

# **Security Bureau**

## **Environmental Report 2015**

### **Introduction**

This report lists out the major environmental measures we have taken in 2015, our green management performance and future green targets.

### **Our Environmental Goal**

2. Our policy objective is to ensure that Hong Kong remains a secure and safe city by maintaining law and order, exercising effective and efficient immigration and customs control, rehabilitating offenders and drug abusers, and providing swift and reliable emergency fire and rescue services.

3. To be in line with the government-wide initiatives towards a green and paperless government, we strive for improving the environmental quality of the office and delivering our services in an environmentally responsible manner through the optimum use of resources and energy.

### **Green Measures Taken in 2015**

4. The work of the Security Bureau (SB) is mainly office-based. In 2015, we continued to follow the green measures taken in the past years and explore new initiatives to achieve a healthy and sustainable working environment. Details of the environmental measures are as follows:

#### **(A) Reduction of Paper Consumption**

##### **(i) Information Dissemination by Electronic Means**

- Upload reports and paper onto the SB website for access by the public;
- Disseminate internal circulars and notices through SB intranet;
- Upload Security Regulations and SB Circulars onto the Government intranet portal “Central Cyber Government Office” (CCGO) for access by Government users;
- Process leave applications through Lotus Notes-based Departmental Portal;
- Use e-payslips to replace printed payroll records;
- Use emails for correspondences and transmission of documents and

electronic files; and

- Encourage colleagues to review reports and publication online, e.g. Budget, Policy Address etc.

(ii) Economy Use of Paper

- Produce CDs for consultation papers, publications and reports instead of printing paper copies;
- Produce the least number of printout and photocopies;
- Use recycled paper and minimize the use of virgin paper;
- Use double-sided printing / photocopying;
- Use the blank side of used paper for drafting, printing and photocopying;
- Use existing sets of document for recirculation;
- Reuse envelopes, tags, file covers and loose minute jackets; and
- Use plain paper fax machines and avoid using fax leader pages.

(B) Energy Conservation

- Maintain room temperature at 25.5°C in summer months;
- Encourage staff to dress lightly to minimize the use of air conditioners;
- Lower window blinds or apply reflective films on windows to reduce solar gain;
- Use high efficiency fluorescent tubes with open louver type diffusers;
- Switch off non-essential lighting in ancillary areas beyond office hours;
- Conduct routine checking to ensure switching off of unnecessary lighting, air conditioners, photocopiers;
- Turn off unnecessary equipment completely and avoid using standby mode;
- Set office equipment to enter the power-saving mode or to switch off automatically after it has been idle for a certain period of time;
- Switch off lights, air conditioners and office equipment after office hours, during lunch break or when away from office for long period; and
- Use auto-sensitized water tap in toilets to reduce water consumption.

(C) Waste Recovery

- Collect used paper, newspaper, printer toner cartridges, batteries, CD or VCDs for recycling;
- Reuse plastic bags and carton boxes to collect waste recovery items; and
- Arrange trade-in, auction, donation and recycling for surplus furniture and obsolete equipment.

(D) Procurement from Suppliers / Contractors

- Select computers and office equipment with Energy Efficiency labels;
- Procure green products which are durable and recyclable, e.g. recyclable laser printer toner cartridges, refillable ball pens and correction tape; and
- Arrange bulk purchase and delivery to reduce individual product packaging.

(E) Publicity / Education

- Display posters and other promotional materials to promote environmental awareness among staff;
- Set up Green Corners on the notice boards for displaying green information;
- Circulate guidelines on green environment to staff regularly and upload relevant green circulars / guidelines to the intranet; and
- Encourage staff to participate in the environmental protection activities organised by green groups or charitable organisations; and
- Set up a Green Corner for colleagues to give away or to take and own second-hand items, e.g. books, CDs and DVDs, freely so as to encourage recycling and promote green life concept among staff.

(F) Other Measures

- Display plants in offices to create a green environment;
- Use electronic greeting cards and store holiday decorations such as plastic Christmas trees and ornaments for reuse next year;
- Choose appropriate printing quality and avoid unnecessary printing of color copy or high quality copy. Print in draft mode or in black and

white for non quality critical documents to minimize ink and laser cartridge consumption;

- Avoid provision of bottled water and the use of one-off disposable paper/plastic cups during meetings;
- Avoid using paper coasters / cup covers;
- Use recycled white paper (instead of non-recycled white paper) as major paper source; and
- Install flow controllers in water taps in toilets.

### **Our Commitments to Clean Air Charter**

5. We are committed to making sustainable improvement to air quality to fulfill the commitments of the Clean Air Charter. Measures include:

- Reduce unnecessary traveling and use public transport whenever possible;
- Plan the travel and carpool to avoid single-passenger car trips;
- Use electric fans to improve ventilation of workplaces; and
- Remove some tubes and lamps from the group switching arrangement to reduce energy consumption.

### **Our Green Management Performance**

6. We have made every effort in carrying out the above measures to achieve the green objectives. Use of recycled paper out of total paper consumption increased from 49% in 2014 to 100% in 2015. However, an increase of 13.13% on the total consumption of paper was recorded when compared to 2014, which was mainly attributed to remarkable increase of case load in Torture Claims Appeal Board. We have reminded our staff to be more prudent in the use of paper and avoid stocking up the paper. We will continue the endeavors to make progress towards a low carbon and greener working environment.

### **Green Targets in Future**

7. We will continue to identify new initiatives to make our working environment an environmentally responsible one. We have participated in the Waste Check Charter Programme launched by Environment Bureau and started measuring the general waste/ recyclables on each SB's office floor of Tamar

Central Government Office every working day since April 2016. Waste Management Officers are assigned to oversee the measurement. The figures collected will be used for our monitoring and planning in green office management.

8. We will promote a wider use of electronic measures in order to minimise the use of paper and energy. Our targets in future are as follows:

- Enhance the coverage of SB intranet to share information and distribute circulars electronically so that less hardcopies will be produced; and
- Apply for copyright license for scanning newspaper and magazines for internal circulation purpose to minimize photocopying.

9. We will review the existing environmental practices regularly to enhance our effectiveness in environmental conservation. We will also encourage staff to participate in environmental friendly activities in order to arouse environmental awareness among all stakeholders.

### **Views and Enquiries**

10. Comments or enquiries on this Environmental Report are welcome. You can reach us by the following means:

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