

# **Security Bureau**

## **Environmental Report 2019**

### **Introduction**

This report sets out the major environmental measures we have taken in 2019, our green management performance and future green targets.

### **Key Responsibilities**

2. SB is responsible for security-related policies, including the maintenance of law and order, exercising immigration and customs control, rehabilitating offenders and drug abusers, and providing emergency fire and rescue services. Our disciplined forces — including the Hong Kong Police Force, the Fire Services Department, the Correctional Services Department, the Immigration Department, the Customs and Excise Department and the Government Flying Service — are professional, efficient, and committed to serving the public.

### **Our Environmental Goal**

3. In line with the government-wide initiatives towards a green and paperless government, we strive for delivering our services in an environmentally responsible manner through the optimal use of resources and energy.

### **Green Measures Taken in 2019**

4. In 2019, we continued with the green measures adopted in the past years and explored new initiatives to achieve a healthy and sustainable working environment. Details of our environmental measures are as follows:

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

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

- Upload reports and papers onto the SB website for access by the public;
- Disseminate internal circulars and notices through SB intranet and Lotus Notes emails;

- Upload SB Circulars onto the Government intranet portal “Central Cyber Government Office” for access by Government users;
- Use the web-based Electronic Leave Application and Processing System to reduce the use of paper forms;
- Use e-payslips to replace printed payroll records;
- Use emails for correspondence and transmission of documents and electronic files; and
- Encourage colleagues to review reports and publications online.

(ii) Economy in the Use of Paper

- Disseminate through online platforms or production of CDs consultation papers, tender documents, publications and reports, instead of printing paper copies;
- Produce the least number of printouts and photocopies;
- Use double-sided printing / photocopying;
- Use single line spacing and avoid excessive space in margins and in between paragraphs on documents;
- Only use recycled paper instead of virgin paper as office paper source;
- Use the blank side of used paper for drafting, printing and photocopying;
- Use existing sets of document for recirculation;
- Minimize photocopies of circulars and other documents by circulation instead of making personal copies to colleagues;
- Reuse envelopes, tags, file covers and loose minute jackets;
- Use plain paper fax machines and avoid using fax leader pages;
- Send unclassified documents without envelopes;
- Avoid sending original documents after sending by fax; and
- Obtain a copyright license for scanning newspaper and magazines for internal circulation to minimize hardcopies.

(B) Waste Recovery

- Collect used paper, newspaper, printer toner cartridges, batteries, CDs or VCDs, aluminum cans and plastic bottles for recycling;
- Collect file holders and used clips for re-use;

- Collect unused stationery items from Officers for re-distribution;
- Reuse plastic bags and carton boxes to collect waste recovery items;
- Arrange transfer, trade-in, auction and donation of surplus furniture and obsolete equipment; and
- Arrange statutory removal service with suppliers to dispose waste regulated electrical equipment through participation in the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment (WPRS).

(C) Energy Conservation

- Maintain room temperature at 25.5°C in summer months;
- 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 after office hours;
- Use motion-sensors for lighting control, where the lights would turn off automatically when no motion is detected after certain time;
- 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 idled for a certain period of time; and
- Remind staff regularly to switch off lights, air conditioners and office equipment after office hours, during lunch break or when away from office.

(D) Procurement from Suppliers / Contractors

- Select computers and electrical appliances with Energy Efficiency labels;
- Procure green products which are durable and recyclable, e.g. recyclable laser printer toner cartridges, mechanical pencils, refillable ball pens and correction tapes;

- Use green stationery items supplied by the Government Logistic Department;
- Arrange bulk purchase and delivery to reduce individual product packaging; and
- Include “trade-in option” in quotations when procuring fax machines and photocopying machines.

(E) Publicity / Education

- Issue and circulate internal circulars / guidelines on environmental measures regularly, and upload onto the intranet, so as to promote environmental awareness among staff;
- Remind staff to turn off computers and office equipment when they are not in use;
- Designate an area on notice boards for displaying posters and information to promote environmental awareness among staff;
- Encourage staff to participate in green activities such as Green Day 2019 organised by the Community Chest; and
- Set up a Green Corner in SB’s office at 9/F Central Government Offices for colleagues to give away or to take second-hand items (e.g. books, CDs and DVDs) freely, so as to encourage recycling and promote green life concept.

(F) Other Measures

- Encourage staff to adopt and support “Dress Down in Summer” promoted by the Civil Service Bureau;
- Encourage staff to use staircases instead of lifts for inter-floor traffic;
- Display plants in offices to create a green environment;
- Use electronic greeting cards and reuse decorations and backdrops for festive events;
- Choose appropriate printing quality and avoid unnecessary printing of color copies or high quality copies;
- Print in draft mode or in black and white to minimize ink and laser cartridge consumption;

- Avoid provision of bottled water and the use of one-off disposable paper/plastic cups during meetings;
- Use auto-sensitized water taps in toilets to reduce water consumption;
- Circulate guidelines on provision of official meals regularly to remind staff of the need to adopt conservation-conscious menus in official entertainment functions and avoid lavish meals;
- Circulate guidelines to staff regularly on bestowal of gifts/souvenirs for promotion of green practices and waste avoidance; and
- Implement energy saving replacement projects in Disciplined Services Sports and Recreation Club.

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

5. The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions. Tamar Central Government Offices (CGO) was awarded the “Excellent Class” Indoor Air Quality Certificate again in 2019. As one of the users in CGO, SB is 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. For paper consumption, compared with 2018, the average consumption per headcount decreased by 2.1% in 2019. We have also reminded our staff to be more prudent in the use of resources, and will continue the endeavors to work towards a low carbon and greener working environment.

## **Green Targets in Future**

7. We fully recognize the importance of a green working environment. Looking ahead, we will continue to allocate manpower and resources to maintain high levels of green management practices in order to minimise the use of paper, one-off disposable items and energy. Our targets for future are as follows:

- Circulate newspaper cutting in electronic means;
- Enhance the coverage of SB intranet to share information electronically so that less hardcopies will be produced;
- Encourage staff to:
  - when buying take-away meals, bring their own bags and use their own reusable tableware or the ones centrally provided in pantries for staff to borrow, instead of using the disposable bags or tableware provided by restaurants;
  - order food in appropriate portions and take away any leftover food from official entertainment functions to avoid food waste; and
- Reduce the consumption of resources and electricity in the long run.

8. We will continue to adopt energy-saving measures and closely monitor the consumption of energy in our daily operation. We will review the existing environmental practices regularly to enhance our effectiveness in conservation. We will also encourage staff to participate in activities which enhance environmental awareness among all stakeholders.

## **Feedback**

9. We welcome your comments and suggestions on this Environmental Report. You can reach us by the following means:

E-mail : [sbenq@sb.gov.hk](mailto:sbenq@sb.gov.hk)  
Fax : 2868 5074  
Phone : 2810 2642  
Mail : Security Bureau  
9/F, East Wing, Central Government Offices  
2 Tim Mei Avenue,  
Tamar, Hong Kong

**Security Bureau**  
**2020**