

Environmental Report 2010

Hong Kong Police Force

Introduction

Our mission is to enhance Force members' environmental awareness through education and publicity, and to encourage their participation in conserving the environment. We collaborate with relevant organisations to promote environmental management in the Force. This includes compliance with the Clean Air Charter, relevant green legislation and codes of practice.

Green Management

2. The Force is committed to conserving the environment through various means. We promote an environmentally responsible attitude among our members in the efficient use of resources, waste minimisation and prevention of pollution in our operational processes. The Steering Committee on Green Management, chaired by the Director of Finance, Administration and Planning, comprises disciplined and civilian representatives from Major Formations. It serves as the focal point for monitoring and addressing energy saving and environmental management issues in the Force. These issues include consumption of paper, envelopes, electricity, water, gas and fuel, and waste paper collection. The Working Group for Environmental Conservation, chaired by the Police Civil Secretary, was set up under the Steering Committee in October 2010 to facilitate the implementation of energy saving and environmental conservation measures in the Force. At regional and district levels, green management is a standing item in the relevant forums such as the Regional Green Management Committee and the Regional Commander's Quarterly Conference.

3. We have a three-tier structure for promoting and monitoring green measures in the Force:

(a) Green Managers at Major Formation level

They are the leaders in Major Formations on green management and related issues. They implement green initiatives and monitor resource consumption.

(b) Assistant Green Managers at Formation level

Their role is to develop and implement green housekeeping measures in the Formations' units/bureaux/divisions.

(c) Green Wardens at office level

Green Wardens conduct random checks on office premises and remind

colleagues to comply with the relevant green housekeeping measures, e.g. switch off unnecessary lighting, adopt energy-saving mode for computer/office equipment, and print on both sides of the paper.

Overall Performance in Resource Consumption

4. The Force's performance relating to the consumption of electricity, paper, envelopes, fuel and gas as well as the collection of waste paper in the past years are shown in Figures 1 to 6. With Formations' concerted efforts, 2010 saw a decrease in the consumption of electricity (0.67%), gas (1.98%), fuel (6.94%) and envelopes (22.63%). On the other hand, due to the greater demand for on-going Force activities, the consumption of paper (+5.27%) and fuel for Marine fleets (+7.00%) had increased in the past 12 months.

Achievements in 2010

I. Waste Minimisation

5. The Force continued to sustain its efforts in minimising paper consumption. Measures such as communication by e-mail, issuing bulky documents and reference materials through electronic means instead of hard copies, printing on both sides of the paper, drafting on overleaf of used paper and reusing of envelopes had become a common practice at all levels. Electronic notice boards were widely used in police stations for internal communication. The adoption of paperless conference at both headquarters and regional levels was also encouraged.

6. Staff were asked to use less paper by printing multi-pages on a single sheet for record-keeping. A step-by-step guide was promulgated via green tips to encourage staff to use the E-phone Message function in the Lotus Notes Platform instead of the GF 74. Post-it fax note was used to replace fax leader page. As a paper-saving initiative to discourage indiscriminate printing of emails and their attachments, an advisory note on paper-saving was displayed in all internal e-mail messages received by Force members in the PEN system.

7. In the procurement of products, we took into account environmental factors such as energy efficiency and recyclability as far as applicable. In this respect, the Force purchased green products like re-cycled ink/toner cartridges, and mercury and cadmium free or rechargeable batteries. Wood-free and recycled paper constituted a high percentage of the total amount of paper consumed. Police Forms were printed using recycled paper as well. Staff were reminded to choose only the prescribed products that bear Grade 1 or Grade 2 energy labels under the energy efficiency labelling scheme.

8. In response to the environmental concern on the use of plastic bags, posters

were mounted in the Police Tactical Unit Souvenir Shop to encourage staff and customers to bring their own bags.

