

二零零七年環保報告

Environmental Report 2007



Legal Aid Department

法律援助署

法律援助署

二〇〇七年管制人員環保報告

環保目標及政策

法律援助署會致力確保部門在日常運作和一切事務方面，均切合環保精神。

除提供優質法律援助服務外，推行環保亦是本署目標之一、為達致這個目標，本署制訂了一套環保政策。

環保政策以下列三項原則為本：

一、鼓勵署內員工身體力行，為達致保護環境的目標而努力。本署會盡力令員工明白支持環保的重要，從而令他們視保護環境為己任，而非只是管方的責任。

二、向員工提倡“三用原則”，即“物盡其用、廢物利用、循環再用”。本署會提醒員工，香港的廢物處理程序一般是把廢物棄置於堆填區，但要物色新的堆填區用地愈趨困難，因此貫徹“三用原則”，對減少廢物起着關鍵作用。

三、繼續制訂可持續推行的措施，使部門減少耗用資源及能源。

Legal Aid Department

The Controlling Officer's Environmental Report 2007

Environmental Goal and Policy

The Legal Aid Department is committed to ensuring that its operation, business and activities are conducted in an environmentally responsible manner.

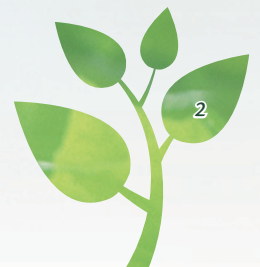
Delivery of quality legal aid services while caring for the environment is a Departmental goal. An environmental policy has been formulated to carry out the Departmental goal.

Our **environmental policy** is premised upon three tenets.

The **first** is the encouragement of departmental wide involvement in attaining the goal of caring for the environment, to ensure that each staff member is aware of the importance of responding to environmental issues so that environmental efforts become the responsibility of each individual rather than the exclusive responsibility of the management.

The **second** is the implementation of the 3R principles of reduce, reuse and recycle by all staff. Staff are reminded that as landfill is the general process for waste disposal in Hong Kong and it is increasingly difficult to find new landfill sites, the implementation of the 3R principles is crucial to the reduction of waste.

The **third** is the continued formulation of sustainable measures to reduce departmental use of resources and energy.



環保目標

本署的環保目標為：

1. 切實遵行本港所有環保規例，以及適當地採納政府訂定的方針及指引。
2. 舉辦講座或研討會，以提高員工保護環境的意識，使他們在日常工作及家居生活中，為環保出一分力；灌輸員工環保的概念，以助他們養成良好的習慣，在離開辦公室時關燈，並把不需使用的電子器材關掉。
3. 探討不同的方法，如透過不斷減少耗用電力和紙張、改善內部環保措施，以及全面推廣循環再用的做法，將持續發展的環保策略融入部門運作之中。

環保經理及環保主任

部門主任秘書是部門指定的環保經理，各組的高級一等律政書記及副部門主任秘書則獲委任為環保主任；他們負責推行各項環保措施和監察所屬組別的表现。

Environmental Objectives

The Department's objectives are :

1. To comply with all domestic environmental regulations and adopt directives and guidelines from the Administration as appropriate.
2. To hold seminars to raise staff awareness of the need for environmentally friendly behaviour in all aspects of their work activities and in their home lives. To instill in staff the habit of turning off lights when not in the office and of turning off electrical equipment when not in use.
3. To explore ways to integrate sustainable development into the Department's operational activities by continued reduction in electricity and paper consumption, improved internal environmental practices and maximisation of recycling practices.

Green Manager and Environmental Officers

Departmental Secretary is the designated Green Manager of the Department and all Senior Law Clerk I of each section and the Deputy Departmental Secretary are appointed Environmental Officers. They are responsible for implementing various environmental protection measures and monitoring the performance in the respective sections.



