

Agriculture, Fisheries and Conservation Department

Environmental Report 2021

Profile

The Agriculture, Fisheries and Conservation Department (AFCD) provides services to the public in the following three programme areas with their respective aims:

- (a) Agriculture, Fisheries and Fresh Food Wholesale Markets
 - ◆ to facilitate agricultural and fisheries production; and to promote its sustainable development
- (b) Country & Marine Parks and Nature Conservation
 - ◆ to conserve flora, fauna and natural habitats; to designate and manage country parks, special areas, geopark, marine parks and marine reserves; and to control international trade in endangered species of animals and plants in Hong Kong
- (c) Animal, Plant & Fisheries Regulation and Technical Services
 - ◆ to monitor the welfare of, and control the diseases in, animals and plants through enforcement of relevant legislation; to protect public health; to protect and regulate fisheries; and to provide technical services.

2. We are responsible for management and operations of the Hong Kong UNESCO Global Geopark, the Hong Kong Wetland Park, the Endangered Species Resource Centre, the Tai Lung Experimental Station, the Tai Lung Veterinary Laboratory, 24 country parks, 22 special areas, eight country park visitor/education centres, seven marine parks, one marine reserve, four animal management centres, one plant quarantine station and four wholesale food markets.

3. As at 31 March 2021, there were 2 304 civil servants working in our headquarters in the Cheung Sha Wan Government Offices and over 50 outstations throughout the territory. The departmental expenditure for 2021-22 amounted to \$1 885.88 million.

Environmental Policy

4. Our environmental policy is:
 - (a) to promote local production of fresh food in a sustainable and environmentally responsible way; and
 - (b) to conserve and enhance our natural environment.

Environmental Objectives

5. In implementing this environmental policy, we will:
 - (a) develop and promote environmentally responsible technology in agricultural and fisheries production;
 - (b) conserve and manage natural environment through identification, designation and management of country parks, special areas, geopark, marine parks and marine reserves;
 - (c) conserve local flora, fauna and their natural habitats through law enforcement and provision of conservation advice on development proposals and planning studies;
 - (d) conserve endangered species through controlling international trade;
 - (e) comply with environmental legislation and adopt environmentally responsible practices in daily operations; and
 - (f) review the use of resources regularly and improve to reduce any adverse environmental impacts, for example, by reducing energy consumption and air pollutant emissions in our operations.

Environmental Performance

6. We have launched various programmes to foster environmentally responsible practices and sustainable use of natural resources in agriculture and fisheries. Highlights of 2021 are set out below:

- ◆ The Accredited Vegetable Farm Scheme continued to promote good horticultural practices and proper use of pesticides. In 2021, the total number of accredited farms in Hong Kong was 286, covering about 85 hectares of farming area.

- ◆ To promote local organic agriculture, the Organic Farming Support Service provided technical support to 335 local organic farms covering about 102 hectares of farming area in 2021. Organic farming aims to help achieve a natural balance with the environment by fostering production of crops in an environmentally friendly and sustainable manner.

- ◆ The Department strives to ensure all livestock farms are operated with good husbandry practice and keep environmental nuisance to the surroundings minimal.

- ◆ In 2021, 338 inspections were conducted to the 72 licensed pig and chicken farms, during which sheds were inspected for cleanliness while the waste treatment systems were checked to ensure their operations are up to standards and the effluent's quality meeting the statutory requirements. Under the financial support of the Sustainable Agricultural Development Fund, a technology demonstration project on application of advanced sewage treatment technology for pig farms was launched in January 2019 and will be completed in June 2022. The automated waste treatment system also provided remote monitoring of operation with energy recovery function. The Department continued to promote such environmentally friendly waste treatment technology to the local pig farming industry.

- ◆ The Department administered a registration system for local fishing vessels to maintain fishing effort in Hong Kong waters at appropriate levels.

- ◆ The Department vigilantly took enforcement actions against destructive fishing practices. Also, the Department flexibly deployed resources to step up patrols and stringently enforced the law. During the year, 1 914 patrols were conducted for combating illegal fishing activities, including those against destructive fishing practices. Communication and co-operation with other departments (including the Hong Kong Police Force and the Mainland counterparts) were enhanced to combat illegal fishing activities in Hong Kong waters. Joint enforcement actions were carried out as needed.