9. Other waste-minimising measures adopted included the use of:

- old floppy discs through re-formatting
- re-writable CD/DVD for data storage
- environmentally friendly plain paper fax machines
- electronic greeting cards instead of paper cards
- recyclable cutlery and biodegradable meal boxes

II. Water Management

10. Fresh water is a precious resource. The Force encouraged the use of water saving devices which included low flow showers/showers with timer, low flow taps with sensors, dual flush cisterns and sensor type urinals in police premises to save water. Stickers were displayed at conspicuous places to remind staff, cleaning contractors and canteen operators to reduce water consumption and prevent water wastage. A pilot project on the use of a “Waterless Urinal System” was being carried out in Formations where fresh water is used for flushing urinals.

III. Energy Conservation

11. Energy-efficient light tubes were widely used in the Force. Improvement works were carried out in consultation with the Electrical and Mechanical Services Department (EMSD) to replace T8 fluorescent tubes and 20-watt fluorescent tubes installed inside “Exit” signs with more energy efficient T5 tubes and 5-watt LED bulbs respectively. In Tin Sum Police Station, 32 numbers of 400 kWh light bulbs for the station fence spotlights were replaced by 150 kWh light bulbs. Low wattage tubes with occupancy sensors were installed at common corridors and lift lobbies to improve energy efficiency of lighting installations.

12. Housekeeping measures were implemented to avoid unnecessary energy consumption such as dividing office areas into separate lighting control zones, removing unnecessary lights in offices and common areas, reducing water temperature for gas boilers, turning off additional chillers during winter and shortening the operation hours of lifts. Staff were reminded to switch off lights and air-conditioners when leaving the office and turn off the electrical equipment not in use. Energy saving stickers were displayed at conspicuous places within the Force premises to enhance staff awareness on

energy conservation. Staff were also encouraged to use internal stairs for access to nearby floors instead of lifts. Routine spot checks on lighting/air conditioners were conducted outside office hours.

13. The Force continued to follow Government's directive of setting the ambient office temperature to 25.5°C in the summer months. To complement this green initiative, the Force relaxed the dress code for male officers performing indoor office duties to plainclothes. Staff were encouraged to dispense with the wearing of ties and jackets, except when they were required to meet members of the public or attend formal functions.

14. To improve energy efficiency and reduce cooling load, staff were encouraged to use venetian blinds to adjust the penetration of sunlight to suit different seasons and deflect heat from the sun. Solar control window films were installed in police premises with high window-to-wall ratio, such as Arsenal House and the New Territories South Regional Headquarters building. The installation of solar control window films would be extended to the Aberdeen campus of the Hong Kong Police College in 2011.

15. To monitor electricity consumption in the Police Headquarters (PHQ) building, EMSD provides floor-by-floor consumption data of office lighting and equipment on a monthly basis. Formations with upsurges in electricity consumption are reminded to take appropriate measures to check their electricity usage.

16. Other than normal office setting, canteens were also a target for green management application. With the help of EMSD and the catering contractor, the PHQ Canteen Management Committee re-programmed the temperature and time slots of air-conditioning supply and adjusted the lightings of PHQ catering outlets in non-peak service hours. The canteen operators of other Police Stations were also encouraged to switch off lighting and air-conditioning during non-peak hours.

IV. Environmental Awareness Among Staff

17. To promote environmental awareness amongst staff, the Force regularly publicised useful tips on green management in internal publications and via the intranet. DOs and DON'Ts on electricity consumption were posted on the intranet, and re-circulated by individual Formations at six-month intervals. Staff were also encouraged to attend seminars organised by EMSD regarding energy-saving measures for exchange of experience with other organisations in the public and private sectors. Some Formations, such as Marine Region, had organized "Green" competitions, "Green" tours and seminars to enhance staff awareness of environmental conservation.

18. Greening plays an important role in building an environmentally friendly and quality working environment. Green roof gardens were set up in Aberdeen Police

Station, Central District Headquarters and Kowloon City Police Station. The Architectural Services Department (ArchSD) was engaged for the setting up of green roofs at Central Police Station, Western Police Station, Kwun Tong Police Station and New Territories North Regional Headquarters in 2011. To encourage staff and their family members to participate in green activities, a competition on cultivation was launched in “Oasis”, the Force’s first green rooftop, in September 2010. Nineteen “Green Corners” were also set up in police premises to provide forums for sharing of experience and good practices on green management.