資料公布

本署以辦公室運作為主，並一直致力節省耗電量。本署總部及九龍分署設於聯用辦公大樓，香港分處則位於灣仔合和中心。二〇〇七年，本署總部裝設了用電分錶，稍後便可獲得總部耗電量的資料。

另外，本署擁有的一輛房車及一輛輕型貨車均使用無鉛汽油，兩車在二〇〇七年的總行車里數為21 811公里。本署鼓勵員工在執行外勤工作時，盡量乘搭公共交通工具。

二〇〇七年，有關車輛的廢氣排放情況估計如下¹：

	氮氧化物	可吸入懸浮粒子
車輛	19 629.9克 / 公里	微量

Information Publication

The Department engages mainly in office operation and has therefore devoted considerable efforts in containing the electricity consumption. The Headquarters and Kowloon Branch Office are located in joint-user office buildings and its Hong Kong Sub-office is located in Hopewell Centre, Wan Chai. In 2007, power check meters have been installed in the Headquarters. Data on electricity consumption of the Headquarters will be available in due course.

The Department also maintains and operates one saloon car and one light goods vehicle, both of which use unleaded petrol. In 2007, the two vehicles travelled a total journey of 21 811km. Staff are encouraged to use public transport as far as possible in performing their outdoor duties.

The emissions from vehicles in 2007 are estimated as follows¹ :

	Nitrogen oxides (NO _x)	Respirable suspended particulates (RSP)
Vehicle	19 629.9 g/km	Negligible

1. 廢氣排放量是根據環境保護署在《清新空氣約章環境報告指引》內所提供的程式估計。

The emissions are estimated based on the equation provided by the Environmental Protection Department in its "Guide to Clean Air Charter Report Writing".



二〇〇七年環保工作的回顧

本署在二〇〇七年繼續採取下列環保措施：

- a) 鼓勵員工採用下列方法減少用紙：
- * 盡量安排把通告及其他文件以電子方式傳閱，以取代每人一份的做法；
 - * 減少提交會議的參考文件的數量；
 - * 盡量減少影印文件的數量；
 - * 紙張雙面使用；
 - * 把尚有一面未用的紙張用作草稿紙；
 - * 以電郵及電話作內部溝通；
 - * 避免使用傳真首頁；
 - * 避免使用信封發出通知書 / 信件(改為把地址印在已摺疊好的通知書 / 信件背面)；
 - * 重複使用暫用檔案夾及文件皮；
 - * 盡量重複使用信封；
 - * 使用舊信紙列印傳真信息；
 - * 為主要使用者安裝電子傳真設施；以及
 - * 盡量使用再造紙，以取代普通紙張。

Environmental Measures Taken

In 2007, the Department continued to take the following measures to protect the environment :

- a) Staff were encouraged to minimise paper consumption by :
- * arranging circulation of circulars and other documents electronically as far as possible instead of issuing individuals with personal copies;
 - * reducing copies of reference materials tabled at meetings;
 - * minimising photocopies;
 - * using both sides of paper;
 - * using blank side of used paper for drafting;
 - * using electronic mail and telephone for internal communication;
 - * avoiding the use of fax leader pages;
 - * avoiding the use of envelopes for issuing notifications/letters (instead, the addresses are printed on the back of the folded notifications/letters);
 - * reusing loose minute jackets, file covers;
 - * reusing envelopes as far as possible;
 - * using obsolete letter heads for incoming fax;
 - * installing e-Fax for major users; and
 - * using recycled paper instead of ordinary paper where possible.



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| b) 把部門出版的刊物上載網頁，避免印製過多的印刷本； | b) Departmental publications have been uploaded onto the Homepage and greater care has been exercised to avoid over printing of hard copies; |
| c) 在辦公室多處地方放置環保箱，回收廢紙作循環再造用途； | c) Green boxes have been placed at various locations and waste papers were collected for recycling; |
| d) 提醒員工在適當情況下把電燈或其他電子器材及電器關掉； | d) Staff were reminded to switch off lights and other electrical equipment and appliances where appropriate; |
| e) 退回鐳射打印機和傳真機的炭粉盒給供應商作循環再用，並使用可更換筆芯的原子筆； | e) Toner cartridges for laser printers and fax machines were returned to the suppliers for recycling and refillable ball pens were used; |
| f) 在《員工通訊》介紹各類環保措施； | f) Articles on various green measures were published in the Staff Newsletter; |
| g) 鼓勵員工使用樓梯往返各層辦公室，減少因乘搭電梯而耗用的電量； | g) Staff were encouraged to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services; |
| h) 縮短使用空調的時間，適當地調節溫度，以減低耗電量； | h) Operating hours of the air-conditioning system were reduced and the temperature was suitably adjusted to minimise electricity consumption; |
| i) 在辦公室走廊的大部分燈位安裝T5光管，以節省能源； | i) T5 florescent tubes were used for most of the lights along the corridors of the Department's offices to save energy; |
| j) 更換傳真機，以使用普通紙張的型號代替，而所有影印機和網絡打印機均設有雙面影印和列印功能，並設有“環保盤”，以供存放尚有一面未用的紙張； | j) All fax machines were replaced by those using plain papers and all photocopiers and network printers were installed with double-side printing function and “green tray” for blank side of used papers; |



