

**Chief Secretary for Administration's Office –
Administration Wing**

Environmental Report 2007

Introduction

This is the report of the Administration Wing of the Chief Secretary for Administration's Office on environmental measures in the year 2007. It covers office accommodation at Central Government Offices (CGO), Murray Building (MB), Government Records Service Division and out-stationed offices of Efficiency Unit.

Environmental Goal

2. The Administration Wing aims to provide its service in an environment-friendly manner and to implement in-house green measures in all offices.

Environmental Measures implemented in 2007

3. The Administration Wing continues to practise the principles of 3-R ("Reduce, Reuse and Recycle") in its environmental measures in 2007. Broadly, they cover the following measures -

Reduce

➤ *Paper consumption*

4. When providing high-volume copying service to bureaux of the Government Secretariat, the Copying Office in CGO maintained the principle of printing on both sides of paper unless requested otherwise by the bureau concerned. All photocopiers and most network printers in the Administration Wing are capable of producing double-sided printouts.

5. Staff continued to make full use of the Notes Mail for internal communication, official correspondence and circulation of circulars. Staff

were also aware of the need to refrain from making photocopies of documents and circulars unless absolutely necessary. Furthermore, the use of fax leader pages had been minimized whenever possible.

➤ *Electricity consumption*

6. The Administration Wing, in conjunction with the maintenance agent, continued to closely monitor the use of electricity in our offices. Energy wardens of the Administration Wing conducted regular and ad-hoc inspections to ensure that energy saving measures are being strictly observed for the common areas and facilities.

7. As air conditioning contributes to a major portion of electricity consumption, we continued to focus on implementing various measures to manage the use of air-conditioning. In 2007, we continued to work with EMSD to comply with ETWB's circular memorandum, issued in October 2004, to maintain the room temperature of our offices at 25.5°C during summer months. In addition, all components of the air-conditioning systems and chiller plants were regularly checked to operate in the most efficient manner, with worn-out parts replaced in a timely manner to prevent wastage of electricity. For example, 18 units of ageing Primary Air Unit at MB were replaced by more energy-efficient model in end 2007 to achieve greater saving in energy consumption. We continued to closely monitor and modify the operation hours of the air-conditioning system in order to reduce unnecessary usage before or after office hours. We keep on taking part in the "dress down in summer" campaign by encouraging colleagues to discard jackets and ties and dress casual in summer. These measures helped maximize the efficiency of the air-conditioning and reduce energy consumption.

8. We have minimised the operation time of lifts and reduced unnecessary lights throughout our offices. Energy-efficient light tubes and bulbs are widely used in our premises.

9. We requested the works and maintenance agents to observe the rules of energy saving and to adopt environment-friendly products, equipment and systems when carrying out various fitting-out and refurbishment works in our offices.

10. We regularly reminded colleagues to switch off lights, air conditioning, computers and electrical appliances not in use and set office equipment to energy saving mode as far as practicable. Energy saving stickers are displayed at conspicuous places to enhance staff awareness on energy conservation.

11. Implementation of the above measures resulted in a drop of 6.17% in electricity consumption in 2007 as compared with 2006, which amounted to about 1.1 million kWh. The decrease represents a reduction in air pollutants emissions of approximately 2 tonnes of Sulphur Dioxide (SO₂), 1.3 tonnes of Nitrogen Oxides (NO_x) and 65 kg of Respirable Suspended Particulates (RSP). On a cumulative basis, we have recorded an aggregate drop of 18.18% in electricity over the past three years from end 2004 to end 2007. As far as the CGO and MB are concerned, the drop in energy consumption of 2007 was 7.63%; the cumulative drop from end 2004 was 20.56%.

Reuse

➤ *Paper and envelope*

12. Colleagues have established a practice of reusing envelopes where practicable. When there was a genuine need to send unclassified documents under cover, transit envelopes would be used whenever possible. The clean side of used paper would be used for photocopying, printing and drafting. We also encouraged colleagues to use recycled paper as far as practicable.

13. While the envelope consumption was reduced by 23.89% than that of 2006, the A4 paper consumption in 2007 registered an increase of 22.07% over that of 2006, largely due to high printing requirements of a number of special projects, e.g. Public Sector Reform Conference and Tamar Development Public Viewing Exercise.

Recycle

➤ *Waste paper, aluminium cans, plastic bottles, rechargeable batteries*

14. Green boxes were placed at various office locations and common areas to collect waste paper, newspaper, aluminium cans, plastic bottles and rechargeable batteries suitable for recycling. The cleansing contractors would collect such recyclable items on a daily basis.

➤ *Machine oil*

15. Waste oil from chiller plant rooms in CGO and MB was collected by licensed contractors of the Environmental Protection Department for proper treatment.

Other Green Measures

16. As part of our contribution to conserve the environment, the following measures were implemented -

➤ *Compliance with Clean Air Charter*

17. The Administration Wing adheres to the commitments stated in the Clean Air Charter. To reduce fuel consumption and air emissions, our team of drivers would switch off idling engines while waiting. With the assistance of Government Logistics Department, we replaced vehicles in our fleet with environment-friendly cars in early 2008. These vehicles emit less carbon dioxide and consume less fuel than conventional petrol vehicles.

18. With the implementation of the Air Pollution Control (Volatile Organic Compounds) (VOC) Regulation in phases starting from April 2007, all works and maintenance agents are required to help combat air pollution by using low- or no-VOC products as far as practicable.

➤ *Air quality improvement*

19. Regular indoor Air Quality Measurement was performed by EMSD in our offices.

➤ *Use of environment-friendly products*

20. Environment-friendly, low- or no-VOC products were ordered for use whenever practical through the Government Logistics Department and outside contractors. The common items included stationery items such as clutch pencils, refillable ball pens, non-chlorinated correction fluid, and other items such as batteries with no mercury content.

➤ *Participation in environmental awareness activities*

21. The Administration Wing supported and encouraged staff to take part in major greening activities by nominating green managers to attend various seminars on energy saving. To promote environmental awareness amongst staff, we regularly circulate tips on green management to all staff in CGO and MB.

Way Forward

22. The Administration Wing will continue to promote and encourage the implementation of green measures and housekeeping practices. We will work with our works and maintenance agents and continue to take measures to reduce air emission and conduct Indoor Air Quality Measurement in our offices to ensure that the air quality fully meets the guideline recommended by the Environment Protection Department. In

addition, we will continue to encourage staff participation in various green management activities.

Enquiries

23. Enquiries on this report can be sent –

- by post to the Administration Wing, Chief Secretary for Administration's Office, Central Government Offices, West Wing, 11 Ice House Street, Central, Hong Kong; or
- by fax to 2845 2091; or
- by e-mail to *admwing@csso.gov.hk*.

The contact telephone of the Departmental Administration Unit of Administration Wing is 2810 2009.