

商務及經濟發展局
工商及旅遊科

二零零九年四月至二零一零年三月
環保工作報告

引言

本報告載述商務及經濟發展局工商及旅遊科在二零零九年四月至二零一零年三月期間的環保政策和承諾，以及推行環保管理措施的進展。

工商及旅遊科專責就香港對外貿易關係、促進外來投資、旅遊、保護知識產權、保障消費者權益和促進競爭的工作，制訂和協調有關政策及策略，並統理工商界和中小型企業政策和計劃的制訂工作。工商及旅遊科之下設有工業貿易署、投資推廣署、知識產權署、香港郵政和香港天文台五個部門，以及 11 個香港駐海外經濟貿易辦事處。

目前，工商及旅遊科的辦事處設於三個不同地方，總部設於香港金鐘道太古廣場一期，屬租用物業。旅遊事務署的總辦事處位於中區政府合署東座¹，其轄下的旅行代理商註冊處設於灣仔合和中心。工商及旅遊科轄下五個部門的辦公室和香港駐海外經濟貿易辦事處分別設於本地和海外物業，各自獨立運作。

環保政策

為實踐可持續發展，我們全力配合政府節約能源的承諾。工商及旅遊科轄下五個部門均奉行這項政策，除各自推行環保措施外，亦分別發表部門環保工作報告。

工商及旅遊科所有工作均在辦公室內進行。我們致力營造符合環保理念的辦公室環境，並確保在日常運作方面注重環保和符合環保方針。

¹ 中區政府合署的辦公室地方由行政署管理。關於中區政府合署各個辦公室的減少用電和廢物回收環保政策，由行政署監察和發表環保工作報告。

環保措施

為了未來能有更美好和健康的環境，我們繼續全力推行下列環保措施：

- 採用有助節約能源和減少用紙的新技術和環保內務管理措施，以及採用環保產品；
- 持續推廣減少製造廢物、資源再用和循環再造的概念；以及
- 宣傳我們的環保政策，並鼓勵員工參與環保活動。

(I) 節約能源

我們在太古廣場一期及合和中心租用的辦公室，總耗電量輕微上升 0.1% (由二零零八／零九年度的 306 131 千瓦小時，增加至二零零九／一零年度的 306 563 千瓦小時)。相應的二氧化硫、氮氧化物和可吸入懸浮粒子的非直接排放量，分別為 585.54 公斤、355.61 公斤和 18.39 公斤。耗電量輕微上升，主要因為合和中心辦公室加設了伺服器，以配合旅行代理商註冊處的電腦系統運作。如減去該處增加的耗電量，太古廣場一期辦公室的耗電量減少了 1.5% (4 720 千瓦小時)，可見我們的節約能源工作奏效。我們推行了下列有效的環保措施：

- (a) **空調系統**：我們在夏季把辦公室的平均室溫維持在攝氏 25.5 度，並鼓勵同事放下百葉簾，避免陽光直射室內，以及穿着輕便的服裝上班。此外，我們安排清潔服務承辦商定期清潔空調系統的濾塵器和盤管式風機，以減少用電。在正常時段以外，只在少數特殊情況下才會安排空調供應。
- (b) **照明系統**：辦公室使用有助節約能源的電子鎮流器後，耗電量已經降低。自二零零九年七月以來，我們安排人員輪流在每天下班時，把公共地方(例如茶水間、走廊和公用地方)的電燈關上，並定期提醒同事在離開辦公室出外參加會議、午膳和下班時，把獨立辦公室的電燈和桌面電腦關上。此外，我們亦在電源開關掣旁貼上“節約能源”的標貼，提醒同事在離開房間或辦公室前，關上無須使用的電燈及器材。
- (c) **辦公室器材及設備**：在二零零九／一零年度，我們繼續盡可能採用高能源效益的型號，以及減少辦公室機器的數目。新更換的三部影印機均具備內置掃描功能，而年內選購的 53

