

# Department of Justice

## Controlling Officer's Environmental Report 2008

### 1. Our environmental policy

The Department of Justice is committed to ensuring that our operations are conducted in an environmentally responsible manner. We exercise the principle of “Reduce, Reuse, Recycle and Replace” and seek continual improvement in the efficient use of resources.

### 2. Green measures adopted

#### *Reduce*

##### *Reducing the consumption of paper*

- sharing documents via the Local Area Network;
- using computer fax instead of normal fax machines;
- using electronic mail extensively for both inter-departmental and intra-departmental communication, and to respond to public enquiries received electronically;
- posting notices, circulars, announcements and government regulations which require wide circulation on the electronic bulletin board;
- providing a system to facilitate staff to keep and share documents in electronic form;
- providing a Bilingual Laws Information System to facilitate access to the Laws of Hong Kong by members of the Department and the public;
- providing the confidential mail system that allows the transmission of classified documents in electronic form; and
- reducing the printed copies of publications by the Department's library by providing CD-ROMs and on-line databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries. Currently, we have 19 CD-ROMs and 20 on-line databases.

### *Reducing the use of standard printed stationery and publications*

- regularly reminding staff not to send unclassified documents in envelopes;
- reducing the use of printed stationery such as forms, paper file jackets and tags;
- replacing paper diaries, calendars and telephone directories by electronic equivalents as far as practicable;
- ceasing the production of the performance pledge booklets since October 2001; and
- reducing the requirements for printed copies of the Government Gazette and other departmental publications, including performance pledge booklets and environmental reports etc..

### *Cutting down energy consumption*

- appointing green wardens in all divisions of the department to monitor and maintain room temperature at the target of 25.5 °C and remind colleagues to comply with other green housekeeping measures since July 2005;
- reminding all staff to switch off lights when not in the office;
- turning off electrical equipment and appliances (except those which should be switched on continuously, e.g. fax machines and water-coolers) when they are not needed;
- using energy saving equipment and devices wherever possible;
- reminding all staff to use the stairs instead of the elevator as far as practicable and not to open windows when air-conditioning is on; and
- promoting and putting into practice the use of open plan offices where operationally appropriate.

### *Reuse*

- promoting the use of each piece of paper on both sides;
- reusing envelopes and folders if and when practicable; and
- reusing decorative items used at staff functions.

### *Recycle*

- placing “green boxes” in different floors of our offices and waste paper collection bags in photocopying rooms for the collection of waste paper for

recycling;

- trading-in used toner cartridges with the supplier for recycling; and
- using recycled paper instead of normal paper whenever possible.

### *Replace*

- using environmental friendly products (e.g. refills for ball pen, refills for correction mouse, non-chlorinated correction fluid and alkaline batteries) as far as possible.

### *Other Green Measures*

- providing a green workplace to staff by decorating offices with plants and improving air quality by using air purifiers for certain offices and cleaning of air-ducts.
- adopting electronic version of departmental reports as the main mode of publication.
- encouraging staff to dress causal and smart in summer months, where appropriate, to complement the energy conservation policy of the Government.

## **3. Green managers**

- 3.1 The Departmental Secretary takes on the role of Departmental Green Manager. An Executive Officer in each of the six Divisions of the Department is designated as Divisional Green Manager to assist the Departmental Green Manager in initiating, implementing and reviewing green housekeeping programmes. Green wardens are appointed by Divisional Green Managers to assist in implementing various green measures in divisions. The Divisional Green Managers and green wardens also conduct audit checks on the implementation of green measures. Audit reports are reviewed at the Departmental Administration Committee regularly and appropriate measures are introduced where required.
- 3.2 To ensure that green practices are followed in daily operations, we have issued a checklist covering areas such as paper consumption, energy saving and the use of office stationery. The checklist is re-circulated regularly for staff to follow.

## **4. Performance**

- 4.1 The consumption of paper in 2008 was 28,665 reams. This represented a decrease by 8.2% when compared with that in 2007. The Department met 49.9% of the paper demand by using recycled paper. This has continued to exceed the target of 30% set by ETWB in its Circular Memorandum of 25 July 2006.

- 4.2 To reduce power consumption, the Department has replaced all light tubes with energy-efficient ones for the Department's offices in Queensway Government Offices (QGO), Harcourt House and United Centre by 2007. While the effect of the replacement of light tubes on electricity consumption in QGO cannot be reflected due to the unavailability of separate electricity meters for the Department's offices in QGO and the roll out of the departmental renovation project, the total electricity consumption of Harcourt House in 2008 has a significant drop of 29% when compared with the consumption in 2007 and that of United Centre also recorded a drop of 24.7% when compared to 2005 when energy efficient light tubes have not yet been installed.
- 4.2 A trade-in program of toner cartridge has been arranged with the supplier since July 2004 and a total of 1 326 boxes of empty cartridge were traded-in in 2008.
- 4.3 The Department has switched to use recycled plastic bag since March 2007.

## 5. Our continual commitment

The Department of Justice will continue to adopt effective measures of green management. We will explore new ideas in our continuous endeavor to environmentally responsible use of resources.

## 6. Comments

Comments on this report are welcome. Please contact the Green Manager of the Department of Justice by e-mailing to [dojinfo@doj.gov.hk](mailto:dojinfo@doj.gov.hk). A copy of this report is available on the Department's internet homepage [www.doj.gov.hk](http://www.doj.gov.hk).

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