



二〇一二年環保報告
Environmental Report 2012



Legal Aid Department
法律援助署

法律援助署

二〇一二年管制人員環保報告

環保目的

法律援助署致力確保部門的日常運作和一切事務均切合環保精神。

除提供優質法律援助服務外，推行環保亦是本署的目的。

環保政策

本署制訂了一套**環保政策**，以下列三項原則為本：

- 一 本署會透過積極鼓勵的方式，盡力令員工明白支持環保的重要，從而令他們視保護環境為己任，而非只是管方的責任。

Legal Aid Department

The Controlling Officer's Environmental Report 2012

Environmental Goal

The Legal Aid Department is committed to ensuring that its operation, business and activities are conducted in an environmentally responsible manner.

It is the Department's goal to deliver quality legal aid services while at the same time to care for the environment.

Environmental Policy

The Department has formulated an **environmental policy** which is premised upon three tenets.

- 1 The **first** is to ensure that through active encouragement, each staff member is aware of the importance of responding to environmental issues so that environmental efforts become the responsibility of every staff member and not just the responsibility of the management.

二 向員工提倡“三用原則”，即“物盡其用、廢物利用、循環再用”，以減少廢物，原因是香港處理廢物的主要方法是把廢物棄置於堆填區，要物色新的堆填區用地愈趨困難。

三 繼續制訂可持續推行的措施，減少部門耗用的資源及能源。

環保目標

本署的環保目標為：

1. 切實遵行本港所有環保規例，並適當地採納政府公布的方針及指引。
2. 向員工宣傳或宣揚環保小貼士，以提高他們保護環境的意識，使他們在日常工作及家庭生活中為環保出一分力；灌輸員工環保的概念，以助他們養成離開辦公室時關燈，及將不使用的電子器材關掉的良好習慣。

2 The **second** is the implementation of the 3R Principle of “reduce, reuse and recycle” by all staff to reduce waste because of the increasing difficulty to locate suitable sites for landfill which is the primary method for waste disposal in Hong Kong.

3 The **third** is the continued formulation of sustainable measures to reduce departmental use of resources and energy.

Environmental Objectives

The Department's objectives are:

1. To comply with all domestic environmental regulations and adopt directives and guidelines promulgated by the Administration as appropriate.
2. To promote or promulgate handy tips to raise staff awareness of the need for environmentally friendly behaviour in all aspects of their work activities and in their home lives. To instil in staff the habit of turning off lights when not in the office and electrical equipment when not in use.

3. 繼續探討不同的方法，以減少耗用電力及紙張、改善內部環保措施及盡量推行循環再用的做法。

3. To continue to explore ways to reduce electricity and paper consumption, improve internal environmental practices and maximise recycling practices.

環保經理及環保主任

部門主任秘書是部門指定的環保經理，各組的高級一等律政書記及副部門主任秘書則獲委任為環保主任，負責推行各項環保措施和監察所屬組別在環保方面的表現。

Green Manager and Environmental Officers

The Departmental Secretary is the designated Green Manager of the Department and all Senior Law Clerks I of each section and the Deputy Departmental Secretary are appointed Environmental Officers. They are responsible for implementing various environmental protection measures and monitoring the performance in the respective sections.

二〇一二年採取的環保及 內務管理措施

節約用紙

- a) 用以處理審結法援個案的會計表格，只列印有輸入資料的部分，從而節省用紙；
- b) 鼓勵受助人和判定債務人使用“繳費靈”繳付分擔費及判定債項，省卻發出及郵寄收據；
- c) 要求外委律師與本署通訊時，切勿把信件用傳真及郵遞／文件交匯方式重複送交本署，以及只有在緊急情況才可使用傳真服務；
- d) 把部門出版的刊物上載網頁，避免印製過多的印刷本；
- e) 只提供電子版本的年報；
- f) 盡量以電郵方式向退休員工發送《員工通訊》；