部顯示器和打印機，全都備有自動關機或節能裝置。二零零九年九月，我們在所有飲水機及微波爐的電源安裝數碼計時器，使這些裝置在辦公時間過後自動關閉。

我們安排一支特別視察隊，輪流查察公用地方及辦公室，確保在辦公時間過後，無人使用的照明系統、電器裝置及辦公室器材妥為關上；如發現有人不遵守規定，會向管方呈報。

(II) 減低耗紙量

工商及旅遊科在二零零九／一零年度的總耗紙量減少了 1.9% (由二零零八／零九年度的 3 829 令減至二零零九／一零年度的 3 755 令)。在所有使用的紙張中，87% (3 267 令)為再造紙，較二零零八／零九年度使用再造紙的比例增加超過 20 個百分比。

此外，我們亦積極在辦公室推廣／採取下列節約用紙的措施：

- (a) **電腦輔助設施管理系統**：我們設有電子形式的資源預訂系統，方便員工預訂會議室、資訊科技器材及其他共用設施。
- (b) **電子通訊**：所有員工均可使用電子郵件。內部及對外通訊大部分以電子郵件進行。
- (c) **電子布告板**：我們利用電子布告板發布資訊，代替傳閱印文本。目前工商及旅遊科的局域網系統共設有 16 個電子布告板，供科內部門和香港駐海外經濟貿易辦事處的獲授權人員交流一般資訊。
- (d) **減少使用紙杯及膠樽**：我們盡量減少使用紙杯及膠樽；樽裝水只會間中在會議上提供，膠樽亦會在用後回收。
- (e) **紙張再用**：我們鼓勵同事使用已用紙張的背頁草擬、列印或影印存檔文件及剪報；信封和檔案夾亦會盡量重複使用。
- (f) **雙面印刷**：我們使用的網絡和桌面打印機均具備雙面打印功能。我們鼓勵同事盡可能把多頁資料印在同一張紙上，並在列印前預覽結果，避免出錯。

(III) 廢物管理

我們已在辦公室安排／放置廢紙回收袋，把可以循環再造的廢紙與其他廢物分開棄置。在二零零九／一零年度，我們收集了共 7 792 公斤廢紙供循環再造，較二零零八／零九年度收集到的 11 954 公斤廢紙為少，顯示我們在減少用紙方面，已取得一些成效。我們並回收所有用完的碳粉盒(屬可循環再用型號)，以便循環再用。

(IV) 環保採購守則

我們繼續盡量使用可循環再用的打印機和傳真機碳粉盒，目前有 95% 的碳粉盒是可循環再用的產品。其餘 5% 是彩色網絡打印機所使用的碳粉盒。基於技術原因，這些器材不能使用可循環再用的碳粉盒。此外，我們亦使用可分解的膠袋裝載垃圾，並使用可循環再用的文具，以助保護環境。

(V) 防止污染

工商及旅遊科的所有車輛均使用無鉛燃料。司機須按指引在停車等候時關掉汽車引擎，以及在駕駛時保持穩定車速，避免急速煞車。我們鼓勵同事盡量使用公共交通工具、合併車程和集體用車，以便善用每部車輛和每次車程。

除了採取上述各項環保措施外，我們在二零零九／一零年度發出一系列內部專題環保提示(附錄 I)，藉以推廣節約能源、減少用水、減少廢物和低碳生活，以及鼓勵全體同事合力締造環保的工作環境。

