

環保報告

ENVIRONMENTAL REPORT

環保管理政策

本局致力成為一個優秀的稅務機關，確保為市民提供的服務及內部運作均以合乎環保的方式進行。為了體現本局在這方面的承諾，本局採納了下列原則：

- (a) 局內的一切運作均遵守所有有關的環境保護條例。
- (b) 本局應避免、減少或控制日常工作習慣所引起的環境污染，尤其在使用物料方面應採用「物盡其用、廢物利用及循環再用」的原則。
- (c) 規定本局的承辦商採取和實行有效的環保管理制度和污染管制措施，以支持本局以環保的方式提供服務的行動。
- (d) 確保本局全體員工認識本局的環保管理政策，並為關注環保的人士提供有關本局的政策和所採取行動方面的資料。
- (e) 本局為員工提供訓練，增加他們對環保的認識，並推動他們在保護環境和防止污染的工作方面不斷進行改善。

環保內務管理措施

年內，本局進一步加強推行環保內務措施，包括：

• 節約能源

本局把稅務大樓內屬稅務局樓層的 36,365 支光管更換為設獨立電子鎮流器的光管，此舉可節省三分之一的能源。此外，本局亦把位於稅務大樓內的 96 個走火通道照明箱由乾電池更換為長壽充電電池。

• 減少廢物及紙張

為了盡量減少浪費紙張、及產生廢物，本局積極鼓勵各科人員把內部文件和資訊，透過局內的電腦網絡向員工公布，並更換了所有採用熱敏紙的傳真機為採用普通紙張的型號。此外，本局亦盡量採購可循環再用的辦公室用品和文具，例如使用再造紙、環保電池和塗改液等環保物料。

Green Management Policy

The Department is committed to be an excellent tax administration that ensures its services to the public as well as internal operations are conducted in an environmentally responsible manner. In pursuance of this commitment, the Department has adopted the following principles:

- (a) All the Department's operations should be in compliance with the relevant environmental protection ordinances.
- (b) The Department should avoid, reduce or control environmental pollution arising from its day-to-day working practice. In particular, it should exercise the principles of Reduce, Reuse and Recycle in the consumption of materials.
- (c) The Department will require its contractors to adopt and implement sound environmental management systems and pollution control measures in support of an environmental responsibility for its service.
- (d) The Department will ensure that all staff are aware of its Green Management Policy and will provide information about its Policy and initiatives to those who are interested.
- (e) The Department will provide training for staff to increase awareness and promote continual improvement in protecting the environment and preventing pollution.

Environmental Housekeeping Measures

During the year, the Department had further tightened up its existing green house-keeping measures, including:

• Energy saving

The Department replaced all its 36,365 light tubes in Revenue Tower by electronic ballast type which will save one third of the energy. Furthermore, the Department has replaced the dry cells for its 96 fire exit illuminates in Revenue Tower by long lasting rechargeable batteries.

• Reduction in waste and paper consumption

To minimize paper consumption and waste generation, staff were encouraged to promulgate more internal documents and information through the Department's computer network. In addition, the Department replaced all the thermal paper fax machines with plain paper type. The Department would also procure more and more recyclable office items and stationery like recycled paper, environmental-friendly batteries and correction fluids.

過去一年，本局耗用信封的數目減少了1,639,748個，電腦紙耗用量亦節省了4,000,000疊。愈來愈多僱主使用本局編制的軟件以磁碟方式提交僱主報稅表，在1999至2000年度，約有18,000名僱主以此方式提交超過53萬名僱員的薪酬資料，由於無須遞交打印文本，所以節省了大量紙張。1999年9月推出的電子儲稅券計劃，預計每年可為本局節省8,000多張A4大小的紙張。此外，電腦組亦停止為商業登記系統和物業稅系統製造60,000張微縮膠片，改以電子檔案儲存。

- 廢紙回收

本局與廢紙回收商訂立合約，回收本局廢紙，以供循環再造。在1999至2000年度，回收的廢紙約500,000公斤。

- 空氣質素

機電工程署每年為本局進行一次室內空氣質素測量。最近一次測試在1999年11月完成，結果令人滿意。此外，本局樓宇範圍內自1996年起禁止吸煙。

- 推廣環保意識

本局定期向員工發出內部指引，包括廢紙循環再用、解釋資源耗用的各方面事宜，以及說明在日常運作中如何減少廢物，以供職員遵照辦理。在各會議上，亦提醒各督導人員協助執行環保措施。

未來展望

進入新紀元，本局繼續致力在處理稅務事宜和現金收取方面積極邁向無紙化。本局除了向市民進一步推廣公共服務電子化計劃外，亦將會把職員手冊、通告、通知書，及稅務個案和裁決上存至部門的局域網，以方便內部溝通。此外，本局正籌備採用一項電子剪報服務。本局的目標是不僅在局內減少用紙，同時藉著鼓勵市民使用電子媒介與本局溝通，希望把環保措施擴展至社群中。

During the year, envelope consumption for the Department was reduced by 1,639,748 units and that for computer plain stationery by 4,000,000 folds. More and more employers used the Department's software to file employer's returns in magnetic format. In 1999-2000, about 18,000 employers used this format to submit returns in respect of some 530,000 employees without also submitting paper copies. This saved a massive amount of paper sheet. Some 8,000 sheets of A4 paper will be saved annually by the implementation of the Electronic Tax Reserve Certificates Scheme in September 1999. Furthermore, the Computer Section suppressed the production of 60,000 sheets of microfiche under the Business Registration System and Property Tax System. The microfiche was substituted by electronic files.

- **Paper waste recovery**

The Department has arranged with the contractor to collect waste paper for recycling. In 1999-2000, about 500,000 kilograms of waste paper was collected.

- **Air quality**

The Department has arranged with the Electrical and Mechanical Services Department to conduct Indoor Air Quality Measurement yearly. The recent test was done in November 1999 and the results were generally satisfactory. Smoking in the Department's premises has been prohibited since 1996.

- **Promote green awareness**

Internal guidelines on the recycling of waste paper, addressing various aspects of resource consumption and waste reduction during daily operations have been circulated regularly for staff's compliance. Supervisors have been reminded in meetings to help enforcing environmental measures.

Way forward

With the onset of this new era, the Department continues to strive towards a paperless medium for its major tax fields and cash receipting system. While plans are in hand to further promote Electronic Service Delivery Scheme to the public, staff handbooks, circulars, notices as well as tax cases and rulings would be uploaded on the departmental LAN to facilitate internal communication. Furthermore, an electronic newspaper clipping service is being commissioned. The Department aims not only at reducing paper usage internally but also at extending the practice to the community by encouraging the public to communicate with us through electronic means.