

# **PROJECT CLEAN AIR CHARTER PHASE II**

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

### **Final Report**

**For**

**The Hong Kong General Chamber of Commerce**



**Prepared by**



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## 1. INTRODUCTION

The Hong Kong General Chamber of Commerce (HKGCC) has an office of about 14,739 sq. ft at 22/F United Centre, 95 Queensway, Admiralty. There are around 70 employees working in this office performing mainly secretariat and administrative works. As of many similar business offices in Hong Kong, the supply of air conditioning is centrally controlled by the management office of the building, whilst HKGCC would be responsible to pay for the electricity consumed for lighting and office appliances.

This report outlines the findings of the Business Environment Council (BEC) from a walk through audit and interview with a representative from HKGCC, Ms. Stella Poon.

From previous meeting with Ms. Stella Poon, it was determined that the company fits into Group B i.e. the company has conducted some energy/emissions reduction measures, but requiring further advice and consultancy to comply with the Clean Air Charter and to become eligible for certification.

The audit visit was led by Mr. Benny Au and Mr. Kenneth Cheung on 19<sup>th</sup> December 2007. The purpose of this audit was to report the implementation of the Clean Air Charter observed after the site walk and the subsequent material submitted for demonstration purpose.

## 2. OBSERVATIONS AND COMPLIANCE

Based on the site meeting and the subsequent information provided by Ms. Yanny Lee, 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 company statement has been established with commitment on environmental protection and the management of impacts arising from business activities. HKGCC also encourage their members to incorporate a balance between environmental and business issues into their daily activities.
- A Chamber Environmental Group with around 8 members has been established and chaired by the CEO to address the environmental issues within the organizations.
- There is no quantified objective and target on energy reduction. However, energy improvement works such as introducing energy efficient lightings and good working practices were initiated and implemented.

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

<b>Commitment</b>	<b>Action done</b>
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 HKGCC, 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 HKGCC.

<b>Commitment</b>	<b>Action done</b>
<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>Energy consumption data has been collected for the past few years. In 2006, energy efficient measures were conducted such as lighting renovation and implementation of a series of “good practices” to the office staffs. The Chamber conducted an energy audit on 2007 and determined that around 10% energy reduction was achieved. This energy study report with energy consumption data was summarized and published in HKGCC website. In addition, energy consumption data has been collected for the past few years. However, due to system upgrade in the second half of 2007, energy consumption was increased compared with 2006 data.</p>
<p>Undertake to adopt energy-efficient measures in their operations.</p>	<ul style="list-style-type: none"> <li>• The energy saving programme was started off in the first quarter of 2006 by: <ul style="list-style-type: none"> <li>□ Replacing lighting devices by 296 fluorescent tubes and lamps in a total office area of 10,250 sq ft.</li> <li>□ Replacing hot water boiler of 2.85kW by a new one of 2.75kW.</li> </ul> </li> <li>• Energy label has been considered for office equipment such as photocopiers.</li> <li>• De-lamping exercise has been conducted in 2008 to reduce 1 fluorescent tube from most of the light panels (3 tubes per panel previously). The lux level still complies with the CIBSE guidance of minimum 500 lux after de-lamping.</li> <li>• “General guidelines for energy saving programme for HKGCC” has been established since April 2008 which include practices on varies areas such as: <ul style="list-style-type: none"> <li>□ Reducing unnecessary electricity consumption on computer, air-conditioning, lighting, microwave , photocopies, water heaters, etc.</li> <li>□ Administration department will switch off all typewriters and 1 fax machine after 5:30 pm; 2 printers and photocopier after 6pm. Working staffs can restart the equipment but asked to turn the power off after use.</li> </ul> </li> <li>• With the guidelines provided on switching off unnecessary office equipment, HKGCC has set up an internal checking procedure to check whether lightings and computers are switched off after use in the office or not. Records are provided demonstrating the action.</li> </ul>

<b>Commitment</b>	<b>Action done</b>
<p>Identify and encourage business-relevant measures to be taken on days when air pollution is high.</p>	<ul style="list-style-type: none"> <li>As mentioned in the “General guidelines for energy saving programme for HKGCC”, all office staffs are encouraged to use environmental friendly transportation as MTR rather than taxis, bus and private car when the outdoor air pollution is high.</li> </ul>
<p>Share air quality expertise in business with others.</p>	<ul style="list-style-type: none"> <li>In November 2005, the Chamber and the Hong Kong Business Coalition on the Environment officially launched the Project CLEAN AIR to engage the government, business sector and the community into a collective clean air effort. In addition, the Chamber also developed “7-7-7 Care-for-Air” Guideline for the general public to take immediate, practical steps to contribute to improving air quality at home, at work and while travelling. All information is available in website.</li> </ul>
	<ul style="list-style-type: none"> <li>Contractors are encouraged to use products with zero or low VOCs during renovations.</li> <li>A policy paper was developed on tackling Hong Kong’s air pollution problem. The paper consists of 43 ideas and recommendations. The purpose of this policy paper is to inform and guide further action and discussion on what HKGCC consider to be one of the most pressing issues confronting Hong Kong a world-class international city and this policy is uploaded in the HKGCC website.</li> </ul>

### 3. CONCLUSION

As a consequence of the Hong Kong General Chamber of Commerce'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!