

# Department of Justice

## Controlling Officer's Environmental Report 2013

### 1. Our environmental policy

The Department of Justice is committed to ensuring that our operations are conducted in an environmentally responsible manner. We adopt 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 photocopiers / printers with double-side copying / printing function;
- using electronic mail extensively for both inter-departmental and intra-departmental communication, and for responding 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 printed copies of publications by the Department's library by providing on-line databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries. Currently, we subscribe to 13 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; 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 room temperature at the target of 25.5 °C and reminding colleagues to comply with other green housekeeping measures;
- 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 elevators 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; and
- 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. Green wardens are appointed by Divisional Green Managers to assist in implementing various green measures in the Divisions.
- 3.2 The Divisional Green Managers and green wardens conduct audit checks on the implementation of green measures. Audit reports are reviewed at the Departmental Administration Committee regularly and appropriate measures are introduced where required.

## **4. Performance**

- 4.1 The Department met 50% of paper demand by using recycled paper. This has continued to exceed the target of 30% set by the Government in Circular Memorandum of 25 July 2006 issued by the then Environment, Transport and Works Bureau.
- 4.2 To reduce power consumption, the Department has replaced all light tubes with energy-efficient ones for the Department's offices in Queensway Government Offices (QGO), Harcourt House and United Centre by 2007. While the effect of the replacement of light tubes on electricity consumption in QGO cannot be reflected due to the unavailability of separate electricity meters for the Department's offices

in QGO, there is a noticeable drop in the electricity consumption of outstation offices. As compared with 2007 when the replacement program was completed, the total electricity consumption of the two outstation offices in United Centre and Harcourt House in 2013 has recorded a drop of 8.8%.

- 4.3 A total of 2310 boxes of empty cartridge were traded-in/auctioned for recycling in 2013.
- 4.4 The Department has switched to use recycled plastic bags since March 2007 and the number of plastic bags used keeps decreasing over the past few years. There was a remarkable decrease of 54.3% in the total number of consumption when compared with that of 2008.
- 4.5 Offices of the Department in QGO and Rumsey Street Multi-storey Carpark Building have achieved the "Good Class" of the Indoor Air Quality (IAQ) Objectives under the IAQ Certification Scheme.

## 5. Our continual commitment

- 5.1 To ensure that green practices are followed in daily operations, a checklist covering areas such as paper consumption, energy saving and the use of office stationery is issued and re-circulated regularly for staff to follow.
- 5.2 The Department will continue to adopt effective measures of green management. We will also 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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