

# Department of Justice

## Controlling Officer's Environmental Report 2016

### 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 keeping and sharing of documents in electronic form;
- providing a Bilingual Laws Information System to facilitate free on-line access to the legislation 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 17 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*

- using direct seawater cooling air-conditioning system with high efficiency water cooled chiller and heat wheels for heat energy reclaim of exhaust air in Main and East Wings of Justice Place (JP M&EW);
- using automatic demand control of chilled water circulation system, demand control of fresh air supply with carbon dioxide sensors, fan coil units with brushless demand control motors, demand control of lighting by occupancy sensor and/or daylight sensor and task lighting in JP M&EW;
- using light-emitting diode (LED) type exit signs and light fittings in JP M&EW;
- using lift power regeneration system and photovoltaic system for renewable energy in JP M&EW;
- 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;
- using recycled paper instead of normal paper whenever possible; and
- providing recycling bins for waste paper, plastic and aluminum cans in JP M&EW.

### *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 electric chargers at the carpark in JP M&EW to support wider use of electric vehicles;
- using rainwater recycling system for irrigating the greenery and adopting greening on rooftop in JP M&EW;
- 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 44% of paper demand in 2016 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 A total of 3 176 boxes of empty cartridge were traded-in for recycling in 2016.
- 4.3 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 decrease of 37.2% in the total number of consumption in 2016 when compared with that of 2008.
- 4.4 The building management office (BMO) of JP M&EW has fulfilled the requirements for the Programme on Source Separation of Commercial and Industrial Waste launched by the Environmental Protection Department and has been registered as a member of the Programme. In addition to placing recycling bins for waste paper, plastic and aluminium cans in JP M&EW, the cleaners screened garbage collected from offices for recyclable materials. In 2016, 19,050 kg of paper waste and 9.5 kg of aluminium were collected for recycling by the BMO. Besides, another 45,407 kg of paper waste was collected by the contractor engaged by the Government Logistics Department for recycling in the same year.
- 4.5 In 2016, JP M&EW achieved an "Excellent Class" of the Indoor Air Quality (IAQ) Objectives under the IAQ Certification Scheme and offices of the Department in Queensway Government Offices and Fairmont House achieved a "Good Class".
- 4.6 The Department supported the event - Earth Hour 2016 organised by the World Wide Fund for Nature by switching off non-essential lighting during the event period. Staff members were also encouraged to join the collective environmental action by turning off their non-essential lights at home during the Earth Hour. Furthermore, the Department complies with the Environment Bureau Circular Memorandum No. 5/2015 by switching off external decorative lighting in JP M&EW between 11 p.m. and 7 a.m. daily.

## 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 be environmentally responsible in the use of our 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).