- ◆ The Department continued to enhance fisheries habitats and resources through deployment of artificial reefs and restocking. The accumulated volume of artificial reefs established in Hong Kong reached over 170 000 m³.
- ◆ The Department continued to implement the Accredited Fish Farm Scheme on a voluntary basis to enhance quality of cultured fish. In 2021, a total of 146 fish farms (67 freshwater fish farms and 79 marine fish farms) covering some 24% of total area of local fish farms were registered under the Scheme.
- ◆ Environmentally friendly aquaculture practices were promoted among fish farmers, such as proper disposal of fish carcasses, maintenance of appropriate stocking density and use of pellet feed to replace trash fish. About 333 fish farms (233 mariculture farms and 100 pond fish farms) were visited in 2021 for promotion of good aquaculture practices. We have established a modernised mariculture demonstration farm with renewable solar and wind energy generation system.
- ◆ To promote organic fish farming, the Department provided technical support to fish farmers in converting their fish farms into organic fish farms. Sixteen organic fish farms received the accreditation from the Hong Kong Organic Resource Centre in 2021.

7. We have introduced measures to conserve biodiversity and protect natural habitats. We have also been designating and managing country parks, special areas, geopark, marine parks and marine reserve along with various green management measures so as to conserve and enhance our natural environment. The following projects and activities were carried out in 2021:

- ◆ About 261 300 seedlings were planted in country parks to enhance their landscape and rehabilitate areas damaged by hill fires and soil erosion. Over 85% of the seedlings planted were native species providing more suitable habitats for local wildlife.
- ◆ As one of our on-going efforts to enhance the diversity of flora and fauna in country parks, the Country Parks Plantation Enrichment Programme was introduced in 2009. Under the Programme, exotic

plantation species, in particular aged and weak ones, are removed for the growth of local plants. Native species, where appropriate, are planted to speed up the succession process. In 2021, enrichment work was carried out in over 16 hectares of plantations in country parks. Eight non-governmental organisations were engaged to promote the benefits of the Programme to country parks and to foster public participation in the Programme.

- ◆ We continued to organise “Nature In Touch” education and publicity programmes organised for schools and the general public to promote nature appreciation, hiking etiquette and hiking safety. While some public activities had been suspended under the COVID-19 pandemic, the programme attracted some 150 000 participants.
- ◆ In collaboration with the Education Bureau, the “Countryside Adventure” education programme at the Lions Nature Education Centre was launched in 2018 for kindergarten students to conduct diversified learning activities in the outdoor setting. Assisted by the Education University of Hong Kong, we also rolled out two learning and teaching packages under the curriculum-based outdoor learning programmes for senior secondary schools in 2021. Under the class suspension and special class arrangement in 2021, enrolment of these programmes was suspended or cancelled.
- ◆ In 2021, we have strengthened education and publicity on “Take Your Litter Home” and kept the country parks clean through nurturing a sense of responsibility to the environment among members of the public via various channels, such as banners and posters, social media, advertisements on MTR, bus bodies and outdoor TV panels.
- ◆ The Country Parks Volunteer Scheme, launched in March 2010, continued to foster public participation in nature conservation in country parks and special areas. In light of the situation of COVID-19, volunteer services were suspended in 2021. The number of volunteers and trainees remained at 759.
- ◆ Various kinds of information and themed exhibitions were held at country park visitor/education centres to marshal public support and action for nature conservation. Some of these centres also offered

different education programmes for schools and the public to enhance their park experience. In 2021, these centres received around 523 000 visitors.

- ◆ To encourage the public to nurture a good habit of bringing their own re-usable bottles and reducing consumption of one-off disposal plastic bottled water, the Department has installed an array of water filling stations at suitable locations in the country parks since 2018-19. Up till the end of 2021, a total of 32 water filling stations have been installed for public use.
- ◆ To join the Government-wide efforts to upkeep the cleanliness of the city, the Department has rolled out the “Clean Country Park You Have A Share” campaign to promote public participation in maintaining a clean country park environment. The campaign has received the support of 19 partner organisations. Members of the public have been encouraged to monitor the cleanliness of country parks and organise clean-up activities.
- ◆ The Department has endeavoured to adopt the use of renewable energy in country parks facilities by introducing a type of solar-powered portable toilet with ventilation fans, lighting and USB charging port to enhance visitor experience in the use of portable toilets since 2018. A total of 20 solar-powered portable toilets were hired in various country parks in 2021. In addition, solar panel system had been installed at three country park visitor/education centres.
- ◆ Since 2017, the Department has been trying to modify the design of waste collection facilities with a view to preventing wildlife from searching through the recreational wastes. Incorporating animal-proof elements into the waste separation bin design, reduction of scattered litter bins, setting up of modular refuse collection cum recycling points at barbecue and campsites and enhancing the design of traditional litter bins against rodent invasion were put into field trials. The new designs are proven effective to reduce wildlife interferences. Continuous review of the waste collection facilities is being carried out and further enhancement will be implemented when necessary.