Environmental Initiatives and Housekeeping Measures Taken in 2012

Reducing the use of paper

- a) For finalization of legal aid cases, only the part of the account forms with data inputted would be printed out and thus reducing the usage of paper;
- b) Aided clients and judgment debtors were encouraged to pay contributions and judgment sums by “Payment by Phone Service” (PPS) which help doing away with the issue and the mailing of receipts;
- c) Assigned solicitors were requested not to correspond with the Department by fax and by post/DX and to limit fax for urgent matters;
- d) Departmental publications were uploaded onto the Homepage and greater care was exercised to avoid excessive printing of hard copies;
- e) The Annual Departmental Report was published in electronic format only;
- f) Whenever possible, the Staff Newsletter would be sent to retired staff by email;

g) 鼓勵員工採用下列方法減少用紙：

- (i) 會議以無紙形式進行，以減少打印議程、會議記錄及參考文件；
- (ii) 為參加署內培訓的同事提供軟複本而非印刷本的教材，並把教材上載部門的入門網站，供員工參考；
- (iii) 盡量安排把通告及其他文件以電子方式傳閱，以取代每人一份的做法；
- (iv) 盡量減少影印文件的數量；
- (v) 紙張雙面使用；
- (vi) 善用打印機／影印機，設定適當的功能，以便雙面打印／影印，並盡量避免打印／影印失誤而浪費紙張；
- (vii) 把尚有一面未用的紙張用作草稿紙；
- (viii) 以電郵及電話作內部溝通；
- (ix) 以電子方式檢視及修改文件；
- (x) 調整字型大小、頁邊空白、行距及頁面模式，以盡量減少文件的頁數；

g) Staff were encouraged to minimise paper consumption by:

- (i) conducting paperless meetings to reduce the printing of agenda, minutes of meeting and reference materials;
- (ii) providing in-house training materials to colleagues on soft copies instead of hard copies and uploading such materials onto the departmental portal for staff's reference;
- (iii) arranging dissemination of circulars and other documents electronically as far as possible instead of issuing individuals with personal copies;
- (iv) minimising photocopies;
- (v) using both sides of paper;
- (vi) proper setting and use of printers/copiers to facilitate double-side printing/copying and minimize abortive printing/coping;
- (vii) using blank side of used paper for drafting;
- (viii) using electronic mail and telephone for internal communication;
- (ix) reviewing and editing documents in electronic means;
- (x) adjusting font size, margins, line spacing, and page format to minimize the number of pages of a document;

- (xi) 在電腦預覽列印，尤其是篇幅較長的文件及試算表，盡量避免打印失誤而浪費紙張；
 - (xii) 除非有絕對需要，否則應避免打印電子文件；
 - (xiii) 把記錄及參考資料歸檔時，盡量把多頁縮印在一張紙上；
 - (xiv) 避免使用傳真首頁；
 - (xv) 避免使用信封發出通知書／信件；
 - (xvi) 重複使用暫用檔案夾及文件皮；
 - (xvii) 盡量重複使用信封；
 - (xviii) 使用舊信紙列印傳真信息；
 - (xix) 盡量使用再造紙，以取代普通紙張；以及
 - (xx) 以電郵方式重複傳閱節約用紙的“小貼士”。
- h) 更換傳真機，以使用普通紙張的型號代替；而所有影印機和網絡打印機均設有雙面影印和列印功能，並設有“環保盤”，以供存放尚有一面未用的紙張；以及
- i) 在辦公室多處地方放置環保箱，回收廢紙作循環再造用途。
- (xi) previewing printouts, in particular lengthy database and spreadsheet, in computer to minimize abortive printing;
 - (xii) avoiding printing of e-documents unless absolutely necessary;
 - (xiii) printing of multiple pages onto a single sheet for filing of records and reference materials;
 - (xiv) avoiding the use of fax leader pages;
 - (xv) avoiding the use of envelopes for issuing notifications/letters;
 - (xvi) reusing loose minute jackets, file covers;
 - (xvii) reusing envelopes as far as possible;
 - (xviii) using obsolete letter heads for incoming fax;
 - (xix) using recycled paper instead of ordinary paper where possible; and
 - (xx) re-circulating paper-saving tips by emails.
- h) All fax machines were replaced by those using plain papers and all photocopiers and network printers were installed with double-side printing function and “green tray” for blank side of used papers; and
- i) Green boxes were placed at various locations and waste papers were collected for recycling.

