

# **PROJECT CLEAN AIR CHARTER PHASE II**

## **Pilot Certification Scheme for Clean Air Charter**

### **Final Report**

**For**

**The Canadian Chamber of Commerce in Hong Kong**



**Prepared by**



**May 2008**

## 1. INTRODUCTION

The office of The Canadian Chamber of Commerce in Hong Kong (CCC) is located at suite 1301, Kinwick Centre, 32 Hollywood Road, Central. With a floor area of approximately 1,000ft<sup>2</sup>, there are around 7 employees working in this office. The company has occupied this premise on a lease basis for more than 2 years. The main activities for the company are administrative works.

This report outlines the findings of the Business Environment Council (BEC) from a walk through audit and interview with a representative from CCC, Mr. Michael Nardella.

CCC has elected to voluntarily participate in the certification scheme as part of a pilot program under phase II of the Project Clean Air organised by the Hong Kong General Chamber of Commerce, the Business Environment Council and the Business Coalition on the Environment.

From initial pre-audit telephone conversations with Mr. Michael Nardella of CCC, it was determined that the company fits into Group A ie the company has little knowledge/expertise on energy/emissions reduction, and requiring support in the form of advice and consultancy to better understand their charter commitment and compliance with the Clean Air Charter and to become eligible for certification.

The audit visit was led by Dr. Andrew Thomson and Mr. Benny Au on 29<sup>th</sup> June 2007. The purpose of this audit was to report the implementation of the Clean Air Charter observed after the site walk and the subsequence material submitted for demonstration purpose.

## 2. OBSERVATIONS AND COMPLIANCE

Based on the site meeting and the subsequent information provided, company programmes and practices on reducing air emission were reviewed. In general, a systematic structure on addressing the Clean Air Charter has been implemented with the followings:

- A Green Office policy was established on 1 September 2007 with an objective to reduce the Chamber's environmental and energy footprint through implementation of environmentally friendly and energy efficient practices. Subsequently, a green office procedure manual was introduced stating that a Green Office Manager will be appointed to promote the environmental awareness within office and to the CCC's members.
- The Sustainable Development Committee has been formed in addressing various sustainable issues including the implementation of Clean Air Charter in-house as well as the promotion to the Chamber's members. The committee meeting is conducted on a monthly basis.
- The chamber implemented a number of programmes on 2007 on reducing electricity consumption. The progress and the energy consumption were monitored by The Sustainable Development Committee.

Regarding the six commitments of the Clean Air Charter, the table below summarizing The Canadian Chamber of Commerce in Hong Kong's achievements:

Commitment	Action done
Operate to a recognized world class standard, or the standards established by the Hong Kong / Guangdong governments on emissions of air pollutants, even if it is not a requirement to do so here. (Relevant to industrial operations, power plants and business with direct emissions)	In view of the main activities of CCC, no major direct emission will be generated. Most of the air emission will be indirect (energy consumption), hence this commitment has limited applicability.
Use continuous emissions monitors (CEMs) at significant sources, e.g. large and medium plants. (Relevant to large / medium industrial operations and power plants)	This commitment is for industrial or power plants, hence not applicable for CCC.

Commitment	Action done						
<p>Publish information on energy and fuel use, as well as total emissions of air pollutants annually and timely, if emissions are significant.</p>	<p>Electricity consumption is closely monitored. With mitigation measures on energy consumption reduction introduced, CCC conducted an energy comparison with previous years and the result was reduced by 17%:</p> <table border="1" data-bbox="806 399 1653 502"> <thead> <tr> <th></th> <th>Sep to Dec 2006</th> <th>Sep to Dec 2007</th> </tr> </thead> <tbody> <tr> <td>Energy Consumption</td> <td>88.8 MJ/m<sup>2</sup></td> <td>75.8 MJ/m<sup>2</sup></td> </tr> </tbody> </table> <p>General basic provisions such as air-conditioning units and ceiling lighting panels are provided by the landlord. Nevertheless, CCC is responsible to pay for the electricity consumed for these landlord's provisions. In addition, power consumption for the computers and other office appliances will be paid by the CCC as well.</p> <p>The achievement of energy reduction is uploaded to the CCC website.</p> <p>In addition, a benchmarking exercise has been conducted. According to EMSD's online "First Level Benchmarking &amp; Private Target Setting" under the subgroup for "Private office" using centralised air-conditioning provided by the landlord, the annual energy consumption of the CCC's office is lower than 90% of other premises in its category with an annual energy consumption per area of 244.3 MJ/m<sup>2</sup>/annum from January 2007 to December 2007.</p>		Sep to Dec 2006	Sep to Dec 2007	Energy Consumption	88.8 MJ/m <sup>2</sup>	75.8 MJ/m <sup>2</sup>
	Sep to Dec 2006	Sep to Dec 2007					
Energy Consumption	88.8 MJ/m <sup>2</sup>	75.8 MJ/m <sup>2</sup>					

Commitment	Action done
<p>Undertake to adopt energy-efficient measures in their operations.</p>	 <p>A lighting study was conducted in January 2007 and indicated general lux level in the office area was double than the normal practice (around 1200 lux in general). Mitigation measures on replacing 29 out of existing 70 Philips 36W/33inch fluorescent tubes were removed. The predicted lighting energy consumption could be reduced by 41%.</p>
	 <p>CCC indicated that the internal thermostats were preset to 25.5 °C everyday and as observed during the site survey, the setting for most of the fan coil units (air-conditioning units) was around 23 °C to minimize excessive cooling provided, hence energy consumed.</p>
	<ul style="list-style-type: none"> <li>• Computers, monitors, fax machine and printers are requested to turn off in the evening with the last staff verifying each desk module confirming by signing off the Green Office Daily Document.</li> </ul>
<p>Identify and encourage business-relevant measures to be taken on days when air pollution is high.</p>	<p>All staffs were encouraged to use public transport.</p>

Commitment	Action done
Share air quality expertise in business with others.	<ul style="list-style-type: none"> <li>• Seminars have been organized by the chamber regarding Climate Change highlighting some of the different business solutions to reduce the impact on September, October, November 2006 and February, March, April and May 2008.</li> </ul>
	<ul style="list-style-type: none"> <li>• CCC also issues weekly newsletters to their members and continuously encourages members to endorse the Clean Air Charter.</li> </ul>
	<ul style="list-style-type: none"> <li>• “The Corporate Social Responsibility at a Glance – A guide for busy manager” was published by CCC on November 2007 has recommended that the Clean Air Charter as one of the suggested item for business in addressing environmental protection in Hong Kong.</li> </ul>



### 3. CONCLUSION

As a consequence of Canadian Chamber of Commerce in Hong Kong's current drives and commitment towards reduction on air emission and energy effectiveness, high standards of management and practices have already been integrated into the office operation. These are sufficient to comply with the Clean Air Charter requirement which means that the overall office environmental performance is moving towards a sustainable direction. Congratulations!