- ◆ A total of 177 environmental impact assessment applications and studies on development projects were processed.
- ◆ Conservation and management projects were undertaken in the Mai Po Inner Deep Bay Ramsar Site as well as the surrounding Deep Bay area. A two-year Management Agreement Project was renewed for implementation from March 2021 to February 2023 for the conservation of fishponds in Deep Bay. The project provided financial incentive to fishpond operators to implement conservation measures to enhance ecological value of fishponds, and promoted public awareness of aquaculture in Deep Bay.
- ◆ Removal of invasive exotic mangrove species was continued in the Inner Deep Bay area. In 2021, about 8 400 *Sonneratia* trees were removed from the intertidal mudflat in Deep Bay.
- ◆ The Department has taken forward the planning and preparatory work for commissioning a Strategic Feasibility Study on the Development of Wetland Conservation Parks System under the Northern Metropolis Development Strategy, with a view to formulating and implementing proactive conservation measures and establishing a system of multi-functional Wetland Conservation Parks in the ecologically important fishponds and wetland habitats in the northern and north-western New Territories.
- ◆ A long-term territory-wide biodiversity survey programme was continued to maintain and update the ecological database for Hong Kong.
- ◆ The Department coordinated the implementation of the Hong Kong Biodiversity Strategy and Action Plan 2016-2021 in collaboration with other government bureaux and departments, as well as external organisations.
- ◆ The departmental webpage and the Hong Kong Biodiversity Online (www.hkbiodiversity.net) provided the public with handy information on local biodiversity.

- ◆ The Facebook page (www.facebook.com/hkbf.hk) continued to publish educational posts involving the fun-filled mascot, Mr. B, to raise public interest and awareness on local biodiversity and to promote biodiversity-related events to the general public.
- ◆ The “Connecting with Nature” Programme was held between February and October 2021. Together with 26 partners, various activities related to biodiversity education, including virtual events, guided tours and workshops, were promoted on our online platform.
- ◆ To raise public awareness of regulatory framework and information regarding genetically modified organisms (GMOs), the Department continued to update relevant information to the GMO website.
- ◆ The Department continued to maintain the Endangered Species Resource Centre (ESRC) to educate the public on endangered species protection and relevant trade regulations. Since the onset of the COVID-19 pandemic, priority had been given to maintaining social distance and the operation of ESRC had been suspended for the most part of 2021. On the limited days when ESRC was opened, we hosted three guided visits and 44 open days, and received 66 and 997 visitors respectively. In addition, 105 education talks were delivered.
- ◆ Enforcement momentum to curb illegal trade in endangered species was maintained. In 2021, there were 38 cases of prosecution in respect of illegal imports, exports or possession of endangered species.
- ◆ Opened on 20 May 2006, the Hong Kong Wetland Park (HKWP) attracted about 340 000 visitors in 2021.
- ◆ An extensive school and public education programme on wetland conservation was carried out. In 2021, over 700 educational activities were organised at HKWP for some 48 000 students and members of the public.
- ◆ Through the Wetland Park Volunteer Scheme, the Department continued to promote direct public involvement in wetland

conservation. More than 500 volunteers were registered under the scheme in 2021 to provide guided interpretation service and support conservation work in wetlands. In 2021, volunteers served over 8 000 hours in HKWP.

- ◆ HKWP continued to implement various energy saving measures, such as enhanced utilisation of natural sunlight and ventilation, shortening of operation hours of air-conditioning systems and use of Building Integrated Photovoltaic (PV) System to generate power. Moreover, the lighting control system in the Visitor Centre has been computerised to further optimise the lighting level. Aged compressor units and air conditioning equipment of the Heating, Ventilation and Air-Conditioning System have been replaced with the newer model with increased energy efficiency.
- ◆ To strengthen the public awareness on the negative consequences of feeding wild animals, the Department has launched an education programme “Don’t Feed Wild Animals” since 2018. Education events including booth days, guided tours and webinars/school talks have been organised in feeding ban and blackspots areas and schools, with a view to enhancing public knowledge and spreading the message of not feeding wild animals. In 2021, more than 150 events were organised.

8. To comply with environmental legislation and reduce environmental impacts of our operations, we have adopted the following environmentally responsible measures:

- ◆ We have been using manual sectional switches to turn off parts of the lighting and mechanical ventilation systems in areas with sunlight and natural flow of air, as practicable.
- ◆ T8 luminaires lighting panels have been replaced with T5 model at our Headquarters in the Cheung Sha Wan Government Offices.
- ◆ We have kept in view possibilities to optimise condensing water temperature of cooling systems and to reduce the number of air-conditioning pumps/machines and operating hours of air-conditioning

facilities for minimising energy consumption without affecting our normal operations.

