

Government Logistics Department Environmental Report 2007





Introduction

1.1 This report aims to update the public on our environmental achievements in 2007 and targets for 2008. We are committed to continuing with our efforts in support of a greener Hong Kong. We hope that the community, our official contacts and overseas partners will see in this report how we strive for continuous improvements in environmental protection by integrating sustainability principles in our day-to-day operations. This report also set out our efforts in supporting the implementation of the Clean Air Charter.



Key Responsibilities and Organization

2.1 It is our Vision to provide bureaux and departments of the Hong Kong Special Administrative Region Government (HKSAR) with professional, cost effective and timely logistics support services in the areas of procurement and supplies, transport management as well as printing services so as to enable them to better serve the community and the people of Hong Kong.

2.2 The department is headed by the Director of Government Logistics who is underpinned by the Deputy Director of Government Logistics. It comprises six Divisions, namely Administration Division, Land Transport Division, Management Services Division, Printing Division, Procurement Division, and Supplies Management Division. As at 31 December 2007, there were about 710 staff in the department.



Environmental Goal

3.1 GLD fully supports the commitment and efforts of the HKSAR in protecting the environment. It is our Mission to improve continuously our performance in respect of environmental protection in the delivery of our services.



Environmental Policy and Performance

4.1 In pursuance of our environmental goal, we have made commitments in five major areas of our activities and operations. Details of the commitments and achievements in 2007 are set out in the ensuing paragraphs.

Compliance

4.2 We comply with all relevant legislation, standards and regulations, government circulars and guidelines, etc. on environmental protection. We have obtained accreditation under ISO 14001 Certification in our printing services, procurement and supplies management activities. Through the integration and implementation of the Environmental Management System, we are committed to meeting the requirements of the ISO 14001 Certification for continuous improvement in environmental performance at international standards.

Environmentally Responsible Procurement and Supplies Management

4.3 Our prevailing procurement policy is to procure “green products” (viz. recycled products and products with improved recyclability, energy efficiency, greater durability and higher recycled contents) available in the market on a cost effective basis.

4.4 To implement the green and sustainable procurement policy, we have taken the following initiatives -

- (a) drawing up green specifications for common-user items purchased by GLD and awarding contracts for the supply of environmentally friendly common-user items, e.g. photocopying paper and toilet paper with recycled content, refillable ball-point pens and pencils, environmentally friendly fuel oils, printing inks and lubricants made from waste lubricants,

facsimile machines and photocopiers with energy efficiency labels for use by various government departments;

(b) awarding 17 sales contracts for collection and removal of used or unserviceable products with recyclable materials which include paper offcuts, scrap metal and vehicles, etc;

(c) encouraging minimal or reusable packaging materials by -

✿ including in the tender document the requirement which encourages suppliers to avoid unnecessary packaging;

✿ specifying the content of the packaging materials to be used (e.g. cardboard boxes should be made from 100% recovered fibre);

(d) promoting, where appropriate, the incorporation of environmental considerations in tender specifications and marking schemes drawn up by government departments for tender evaluation, e.g.

✿ avoiding single-use disposable items;

✿ purchasing products with attributes of improved recyclability, higher recycled content, greater durability, greater energy efficiency, reduced emission of irritating or toxic substances during installation or use, and reduced production of toxic substances upon disposal; and

✿ purchasing products and equipment from manufacturers in possession of ISO 14001 certificate, and using environmentally friendly chemicals, clean technology and clean fuel during the production process;

(e) conducting regular reviews of the tender specifications of common-user items and unallocated stock items kept in the central store, with a view to removing features that might cause harm to the environment or identifying whether alternative environmentally friendly products or features are available; and



- (f) sharing experience with bureaux/departments by issuing circulars to encourage bureaux/departments to follow practices which are in line with the ISO 14001 requirements and the 4R principles (reduce, reuse, recycle and recover).

4.5 We have also adopted the following green measures in supplies management -

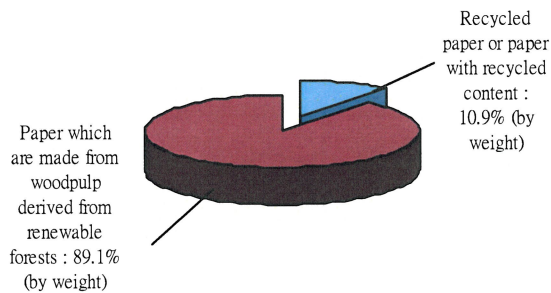
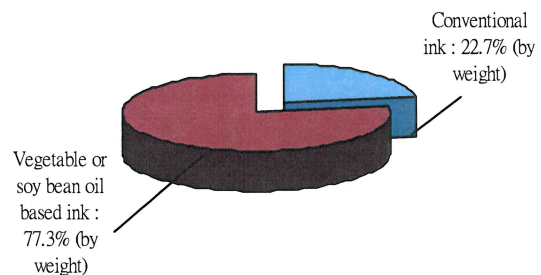
- (a) for economy in the use of paper, 113 general forms have been uploaded as e-forms onto Central Cyber Government Office website for use by departments; and
- (b) for waste reduction purposes, we have arranged repair and reconditioning of quarters furniture for reuse in government quarters.

