

商务及经济发展局
工商及旅游科

二零零九年四月至二零一零年三月
环保工作报告

引言

本报告载述商务及经济发展局工商及旅游科在二零零九年四月至二零一零年三月期间的环保政策和承诺，以及推行环保管理措施的进展。

工商及旅游科专责就香港对外贸易关系、促进外来投资、旅游、保护知识产权、保障消费者权益和促进竞争的工作，制订和协调有关政策及策略，并统理工商界和中小型企业政策和计划的制订工作。工商及旅游科之下设有工业贸易署、投资推广署、知识产权署、香港邮政和香港天文台五个部门，以及 11 个香港驻海外经济贸易办事处。

目前，工商及旅游科的办事处设于三个不同地方，总部设于香港金钟道太古广场一期，属租用物业。旅游事务署的总办事处位于中区政府合署东座¹，其辖下的旅行代理商注册处设于湾仔合和中心。工商及旅游科辖下五个部门的办公室和香港驻海外经济贸易办事处分别设于本地和海外物业，各自独立运作。

环保政策

为实践可持续发展，我们全力配合政府节约能源的承诺。工商及旅游科辖下五个部门均奉行这项政策，除各自推行环保措施外，亦分别发表部门环保工作报告。

工商及旅游科所有工作均在办公室内进行。我们致力营造符合环保理念的办公室环境，并确保在日常运作方面注重环保和符合环保方针。

¹ 中区政府合署的办公室地方由行政署管理。关于中区政府合署各个办公室的减少用电和废物回收环保政策，由行政署监察和发表环保工作报告。

环保措施

为了未来能有更美好和健康的环境，我们继续全力推行下列环保措施：

- 采用有助节约能源和减少用纸的新技术和环保内务管理措施，以及采用环保产品；
- 持续推广减少制造废物、资源再用和循环再造的概念；以及
- 宣传我们的环保政策，并鼓励员工参与环保活动。

(I) 节约能源

我们在太古广场一期及合和中心租用的办公室，总耗电量轻微上升 0.1% (由二零零八／零九年度的 306 131 千瓦小时，增加至二零零九／一零年度的 306 563 千瓦小时)。相应的二氧化硫、氮氧化物和可吸入悬浮粒子的非直接排放量，分别为 585.54 公斤、355.61 公斤和 18.39 公斤。耗电量轻微上升，主要因为合和中心办公室加设了服务器，以配合旅行代理商注册处的计算机系统运作。如减去该处增加的耗电量，太古广场一期办公室的耗电量减少了 1.5% (4 720 千瓦小时)，可见我们的节约能源工作奏效。我们推行了下列有效的环保措施：

- 空调系统：**我们在夏季把办公室的平均室温维持在摄氏 25.5 度，并鼓励同事放下百叶帘，避免阳光直射室内，以及穿着轻便的服装上班。此外，我们安排清洁服务承办商定期清洁空调系统的滤尘器和盘管式风机，以减少用电。在正常时段以外，只在少数特殊情况下才会安排空调供应。
- 照明系统：**办公室使用有助节约能源的电子镇流器后，耗电量已经降低。自二零零九年七月以来，我们安排人员轮流在每天下班时，把公共地方(例如茶水间、走廊和公用地方)的电灯关上，并定期提醒同事在离开办公室出外参加会议、午膳和下班时，把独立办公室的电灯和桌面计算机关上。此外，我们亦在电源开关掣旁贴上“节约能源”的标贴，提醒同事在离开房间或办公室前，关上无须使用的电灯及器材。
- 办公室器材及设备：**在二零零九／一零年度，我们继续尽可能采用高能源效益的型号，以及减少办公室机器的数目。新

更换的三部复印机均具备内置扫描功能，而年内选购的 53 部显示器和打印机，全都备有自动关机或节能装置。二零零九年九月，我们在所有饮水机及微波炉的电源安装数码定时器，使这些装置在办公时间过后自动关闭。

我们安排一支特别视察队，轮流查察公用地方及办公室，确保在办公时间过后，无人使用的照明系统、电器装置及办公室器材妥为关上；如发现有人不遵守规定，会向管方呈报。

(II) 减低耗纸量

工商及旅游科在二零零九／一零年度的总耗纸量减少了 1.9% (由二零零八／零九年度的 3 829 令减至二零零九／一零年度的 3 755 令)。在所有使用的纸张中，87% (3 267 令)为再造纸，较二零零八／零九年度使用再造纸的比例增加超过 20 个百分点。