19. Green management concepts were incorporated in various police training programmes and activities. Force members were regularly briefed on green management issues during training days. Eco-driving principles were widely promoted in all police driving training programmes to increase police drivers’ environmental awareness.

V. Recycling Programmes

20. The Force continued to adopt the 3-R principles – Reduce, Re-use, Recycle. The following seventeen force premises joined the Programme on Source Separation of Commercial & Industrial Waste organized by the Environmental Protection Department (EPD) in 2010, and were awarded relevant certificates:

- PHQ Complex;
- Caine House;
- Traffic Hong Kong Island (Shaukeiwan Base);
- North Point Police Station;
- Chai Wan Police Station;
- Central Police Headquarters;
- Waterfront Police Station;
- Wan Chai Police Station;
- Happy Valley Police Station;
- Western District Headquarters;
- Aberdeen Police Station;

- Stanley Police Station;
- Marine Headquarters;
- Marine Port District;
- Marine North Division;
- Police Officers' Club; and
- Police Sports and Recreation Club

21. In addition to energy-saving housekeeping practices, the following recycling programmes had been introduced:

Waste Paper

22. A contractor for the collection of paper wastes had been engaged. Conspicuously-labelled "recycle green boxes" were placed in Formations to collect waste paper for recycling.

Can and Plastic Bottle

23. Three-coloured waste separation bins for the collection of waste papers, aluminium cans and plastic bottles were widely placed in police premises.

CD/VCD/DVD

24. The initiative of recycling confiscated CD/VCD/DVD was first introduced in Mong Kok Police District in 2002. This was further extended to Crime Kowloon West and Yau Ma Tei Division of Yau Tsim District in 2004. A central collection point was set up in offices with small numbers of unwanted CD/VCD/DVD to gather these items for recycling.

Others

25. The Force engaged the service of a commercial contractor for collecting empty cartridges, scrap lead and empty shells. In addition, seven IT consumables vendors were engaged for collecting used cartridges of specific models.

VI. Initiatives in New Police Buildings

26. Energy conservation and environmental friendliness continued to be a prominent theme in new police premises. The newly constructed Tuen Mun Wu Hong

Police Quarters has a number of 'green' features including green roofing, a rainwater collection plant irrigation system and an energy saving illumination system. The new Central Police District Headquarters, operational since 2010, put emphasis on sustainability in the form of green roofing, low-voltage lighting, occupational sensors and grey-tinted glazing to reduce heat penetration.

27. The 2008-09 Policy Agenda announced that the Government would implement a District Cooling System (DCS) to meet demand of air-conditioning for public and private non-domestic developments at Kai Tak Development (KTD). The DCS is capable of saving 35% and 20% electricity consumption as compared with the conventional air-cooled and water-cooled air conditioning systems respectively. Since the new Police Kowloon East Regional Headquarters complex (KE RHQ) will be situated within the area of KTD, the KE RHQ will be the first police premise using the proposed DCS service.

28. To make greening an integral part of new police buildings, the new Lamma Police Post to be constructed in July 2011 at Yung Shue Wan will adopt a number of greening initiatives. These include: green landscape design for the roof and entrance; energy efficiency devices such as T5 fluorescent lamps, LED lights and room occupancy sensors; and the 2.4 kWh solar panels to provide hot water supply for showers.

Engagement with Stakeholders

29. The Force works closely with EMSD to identify energy saving opportunities at all times. Thus far, EMSD has completed energy audits for more than 20 police premises, and the resultant Energy Management Opportunities have been implemented or are being pursued. The application of renewable energy at the PHQ building would be another area to be explored by EMSD. The installation of solar powered street lights to replace the existing wall-mounted ones along the fence walls between PHQ and Harcourt Garden will be carried out in 2011.