清新空氣措施

為顯示香港特區政府致力改善香港空氣質素，行政長官在二零零六年十一月代表香港特區政府簽署《清新空氣約章》。工商及旅遊科在落實《清新空氣約章》的承諾方面的工作如下：

承諾	表現
(a) 在達到世界級標準方面	在報告期間，我們遵照並履行與日常運作有關的各項適用環保條例和規定。

承諾

表現

- | | | |
|-----|--------------------|--|
| (b) | 持續監察主要廢氣源頭的廢氣排放情況 | 此項承諾不適用於工商及旅遊科。我們的日常運作主要是在辦公室內進行，因此不會產生重大廢氣排放問題。 |
| (c) | 公布資料 | 我們每年在管制人員的環保工作報告內公布關於電力和燃料耗用量的資料。環保工作報告上載到工商及旅遊科的網站，供公眾瀏覽。 |
| (d) | 加強節約能源 | 我們在日常運作中採取不同節能措施，加強節約能源，例如把辦公室的空調溫度調校至攝氏 25.5 度、使用高能源效益的辦公室器材、盡量把照明裝置調節至最低的要求；以及鼓勵同事在夏季穿着整齊便服上班等。 |
| (e) | 在空氣污染指數偏高的日子控制空氣污染 | 我們鼓勵同事外出執勤時，盡量集體用車和使用公共交通工具；合併車程，善用本科車輛；以及計劃路線，盡量縮短行車路程和時間。此外，我們亦提醒同事避免使用揮發性有機化合物含量高的產品，因為研究結果顯示，揮發性有機化合物是形成煙霧的主要物質之一。 |
| (f) | 分享經驗 | 我們出席環境保護署／機電工程署舉辦的簡介會和經驗分享工作坊，並經常瀏覽香港政府一站通有關環境的主題網頁，以吸收環保知識和新概念，以便在辦公室採用。我們歡迎公眾對管制人員的環保工作報告提出意見和建議。此外，我們亦於電子布告板提供一些環保提示，加強同事對工作間環保的意識。 |

結語

我們會繼續在工商及旅遊科內推行環保管理措施，致力保護和改善環境。我們會密切監察在用電、用紙和使用環保產品方面的環保工作成效。如情況合適，我們也會引進新技術，以助保護自然環境和提高效益。我們亦會致力回收廢紙和其他可以循環再造的廢物，以及透過各種內部通訊途徑(例如電子布告板、電郵、通告及宣傳海報)，提高員工的節能和節約用紙意識。

意見及查詢

如對本環保工作報告的內容有任何建議或查詢，歡迎以下述方式向我們提出：

電話：2918 7510

電郵：citbenq@cedb.gov.hk

傳真：2530 2984


郵寄：香港金鐘道 88 號太古廣場一期 29 樓
商務及經濟發展局工商及旅遊科


商務及經濟發展局
工商及旅遊科
二零一零年十二月


Energy Saving

To lead by example in promoting energy efficiency, the Government has announced vide ENB Circular No. 3/2009 the target to achieve 5% of saving on electricity consumption in all government buildings (including leased premises) from FY 2009/10 to FY 2013/14.








What You Should Know

 **Fossil Fuel Reserves are LIMITED** - With a projected world population of 10 billion by 2050, the global energy demand will bring about the depletion of the world's fossil fuel reserves, tighten energy supplies and result in high prices of fuels and electricity. For example, oil reserves worldwide is expected to **start running out by 2010-2020** if we do nothing to reduce consumption. (Source : http://www.energyland.emsd.gov.hk/eng/energy/envir_limit.htm)

 The power wasted by a desktop printer left in "standby" mode after office hours accounts for 70% of the total energy consumed by the printer. (Source : EMSD)

 Screen savers only saves less than 10% energy consumed by a monitor. (Source : EMSD)

What You Can Do to Contribute in energy saving in office

-  Switch off all lights in your office, your desktop computer, printer and monitor when you are out for meetings, lunch and at the end of workday
-  Switch off lights and other equipment in the conference rooms right after use
-  Switch off lights in corridors and common areas after office hours. While there is designated officer to take care of this at the normal off-duty hour, please assist in doing the same if it comes to your notice that lights remain on after office hours.
-  Reduce the brightness level of the screen to the lowest comfortable level.
-  Unplug all equipment chargers and adapters when they are not in use.
-  Lower window blinds on sunny days.
-  Adopt a more relaxed code of business attire in summer.

Your efforts and cooperation are always essential in achieving energy saving, and building up more sustainable future in Hong Kong. For more ideas on how you may contribute, please refer to the "Green Tips - General" posted under "Green Management" in CITB Bulletin Board.



Reducing Paper Use

Thank you all for supporting the switch to using recycled paper for all photocopiers and network-printers in the office. CITB's Environmental Report 2008-09 has been placed on the CITB Bulletin Board. You may have noticed from the report that our paper consumption in 2008-09 had increased by 13.5% over that in 2007-08. Promoting the use of recycled paper is one of our initiatives to contribute towards reducing paper use and a greener environment. Indeed, your continued effort and initiative in printing with recycled paper and single-side used paper would be greatly valued.