- ◆ We have been exploring possible energy saving opportunities in the Department with the Electrical and Mechanical Services Department through established standing working mechanism.
- ◆ We have been deactivating/removing non-essential lighting, replacing light bulbs with lower wattage/energy efficient models and adjusting lighting hours of specific zones to suit our operational needs. Outstations have ceased procuring tungsten filament lamps for general lighting purposes since 2011.
- ◆ We have been providing electronic services (e.g. e-forms, e-payment etc.) to the public to enhance customer satisfaction and reduce paper consumption.
- ◆ We have already adopted all the energy saving measures recommended by the recent energy audit at Cheung Sha Wan Wholesale Food Market (CSWWFM) and the Western Wholesale Food Market (WWFM). The major measures include de-lamping in certain over illuminated areas and replacement of high bay lights and metal halide lamps by energy efficient lamps.
- ◆ Feasibility study for installing a PV system at the roof floor of egg market of the WWFM was conducted by Architectural Services Department (ArchSD) in 2018. ArchSD proposed to install a PV system of around 70 kWp to supply electricity to the market by grid-connection with the existing electricity distribution system. The works commenced in 2020 and will be completed in 2022. It is estimated that a total of 60 000 kWh will be generated by the PV system yearly.
- ◆ To tie in with the government environmental policy to reduce waste sent to landfill, food waste generated in CSWWFM and WWFM has been delivered to Organic Resources Recovery Centre (O•Park1) of Environmental Protection Department (EPD) since August 2018 for conversion to renewable energy as well as compost by-product for landscaping and agricultural use. With the support from EPD, the

average monthly food waste collected from the above-said two markets has progressively increased from 67.8 tonnes in 2018 to 1 582 tonnes in 2021. In parallel, the market management has also carried out relevant publicity/educational activities such as arranging periodic visits for Market Management Advisory Committee members to EPD's O•Park1 and distribution of leaflets to market stakeholders in order to promote the concept of waste reduction at source.

- ◆ A series of green and energy saving initiatives (such as installing PV system over covered walkways, solar hot water system, PV panel integrated lamp poles and motion detection sensors for lighting system) have been launched in the New Territories South Animal Management Centre (NTSAMC) and the Shatin Plant Quarantine Station.
- ◆ We have been identifying premises, such as the Tai Lung Veterinary Laboratory (TLVL), for energy saving opportunities. An energy audit for the TLVL covering the period from 2018 to 2020 was conducted. Various housekeeping measures were identified as energy management opportunities and were addressed by TLVL. According to the report, air-conditioning system accounts for over 96% of energy consumption in TLVL. Chillers replacement was also suggested and the replacement for main building has begun. The replacement of chillers in new annex will begin in 2022.
- ◆ Air-conditioning and central lighting in our Headquarters have been programmed to shut down at 6:30 p.m. and 8:00 p.m. respectively to sustain energy saving.
- ◆ We have been replacing dilapidated electric appliances with new models with energy saving label.
- ◆ In 2021, “Good” or “Excellent” Class Certificates under the Indoor Air Quality Certification Scheme were obtained at our Headquarters, the Ticket Office and the Visitor Centre of HKWP, the office on 2/F and Room T213 on M/F (Avian Influenza Surveillance Section of Animal Health Division) of CSWWFM, the office on 2/F of WWFM, the whole building (excluding 1/F) of NTSAMC, the office on G/F of the Kowloon Animal Management Centre, offices of Technical

Services Division of Conservation Branch, Marine Parks Division and Marine Conservation Divisions at Units 2201 and 2209, 22/F, CDW Building, and Marine Parks (West) Management Office on G/F of Tuen Mun Area 44 Joint-user Complex and Wholesale Fish Market.

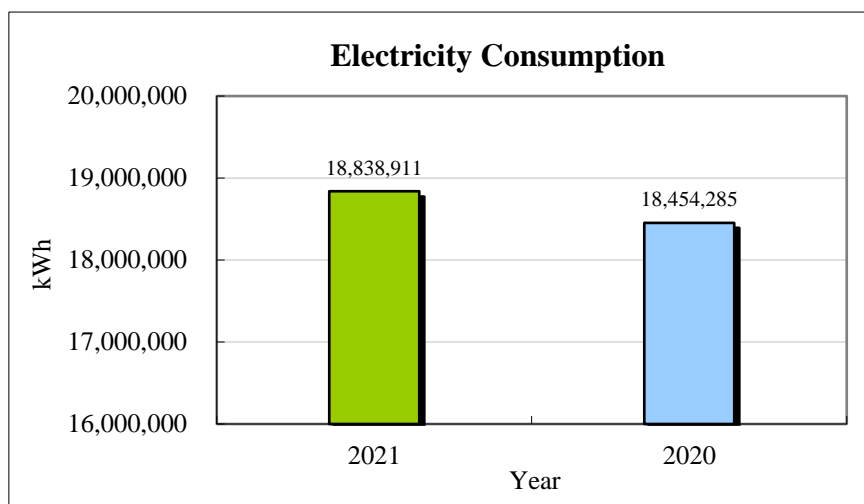
- ◆ We have been encouraging our colleagues to adopt green specifications promulgated by the EPD for procurement of items. Particularly, we have incorporated environmental protection guidelines into all of the cleansing contracts for our premises.