30. In support of the Force's Strategic Direction of raising Force members' awareness of social responsibility, the Kwun Tong District conducted the "Old Toy Donation Scheme" in April 2010 to collect used toys for families of ethnic minorities. The Police College also partnered with the Hong Chi Association in the collection of used glass bottles for recycling.

31. The Force continued to promote the "Used Clothing Collection Campaign" jointly organised with the Salvation Army, and participated in the One-hour-long Lights Out Event – "WWF Earth Hour 2010" organised by the World Wildlife Fund on 27 March 2010.

Indoor Air Quality

32. The Force engages EMSD to carry out regular indoor air quality (IAQ) measurements and certification for police premises with central air-conditioning systems. In 2010, the Central District Headquarters and Divisional Police Station were awarded the IAQ (Excellent Class) Certificates while the following eleven police premises were awarded the IAQ (Good Class) Certificates after completion of the ventilation improvement works:

- Arsenal House East Wing
- Hong Kong Island Regional Headquarters, Caine House
- Kai Tak Operational Base
- Kowloon West Regional Police Headquarters
- Ma On Shan Police Station
- Tsuen Wan Police Station
- Sau Mau Ping Police Station
- Shek Kip Mei Police Station
- Wong Tai Sin District Headquarters and Divisional Police Station
- Hong Kong Auxiliary Police Headquarters
- Kwai Chung Police Station

33. IAQ inspections for Arsenal House West Wing are currently in progress while Eastern District Headquarters and North Point Police Station will also be IAQ inspected in the latter part of 2011. Police premises will continue to be selected in the coming years for the conduct of IAQ measurements and related improvement works.

Challenges of Climate Change

34. In support of the Government's efforts to meet the challenges of climate change, the Force participated in the Carbon Audit on Buildings Scheme. Greenhouse gas (GHG) emissions in police premises were measured and energy efficiency measures identified to reduce the Force's carbon footprint. In 2008 – 2010, carbon audits were conducted for Arsenal House East Wing and Traffic Kowloon West Operational. In 2011, a carbon-cum-energy audit would be conducted for Marine Headquarters.

35. Continued efforts were made to reduce fuel consumption and GHG emissions. For police land transport, eco-driving principles are widely promoted in all police driving training programmes. Following successful conclusion of a trial, use of recycled engine oil has been expanded to include more police vehicles. In 2010, the overall fuel consumption was reduced by 6.94%. The Force now has 160 fuel-efficient hybrid vehicles and 16 all-electric zero emission vehicles in service, with another electric motorcycle on extended trial. In 2010, the Force took delivery of 53 environmentally friendly small saloons to bring the total number of fuel-efficient vehicles in this category to 91. The wider use of environmental-friendly vehicles has further reduced the Force's carbon footprint.

36. Similar green measures were introduced to reduce fuel consumption and GHG emissions of the Marine fleet. Euro V unleaded petrol and diesel fuels have been employed throughout the entire Fleet with noticeable improvement in smoke and pollutant emissions. Following the complete delivery of the new Medium Patrol Launches under the Versatile Maritime Policing Response project, better fuel efficiency has been achieved through the use of higher power-to-weight ratio diesel engines. Engine power data vs fuel consumption rate charts have been widely adopted by frontline officers to facilitate more efficient and effective voyage planning. Marine Region also joined EPD in the pilot use of bio-fuel on selected police craft with a view to further reducing carbon emissions.

Way Forward

37. The Force will continue to follow the 3-R principles – Reduce, Re-use, Recycle – in its day-to-day operations. The effectiveness of the energy saving measures adopted in the Force will be monitored closely. In support of the Government policy on environmental protection, the Force will continue to explore ways to further promote green management.

Feedback

38. This Environmental Report provides a guide for the promotion of a green culture within the Force. We welcome your views in connection with this Report. Please contact us via email at phq-gr@police.gov.hk.

**Administration Wing
Hong Kong Police Force**