Environmentally Responsible Printing Services

4.6 We work towards maintaining, developing and promoting sustainable and environmentally responsible printing services to bureaux/departments of the HKSAR Government and subvented organizations. We remind colleagues in the printing workshop of the importance of using environmentally friendly printing and finishing technologies, inks and raw materials with a view to minimizing pollution generated as far as possible.

4.7 Our Paper Wastes Monitoring Committee has continued to review and monitor measures to minimize paper wastes in the printing process on an on-going basis. We also closely monitor the generation and disposal of solid chemical wastes.

4.8 We use environmentally friendly printing paper either made from woodpulp derived from sustainable forests or with recycled content. We also use vegetable oil based ink or conventional ink containing low levels of volatile organic compounds.

Total Paper Consumed for Printing Services in 2007**Total Ink Consumed for Printing Services in 2007**

4.9 We also adopt an environmentally responsible approach in discharging effluent arising from printing production under a licence issued by the Environmental Protection Department.




4.10 We raised, in mid-2007, the recovered fibre content of recycled paper used for printing from “at least 50% recovered fibre or 20% post-consumer fibre by weight” to “at least 60% recovered fibre or 30% post-consumer fibre by weight”.

4.11 We have installed a tailor-made filtering and circulating device in the paper waste baling system to filter paper dust, reduce noise and return cool air to the printing workshop in order to further improve the air quality and working environment of the workshop.




Environmentally Responsible Transport Services

4.12 We adopt green measures in vehicle procurement and fleet management and conform to environmental protection principles and practices. Green measures which are in line with the commitments of the Clean Air Charter include –

(a) Vehicle Procurement

-  replacing all diesel light buses in the government fleet by LPG ones by phases. At present, 229 or 83% of the 276 light buses in the fleet are LPG ones;
-  giving priority to vehicles that meet Environmental Protection Department's qualifying standards of environmentally friendly vehicles for tax incentives when replacing vehicles in the government fleet, subject to the availability of suitable models on the market and operational and resource considerations. A total of 282 vehicles meeting the qualifying standards were procured by end 2007; and
-  giving higher marks to vehicles with lower fuel consumption rates when evaluating tenders for the supply of vehicles to the Government;

(b) Fleet Management

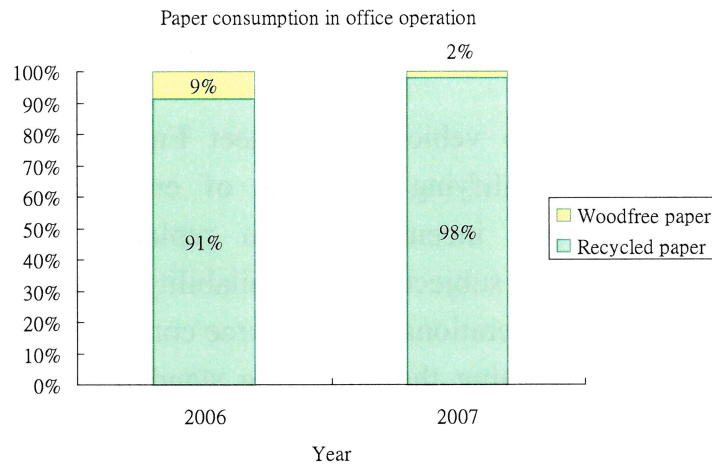
-  controlling the overall growth of the government fleet and encouraging departments to use more public transport.;
-  using retreaded tyres on medium and heavy vehicles with a view to reducing the disposal of used ones; and
-  requiring drivers of government vehicles to switch off the engine while waiting and promoting their environmental awareness through refresher training courses.

Green Workplace

4.13 We continue to conserve energy and resources by promoting and adopting green housekeeping measures in our daily operations. With a view to further reducing paper consumption, we procured printers with a double-side printing function for new purchases or replacement of traditional printers with a

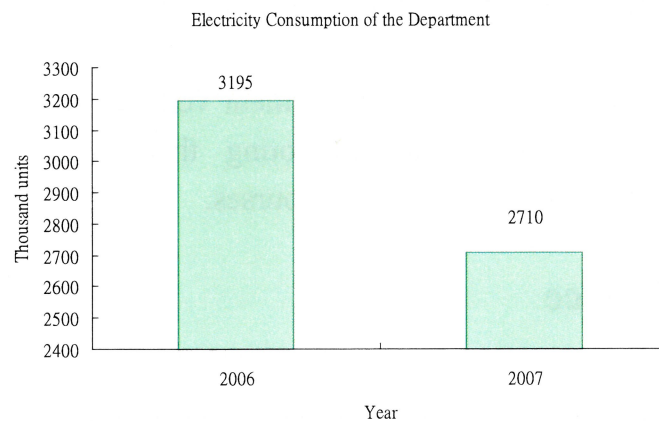


single-side printing function in the reporting year. We also encourage using recycled paper. The use of recycled paper as against woodfree paper increased from 91% in 2006 to 98% in 2007.