Electricity, Petroleum, Paper and Envelope Consumption

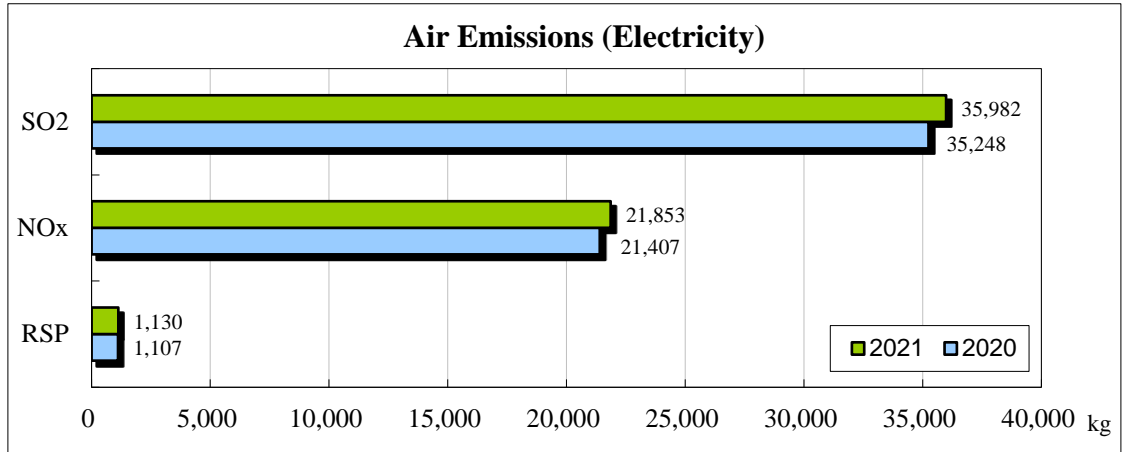
9. Major sources of our air emissions are electricity consumption and vehicles. The air emissions mainly include Sulphur Dioxide (SO₂), Nitrogen Oxides (NO_x) and Respirable Suspended Particulates (RSP).

(a) Electricity¹

Our electricity consumption in 2021 was 18 838 911kWh, leading to emissions of 35 982 kilograms (kg) SO₂, 21 853 kg NO_x and 1 130 kg RSP. When compared with 2020, there was an increase of 384 626 kWh in electricity consumption in 2021, accompanied by a rise in emissions of SO₂ by 735 kg, NO_x by 446 kg and RSP by 23 kg.



¹ It excludes electricity consumption of offices accommodated within joint-user buildings under the management of the Government Property Agency.



(b) Energy Performance of our Government premises²

The following table tabulates electricity consumption of our government buildings in FY 2018-19 and FY 2020-21:

	Energy consumption before normalisation (Billed & RE)	Energy consumption after normalisation under comparable operating conditions³	Renewable energy (RE) generation
FY 2018-19 (baseline) (million kWh)	19.36	18.79 (a)	0.011
FY 2020-21 (million kWh)	18.46	17.85	0.037
Net change (million kWh)	-0.9	-0.94	+0.026
Change compared with (a)		+5.0% (b) (+value for saving)	+0.1% (c)
Energy Performance (b)+(c)		+5.1% (+value for performance improvement)	

² Electricity and other forms of energy such as town gas and liquefied petroleum gas, contribution of renewable energy to carbon reduction of government buildings and infrastructure facilities are taken into account.

³ Activities of the Department evolve over time in meeting the public service demands, which lead to changes of operating conditions and significant impacts on energy consumption in areas such as operating hours, usage rate, number of equipment, the floor area of venues, volume of water/sewage flow, etc. Adjustments (or normalisation processes) are therefore conducted to calculate the energy consumption under comparable baseline operating conditions.

(i) *Measures of Energy Saving*

Under comparable operating conditions of FY 2018-19, our saving in electricity consumption in FY 2020-21 was 5.1%.

Measures taken included:

- ◆ installing energy-efficient water pumps within the country parks area;
- ◆ replacing air-conditioning systems in visitor centres, management centre, office and nursery;
- ◆ installing/modifying existing electricity appliances and fittings in HKWP and wholesale food markets;
- ◆ replacing lighting system with LED lamps in wholesale food markets;
- ◆ upgrading the recirculation aquaculture system in our experimental farm by installing variable-frequency drive (VFD) to improve overall energy efficiency; and
- ◆ closing some of the offices and visitor centres due to the COVID-19 pandemic.

