electronic communication with NGOs.
Regular returns and submissions	NGOs have been requested to submit returns in electronic format.

Comments

6.   We welcome comments or suggestions. These can be sent to admenq@swd.gov.hk

Social Welfare Department

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