

# **Intellectual Property Department Controlling Officer's Environmental Report 2007**

## **Introduction**

The Intellectual Property Department (IPD) is committed to carrying out the statutory functions of administering the registration systems for trademarks, patents, designs and copyright licensing bodies in Hong Kong and enhancing the public awareness of and respect for intellectual property rights. Our green management practices and future targets are illustrated in this Environmental Report.

## **Environmental Policy**

We are committed to ensuring that our department is operating in an environmentally friendly manner. The principle of "Reduce, Reuse and Recycle" is being adopted to conserve resources and energy. To keep our paper consumption at a minimal level, we keep implementing the e-business model for both internal/ external communication and processing/ storage of information as far as practicable. In addition, we are also devoted to minimizing pollution made to the environment.

## **Green Management Practices**

- *Floor Green Managers*

Green Managers are appointed on each floor in IPD. They are responsible for monitoring the paper and electricity consumption and reminding colleagues to implement the green housekeeping measures. Green guidelines and tips are being re-circulated to all staff quarterly.

- *Monthly Resource Consumption Reports*

Monthly paper and electricity consumption reports are uploaded onto the IPD's e-Bulletin Board for colleagues' information so that they can view and react timely on their saving efforts and results. These reports are presented side-by side with figures of the past such that progress can be shown. Email reminders and green housekeeping tips are issued to all staff to encourage greater saving efforts and to give recognition for their achievement.

- *Air-conditioning*

With the assistance of EMSD, the room temperature of our office premises

is set to 25.5°C throughout the year to save energy. Fine-tuning the setting is arranged periodically when weather conditions and the number of occupants in the premises change. Besides, as we have implemented the 5-day week, the schedule of air-con supply has been changed to 9:00am-6:30pm from Monday-Friday instead. With the exception of Computer Server Room, no air-con supply will be provided outside office hours, on weekends and during public holiday in office. Colleagues are reminded to dress lightly, use fan and lower venetian blinds when necessary instead of lowering the temperature of the air-conditioning. Doors and windows are kept closed to minimise air infiltration when the air-con is running.

- *Lighting*

Clear zoning of lighting has been implemented. We encourage and remind our colleagues to switch off the lights for unoccupied areas during lunch break and after office hours. The new zoning arrangements are quite effective and our colleagues are aware of switching off the lights when not in use. In addition, lights in common areas like pantries, facility rooms, filing rooms and corridors are assigned to be switched off by appointed colleagues before they leave office everyday. Light switches are designed to be located near the corresponding workstations in the newly renovated areas to allow colleagues switching the lights off more easily.

- *Electrical Equipment*

All computers, printers and photocopiers have been set to the energy saving mode by default. Office equipment that is not frequently used (e.g. laminators, typewriters, etc.) will only be switched on when necessary. Timer switches are installed in all water dispensers to ensure the cessation of electricity consumption outside office hours. Colleagues are advised to switch off all the electrical appliances before leaving the office and unplug equipment chargers/ adapters from the power sockets when they are not in use. They are also reminded to turn off the monitor of computer when they are away from the workplace.

- *Paper Saving*

- ✓ All fax numbers in office have been registered onto the Do-not-call registers to decline unsolicited commercial fax messages. Paper is thus saved.
- ✓ E-Business model is being kept which aims at saving paper. Documents and messages are sent via email/ diskettes within and outside the department whenever possible.
- ✓ Application for vacation leave and sick leave can be made through the web. Reservation of function venues and cancellation of bookings are also made

electronically.

- ✓ Softcopies of forms and reports are uploaded onto IPD's website for public access. Printed copies will only be provided upon request.
- ✓ Trademark, patent and design applications are processed in the electronic mode. Application results and hearing decisions are publicized via the web.
- ✓ Both sides of paper are used. Papers used on one side, envelopes and old file jackets are reused. No envelopes are used for unclassified documents as far as practical.
- ✓ Paperless meetings have been arranged. Notebook computers with softcopies of relevant documents (e.g. minutes, agenda) are set for the participants.
- ✓ Waste paper is collected separately for recycling; loose minute jackets are reused if possible.
- ✓ Fax ledger page is not used when a document is self-explanatory.
- ✓ Fax machines, photocopiers and network printers are filled with recycled papers. Colleagues are advised to use clean/ woodfree paper only when necessary.
- ✓ Officers are reminded to accurately estimate the quantity required, preview the printing format and check the machine setting before printing/copying to avoid errors and wastage. Combining multiple pages on a single sheet of paper when printing/copying is advised.
- ✓ Referring to the softcopy or hardcopy on file is encouraged instead of keeping of personal hardcopies.
- ✓ Guests are served by porcelain cups instead of paper cups.
- ✓ Email licences for newspapers are subscribed. Simultaneous circulation of news-clippings is arranged via email instead of buying several sets of newspapers.
- ✓ Paper-saving tips have been re-circulated quarterly to remind colleagues of implementing the green practices.

● *Conserving Other Kinds of Resources*

Plastic bags are seldom used. They are only used for garbage collection. Ball pen refills are distributed instead of new pens. Used printer cartridges are returned to the recycling contractor. Our Supplies team regularly checks our stock that would become expired and makes proper actions accordingly to avoid wastage (e.g. arrange immediate consumption, donation, etc.). Used durable and consumable stationery is collected and reused as far as it is serviceable. Staffs are encouraged to use staircases instead of lift within our department. Christmas decorative materials are reused.

- *Minimizing Indoor Air Pollution*

Green plants are placed inside the office to reduce the level of carbon dioxide. Air vents are cleaned weekly and carpets are shampooed annually. Dust cleaning exercise is also conducted periodically by the cleaning contractor.

- *Environmentally Friendly Departmental Transport*

Motor driver of our department vehicle is being periodically reminded to comply with the regulations stated under GLD Circular Memorandum No. 6/2005. We conduct regular spot checks and remind our driver constantly to switch off engines while waiting. This act minimizes the air pollution caused by exhaust emissions of vehicles. Besides, our vehicle is being inspected periodically to ensure its efficient use of fuel. Staffs are advised to use pool transport/ walk to the designations when possible.

### **Performance Indicators**

With our strenuous efforts, the total paper consumption has been reduced from 5,300 reams in Financial Year (FY) 2002-03 to 2,805 reams in FY 2007-08. It represents a significant reduction by over 47%.

Our consumption in electricity was increased by 3.24% in FY 2007-08 as compared to FY 2006-07. The growth was mainly due to the commencement of the fitting-out exercise in our department throughout the year. In fact, when keeping all other factors constant, our normalized consumption when compared to that in the base year FY 2002-3 has significantly dropped by 38%.

### **Way Forward**

We shall keep up with our green practices to minimise waste, conserve energy, and economise the use of resources. E-mode of operation will continue to be promoted to achieve further reduction in paper consumption if possible. In addition, we will keep exploring new initiatives to save electricity and promote efficiency.

### **Comments and Suggestions**

Comments and suggestions on this report are welcome. Please feel free to contact the Green Manager by email at [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk). A copy of this report is

posted on IPD's website at <http://www.ipd.gov.hk>.

Intellectual Property Department  
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