

# 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和內部運作均以合乎環保的方式進行。為了體現在這方面的承諾，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，特別是在使用物料方面，應採用「物盡其用、廢物利用、循環再用」的原則。
- (c) 規定本局的承辦商採取並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這些政策和措施的資料。
- (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改善。

## 環保內務管理措施

為在營運需要、環保和社會責任三方面取得平衡，本局在年內推行下列措施：

## 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 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

In keeping with its desire to balance operational needs with environmental care and social responsibility, the Department adopted the following measures during the year:

## • 節約能源

本局實施節省能源措施，減少稅務大樓的耗電量，例如把舊式光管更換為具備獨立電子鎮流器的光管，把照明度減至最低，以及進行例行檢查，把不需用的燈光和公用設施關掉等等。本局亦為員工提供如何節省能源的資料。

2000至01年度，稅務大樓的耗電量較上一年度減少1,781,540度(本局佔用稅務大樓超過32層)。

## • 減少廢物

- 鼓勵員工使用電子郵件、雙面影印、使用廢紙背面後才回收循環再用、舊信封。
- 鼓勵各科別把內部通告、職員手冊和資訊載入部門的局域網，方便員工瀏覽及參考，減少影印本及副本。
- 鼓勵僱主使用本局編制的軟件以磁碟方式提交僱員薪酬資料(無須遞交打印文本)。
- 鼓勵納稅人使用本局在「公共服務電子化計劃」下提供的電子服務，例如在網上更改地址、報稅和繳稅等。

過去一年，本局紙張、信封和電腦紙的耗用量較上一年度分別節省了702萬、205萬及135萬。

## • Energy saving

Various steps were taken to reduce the electricity consumption of Revenue Tower. This was achieved by, for example, replacing the old type fluorescent strip lights with electronic ballast ones, reducing the illumination level to the minimum and by conducting routine checks to switch off lights and communal facilities when they were not in use. The Department also provided information and reminders to staff on what they could do to save energy.

In 2000-01, the electricity consumption of Revenue Tower decreased by 1,781,540 kWh as compared with the previous year (the Department occupies over 32 floors in Revenue Tower).

## • Waste Minimization

Paper usage was reduced by encouraging:

- electronic mail;
- double sided photocopying;
- use of the reverse side of scrap papers;
- reuse of envelopes;
- the uploading of circulars and other information onto the Department's LAN to minimise printing and photocopies;
- employer's to use the Department's software to file employer's returns in a magnetic format (without submitting paper copies); and
- the public to use the electronic service provided by the Department under the Electronic Service Delivery Scheme, e.g. to report changes of address, to file tax returns, to pay tax, etc. through the Internet.

During the year, the Department's consumption of paper, envelopes and computer plain stationery dropped by 7.02 million, 2.05 million and 1.35 million respectively, as compared with the previous year.

- **回收廢物循環再用**

本局廢紙由廢紙回收商回收和購入作循環再用。過去一年，回收的廢紙超過387,000公斤。

本局在2001年3月參加了回收膠樽和鋁罐作循環再用的試驗計劃，各樓層均放置了專門回收膠樽及鋁罐的收集箱。員工普遍接受此計劃。

- **空氣質素**

機電工程署每年為本局在稅務大樓的辦公室進行一次室內空氣質素測量。2000至01年度的測試在2000年8月進行，結果發現有些辦公室，疑因翻新工程影響抽風系統的效能，以致二氧化碳和微生物/生物污染物總活菌素含量超標。本局已聯絡機電工程署改善辦公室的空氣質素。

- **推廣環保意識**

2001年2月，本局在環境保護署協助下，舉辦了首次環保講座，名為綠色家居。

年內，本局在辦公室佈告板上設立環保角，張貼環保資料，並定期傳閱有關「物盡其用，廢物利用、循環再用」物料使用原則的內部指引，提醒各員工實行良好的環保管理習慣。

- **Waste Recovery for Recycling**

Paper waste is collected by and sold to contractor for recycling. In 2000-01, over 387,000 kilograms of waste paper was collected.

In March 2001, the Department participated in a trial recycling programme to collect used plastic bottles and aluminum cans. Collection boxes were placed on each floor. The programme has apparently been well received by staff of the Department.

- **Air quality**

The Department has arranged with the Electrical and Mechanical Services Department (EMSD) for an "Indoor Air Quality Measurement" to be conducted in Revenue Tower each year. The test for 2000-01, which was conducted in August 2000, found that the air quality of a few offices exceeded the guideline levels in respect of carbon dioxide and the total viable count of microbial/biological contaminants. It is likely that this resulted from the retarded performance of the ventilation systems in the Tower following refurbishment work. The Department has been working with EMSD to improve the air quality of the offices.

- **Promote green awareness**

With the assistance of the Environmental Protection Department, the Department organized its first environmental talk, entitled "Green Family", in February 2001.

During the year, "Green Corners" were set up on the Department's notice boards for the purpose of displaying environmental protection information. Internal guidelines on the principles of Reduce, Reuse and Recycle in the consumption of materials were re-circulated regularly to remind staff of good green management practices.

### 未來推行的措施

本局不僅致力推動在局內減少用紙，同時亦希望藉着鼓勵市民使用電子服務，把減少用紙的習慣推廣至社群中。

2001至02年度開始，本局會將報稅表資料直接輸入電腦作評稅之用，節省大量輸入表格；又會逐步採用預設的電子表格，在需要發出時才由電腦編印在紙張上，把預先印製表格備用的數量減至最少，從而減低因表格更改而出現浪費的情況。

本局會繼續向市民推廣電子服務。本局亦參加了政府推行的「電子表格」計劃，提供電子表格供市民以電子方式遞交資料。



### Initiatives to be introduced in future

The Department aims not only to reduce paper usage internally, but also to extend the practice to the community by encouraging the use of electronic services.

Starting in 2001-02, the Department will capture data directly from tax returns for assessment purposes. This do away with the need to use substantial quantities of input forms currently in use. Further, the Department will gradually adopt “form overlay” technologies to allow the printing of forms “on demand”, i.e. as and when they are required, to reduce the need for pre-printed forms. In this way, it is hoped to reduce the wastage which results when pre-printed forms are superseded.

The Department will further promote the use of electronic services. In order to provide more taxpayer services electronically, the Department is participating in the Government’s “Electronic Submission of Forms” (e-Forms) Project which is directed at facilitating electronic submissions by members of the public.