[What You Should Know](#) about the cost to the environment for paper use

- ❗ It takes around 17 trees and 1,500 litres of oil to make one tonne of paper (Source: EPD)
- ❗ In Hong Kong, over 9,000 tonnes of municipal solid waste are disposed of daily in 2007, of which, 25% collected is paper (Source: HK Waste Reduction Website <https://www.wastereduction.gov.hk/en/materials/info/msw2007.pdf>)
- ❗ Producing recycled paper creates 74% less air pollution and 35% less water pollution than producing plain paper from virgin fibres (Source: EPD)

[How You Can Contribute](#) to reduce paper use

- 💡 Use email/ e-bulletin board instead of fax/ letter for communication and information dissemination.
- 💡 Work on drafts electronically instead of working on printed copy.
- 💡 Think twice before you print/photocopy. Print only what you need and always on both sides of the paper.
- 💡 Reuse single-side printed papers whenever possible.
- 💡 Choose printer-friendly or text-only version when printing webpages. Use bookmark instead of printing out the webpage for reference.
- 💡 Preview documents before printing to avoid abortive printing.
- 💡 Print multiple pages on a single sheet of paper if possible.

For more ideas on how you may contribute to a green environment in Hong Kong, please refer to the "Green Tips - General" posted under "Green Management" in CITB Bulletin Board



Low Carbon Living

The world's focus in protecting the environment is on combating global warming and reducing carbon emission. You may wish to note that the effect on climate change is not far away from us in HK as illustrated by the facts and figures ([Source from EPD](#)) below -



The annual number of hot nights (days with a minimum temperature of 28°C or above) in summer is expected to increase from the average of 15 nights in 1980 -1999 to 41 nights in 2090-2099.



The annual number of very hot days (days with a maximum temperature of 33°C or above) in summer is expected to increase from the average of 7 days in 1980-1999 to 15 days in 2090-2099.



The average number of cold days (days with a minimum temperature of 12°C or below) is expected to drop from 14 days in 1980-1999 to below one day in the decade 2030-39.

The even more **ALARMING** fact is that the Hong Kong Observatory has already recorded **30 days** of very hot days and **28 days** of hot nights in 2009 (up to 30 September).

Carbon Dioxide, i.e. Carbon Footprint, is emitted from all kinds of human activities like TV watching, air-conditioning, car engine running, etc. We may not be able to avoid leaving carbon footprint, but can certainly reduce the amount. Listed below is some example of "**How Much Carbon Footprint You are Leaving Behind**" ([Source: Environmental Campaign Committee](#)) -



78 kg of carbon dioxide are emitted if you turn on the air-conditioner 12 hours each day for a week.



In 2007, the average annual amount of carbon dioxide emitted by each person in Hong Kong is 6.7 tonnes (which equals to 1340 packs of 5 kg rice)

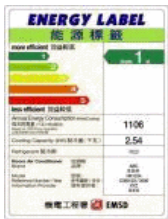


To net-off the total amount of carbon dioxide emitted by 1 person in Hong Kong, we need 10 trees to carry out photosynthesis for 30 years.

To help combating global warming, you are encouraged to adopt a **LOW CARBON LIVING**. At the workplace, Low Carbon Living can also be achieved through energy and paper saving. Please check out the best practices placed in CITB Bulletin Board -

"Green Tips (May 2009 Issue) - Energy Saving"

"Green Tips (July 2009 Issue) - Reducing Paper Use"



Mandatory Energy Efficiency Labelling Scheme

You may wish to note that the initial phase of the Mandatory Energy Efficiency Labelling Scheme (MEELS) is fully implemented on 9 November 2009. Three types of prescribed products, **room air conditioners, refrigerating appliances and compact fluorescent lamps** are covered in this phase.

Besides following the energy efficiency labels to procure the above prescribed products as well as other equipment, like photocopiers, printers, fax machines, monitors and computers for use in office, we encourage you to support energy saving in office by observing the following tips in using these office equipment –



Tips of using photocopiers

- (1) Copy double-sided whenever practicable.
- (2) Save up copying tasks and do them in one batch to save extra energy for getting the photocopier ready to operate.
- (3) Communicate via email instead of using paper, if possible.