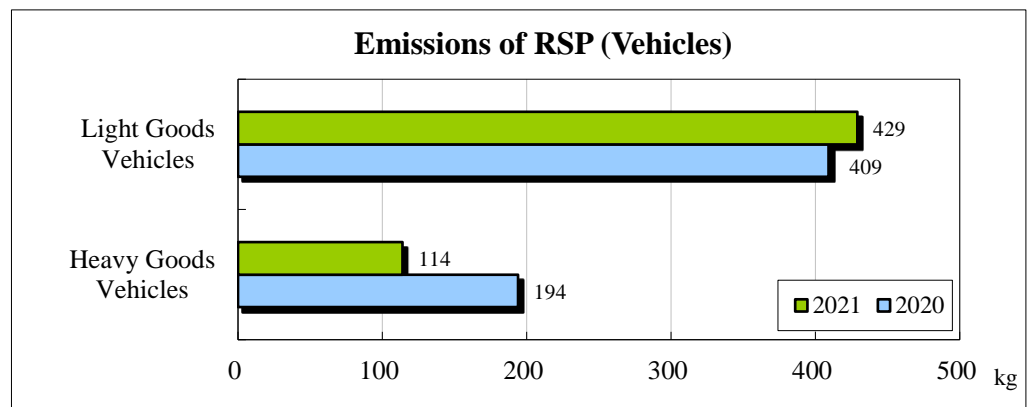
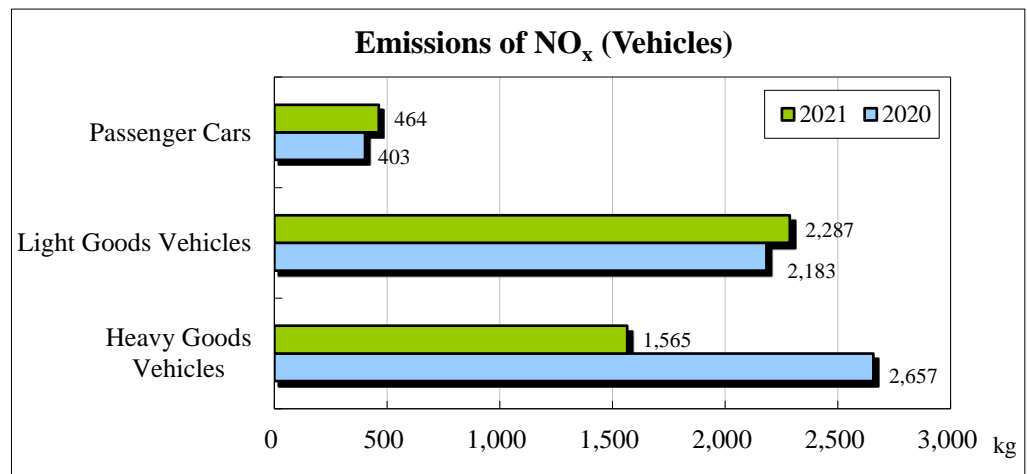
(ii) *RE Generation Facilities*

- ◆ Installing/using of PV panels in visitor, management and education centres, offices, stations and wholesale markets.

