



## 環保管理政策

本局承諾無論是對市民的服務或內部的運作，都力求環保，致力成為優秀的稅務機關。為了實現承諾，本局採納了下列原則：

- (a) 局內一切運作均遵守有關的環境保護條例。
- (b) 避免、減少或控制日常工作引起的環境污染，特別是在使用物料方面，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，務求在服務市民時也能兼顧環保。
- (d) 確保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) 為員工提供訓練，增加他們對環保的認識，並促進保護環境和防止污染方面的改善工作。

## 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.

## 環保內務管理措施

本局年內推行了下列措施，務求均衡照顧營運、環保和社會責任三方面的需要：

### ● 節約能源

本局檢討了照明系統時間掣的照明時間，把時限減至最低。稅務大樓的耗電量較上年度減少896,000度(本局佔用稅務大樓超過32層)。

### ● 減少廢物

本局日常工作時產生的廢物在推行下列措施後進一步減少：

- 把標準格式信件和便箋的模板上載到本局的局域網；
- 鼓勵各科別把通告和部門其他訓令在本局的局域網刊登和再傳閱；
- 鼓勵員工在聯機查詢時，使用多重畫面功能列印；
- 停止列印電腦工作內務日誌；以及
- 使用容量和壽命都較磁帶優勝的電腦磁碟貯存備份資料。

過去一年，本局的紙張和電腦紙耗用量較上年度分別節省了108萬和180萬張。

## Environmental Housekeeping Measures

Balancing operational needs with environmental care and social responsibility, the Department adopted the following measures during the year:

### ● Energy Saving

The lighting time set for the timer controls of the Department's lighting systems was reviewed to keep it to the minimum. The electricity consumption of the Revenue Tower decreased by 896,000kWh as compared with the previous year (the Department occupies over 32 floors in the Revenue Tower).

### ● Waste Minimization

Waste arising from the Department's day-to-day working practice was further reduced by:

- uploading templates of standard letters and memoranda onto the Departmental LAN;
- encouraging the publication and re-circulation of circulars and other departmental instructions through the Department's LAN;
- promoting the use of multiple screen method in printing on-line enquiries;
- suppressing the printing of housekeeping journals on computer jobs; and
- storing backup data on computer disks that have larger volume and durability than magnetic tapes.

During the year, the Department's consumption of paper and computer plain stationery dropped by 1.08 million and 1.8 million sheets respectively as compared with the previous year.

### ● 廢物回收

2001至02年度本局回收了超過400,000公斤廢紙供廢紙回收商循環再造。於循環再用試驗計劃中，回收鋁罐約84公斤，膠樽約130公斤。

### ● Waste Recovery

Over 400,000 kilograms of waste paper was collected from the Department for recycling in 2001-02. About 84 kilograms of aluminum cans and 130 kilograms of plastic bottles were collected under the trial recycling program for aluminum cans and plastic bottles.



### ● 空氣質素

2001年9月，機電工程署為本局籌劃改善稅務大樓的空調和抽風系統，調節新鮮空氣的進氣量和空氣平衡狀況。於2001年12月完成清理和維修大樓的空氣處理機組。根據2002年1月進行的室內空氣質素測量顯示，受測位置的空氣質素符合環保署的指引標準。

### ● Air Quality

In September 2001, the Department arranged with the Electrical and Mechanical Services Department (EMSD) to adjust the fresh air intake and air balance of its air conditioning and ventilation systems in the Revenue Tower. Cleaning and maintenance of the Tower's Air Handling Units was also completed in December 2001. The results of the Indoor Air Quality Measurement taken in January 2002 indicated that air quality within the measured locations complied with the directive values adopted by the Environmental Protection Department.

### ● 推廣環保意識

本局在布告板上張貼環保宣傳資料，定期更新，並在有關設施旁貼上標籤，提醒員工時刻保持良好的環保習慣。環境及檔案管理委員會和員工建議書計劃年內不斷向各員工收集有關環保措施的意見。



### 未來路向

本局會繼續致力發展電子服務(例如：電子提交表格)和電話報稅服務(例如：電話稅務通)，推動主要稅務工作和收款系統邁向無紙通訊的新紀元。

2002年3月，本局開始把預先印製表格當中的部分表格移到“襯印系統”，以便在有需要時才把表格印在普通紙張，取代預先印製的表格。採用了“襯印表格”這種技術，可以節省印製表格的成本，靈活調配各類資源，預計“襯印表格”技術可在2003年5月全面應用。

### ● Promote Green Awareness

The Department regularly updated the promotional materials concerning environmental protection displayed on its notice boards. Stickers reminding good environmental practice were affixed next to the relevant facilities. Suggestions on green measures were continuously sought from staff through the Environment and Records Management Committee and the Staff Suggestions Scheme.

### Way Forward

Striving towards a paperless communication for its major tax fields and cash receipting system, the Department will continue to develop its electronic services (e.g. electronic submission of forms) and telephone service areas (e.g. TeleTax).

The Department started in March 2002 to migrate some of its pre-printed forms to overlay printing, i.e. printing of forms on plain papers as and when they are required. The retirement of pre-printed forms through the adoption of "form overlay" technology will reduce the production cost of forms and increase the flexibility of various resources. Full implementation of the "form overlay" technology is scheduled for May 2003.