4.14 As a major additional energy conservation measure in 2007, we removed about 14% of the excessive energy-efficient fluorescent tubes at Headquarters in North Point Government Offices, following the installation of electronic ballasts in lighting fittings and energy-efficient fluorescent tubes and a review of the illumination level in the offices.

4.15 Owing to a reduction in floor areas of our Printing Division and to energy conservation efforts, the electricity consumption of the Department in 2007 was reduced to 2,710 thousand units, representing a reduction of 17.9 % as against that in 2006. (Note)



Note: The above is based on data from Printing Division at Cornwall House in Taikoo Place and the Training and Testing Unit in Kowloon Bay where independent meters are available. Electricity consumption in other GLD premises without independent meters is not available.



4.16 On promotion of staff awareness, we conducted a series of seminars to enhance the knowledge and skills of staff on environmental protection. Over 160 staff of different grades and ranks participated in the seminars in 2007. We also participated in the “Community Chest Green Day” and set up a green corner in our internal information centre to promulgate green tips in office operations.

Environmental Targets for 2008

5.1 For continuous improvement and with reference to the principles and spirit of the Clean Air Charter where appropriate, we have set the targets for 2008 in the following paragraphs.

Compliance

5.2 We will continue to ensure that requirements of relevant environmental legislation, standards and regulations are met. We will also continue to comply with government circulars and guidelines on environment protection including those related to the Clean Air Charter and continue to integrate and implement the Environmental Management System under the ISO 14001 in our operation with a view to contributing to a healthier and sustainable environment.

Environmentally Responsible Procurement and Supplies Management







5.3 We will continue to adopt green product specifications where available for common-user items under allocated term contracts in our procurement strategies. We will also continue to implement our green procurement policy in the procurement of goods and explore any possibility of enhancing green measures in supplies management.

5.4 We would assist the Environmental Protection Department to conduct a second “Consultancy Study on Environmentally Responsible Product Specifications” in drawing up specifications for common-user items purchased by GLD in 2008-09.


Environmentally Responsible Printing Services

5.5 We will continue to adopt the following measures by integrating the commitments under Clean Air Charter into our printing operation. We will continue to share our experience with our client departments and encourage them to get involved in green initiatives by -


(a) Printing Operation

-  maximizing the utilization of printing paper by using standard size paper to reduce trimming waste and buy suitably sized paper from the market to produce “odd size” jobs to reduce production waste;
-  providing technical advice to assist in the drafting of legislation on controlling volatile organic compound content in printing consumerables;
-  making use of trimming wastes;
-  replacing solvent-based dye with water-based dye in paper tinting;
-  installing acoustic treatment for the air-conditioning chiller plant to reduce noise generated by the plant; and
-  installing a ducting device to the Perfect Binding Machine to collect and filter paper dust generated in the production process. This initiative is in line with our commitment under the Clean Air Charter to reduce the release of paper dust to the atmosphere during the production process;

(b) Assistance to Client Departments

-  advising client departments to make best use of our stock paper

to reduce paper wastage as far as possible and to order sufficient printed copies in one production to avoid reprints; and

-  encouraging client departments to submit originals in the form of a soft copy instead of a film or hard copy for printing production.

Environmentally Responsible Transport Services

5.6 To enhance environmental performance including emission reductions and enhancing energy efficiency under the Clean Air Charter, we will continue to adopt the existing measures in respect of vehicle procurement and fleet management. In addition, we will continue to explore alternatives of environmentally friendly vehicles and the feasibility of using them in the government fleet by –


- (a) controlling the growth of the government fleet;
- (b) exploring alternatives of environmentally friendly vehicles; and
- (c) reinforcing the awareness of environmental protection and the concept of “eco-driving” of government drivers e.g. adhering to energy-efficient driving techniques and switching off engine whilst waiting through various training courses/seminars.

Green Workplace



5.7 We will continue to adopt green housekeeping measures in our daily operations. We would enhance staff awareness of green workplace and apply various measures on minimizing consumption. Specifically, we will further reduce paper and energy consumption by implementing the following additional measures –



(a) Energy Conservation

-  switching off some lights in common areas in our office premises during lunch hours;

(b) Promotion of Staff Awareness

-  organizing another series of seminars on environmental protection for staff; and
-  introducing tips of green workplace in our departmental newsletters on a regular basis which serves as an additional forum to promulgate green measures in office operations.



Comments and Suggestions

6.1 We welcome any comments and feedback on this report for further improvement. You may contact us at -

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Government Logistics Department

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