

## **Immigration Department Environmental Report 2006-2007**

### **Environmental Policy**

The Department is in full support of the sustainable developments of Hong Kong. We are committed to ensuring that all the services delivered as well as all our internal operations are conducted in a manner conformed to environmental protection principles and practices.

### **Environmental Management**

Our Departmental Secretary, one of the directorate officers, was appointed as the Green Manager to oversee and formulate environmental protection measures in the Department. Division Heads were required to explore and promote environmental initiatives and ensure that green practices were widely adopted. Energy Wardens were appointed at working levels in each section to ensure housekeeping energy conservation measures were effectively carried out.

Our green policies covered various aspects. We had accorded top priority in the reduction of energy and paper consumption. We continued to set saving targets at the beginning of the financial year. Monthly consumption records were reviewed at the Directorate meetings as well as the Resources Management Committee meetings chaired personally by the Director and the Deputy Director respectively. These figures were also uploaded onto our Intranet Portal regularly to enable Division Heads to better monitor their consumption.

Apart from the above, divisions were also required to conduct environmental audits periodically. A total of

25 environmental audits were conducted in 2006-2007. A wide range of topics such as paper consumption, energy conservation and waste recovery, etc. were covered.

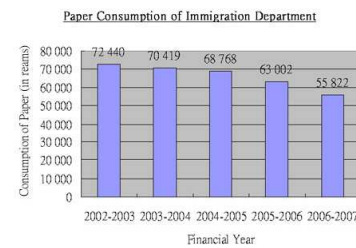
### Minimisation of Paper Consumption

It is our ultimate target to move towards a paperless office. We were actively developing several Information Technology systems which would help reduce the use of paper in our daily operations. In this regard, we had recorded an encouraging result in the reduction of paper consumption by 22.9 per cent in 2006-2007 as compared with 2002-2003, which far exceeded the 10 per cent saving target set by the Environment, Transport and Works Bureau (now the Environment Bureau).

### Energy Conservation

In 2006-2007, we adopted various measures with a view to achieving energy saving. For instance, the existing T8 lighting system in some high power consumption venues was replaced with the more energy efficient T5 lighting system which could save up to 33 per cent of energy. Immigration Headquarters, Sha Tau Kok Control Point, Lok Ma Chau Control Point, Man Kam To Control Point, Arrival and Departure Halls of Lo Wu Control Point, River Trade Terminal, Cotton Tree Drive Marriage Registry, offices of Deportation and Prosecution Sections at Ma Tau Kok Road Government Offices were covered in the replacement exercise.

Apart from switching to a lighting system which is more energy efficient, we had further reduced the number of fluorescent tubes in our offices. In Immigration Headquarters alone, 648 tubes had been



removed in the corridors in addition to more than 1,500 fluorescent tubes which were similarly removed at corridors, toilets and offices in 2005-2006. Timers for corridor lighting were installed at each floor of the Immigration Headquarters so that only essential lighting was provided after office hours. Division Heads were also requested to actively consider the feasibility of reducing the number of fluorescent tubes in office areas which were over-lit by artificial lighting or sufficiently lit by natural light without compromising the occupational health of our staff members.

We had encouraged staff members to switch off non-essential lighting as soon as the area was unoccupied such as during lunch hours or in low usage area like changing rooms, storerooms, server rooms, etc.

To ensure lighting in the common areas such as toilets and pantries were switched off after office hours, designated officers were assigned to inspect the premises. Notices reminding staff to turn off lighting were also affixed near the switches.

We also adopted more pro-active measures to save energy in some of our offices. For example, as we observed that the number of passengers using the Lo Wu Control Point would drop after mid-afternoon, we flexibly closed down the entire new Arrival Hall there during the slack hours. In addition, during less busy days, some of the e-Channels were also temporarily suspended.