(c) Petroleum

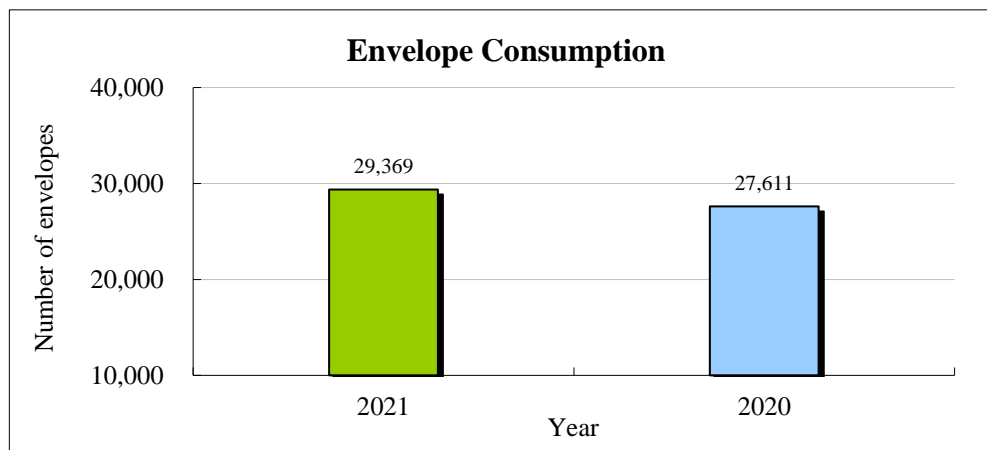
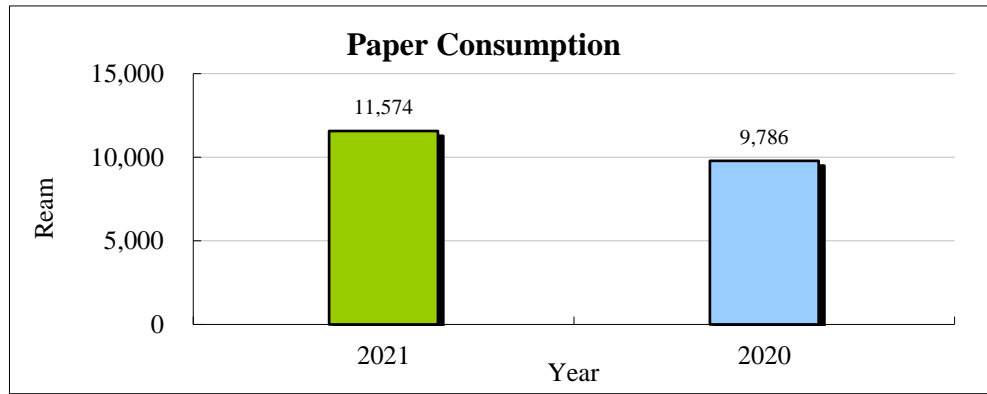
Total kilometers (km) travelled by our departmental vehicles in 2021 was 2 135 412 km (2 136 509 km in 2020). Average emissions of NO_x of our passenger cars, light goods vehicles and heavy goods vehicles were 464 kg (403 kg in 2020), 2 287 kg (2 183 kg in 2020) and 1 565 kg (2 657 kg in 2020) respectively. For RSP, 429 kg (409 kg in 2020) and 114 kg (194 kg in 2020) were emitted by our

light goods vehicles and heavy goods vehicles respectively, while emissions of RSP by our passenger cars were negligible.



(d) Paper and Envelopes

In 2021, we consumed 11 574 reams of paper and 29 369 envelopes in our daily operations. Compared with 9 786 reams and 27 611 envelopes in 2020, consumption of paper increased by 1 788 reams and consumption of envelopes rose by 1 758 in 2021.



10. We will continue our best endeavours to ensure the most efficient use of resources in the years ahead.

Carbon Audits

11. This Department has been conducting annual carbon audits of buildings that have annual electricity consumption of more than 500 000 kWh. Four AFCD buildings (i.e. CSWWFM, WWFM, TLVL and HKWP) conducted carbon audits for 2020-21 using the template for “Paper Approach” Carbon Audit adopted by bureaux and departments at the website: https://www.climateready.gov.hk/education_centre.php?section=guideline_reference_links.

12. The aggregate results of the carbon audit of these four buildings are summarised below:

1. Scope of Reporting

Total Scope 1/Direct greenhouse gas (GHG) Emissions:	-3.74	Tonnes of CO ₂ -e
Total Scope 2/Indirect GHG Emissions:	6 291.79	Tonnes of CO ₂ -e
Total Scope 3/Other GHG Emissions:	121.52	Tonnes of CO ₂ -e
Total GHG Emissions:	6 409.56	Tonnes of CO ₂ -e

2. GHG Performance in Ratio Indicators

GHG Emissions per Floor Area (Total GHG Emissions/Floor Area):	0.009	Tonnes of CO ₂ -e/ m ²
GHG Emissions per Employee (Total GHG Emissions/No. of Employee):	13.78	Tonnes of CO ₂ -e/ employee

3. GHG Reduction Measures and Targets Implemented in the Reporting Period

Energy saving	Engaging ArchSD in installing solar power system at the roof top of wholesale food markets to be completed in 2022; adjusting thermostat of air-conditioners to its optimum; and installing motion sensor lights
Paper saving	Encouraging staff members to use both sides of paper when printing; reusing used papers as scrap paper; and purchasing recycled paper products
Water saving	Encouraging cleansing workers to save water
Recycling activities	Recycling waste paper; and collecting food waste and waste recyclables
Staff engagement	Reminding staff members to turn off computers before leaving office
Housekeeping measures	Switching off lights when rooms/areas not being used/occupied; turning off unnecessary lightings and electrical equipment; and circulating reminder emails about housekeeping measures (especially relating to energy saving) among staff members

Green Housekeeping System

13. We have set up a departmental green management system since 1994. A Green Manager has been appointed to coordinate the green housekeeping efforts in the Department. In addition, the Green Management Committee (with a Directorate Officer as the chairperson and representatives from our five operation Branches as members) has been established to give steer in developing, implementing and monitoring green office practices, as well as to promote environmental awareness among our staff.

14. To assist the Green Manager in monitoring and implementing green policy and practices, a group of Assistant Green Managers (who are usually officers in charge of outstations) have also been appointed. They are responsible for monitoring green housekeeping performance of premises under their purview and reporting on a monthly basis.