Tips of using printers and fax machines

- (1) Think about whether you really need a printed/ faxed copy before printing/ faxing. Communicate via email whenever possible.
- (2) Turn off the printer when you are not using it and at the end of the working day to reduce energy use.
- (3) Print double-sided whenever practicable.
- (4) Use paper that is already printed on one side for fax machines.
- (5) Use "Print Preview" function to check layout and style before you print.
- (6) Adjust the margins and type size to fit more on the page.



Tips of using computers and LCD monitors






- (1) Switch off your computer and monitors whenever you are away from your desk for more than an hour or for whatever shorter time you find convenient and after work.
- (2) Enable "sleep" mode if your computer must be left on when you are not using it.
- (3) Avoid using screen savers.
- (4) Reduce the brightness level of the screen to the lowest level you find comfortable.
- (5) Unplug equipment chargers and adapters from socket outlets when not in use.

You may find more details on MEELS and energy saving tips at **home** by visiting EMSD website - (http://www.emsd.gov.hk/emsd/eng/pee/eels_pub1.shtml#pl2)

USE LESS

The Obvious Choice

Using less, we can -

-  Delay depletion of natural resources
-  Save resources for future generations
-  Alleviate the tremendous pressure on the world's ecological system
-  Pay less and save money
-  Reduce the amount of waste generated and help reducing the environmental burden, like
 - Saving effort and money on waste disposal
 - Saving effort and resources for waste treatment and recycling
 - Reducing the demand for landfills



Use less paper

- Use email/e-bulletin board instead of fax/letter for communication and information dissemination
- Print only what you need and always on double-sided
- Preview documents before printing to avoid abortive printing
- Reuse single-sided printed papers whenever possible
- Print multiple pages on a single sheet of paper if possible



Use less energy

- Switch off all lights in your office, desktop computer, printer and monitor when you are out for meetings, lunch and at the end of workday
- Switch off lights and other equipment in the conference rooms right after use
- Switch off lights in corridors and common areas after office hours
- Unplug all equipment chargers and adapters when they are not in use
- Lower window blinds on sunny days



Use less water

- Ensure water taps are tightly closed after use
- Inform the General Registry if you discover any dripping taps. A dripping tap wastes 70 litres of water everyday
- Avoid flushing unnecessarily
- Empty all remains in bottles, cans and other containers before they are washed
- Do not use or store more water than you immediately require

For more ideas on how to use LESS, please check out the best office practices posted under "Green Management" in CITB Bulletin Board.

Green Tips – March 2010 Issue (只提供英文版本)



Reuse and Recycle

- Hong Kong has to deal with an unsustainable amount of waste in a small geographical area. Our existing landfill sites will be completely filled by mid 2010s. If the level of waste continues to grow at the current levels, there will be a need to allocate an additional 400 hectares of land to develop new landfill sites to meet our waste disposal needs up to 2030.
- By using less, we can reduce the amount of waste generated and help reducing the environmental burden.
- **Reuse** is to repeat using items in their original form instead of throwing them away. Before resorting to recycling a used item, reuse it as far as possible.
- **Recycle** is to pass used materials to agents for turning into new products in usable form.
- Both Reuse and Recycle can help to conserve natural resources and to reduce demand for landfill space.

Reuse

- Reuse envelopes by putting sticker over the old address
- Reuse single-side printed paper by printing or writing notes on the clean side
- Reuse folder or binders, and loose minute file jackets
- When you do use disposable cups, plates, food storage boxes, wash and reuse them. Don't throw them away immediately.

Recycle

- DOs and DON'Ts for paper recycling



** Rubber bands, paper clips and staples are OK as they will be removed in the recycling process. But large metal fasteners and other contaminants should be removed.*

- Use recycled paper for printing documents, and print on both sides whenever possible
- Use recycled toner cartridges
- Separate used papers from other waste and place them in the "GREEN Bags" for recycling

The Administrative Section will continue to procure recycled products for CITB office, you can also contribute by developing a habit in reusing resources, and collecting and separating waste for recycling.

For more tips on waste reduction, please visit <https://www.wastereduction.gov.hk/en/index.htm>