At the Man Kam To Control Point, the utilisation rates at early morning as well as late night were relatively low. So, instead of adopting the general practice of turning on the air-conditioning system half an hour prior to the opening time and turning off the system



High energy efficiency fluorescent lamps were installed at new arrival hall at Lo Wu Control Point.

half an hour after the closure time, we had changed the turning-on and turning-off time to half an hour after the opening time and half an hour before the closure time respectively. Besides, lightings were switched off at daytime along those corridors with natural sunlight coming from windows.



We continued to conduct inspections and temperature measurements at the Immigration Headquarters as well as selected outstation offices in order to ensure that the Government policy of setting room temperature at 25.5°C was complied with. It was found that the standard 25.5°C level had been complied with.

Departure hall at Man Kam To Control Point with natural sunlight coming from windows during daytime.

We also encouraged the use of "seven-day timer switch" in the offices as these switches would help reduce energy consumption by switching off equipment automatically upon the pre-set time. It was arranged to be used for equipment such as photocopiers, printers, scanners and water dispensers which were share-used by staff.



A seven-day timer switch installed for electric appliance in office common area.

### **Recycling of Waste and Recovery of Resources**

Recycling of waste as well as recovery of resources are both effective means to alleviate the adverse impact of human activities to the environment. We are in full support of using recycled paper even though it costs more than virgin paper. Starting from 2006-2007, 90 per cent of our total paper consumption would be recycled paper. Besides, in 2006-2007, a total of 217,156 kg of used paper was collected from the Immigration Headquarters for recycling purpose.

Reports on paper consumption had been uploaded onto the Intranet Portal so that Division Heads could

easily monitor the consumption level by making reference to the online reports which were updated regularly.

Moreover, a total of 4,779 used printer cartridges were traded in with the suppliers or delivered to recyclers in 2006-2007. As a further move to protect the environment, we encouraged our staff to use less plastic bags and procure green products such as recycled printer cartridges, office equipment with energy labels, and compact fluorescent lamps, etc as far as practicable. We purchased "bio-degradable" plastic bags or plastic bags made of recycled content for use. These provisions were also included in our cleaning contracts for compliance by cleaning contractors.

### Support on Better Air Quality

Two new immigration launches, "IMM 1" and "IMM 2", were built to replace two vessels that had been in service for 20 years. Since nitrogen oxides, one of the air pollutants, will be produced during fossil fuel combustion, in order to contribute to the Government's policy on blue sky, the main engines of our new launches were built to strictly comply with the relevant emission requirement as set out in Regulation 13 of Annex VI of MARPOL 73/78 (International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978).

### Promotion of Staff Awareness

To enhance the awareness of staff in green management and promote a green culture, we uploaded useful green tips onto our Intranet Portal and disseminated updated information on green



A green board at the Immigration Headquarters enhancing staff awareness in green management.

management issues via e-mails. In April 2007, we commissioned the Environmental Protection Department in conducting a seminar on "Green Office and Green Living". The seminar was well received by the staff.



Seminar on "Green Office and Green Living".

Used clothes are usually reusable and recyclable. In order to alleviate the pressures on the landfills in Hong Kong as well as to help those in need, the Immigration Department Volunteer Work Team organised the "Used Clothes Collection Campaign" in April 2006 again. Collection points were set up at the Immigration Headquarters, control points and a number of departmental quarters to collect used clothes and accessories. Response from staff was overwhelming as a total of 3,380 kg of clothes and 390 kg of used accessories were collected. All items were donated to the Salvation Army.

### The Way Forward

We believe that environmental protection measures have become an essential part in our daily lives for the benefit of the next generation. We will continue to explore other means of resources conservation by following the 4R Principles (Replace, Reuse, Reduce and Recycle) in running of the office.

Meanwhile, we consider that success in the implementation of Green policies would rely very much on wholehearted staff participation. In this regard, we will take every opportunity to enhance the awareness of staff on the importance of environmental protection by organising seminars and campaigns so as to arouse their interest and support on green practices.