

本處了解保護環境的重要性，並承擔以負責任的環保方式，拓展本處各方面的服務和運作。

環保政策

我們採取下述政策和原則去改善環境：——

- (a) 採取良好環保措施，確保妥善使用能源和物料。為此，本處鼓勵採取三項物料使用原則——減少廢物、廢物再用、循環再用，並購買環保產品。
- (b) 提高員工的環保意識，鼓勵他們採取環保措施。
- (c) 遵從有關環保法例、規例及標準。
- (d) 盡量減少廢物及污染物，確保廢物妥善處理。
- (e) 採用現代環保技術、盡量減少可能出現的惡劣環境影響、以及繼續尋求方法提高本處對環保的貢獻，作為長遠的環保措施。
- (f) 安排由獨立專家進行環境審核。

The Registry is very conscious of the importance of environmental protection and is committed to developing and conducting all our services and operations in an environmentally responsible manner.

Environmental Policy

We have adopted the following policies and principles to improve the environment : ——

- (a) Adopting good practices regarding the efficient use of energy and materials by encouraging the three "R" principles —— Reduce, Reuse and Recycling of materials, and green purchasing.
- (b) Maintaining a high level of environmental awareness amongst staff and encouraging them to practise green environmental measures.
- (c) Complying with legislation, regulation and standards on environmental protection.
- (d) Minimising waste and contaminants and ensuring the safe handling of waste produced.
- (e) Upkeeping efforts in environmental protection through the adoption of environmental friendly modern technologies, minimisation of possible adverse impact on the environment, and continuing to find ways to improve the Registry's environmental performance.
- (f) Conducting an environmental audit by an independent expert.



環保管理

本處最高管理階層承擔致力實施環境管理計劃。一名環保經理及四名助理環保經理負責監督本處環保措施的發展和推行。我們明白，促進環保的一個主要因素是提高員工的環保意識，以及確保他們通力合作。為此，本處每年把環保政策聲明及環保措施一覽表向員工傳閱兩次，提醒他們須在環保方面作出貢獻。本處透過各部別/組別內的問卷調查，定期檢討環保表現。

環境影響

為盡量減輕對環境造成惡劣影響，我們已把環保措施納入辦公室運作，包括燈光控制、通風控制、使用節省能源的用具或太陽能用具、以及燃料耗用管制。

本處其中一項較特別工序是沖晒及複製用以儲存文件影像的縮微膠片。在此過程中會產生化學廢物。本處有關的組別已依照《廢物處置條例》(第354章)的規定，向當局登記為化學廢物產生者，並已取得登記證。同時亦根據《水污染管制條例》(第358章)向當局取得牌照。為遵從有關規定，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定期收集並適當處置這些廢物。至於縮微膠片副本和複印本，本處員工會密切監察其製造數量，避免浪費資源。

Green Management

An Environmental Management Program is in place with commitment from the top management. A Green Manager and four Assistant Green Managers are tasked to oversee the development and implementation of green measures in the Registry. We recognise that a major factor in promoting environmental protection is raising the awareness of and ensuring the co-operation of staff. In this regard, an Environmental Policy Statement and a list of Green Housekeeping Measures are circulated to all our staff twice a year to remind them of their role in contributing to environmental protection. Environmental performance review is regularly undertaken through a questionnaire-based survey amongst various divisions/sections.

Environmental Impact

To minimise any adverse impact on the environment, we have incorporated green measures into our office operations, including lighting control, ventilation control, the use of energy-efficient or solar appliances and fuel consumption control.

One of the Registry's specific activities is the developing and processing of microfilms for storage of document images. 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. 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.

環保表現與目標比較

我們的環保目標與實際表現載於下表：——

Performances vs Targets

Our targets and actual performances are as follows : ——

	2000 年目標 Target for 2000	2000 年實際表現 Performance in 2000	2001 年目標 Target for 2001
	百分比 %	百分比 %	百分比 %
(a) 減少廢物 Waste Minimisation			
• 利用已使用紙張的空白一面草擬文件 using blank side of used paper for drafting	95	96	96
• 使用循環再造紙張 / 無木漿紙張 using recycled/woodfree paper	100	100	100
• 使用舊信封或可多次使用的環保信封 re-using envelopes or using transit envelopes	93	92	93
• 使用可替換筆芯的原子筆 using refillable ball pens	99	99	99
• 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	92	92	92
(b) 回收廢物以便循環使用 / 再次使用 Waste Recovery for Recycling / Reuse			
• 收集廢紙 collection of waste paper	93	93	93
• 收集使用過的打印機色粉盒 collection of used printer cartridges	100	100	100
(c) 節省能源 Energy Conservation			
• 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	94	97	95
(d) 在節日裏所採用的措施 Measures at Festive Seasons			
• 使用舊有裝飾物品 re-using decorations	93	97	95

環境審核

為評估環境管理的效能，以及進一步探討改善環境的機會，我們安排外聘專家於二零零零年十一月進行獨立環境審核。審核涵蓋本處所有部別/組別，並包括廣泛檢討桌面文件、視察現場，以及會見員工。審核專家確定本處已把各項環保措施納入運作安排，為環保作出承擔；此外，處內的一般環保表現亦令人滿意。審核專家亦建議進一步改善某方面的環保措施。為此，本署會就該審核專家的建議，研究其可行性。

Environmental Audit

In order to evaluate the effectiveness of our environmental management and explore further improvement opportunities, we arranged an independent environmental audit by an outside expert in November 2000. The audit covered all divisions/sections of the Registry, and included an extensive desk-top document review, site reconnaissance and staff interviews. The audit concluded that the Registry had demonstrated a commitment to environmental protection by incorporating various green measures into operational arrangements, and the general housekeeping within the Registry was found to be satisfactory. The audit has also recommended some areas for further improvement. In this respect, we will explore the feasibility of implementing the additional green measures as recommended by the audit.