

# **Security Bureau**

## **Environmental Report 2008**

### **Introduction**

This report details the major environmental measures we have taken in 2008, our green management performance and future green targets.

### **Our Environmental Goal**

2. Our policy objective is to ensure that Hong Kong remains a secure and safe city by maintaining law and order, guaranteeing public safety, exercising effective immigration and customs control, rehabilitating offenders and drug abusers, and providing effective emergency services.

3. It is our goal to improve the environmental quality of the office and deliver our services, through the optimum use of resources and energy, in an environmentally responsible manner so as to be in line with the government-wide initiatives towards a green and paperless government.

### **Green Measures Taken in 2008**

4. The work of the Security Bureau (SB) is mainly office-based. In 2008, we continued to follow the green measures taken in the past years and explore new initiatives to achieve a healthy and sustainable working environment. Details of the environmental measures are as follows:

#### **(A) Reduction of Paper Consumption**

##### **(i) Information Dissemination by Electronic Means**

- Upload reports and paper for public access through the Internet;
- Upload Security Regulations and SB Circulars onto the Central Cyber Government Office (CCGO) for access by users in the Government;
- Use intranet and e-mails for dissemination of internal circulars and notices;

- Use e-mails for correspondences and transmission of documents. Confidential information can also be transmitted through the Confidential Mail System;
- Use Lotus Notes-based Departmental Portal (DP) to process leave applications to replace paper application form; and
- Use e-payslips instead of printing payroll records.

(ii) Economy Use of Paper

- Minimise the use of virgin paper and use recycled paper instead;
- Keep the number of printout and photocopies at a minimum;
- Use double-sided printing;
- Use the blank side of used paper for drafting, printing and photocopying;
- Use existing sets of document for recirculation;
- Reuse envelopes and loose minute jackets;
- Produce CDs for consultation papers, publications, and reports instead of printing hardcopies;
- Use plain paper fax machines; and
- Avoid using fax leader pages.

(B) Energy Conservation

- Maintain room temperature at 25.5°C in summer months to avoid excessive cooling;
- Clean the filters of air conditioners regularly to ensure effective performance and thus reduce energy consumption;
- Lower window blinds to reduce direct sunlight;
- Encourage staff to dress lightly in summer to minimize use of air conditioners;
- Use high efficiency fluorescent tubes with open louver type diffusers;
- Remind staff to switch off lights / air conditioners during lunch break or away from office for a long period of time;
- Reduce non-essential lighting in ancillary areas to minimum beyond office hours; and

- Conduct routine checks to switch off lights / air conditioners / photocopiers beyond office hours.

(C) Waste Recovery

- Collect used paper, newspaper, printer toner cartridges, CD / VCDs for recycling;
- Reuse plastic bags and carton boxes to collect waste recovery items; and
- Arrange trade-in, auction, donation and recycling for surplus furniture and obsolete equipment.

(D) Procurement from Suppliers / Contractors

- Procure green products which are durable and recyclable;
- Select computers and office equipment with Energy Efficiency labels; and
- Arrange bulk purchase and delivery to reduce individual product packaging.

(E) Publicity / Education

- Circulate guidelines on green environment to staff regularly;
- Display posters and other promotional materials to promote environmental awareness among staff; and
- Encourage staff to participate in the environmental protection activities organised by green groups or charitable organisations.

(F) Other Measures

- Use electronic greeting cards and reuse holiday decorations;
- Display plants in offices to create a green environment;
- Maintain a non-smoking environment in the office premises; and
- Install water timer taps in toilets.

## **Our Green Management Performance**

5. We have made every effort in carrying out the various measures mentioned above to achieve the green objectives. However, in 2008 our work on the enactment of Independent Police Complaints Council Ordinance and on the Olympic and Paralympic Equestrian Events increased the use of paper by 17% as compared with 2007. We have reminded our staff of a more prudent use of paper and will try our best to minimise paper consumption.

## **Our Commitments to Clean Air Charter**

6. To fulfill the commitments of the Clean Air Charter, we are committed to making sustained improvement to air quality by implementing the following measures:

- Switch off the engines of government vehicles whilst awaiting to avoid idling emissions and achieve fuel saving;
- Use public transport whenever possible;
- Reduce the use of air coolers by using electric fans to improve ventilation of workplaces; and
- Remove some tubes and lamps from the group switching arrangement to reduce energy consumption.

## **Green Targets in Future**

7. We will continue to identify new initiatives to make our working environment an environmentally responsible one. We will promote a wider use of electronic measures in order to minimise the use of paper and energy. Our targets in future are as follows:

- Enhancing the SB intranet so that information can be shared electronically and less hardcopies will be produced; and
- Adding specific “green” provisions in tender documents during procurement of government stores.

8. Review of the existing environmental practices will be conducted from time to time in order to enhance our effectiveness in conserving the environment. We will also encourage staff to participate in environmental friendly activities in order to arouse environmental awareness among all stakeholders.

### **Views and Enquiries**

9. Comments or enquiries on this Environmental Report are welcome. You can reach us by the following means:

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