

# Department of Justice

## Controlling Officer's Environmental Report 2006

### 1. Our environmental policy

The Department of Justice is committed to ensuring that our operations are conducted in an environmentally responsible manner. We exercise the principle of "Reduce, Reuse, Recycle and Replace" and seek continual improvement in the efficient use of resources.

### 2. Green measures adopted

#### *Reduce*

##### *Reducing the consumption of paper*

- sharing documents via the Local Area Network;
- using computer fax instead of normal fax machines;
- using electronic mail extensively for both inter-departmental and intra-departmental communication, and to respond to public enquiries received electronically;
- posting notices, circulars, announcements and government regulations which require wide circulation on the electronic bulletin board;
- providing a system to facilitate staff to keep and share documents in electronic form;
- providing a Bilingual Laws Information System to facilitate access to the Laws of Hong Kong by members of the Department and the public;
- providing the confidential mail system that allows the transmission of classified documents in electronic form; and
- reducing the printed copies of publications by the Department's library by providing CD-ROM and on-line databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries. Currently, we have 19 CD-ROMs and 19 on-line databases.

##### *Reducing the use of standard printed stationery and publications*

- regularly reminding staff not to send unclassified documents in envelopes;
- reducing the use of printed stationery such as forms, paper file jackets and tags;
- replacing paper diaries, calendars and telephone directories by electronic equivalents as far as practicable;
- ceasing the production of the performance pledge booklets since October 2001; and
- reducing the requirements for printed copies of the Government Gazette and other departmental publications, including performance pledge booklets and environmental reports etc..

#### *Cutting down energy consumption*

- appointing green wardens in all divisions of the department to monitor and maintain the room temperature at the target of 25.5 °C and remind colleagues to comply with other green housekeeping measures since July 2005;
- reminding all staff to switch off lights when not in the office;
- turning off electrical equipment and appliances (except those which should be switched on continuously, e.g. fax machines and water-coolers) when they are not needed;
- using energy saving equipment and devices wherever possible;
- reminding all staff to use the stairs instead of the elevator as far as practicable and not to open windows when air-conditioning is on; and
- promoting and putting into practice the use of open plan offices where operationally appropriate.

#### *Reuse*

- promoting the use of each piece of paper on both sides;
- reusing envelopes and folders if and when practicable; and
- reusing decorative items used at staff functions.

#### *Recycle*

- placing "green boxes" in different floors of our offices and waste paper collection bags in photocopying rooms for the collection of waste paper for recycling;
- trading-in used toner cartridges with the supplier for recycling; and

- using recycled paper instead of normal paper whenever possible.

### *Replace*

- using environmentally friendly products (e.g. refills for ball pen, refills for correction mouse, non-chlorinated correction fluid and alkaline batteries) as far as possible.

### *Other Green Measures*

- providing a green workplace to staff by decorating offices with plants and improving air quality by using air purifiers for certain offices and cleaning of air-ducts.
- adopting electronic version of departmental reports as the main mode of publication.
- encouraging staff to dress causal and smart in summer months, where appropriate, to complement the energy conservation policy of the Government.

## **3. Green managers**

- 3.1 The Departmental Secretary takes on the role of Departmental Green Manager. An Executive Officer in each of the six Divisions of the Department is designated as Divisional Green Manager to assist the Departmental Green Manager in initiating, implementing and reviewing green housekeeping programmes. Energy wardens, appointed in July 2005, have been renamed green wardens. Their monitoring role is expanded to cover all green measures in addition to energy conservation. The Divisional Green Managers and green wardens conduct audit checks on the implementation of green measures in the division. Audit reports are reviewed at the Departmental Administration Committee regularly and appropriate measures are introduced where required.
- 3.2 To ensure that green practices are followed in daily operations, we have issued a checklist covering areas such as paper consumption, energy saving and the use of office stationery. The checklist is re-circulated regularly for staff to follow.

## **4. Performance**

- 4.1 The consumption of paper in 2006/07 was 30,406 reams. This represented a decrease by 3.67% when compared with that in 2005/06 and exceeded the target of 2.5% reduction in the paper consumption as set by the Environment, Transport and Works Bureau (ETWB) Circular Memorandum of 31 March 2003. Taking the consumption of paper in 2002/03 as the base year, a decrease rate of 11.65%, which exceeded the target of 10% as set by ETWB, was achieved. Following a critical review of the consumption ratio of recycled paper as against virgin paper, follow up action has been taken to reduce the use of virgin paper. The consumption ratio of

recycled paper has increased from 38% in 2005/06 to 49% in 2006/07. This exceeded the target of 30% set by ETWB Circular Memorandum of 25 July 2006.

- 4.2 To reduce power consumption, the Department conducted a review on illumination level of the office area and removed 58 excessive light tubes in December 2006. In addition, a programme on replacing the existing light tubes with energy-efficient ones is expected to be completed in 2007. Two outstation offices, i.e. United Centre (UC) and Harcourt House (HH) have been refurbished with energy efficient light fittings in April 2006 and March 2007 respectively. The electricity consumption of UC and HH has a significant drop of 25% and 22% respectively when compared with the consumption of the corresponding months of last year.
- 4.3 A trade-in program of toner cartridge has been arranged with the supplier since July 2004 and a total of 1,324 boxes of empty cartridge were traded-in in 2006/07.
- 4.4 Since 2004/05, the consumption of plastic bags in the Department has decreased by 8%. Currently, about 90% of plastic bags used by our cleaning contractors are degradable. Our target is to stop the use of non-degradable plastic bags once the existing stock of plastic bags is used up.
- 4.5 To promote the use of electronic means in sending greetings, Electronic Christmas Card Design Competition was organized in both 2005 and 2006. The winning designs were sent to all staff by email and posted on the bulletin board for use by colleagues.

## 5. Our continual commitment

The Department of Justice will continue to adopt effective measures of green management. We will explore new ideas in our continuous endeavor to environmentally responsible use of resources.

## 6. Comments

Comments on this report are welcome. Please contact the Green Manager of the Department of Justice by e-mailing to [dojinfo@doj.gov.hk](mailto:dojinfo@doj.gov.hk). A copy of this report is available on the Department's internet homepage [www.doj.gov.hk](http://www.doj.gov.hk).

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