15. To further strengthen the system and explore areas for improvement to ensure the green targets are achieved, Environmental Audit Teams have been formed since 2000. Led by the Green Management Committee members, the Audit Teams are tasked to carry out green audits in our office premises. Committee members, as the Leaders of the Audit Teams, are required to report their audit results at regular Committee meetings.

Nurturing a Green Culture

16. We are committed to nurturing a green culture in our workplace. Green tips and relevant information are uploaded to the departmental intranet for access by our staff. To increase awareness and participation of staff in green management issues, colleagues are also encouraged to attend training and workshops on green management and energy conservation. Staff participation in the annual Staff Suggestion Scheme was encouraging in 2021. There were six effective entries on green saving initiatives.

17. The 3-R principle of “Reduce, Reuse and Recycle” is practised in our offices to make efficient use of resources, as well as to reduce wastage and pollution as far as possible. Examples are as follows:

(a) Economising the use of papers

- ◆ Use both sides of papers
- ◆ Use recycled papers
- ◆ Collect usable single-sided papers
- ◆ Cut down on photocopying
- ◆ Set double-sided printing as default for all network printers in the Headquarters
- ◆ Discard the use of fax leader pages
- ◆ Use electronic mail and soft copies for exchange of documents
- ◆ Reduce the number of copies for distribution or circulation, if hard copy is absolutely needed
- ◆ Reduce the use of envelopes and reuse envelopes

(b) Conserving energy

- ◆ Check vehicles regularly to ensure that they are in good conditions for fuel efficiency
- ◆ Control fuel consumption and reduce emissions of pollutants by encouraging staff to share pool car for duty visits and site visits
- ◆ Strictly comply with the requirement of switching off idling motor vehicle engines
- ◆ Participate proactively in the Government's electric vehicle trial tests
- ◆ Encourage adoption of more electric cars in the coming years
- ◆ Use public transport whenever possible, especially when the Air Quality Health Index is high
- ◆ Switch off electrical appliances when not in use
- ◆ Control individual light zones by using sectional light switches
- ◆ Lower illumination level of offices where appropriate
- ◆ Shorten central lighting hours
- ◆ Shade sun-exposed windows and keep exterior doors/windows closed as far as possible
- ◆ Maintain room temperature of all air-conditioned office at 25.5°C during summer months
- ◆ Use manual sectional switches to turn off parts of the lighting and mechanical ventilation systems as appropriate in areas of

the wholesale food markets with sunlight and natural flow of air

- ◆ Replace dilapidated electric appliances with new electric appliances with energy saving labels

(c) Minimising waste and recycling

- ◆ Use refillable ball pens
- ◆ Separate collection of used and waste paper
- ◆ Encourage staff to use their own cups instead of paper cups
- ◆ Minimise the use of products that are not environmentally friendly, such as correction fluid
- ◆ Reuse loose minute jackets
- ◆ Proactively inform other bureaux/departments of the minimum number of hard copies of reports, newsletters, circulars, publications, etc. required and request soft copies whenever feasible
- ◆ Introduce recycle bins in offices to encourage separation of wastes (papers, plastic bottles, aluminium cans, CDs, stationery and rechargeable batteries) for recycling
- ◆ Use biodegradable plastic bags where operationally feasible while reduce the use of non-environmentally friendly plastics or plastic bags in packaging souvenirs
- ◆ Collect used laser printer toner and ink-jet cartridges for recycling
- ◆ Circulate guidelines on green practices and waste avoidance to our staff to raise their awareness.

Way Forward

18. We are committed to enhancing our green performance. We will continue to explore green saving initiatives for our offices and encourage our staff to attend experience sharing sessions on the latest trend and technological advances in efficient use of resources and in reduction of air emissions.

19. The four wholesale food markets have accounted for about 50% of our total electricity consumption during the year. Given the significant reduction in electricity consumption in the markets after adopting power saving measures in the past few years, we will continue to explore and adopt further energy saving measures

for the markets. We will regularly review and take on board energy saving measures with due regard to the ever-changing environment and new development in technology for further eliminating wastage and enhancing efficiency of the use of resources. Continuous efforts will be made to secure the support of our staff and market traders in taking part in the saving drive on an on-going basis.

20. To enhance staff awareness of resource efficiency, we will regularly remind our staff to observe the guidelines on green measures. We will continue to implement the annual Staff Suggestion Scheme to commend staff's contribution and achievement in resource saving, waste reduction, as well as setting good examples of fostering good habits in the workplace.

Comments and Suggestions

21. We welcome your comments and suggestions, which help us further improve our green performance. You may send us your views to/through:

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303 Cheung Sha Wan Road,
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