

# Environmental Report 2008

## Hong Kong Police Force

### Introduction

Our mission is to enhance Force members' environmental awareness through education and publicity, and to encourage their participation in conserving the environment. We collaborate with relevant organisations to promote environmental management in the Force. This includes compliance with the Clean Air Charter, relevant green legislation and codes of practice as appropriate.

### Green Management

2. The Force is committed to conserving the environment through various means. We promote an environmentally responsible attitude among our members in the efficient use of resources, waste minimisation and prevention of pollution in our operational processes. The Steering Committee on Green Management, chaired by the Director of Finance, Administration and Planning, comprises both disciplined and civilian representatives from Major Formations. It serves as the focal point for monitoring and addressing energy and environmental management issues in the Force. These issues include consumption of paper, envelope, electricity, gas and fuel, and waste paper collection. At regional and district levels, green management is a standing discussion item in the relevant forums such as the Regional Green Management Committee, and the Regional Commander's Quarterly Conference.

3. We have a three-tiered structure for promoting and monitoring green measures in the Force:

(a) Green Managers at Major Formation level

They are the leaders in Major Formations on green management and related issues. They implement green initiatives and monitor resource consumption.

(b) Assistant Green Managers at Formation level

Their role is to develop and implement green measures in the Formations' units/bureaux/divisions.

(c) Green Wardens at office level

Green Wardens conduct random checks on office premises and remind colleagues to comply with the relevant green measures, e.g. switch off unnecessary lighting, adopt energy-saving mode for computer/office equipment, and print on both sides of the paper.

## Goals

4. The Force has set targets for Formations to follow on reduction in electricity and paper consumption. Appropriate reduction targets were set for 2008-09 and 2009-10 to sustain the momentum as follows :

<b><u>Resource Item</u></b>	<b><u>Reduction Target for 2008-09 and 2009-10</u></b>
(a) Electricity	2% in consumption (i.e. 1% yearly with 2007-08 as the base year)
(b) Paper	3% in consumption (i.e. 1.5% yearly with 2007-08 as the base year)

## Overall Performance in Resource Consumption

5. The Force's environmental performances relating to the consumption of electricity, paper, envelope, fuel and gas as well as the collection of waste paper in the past years are illustrated in Figures 1 to 6. With Formations' concerted efforts, 2008 saw a decrease in the consumption of electricity (2.71%), fuel for Police vehicles (2.40%) and Marine fleets (6.25%), and envelope (6.61%). A mild increase was recorded on gas consumption (0.93%), while paper consumption levelled off in 2008 after a steep rise between 2005 and 2007.

6. It is encouraging to note that the PHQ Complex and NTS RHQ met the reduction target on electricity for the period from 2006-07 to 2007-08, while other buildings in the Force were not far from the target. For paper consumption, large-scale Force operations in 2006-07, 2007-08 and 2008-09 (e.g. the 10<sup>th</sup> HKSAR Anniversary celebration events in 2007, and the Olympic and Paralympic Equestrian Events in 2008) necessitated the issue of operational orders by different levels of the Formations. These led to our increase in the use of paper. Similar situation is expected in 2009 with the hosting of the East Asian Game in Hong Kong. Nevertheless, the Force will try its best to minimize paper consumption.

## Achievements in 2008

### I. Waste Minimisation

7. Measures such as communication by e-mail, printing on both sides of the paper, and reusing of envelopes had become a common practice at all levels. We encouraged the issue of reference materials through electronic means such as e-mail and e-bulletin instead of hard copies. In 2008, Western District set up an electronic notice board for internal communication. This helped reduce paper consumption. The adoption of paperless conference at both headquarters and regional levels was also encouraged.

8. Formations reviewed the distribution list of documents in hard copies to the absolute minimum, and replaced paper-based returns by emails whenever possible. A review exercise on Reduction of Force Returns commenced in late 2008. Formations were required to examine the periodic returns being called for with a view to reducing the number of such returns. The review would be completed in mid 2009.

9. Staff had been encouraged to use the E-phone Message function in the Lotus Notes Platform instead of using GF 74. They had also been asked to use less paper by printing multi-pages on a single sheet for record-keeping of printouts.