此外，我们亦积极在办公室推广／采取下列节约用纸的措施：

- (a) **计算机辅助设施管理系统**：我们设有电子形式的资源预订系统，方便员工预订会议室、信息科技器材及其它共享设施。
- (b) **电子通讯**：所有员工均可使用电子邮件。内部及对外通讯大部分以电子邮件进行。
- (c) **电子布告板**：我们利用电子布告板发布信息，代替传阅印文本。目前工商及旅游科的局域网系统共设有 16 个电子布告板，供科内部门和香港驻海外经济贸易办事处的获授权人员交流一般信息。
- (d) **减少使用纸杯及胶樽**：我们尽量减少使用纸杯及胶樽；樽装水只会间中在会议上提供，胶樽亦会在用后回收。
- (e) **纸张再用**：我们鼓励同事使用已用纸张的背页草拟、打印或影印存盘文件及剪报；信封和档案夹亦会尽量重复使用。
- (f) **双面印刷**：我们使用的网络和桌面打印机均具备双面打印功能。我们鼓励同事尽可能把多页数据印在同一张纸上，并在打印前预览结果，避免出错。

(III) 废物管理

我们已在办公室安排／放置废纸回收袋，把可以循环再造的废纸与其它废物分开弃置。在二零零九／一零年度，我们收集了共 7 792 公斤废纸供循环再造，较二零零八／零九年度收集到的 11 954 公斤废纸为少，显示我们在减少用纸方面，已取得一些成效。我们并回收所有用完的碳粉盒(属可循环再用型号)，以便循环再用。

(IV) 环保采购守则

我们继续尽量使用可循环再用的打印机和传真机碳粉盒，目前有 95%的碳粉盒是可循环再用的产品。其余 5%是彩色网络打印机所使用的碳粉盒。基于技术原因，这些器材不能使用可循环再用的碳粉盒。此外，我们亦使用可分解的胶袋装载垃圾，并使用可循环再用的文具，以助保护环境。

(V) 防止污染

工商及旅游科的所有车辆均使用无铅燃料。司机须按指引在停车等候时关掉汽车引擎，以及在驾驶时保持稳定车速，避免急速煞车。我们鼓励同事尽量使用公共交通工具、合并车程和集体用车，以便善用每部车辆和每次车程。

除了采取上述各项环保措施外，我们在二零零九／一零年度发出一系列内部专题环保提示(附录 I)，藉以推广节约能源、减少用水、减少废物和低碳生活，以及鼓励全体同事合力缔造环保的工作环境。

清新空气措施

为显示香港特区政府致力改善香港空气质素，行政长官在二零零六年十一月代表香港特区政府签署《清新空气约章》。工商及旅游科在落实《清新空气约章》的承诺方面的工作如下：

承诺	表现
(a) 在达到世界级标准方面	在报告期间，我们遵照并履行与日常运作有关的各项适用环保条例和规定。

承诺

表现

- | | | |
|-----|--------------------|--|
| (b) | 持续监察主要废气源头的废气排放情况 | 此项承诺不适用于工商及旅游科。我们的日常运作主要是在办公室内进行，因此不会产生重大废气排放问题。 |
| (c) | 公布资料 | 我们每年在管制人员的环保工作报告内公布关于电力和燃料耗用量的数据。环保工作报告上载到工商及旅游科的网站，供公众浏览。 |
| (d) | 加强节约能源 | 我们在日常运作中采取不同节能措施，加强节约能源，例如把办公室的空调温度调校至摄氏 25.5 度、使用高能源效益的办公室器材、尽量把照明装置调节至最低的要求；以及鼓励同事在夏季穿着整齐便服上班等。 |
| (e) | 在空气污染指数偏高的日子控制空气污染 | 我们鼓励同事外出执勤时，尽量集体用车和使用公共交通工具；合并车程，善用本科车辆；以及计划路线，尽量缩短行车路程和时间。此外，我们亦提醒同事避免使用挥发性有机化合物含量高的产品，因为研究结果显示，挥发性有机化合物是形成烟雾的主要物质之一。 |
| (f) | 分享经验 | 我们出席环境保护署／机电工程署举办的简介会和经验分享工作坊，并经常浏览香港政府一站通有关环境的主题网页，以吸收环保知识和新概念，以便在办公室采用。我们欢迎公众对管制人员的环保工作报告提出意见和建议。此外，我们亦于电子布告板提供一些环保提示，加强同事对工作间环保的意识。 |

结语

我们会继续在工商及旅游科内推行环保管理措施，致力保护和改善环境。我们会密切监察在用电、用纸和使用环保产品方面的环保工作成效。如情况合适，我们也会引进新技术，以助保护自然环境和提高效益。我们亦会致力回收废纸和其它可以循环再造的废物，以及透过各种内部通讯途径(例如电子布告板、电邮、通告及宣传海报)，提高员工的节能和节约用纸意识。

意见及查询

如对本环保工作报告的内容有任何建议或查询，欢迎以下述方式向我们提出：

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 商务及经济发展局工商及旅游科


商务及经济发展局
工商及旅游科
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

Green Tips - September 2009 Issue (只提供英文版本)



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"

Commerce, Industry and Tourism Branch
Commerce and Economic Development Bureau
September 2009



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>