節約能源和改善空氣質素的措施

- a) 本署參與下列“環保”活動：
- (i)“環保觸覺”於九月二十七日舉行的“香港無冷氣夜”活動；
- (ii)公益金於六月十七及十八日舉行的“公益綠識日”，並籌得 3,565 港元；
- b) 提醒員工在適當情況下把電燈、其他電子器材及電器關掉；
- c) 退回打印機和傳真機的噴墨盒和炭粉盒給供應商循環再用，並使用可更換筆芯的原子筆；
- d) 在《員工通訊》介紹各類環保措施；
- e) 鼓勵員工使用樓梯往返各層辦公室，減少因乘搭電梯而耗用的電力；
- f) 縮短使用空調的時間，適當地調節溫度，以減低耗電量；

Conservation of Energy and Air Quality Improvement

- a) The Department took part in the following “Green” events:
- (i) the Green Sense’s “Hong Kong No Air Con Night” on 27 September;
- (ii) the Community Chest’s “Community Chest Green Day 2012” and helped raise HK\$3,565 on 17 and 18 June;
- b) Staff were reminded to switch off lights and other electrical equipment and appliances where appropriate;
- c) Inkjet and toner cartridges for printers and fax machines were returned to the suppliers for recycling and refillable ball pens were used;
- d) Articles on various green measures were published in the Staff Newsletter;
- e) Staff were encouraged to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services;
- f) Air-conditioning hours were shortened and office temperature was suitably adjusted to

- minimise electricity consumption;
- g) 定期清潔空調系統的隔塵網；
g) Filters for air conditioning system were cleaned periodically;
 - h) 維持非吸煙工作間的環境；
h) Non-smoking office environment was maintained;
 - i) 辦公室走廊的照明大部分已採用 T5 光管，以節省能源；
i) T5 florescent tubes were used for most corridor lights to save energy;
 - j) 洗手間內的電燈安裝時間掣，在非辦公時間會自動關燈；
j) Light timers were installed to automatically turn off toilet lights during office closing hours;
 - k) 辦公室電梯大堂已安裝自動燈光調節裝置；
k) Automated light adjustment devices were installed in lift lobbies ;
 - l) 司機在停車等候期間須關掉引擎。本署會派員進行突擊檢查，以確保司機遵行；以及
l) Drivers were required to switch off vehicle engines while waiting. Surprise inspections were conducted to ensure compliance; and
 - m) 盡量採購具能源效益的電器。
m) Energy efficient electrical appliances were purchased as far as practicable.

鼓勵循環再用及減少廢物

- a) 保存裝飾品，留待日後的員工活動及節日重複使用；
- b) 在節日使用電子賀卡代替紙製賀卡；
- c) 參與大廈管理處舉辦的廢物分類計劃，收集紙張、鋁罐及膠樽，循環再造；
- d) 在洗手間安裝自動感應的水龍頭及雙擊式沖廁系統，以節省用水；以及
- e) 盡量遵行“環保採購”的原則，例如盡量可能採購再造紙而非普通紙張。
- f) 鼓勵員工利用環境保護署的網上“二手物品交易平台”，以減少及回收廢物。

Encourage Recycling & Minimising Wastes

- a) Decorative materials were kept for subsequent use during staff functions and festive seasons;
- b) E-cards were used during festive seasons;
- c) Took part in the waste separation scheme held by the Building Management Office. Paper, aluminium cans and plastic bottles were collected and recycled;
- d) Auto-sensitised water taps and dual flushing modes were installed in toilets to save water;
- e) “Green procurement” concept was adopted as far as practicable. For example, recycled papers were purchased instead of ordinary papers where possible; and
- f) Staff were encouraged to reduce and recycle waste by using the online Second-hand Exchange platform introduced by the Environmental Protection Department.

