

## **Security Bureau** **Environmental Report 2011**

### **Introduction**

This report lists out the major environmental measures we have taken in 2011, 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, exercising effective and efficient immigration and customs control, rehabilitating offenders and drug abusers, and providing swift and reliable emergency fire and rescue services.

3. To be in line with the government-wide initiatives towards a green and paperless government, we strive for improving the environmental quality of the office and delivering our services in an environmentally responsible manner through the optimum use of resources and energy.

### **Green Measures Taken in 2011**

4. The work of the Security Bureau (SB) is mainly office-based. In 2011, 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 onto the SB website for access by the public;
- Disseminate internal circulars and notices through SB intranet;
- Upload Security Regulations and SB Circulars onto the Government intranet portal “Central Cyber Government Office” (CCGO) for access by Government users;
- Process leave application through Lotus Notes-based Departmental

- Use e-payslips to replace printed payroll records;
- Use emails for correspondences and transmission of documents and electronic files; and
- Encourage colleague to review reports and publication online, e.g. Budget, Policy Address etc.

(ii) Economy Use of Paper

- Produce CDs for consultation papers, publications and reports instead of printing paper copies;
- Produce the least number of printout and photocopies;
- Use recycled paper and minimize the use of virgin paper;
- 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; and
- Use plain paper fax machines and avoid using fax leader pages.

(B) Energy Conservation

- Maintain room temperature at 25.5°C in summer months;
- Encourage staff to dress lightly to minimize the use of air conditioners;
- Lower window blinds or apply reflective films on windows to reduce solar gain;
- Clean the filters of air conditioners and fan coils regularly to ensure effective performance and thus reduce energy consumption;
- Use high efficiency fluorescent tubes with open louver type diffusers;
- Switch off non-essential lighting in ancillary areas beyond office hours;
- Conduct routine checking to ensure switching off of unnecessary lighting, air conditioners, photocopiers;
- Turn off unnecessary equipment completely and avoid using standby mode;

- Set office equipment to enter the power-saving mode or to switch off automatically after it has been idle for a certain period of time;
- Switch off lights, air conditioners and office equipment after office hours, during lunch break or when away from office for long period; and
- Use auto-sensitized water tap in toilets to reduce water consumption.

(C) Waste Recovery

- Collect used paper, newspaper, printer toner cartridges, batteries, CD or 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

- Select computers and office equipment with Energy Efficiency labels;
- Procure green products which are durable and recyclable, e.g. recyclable laser printer toner cartridges, refillable ball pens and correction tape; and
- Arrange bulk purchase and delivery to reduce individual product packaging.

(E) Publicity / Education

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

(F) Other Measures

- Display plants in offices to create a green environment;

- Use electronic greeting cards and store holiday decorations such as plastic Christmas trees and ornaments for reuse next year; and
- Choose appropriate printing quality and avoid unnecessary printing of color copy or high quality copy. Print in draft mode or in black and white for non quality critical documents to minimize ink and laser cartridge consumption.

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

5. We are committed to making sustainable improvement to air quality to fulfill the commitments of the Clean Air Charter. Measures include:

- Reduce unnecessary traveling and use public transport whenever possible;
- Plan the travel and carpool to avoid single-passenger car trips;
- Use electric fans to improve ventilation of workplaces; and
- Remove some tubes and lamps from the group switching arrangement to reduce energy consumption.

### **Our Green Management Performance**

6. Efforts in carrying out the above measures contributed to an increase in waste paper collection in 2011. As compared to 2010, the total amount of waste paper collection marked an increase of 1%. We shall continue the endeavors to make progress towards a low carbon and greener working environment.

### **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:

- Enhance the coverage of SB intranet to share information and distribute circulars electronically; and
- Add specific “green” provisions in tender documents during

8. We will review the existing environmental practices regularly to enhance our effectiveness in environmental conservation. 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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**Security Bureau**

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