10. To better control the use of paper by Formations, the Stores Management Division closely monitored Formations' stock-holding position, and would suitably adjust the paper supply to those Formations with excessive stock.

11. A new paper-saving initiative to discourage indiscriminate printing of emails and their attachments would be launched in January 2009. An advisory note on paper-saving would appear in all internal e-mail messages received by Force members in the PEN system.

12. In the procurement of products, we took into account environmental factors such as energy efficiency and recyclability as far as applicable. In this respect, the Force purchased green products like re-cycled ink/toner cartridges, and mercury and cadmium free or rechargeable batteries. Recycled paper also constituted a high percentage of the total amount of paper consumed.

13. In response to the environmental concern on the use of plastic bags, the Hong Kong Police Souvenir Gallery had stopped the practice of giving out shopping bags for small items.

14. Other waste-minimising measures adopted included the use of : -

- old floppy discs through re-formatting
- re-writable CD/DVD for data storage
- environmentally friendly plain paper fax machines
- electronic greeting cards instead of paper cards
- dual flushing system in toilets at Police Tactical Unit

## **II. Energy Conservation**

15. Energy-efficient light bulbs and tubes were widely used in the Force. Stickers promoting energy saving were displayed at conspicuous

places within Force premises to enhance staff awareness on energy conservation. Unnecessary energy consumption was avoided through a series of housekeeping measures such as dividing office areas into separate lighting control zones, reducing water temperature for gas boilers, and shortening the operation hours of lifts. Staff were reminded to switch off lights and air-conditioners when they left the office, and to turn off all electrical equipment when not in use. Routine spot checks on lighting/air conditioners were conducted outside office hours. Posters were also put up at lift lobbies to encourage staff to use stairs instead of lifts.

16. The Force continued to follow government's directive of setting the ambient office temperature to 25.5°C in the summer months. To complement this green initiative, the Force had relaxed the dress code for male officers performing indoor office duties in plainclothes. Staff were encouraged to dispense with the wearing of ties and jackets, except when they were required to meet members of the public or attend formal occasions.

17. To monitor electricity consumption in the Police Headquarters (PHQ) building, EMSD provides floor-by-floor consumption data of office lighting and equipment on a monthly basis. Formations with upsurges in electricity consumption are reminded to take appropriate measures to check their electricity usage. The air-conditioning operating hours in Arsenal House were revised in 2008. As a result, air-conditioning now shuts down at 1800 hours (instead of 1900 hours). The two high voltage (45 kW) water boilers in the Gymnasium at 4/F Arsenal House East Wing have been switched off during non-peak hours since summer in 2008, resulting in a 15% decrease in electricity consumption.

18. A solar water heating system was set up on the rooftop in Tsim Sha Tsui Police Station in October 2008, providing sufficient hot water for shower points between 4/F and 6/F of the building. A saving of \$72,000 per year was anticipated. Rezoning of the air-conditioning system of the New Annex in Kowloon West Regional Police HQ commenced in late 2008. Upon completion of the alternation work, air-conditioning would only be provided to those rooms being used. Besides, with the installation of a new control software for the centralized air conditioning system in NTS RHQ Building in May 2008, an annual saving of 50,000 kWh was anticipated. To save energy in heating up the swimming pool at Police College's Aberdeen campus during winter, a pool cover had been installed to reduce heat loss from the swimming pool. The fan-coil type air-conditioning system in Police Tactical Unit had been replaced by a Variable Refrigerant Volume System which enabled the supply of air-conditioning to meet individual rooms' demand.

19. Other than normal office setting, the two Police Clubs had also implemented a number of energy-saving measures in their facilities, including devices to adjust lighting intensity and air conditioning supply, and the use of energy-saving bulbs. Solar powered equipment and apparatus were installed on a trial basis to make use of clean and renewable energy source and minimize the use of electricity. In addition, the caterers of the Police Clubs had made a

collaborative effort in ensuring the proper use of electricity and fuel in the kitchens by arranging briefings to their staff and, conducting supervisory checks and regular maintenance of the kitchen equipment.

