

環境保護

ENVIRONMENTAL PROTECTION

作為一個對社會負責任的部門，本處致力為環境保護作出貢獻。為此，本處承擔推行下述環保政策：——

採取良好的環保措施

- 確保能源及物料均妥善使用
- 鼓勵採取三項使用物料原則 —— 減少廢物、廢物再用、循環再造
- 購買環保產品

員工參與

- 提高僱員的環保意識，鼓勵他們採取環保措施

遵從有關規定

- 遵從有關環保的法例、規例及標準

廢物管制

- 盡量減少廢物，並確保廢物得到妥善處理

長遠的政策

- 採用現代環保技術，為客戶提供高效率、具成本效益及優質的服務和設施，以完成本處的使命
- 確保現有及新採用的工作程序對環境可能造成的惡劣影響減至最小
- 繼續尋求方法提高本處對環保的貢獻

環境管理

- 安排由獨立專家進行環境審計工作

As a socially-responsible department, the Registry does its best to contribute to environmental protection. In this respect, we are committed to the following environmental policies: ——

Adoption of Good Practices

- Ensure the efficient use of energy and materials
- Encourage the practice of the three R principles — Reduce, Reuse and Recycling of materials
- Practise more green purchasing

Staff Participation

- Maintain a high level of environmental awareness amongst employees and encourage them to practise green environmental measures

Compliance

- Comply with legislation, regulation and standards on environmental protection

Waste Control

- Minimise waste and contaminants and ensure the safe handling of waste produced

On-going Efforts

- Fulfil the Registry's mission to provide customers with efficient, cost-effective and quality services and facilities through the adoption of environmental friendly modern technologies
- Ensure that existing as well as new operational processes have the lowest possible adverse impact on the environment
- Continue to find ways to improve the Registry's environmental performance

Environmental Management

- Ensure an independent and expert check by conducting environmental audits

本處明白，促進環保的主要因素是提高員工的環保意識，以及確保他們通力合作。因此，本處委任一名環保經理及四名助理環保經理，協助本處向員工傳達環保訊息。本處會每半年向員工以通告形式傳達本處的環保措施，並提醒他們須在環保方面作出貢獻。

The Registry recognises that a major factor in promoting environmental protection is raising the awareness of and ensuring the co-operation of staff. In this connection, we have one green manager and four assistant green managers who help to convey environmental protection messages to staff. Green housekeeping measures are re-circulated to staff twice a year so that they are regularly reminded of their role in contributing to environmental protection.

本處採取環保措施包括下文所述各項：—

The green measures adopted by the Registry include the following: —

	本處採取環保措施的程度 Extent of adoption in the Registry	2000 年的目標 Targets for 2000
(a) 減少廢物 Waste Minimization <ul style="list-style-type: none"> • 利用已使用紙張的空白一面草擬文件 Using blank side of used paper for drafting • 使用循環再造紙張 / 無木漿紙張 Using recycled/woodfree paper • 使用舊信封或可多次使用的環保信封 Re-using envelopes or using transit envelopes • 使用可替換筆芯的原子筆 Using refillable ball pens • 使用可循環再用的激光打印機色粉盒 Using recyclable laser printer cartridges • 在再次傳閱文件時，使用舊有的各套文件傳閱 Using old sets of documents for re-circulation 	<p>93%</p> <p>由 1999 年最後一季開始 starting from last quarter of 1999</p> <p>86%</p> <p>94%</p> <p>97%</p> <p>89%</p>	<p>95%</p> <p>100%</p> <p>93%</p> <p>99%</p> <p>97%</p> <p>92%</p>
(b) 回收廢物以便循環使用 / 再次使用 Waste Recovery for Recycling/Reuse <ul style="list-style-type: none"> • 收集廢紙 Collection of waste paper • 收集使用過的打印機色粉盒 Collection of used printer cartridges 	<p>91%</p> <p>100%</p>	<p>93%</p> <p>100%</p>
(c) 節省能源 Energy Conservation <ul style="list-style-type: none"> • 確保在辦公時間外關掉燈光、影印機等 Routine checking to switch off lights, photocopiers etc. outside office hours 	<p>93%</p>	<p>94%</p>
(d) 在節日裏所採取的措施 Measures at Festive Seasons <ul style="list-style-type: none"> • 使用舊有的裝飾物品 Re-using decorative materials 	<p>92%</p>	<p>93%</p>

此外，本處已將環保措施納入工作安排。舉例而言，在整個工序中，盡量只使用一套工作紙張作記錄用途；鼓勵客戶在提交文件時不要寄上附函；當電腦終端機、縮微膠卷沖洗機、縮微膠片複製機及其他設備不在使用時，關掉這些機器和設備。

本處其中一類較特別的工序是複製縮微膠片，供客戶及本處職員使用。在複製過程中會產生化學廢物。依照《廢物處置條例》(第354章)的規定，本處有關的組別已向當局登記為廢物產生者，並已取得登記證。本處亦根據《水污染管制條例》(第358章)向當局取得牌照，容許本處將污水排放入香港水域。為遵從有關規例的規定，縮微膠卷沖洗機已經妥善改裝，以便化學廢物可以排放入特別容器。環境保護署的廢物收集承辦商會定期收集，及適當處置這些廢物。本處的微型縮影組亦正查核其他化學品應否分類為化學廢物，以便採取適當的措施處置這些廢物。至於縮微膠片副本和複印本，本處的員工會密切監察其製造數量，避免浪費資源。

本處過往須要使用縮微膠片來核對遞交本處的文件。隨着本處的資料庫擴充工作完成，本處的員工可利用該資料庫核對文件，從而減少製造縮微膠片的數量。

由二零零零年開始，本處會邀請部門以外的專家對本處進行獨立的環境審計工作，以評估本處在環保方面的表現。

Furthermore, we have incorporated green measures into operational arrangements, for example, keeping the number of worksheets to a minimum of one set for use in all steps in a work cycle; encouraging customers not to send covering letters when filing documents; and switching off computer terminals, rollfilm processors and microfiche duplicators and other equipment whenever they are not in use.

One of the Registry's specific activities is the production of microfiche copies for use by customers and our staff. During this process, chemical waste is produced. In compliance with the Waste Disposal Ordinance (Cap. 354), the section concerned has already registered as a chemical waste producer and obtained a waste disposal licence under the Water Pollution Control Ordinance (Cap. 358). In order to comply with the related regulation, the rollfilm processor has been duly modified to allow the chemical waste to be drained into special containers. The waste is collected regularly by the waste collector, a contractor of the Environmental Protection Department, for proper disposal. The Microfilm Section is also checking whether some other chemicals should be classified as chemical waste so that relevant waste disposal measures can be taken. For the production of microfiche or hard copies of documents, our staff monitor the wastage rate closely so that there is a minimum waste of resources.

In the past, a large number of microfiche copies were required to check documents submitted to the Registry. With the completion of the department's database expansion, our staff can use the database for checking documents thereby reducing the number of microfiche copies which need to be produced.

For the purpose of having an independent assessment of the Registry's environmental performance, environmental audits by outside experts will start in 2000.