



Official Receiver's Office

Controlling Officer's Environmental Report 2013

Introduction

As a government department, green management is one of the major commitments of the Official Receiver's Office (ORO). We regularly review and make continuous improvements in using our resources in an environmentally responsible manner. In this fifteenth environmental report, we set out our Department's environmental policy and commitments, its performance for 2013 as well as our target for 2014.

Business Activities

The ORO is mainly responsible for the orderly administration of the insolvent estates of -

- companies being wound up by order of the Court under the winding-up provisions of the Companies Ordinance; and
- individuals or partners of businesses made bankrupt by order of the Court under the Bankruptcy Ordinance.

Therefore, the ORO's activities, which are mainly office-based, are related to the administration of insolvency cases. The ORO has a staff establishment of 235 (as at 31 December 2013) and it operates at two office premises in Queensway, Hong Kong.

Environmental Policy

Same as in previous years, the ORO is committed to adopting the best environmental practices in the administration of insolvency cases, fostering an environmentally responsible culture among staff as well as meeting the commitments of the Clean Air Charter.

We will help reducing air emissions by implementing plans and measures that are relevant to ORO's operations for meeting the commitments of the Clean Air Charter and will make continual improvement in the efficient use of resources.

Major Green Housekeeping Practices

A departmental Green Manager has been appointed to coordinate and review various environmental practices or initiatives which are commonly adopted in office-based activities. An Energy and Emission Management (EEM) Team has also been set up to formulate EEM strategies for the Department. The following are some of our major green practices –



Paper Saving

- Greater use of information technology for both internal and external communication, including –
 - ✧ sharing documents/information (e.g. departmental circulars and telephone list) among staff via the Local Area Network (LAN);
 - ✧ providing service of application for search of records of bankruptcy and compulsory winding-up cases via the Internet;
 - ✧ uploading Guides on Bankruptcy and Compulsory Winding-up of Companies and other relevant information onto the Internet for public reference;

- ✧ providing the access to LAN for all staff, e.g. creation of Lotus Notes and departmental portal accounts, to minimize the circulation of hard copies of documents; and
 - ✧ Use e-cards during festive seasons instead of paper greeting cards.
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- Greater use of the blank side of used paper for drafting, faxing, printing and photocopying documents.
 - Greater use of used envelopes, loose minute jackets and transit envelopes.
 - Not using envelopes for unclassified documents.
 - Less use of printed stationery such as forms, paper file jackets and tags.
 - Less production of photocopies of documents and if necessary, make photocopies on both sides of the paper.
 - Using old sets of documents for circulation.
 - Avoid sending of original documents after they have been sent by fax.
 - Minimize the use of fax covers.
 - Request fewer hard copies of government newsletters/publications.
 - Adjust the page margin with a view to saving papers before sending the document to print.



Energy Saving

- Switch off unnecessary lighting when area is not in use.
- Switch off computers and office equipment outside office hours or switch to energy saving mode when they are not in use.
- Stick 'save energy' stickers near switches.
- Use staircases instead of lifts for inter-floor traffic.
- Replace T8 fluorescent tubes by T5 types.
- Greater use of energy saving lighting tubes.

- Remind the driver to switch off an idling car engine when using the departmental car and to reduce fuel consumption by rationalising the routes to be taken.
- Rearrange the control zoning of the lighting system.
- Maintain the room temperature at 25.5°C in office area.
- Use venetian blinds to adjust the penetration of sunlight to suit different seasons.
- Arrange for last-man-out to check and turn off all lighting and office equipment.
- Encourage staff to use public transport whenever possible.
- Identify and replace equipment that is not operating well.
- Work closely with EMSD to identify more energy saving opportunities.



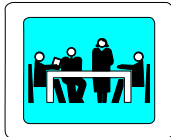
Recycling/Conservation of Resources

- Place 'recycle boxes' for collection of waste paper, plastic bottles and aluminum cans for recycling.
- Arrange for contractors to regularly collect waste paper, documents of closed cases, used printer cartridges, etc. for recycling purpose.
- Reuse decorative accessories for festival decorations.
- Place green trays besides photocopiers and in LAN laser printer for holding papers used on one side for reuse by colleagues.
- Reuse durable and consumable stationary from officers who have left the department.
- Arrange immediate consumption of stock that is about to expire to avoid wastage.
- Avoid using disposable items such as paper/plastic utensils.
- Repair old furniture and equipment.



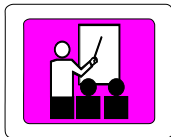
Green Procurement

- Greater procurement of energy-saving office equipment and electrical appliances, e.g. use of alkaline batteries.
- Purchase of energy saving lighting tubes.
- Purchase of refillable ball pens for staff's use.
- Purchase and use of recyclable/green products, e.g. recyclable or wood-free paper and file jackets, recyclable laser printer cartridges.
- Use of unleaded petrol for departmental car.



Green Office Environment

- Keep potted plants in the office.
- Improve air quality by using air purifiers for certain offices.
- Periodically conduct indoor air quality checking.
- Clean air ducts regularly with a view to maintaining good air ventilation.
- Arrange regular cleaning of carpets.
- Maintain a smoke-free and clean work place.
- Conduct regular checking on energy-saving measures implemented in the Office.



Staff Awareness on Green Management

- A wider display of posters and notices on green management topics in office premises to enhance staff awareness of environmental concerns.
- Remind staff regularly through emails on adopting paper and energy saving practices.
- Encourage staff to regularly give suggestions on enhancing

- green management in the office practices.
- More participation in Green Management Seminars by relevant staff.
 - Encourage staff to use clutch pencils instead of wooden pencils.
 - Encourage staff to use their own cups instead of using paper cups.



Preserving Biodiversity

- Products from endangered species such as shark's fin are not ordered for departmental functions.



Environmental Performance and Targets

The following statistics provide some indications on the ORO's environmental performance in 2013 and the target for 2014 –

	<i>Performance in 2013</i>	<i>Target for 2014</i>	<i>Percentage Change</i>
<i>Paper consumption (reams)</i>	10 300	10 200	-1%
<i>Envelope consumption (no.)</i>	416 190	412 030	-1%
<i>Waste paper collection (kg)</i>	19 463	20 480	+5%
<i>Electricity Consumption in all office premises and document stores (Unit)</i>	405 843	385 550	-5%
<i>Fuel consumption (litre) of the departmental car</i>	1 858	1,820	-2%

The Way Forward

The ORO will continue to shoulder its environmental responsibilities in adopting effective measures for green management in our workplace. We will continue to explore new ideas in our efforts to be more efficient in the use of resources.

Comment and Suggestion

If you have any comments or suggestions, please send them to the ORO's Green Manager –

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By fax : 3105 1814

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Departmental Administration Division

Official Receiver's Office

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