### **III. Environmental Awareness Among Staff**

20. To promote environmental awareness amongst staff, the Force had publicised useful tips on green management in internal publications and via the intranet. DOs and DON'Ts on electricity consumption were posted on the intranet, and re-circulated by individual Formations at six months' intervals. Staff were also encouraged to attend seminars organised by EMSD regarding energy-saving measures for exchange of knowledge and experiences with other organizations in the public and private sectors.

21. Wan Chai District displayed green messages on energy saving and environmental protection at its in-house LED display panels to remind officers to observe green practices. Likewise, electronic reminders on green initiatives were displayed on TV in the main lift lobby of NTN RHQ. Some Formations organised promotional activities to enhance staff participation. For example, a "Greening the Station Competition" was organised in Yuen Long District to promote staff's awareness of green initiatives.

22. Eighteen "Green Corners" were set up in police premises to provide forums for sharing of views and good practices on green management. Some Formations, such as Cheung Sha Wan Police Station, Kwun Tong Police Station, Tai Po Police Station and Tin Sum Police Station, had set up gardens to beautify their work place and promote the concept of green living. The roll-out of an electronic green corner by Admin Wing on the intranet had attracted an average of 930 visitors per month in 2008. Other Formations such as Hong Kong Island Region had also set up e-green corners to promote green management.

23. Green management concepts have also been incorporated in the police training programmes and activities. Force members were regularly briefed of green management issues during training days. The Hong Kong Police College had included an environmental consciousness component in the basic driving instruction course to increase police drivers' environmental awareness.

### **IV. Recycling Programmes**

24. The Force had adhered to the 3-R 'Reduce, Re-use, Recycle' principles. Other than energy-saving housekeeping practices, the following recycling programmes had been introduced : -

### Waste Paper

25. The Force engaged the service of two contractors for collecting paper wastes. Conspicuously-labelled “recycle green boxes” were placed in Formations to collect waste paper for recycling.

### Can and Plastic Bottle

26. The three-coloured waste separation bins for collection of waste papers, aluminium cans and plastic bottles were widely placed in police premises. In addition, an aluminium can and plastic bottle crushing machine was installed at the Police College to instil an environmentally responsible culture amongst staff and trainees.

### CD/VCD/DVD

27. The initiative of recycling confiscated CD/VCD/DVD was first introduced in Mongkok Police District in 2002. This was further extended to Crime Kowloon West and Yaumatei Division of YTDIST in 2004. In office environment where the quantity of unwanted CD/VCD/DVD was small, a central collection point was set up to collect items for recycling.

### Others

28. The Force engaged the service of a commercial contractor for collecting empty cartridges, scrap lead and empty shells. In addition, five IT consumables vendors were engaged for collecting used cartridges of specific models.

## **V. Initiatives in New Police Buildings**

29. Energy conservation and environmental friendliness continued to be the core elements in the planning and design of new police buildings. The construction of Tuen Mun Junior Police Officers’ Married Quarters and the New Central District Headquarters and Division, scheduled for completion in 2010, will include a number of green elements. These include: floor refuse sorting rooms, light and water preservation, energy efficient architectural design for the building, etc. For the New Central District Headquarters and Division, plantings will be provided at the rooftop of the annex block. This is one of the capital works programmes which demonstrates Government’s commitment in the application of extensive green roofs in government buildings.

30. The Chief Executive’s 2008-09 Policy Address announced the implementation of a district cooling system (DCS) to meet the demand of air-conditioning for public and private non-domestic developments at the Kai Tak Development (KTD). The project of new Kowloon East Regional Headquarters cum Operational Base and Ngau Tau Kok Divisional Police

Station, scheduled for completion by 2014-2015, will be using the DCS. The DCS, an environmentally friendly facility capable of saving 35% and 20% electricity consumption as compared with the conventional air-cooled and water-cooled air conditioning systems respectively, will be Government's first project of its kind.