環保表現分析

本署的服務主要在辦公室提供，因此，盡力控制用紙和用電量。

用紙量¹

- a) 與二〇一一年相比，二〇一二年的耗紙量為 9 002 令，減少了 15.05%。

- b) 與二〇一一年相比，二〇一二年的影印文件數量為 3 463 656 張，減少了 10.02%。

用電量¹

本署總部、九龍分署及香港分處已裝設用電分錶，三個辦事處的耗電量為 709 270 千瓦小時。

¹ 有關數字調整至最接近的整數。

Environmental Performance Analysis

The Department delivers its services mainly in an office environment and has therefore devoted considerable efforts to contain its paper and electricity consumption.

Paper Consumption¹

- a) Paper consumption in 2012 was 9 002 reams which represented a decrease of 15.05% as compared to 2011.

- b) Number of photocopies in 2012 was 3 463 656 which represented a decrease of 10.02% as compared to 2011.

Energy Consumption¹

Power-check meters were installed in the Headquarters, Kowloon Branch Office and Hong Kong Sub-Office, and an electricity consumption of 709 270 kilowatt hours (kWh) was recorded for the three offices.

¹ Figures are rounded to the nearest integer.

二〇一二年，因用電而導致的廢氣排放情況估計如下¹：

	二氧化硫	氮氧化物	可吸入懸浮粒子
電力	1 354.7 公斤	822.8 公斤	42.6 公斤

本署擁有的一輛房車及一輛輕型貨車均使用無鉛汽油。本署鼓勵員工在執行外勤工作時，盡量乘搭公共交通工具。兩車在二〇一二年的總行車里數為 25 002 公里。

二〇一二年，有關車輛的廢氣排放情況估計如下²：

	氮氧化物	可吸入懸浮粒子
車輛	22.5 公斤	微量

^{1,2} 排放量是按照環境保護署公布的《清新空氣約章環境報告指引》所載的程式計算。

Emissions from electricity consumption in 2012 are estimated as follows¹:-

	Sulphur dioxide (SO ₂)	Nitrogen oxides (NO _x)	Respirable suspended particulates (RSP)
Electricity	1 354.7 kg	822.8kg	42.6kg

The Department also maintained and operated one saloon car and one light goods vehicle, both of which use unleaded petrol. Staff were encouraged to use public transport as far as possible when performing outdoor duties. In 2012, the total mileage of the two vehicles was 25 002km.

Emissions from the vehicles in 2012 are estimated as follows²:-

	Nitrogen oxides (NO _x)	Respirable suspended particulates (RSP)
Vehicle	22.5kg	Negligible

^{1,2} The emissions are estimated based on the equation provided by the Environmental Protection Department in its “Guide to Clean Air Charter Report Writing”.

雜項耗用量

- a) 原子筆及鉛筆等消耗品的用量分別為 2 710 支及 439 支，與二〇一一年比較，耗用量分別減少了 7.54% 及 13.58%。
- b) 二〇一二年退回的炭粉／噴墨盒共 582 個，較去年增加了 61.22%。
- c) 部門在二〇一二年沒有購入膠袋。

持續環保

本署會繼續致力推行各項環保政策，實現目標。

Miscellaneous Consumption

- a) The consumption of other consumable stock such as pens and pencils were 2 710 and 439 which represented a decrease of 7.54% and 13.58% respectively as compared to 2011.
- b) The total trade-in on toner/inkjet cartridges in 2012 was 582 which represented a increase of 61.22% as compared to 2011.
- c) The Department did not procure any plastic bags in 2012.

Continual Commitment

The Department will continue to be committed to its environmental policy and objectives.