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| k) 重複使用節日裝飾品，並以電子賀卡代替紙製賀卡； | k) Decorative materials were reused and e-cards were used during festive seasons instead of paper greeting cards; |
| l) 洗手間內的電燈安裝時間掣，晚上會自動關燈，再於早上開燈，從而節省能源； | l) Toilet light timers were installed to automatically turn off the lights of toilets at night and turn them on again in the morning to save energy; |
| m) 司機在停車等候期間須關掉引擎。本署會派員進行突擊檢查，密切監察有關情況； | m) Drivers are required to switch off vehicle engines while waiting. Surprise inspections are conducted to monitor the situation closely; |
| n) 在洗手間安裝自動感應的水龍頭，以節省用水；以及 | n) Auto-sensitised water taps were installed in toilets to save water; and |
| o) 定期檢查辦公室的空氣質素，以保障員工和市民的健康。 | o) Indoor air quality of offices were checked regularly to protect the health of staff as well as the public. |

與二〇〇六年相比²：

1. 二〇〇七年的耗紙量為10 217令，減少了29%。
2. 原子筆及鉛筆等消耗品的用量分別為3 388枝及628枝，前者的耗用量減少3%，後者減少26%。
3. 二〇〇七年的影印文件數量為3 975 557張，減少了16%。
4. 二〇〇七年退回的炭粉 / 噴墨盒共621個，增加了23%。
5. 二〇〇七年購入的膠袋共1 400個，減少了3%。

As compared with 2006² :

1. The consumption of paper in 2007 was 10 217 reams which represented a decrease by 29%.
2. The consumption of other consumable stock such as pens and pencils were 3 388 and 628 which represented a decrease by 3% and 26% respectively.
3. The number of photocopies in 2007 was 3 975 557 which represented a decrease by 16%.
4. There was a total trade-in on toner/inkjet cartridges in 2007 of 621 which represented an increase by 23%.
5. The procurement of plastic bags in 2007 was 1 400 which represented a decrease by 3%.

2. 有關數字以整數計算。

Figures are rounded to the nearest integer.



本署在二〇〇七年採取了下列措施：

- a) 由七月起參加大廈管理處舉辦的廢物分類計劃，以便安排紙張、鋁罐及膠樽回收；
- b) 購入和使用由可分解或再造物料製造的膠袋；
- c) 在總部裝設用電分錶，密切監察耗電量；
- d) 總部升降機大堂的燈光會在晚上自動調節，以減低耗電量；以及
- e) 除向供應商退回鐳射打印機及傳真機的炭粉盒外，更把噴墨盒退回以便循環再用。

本署於九月舉辦主題為“環保辦公室”、“空氣質素”和“減少廢物”的講座，讓員工深入了解辦公室的環保活動、在辦公室推行有效的環保措施、推行政府改善空氣質素的措施及減少辦公室和家居廢物對環境帶來的影響。

堅持環保

本署會繼續致力推行各項環保政策，實現目標。

The Department adopted the following initiatives in 2007 :

- a) Joining the waste separation scheme held by the Building Management Office since July. Paper, aluminium cans and plastic bottles are collected and recycled.
- b) Plastic bags with degradable or recycled materials are procured and used;
- c) Power check meters have been installed in the Headquarters to closely monitor the electricity consumption;
- d) Lighting in the lift lobbies of the Headquarters have been automatically adjusted at night to reduce electricity consumption; and
- e) In addition to the return of toner cartridges for laser printers and fax machines, inkjet cartridges are also returned to the suppliers for recycling.

In-house talk on “Green Office”, “Air Quality” and “Waste Reduction” was organised in September to enrich staff’s knowledge on environmental impacts from office activities, effective green office, Government initiatives to improve the air quality and waste reduction in office and at home.

Continual Commitment

The Department will continue to be committed to its environmental policy and objectives.