### **Engagement with Stakeholders**

31. The Force works closely with EMSD to identify energy saving opportunities at all times. Thus far, EMSD has completed energy audits for more than 20 police premises, and the resultant Energy Management Opportunities have been implemented or are being pursued. Under EMSD's Hong Kong Energy Efficiency Registration Scheme for Buildings, the Kowloon East Operational Base was recognised as having complied with the Code of Practice for Energy Efficiency of Lift & Escalator Installations in December 2008. The application of renewable energy at the PHQ building would be another area to be explored by EMSD. A feasibility study on the installation of solar powered street lights to replace the existing wall-mounted ones along the fence walls between PHQ and Harcourt Garden was under way.

32. PHQ was awarded an Energy Wise Environmental Label under the Hong Kong Awards for Environmental Excellence in 2008 for having achieved sufficient energy-saving measures that met the standard of the Building Energy Codes of EMSD. As an awardee of the Environmental Label, the Force was recognised as having fulfilled the criterion on "Caring for the Environment" under the Caring Company Scheme organised by the Hong Kong Council of Social Services.

33. In support of green events organised by other departments or organisations, the Force continued to promote the "Used Clothing Collection Campaign" jointly organised with the Salvation Army, and participated in the Friends of the Earth's One-hour-long Lights Out on the Summer Solstice Event in June 2008.

### **Action Blue Sky Campaign**

34. The Force works in partnership with EMSD in identifying suitable police premises for inclusion in its project list for ventilation improvement works. Since 2007-08, the following police premises have been awarded the Indoor Air Quality Certificate (Good Class) after completion of the improvement works :

- Arsenal House East Wing
- Hong Kong Police College
- Sheung Shui Police Station
- Tseung Kwan O Police Station

- Tsuen Wan District Headquarters & Divisional Police Station
- Kwai Chung Divisional Headquarters & Police Station
- Kowloon West Regional Headquarters
- Ma On Shan Police Station
- NT North Regional Headquarters
- Hong Kong Island Regional Headquarters, Caine House
- Kai Tak Operational Base

Police premises will continue to be selected in the coming three years for inclusion in the EMSD's project list for the conduct of Indoor Air Quality measurements and related improvement works.

35. The Force has taken part in the Carbon Audit on Buildings scheme. Arsenal House East Wing (AHEW) was selected as a pilot building, given the size and age of the 18-year old six-storey building with a variety of facilities which may provide scope for further environmental improvements. It is hoped that with the AHEW experience, such audit could subsequently be extended to other police buildings.

36. We also made efforts in reducing fuel consumption and air emissions. For police land transport, the Force continued with its effort in the promotion of green practices and eco-driving, and arranged transport personnel to attend eco-driving seminars organized by the Hong Kong Productivity Council. Following successful trials, 92 environmental-friendly hybrid saloons were introduced to the police fleet in 2008. To sustain Force's efforts in reducing vehicle fleet emissions, six zero emission electric scooters were purchased for evaluation trials in 2008. A further four machines would be delivered in early 2009. Transport management systems are in place to monitor fuel consumption, and the on-going adoption of more fuel-efficient vehicles will ensure the continued reduction of emissions. Marine Region has also encouraged car pooling for officers working in similar shift patterns to reduce the number of vehicles on the road and, in turn, air emissions.

37. Similar green measures were taken to reduce fuel consumption and air emissions of the Marine fleet. Ultra low sulphur content fuel continued to be used to reduce smoke and pollutant emissions. The latest version of environmental-friendly and fuel economical propulsion engines was introduced into the fleet through the Versatile Maritime Policing Response (VMPR) craft replacement projects. Using loitering engine in place of bigger powered main engines for cruising patrol at slower speed on existing launch classes was noted to have quantified reduction in fuel consumption and engine running hours. With the assistance of engine power data vs. fuel consumption rate chart provided on board each major police launch and vessel, maximization of voyage planning proved to work effectively towards the sustainability of the energy-saving initiative.



## **Way Forward**

38. The Force will continue to follow the 3-R principles 'Reduce, Re-use, Recycle' in our day-to-day operations. The effectiveness of the energy saving measures adopted in the Force will be monitored closely. In support of Government policy on environmental protection, we will continue to explore ways to further promote green management.

## **Feedback**

39. This Environmental Report provides a guide for the promotion of a green culture within the Force. We welcome your views in connection with this Environmental Report. Please contact us via email at [phq-gr@police.gov.hk](mailto:phq-gr@police.gov.hk).

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