

**Environmental Policy of the  
Procurement Division and Supplies Management Division  
Government Logistics Department**

---

We are committed to implementing an Environmental Management System (EMS) for our government procurement, provisioning, inspection, storage and distribution services in accordance with ISO 14001 standard based on the following policy guidelines:

- To set objectives and targets for achieving the goals and continual improvement of the EMS and environmental performance;
- To adhere to applicable legal and other requirements;
- To promote the use of environmentally friendly products by the Supplies Management Division;
- To prevent pollution and minimize solid waste at source through reduction, reuse and recycling;
- To implement appropriate control measures for minimizing and mitigating pollution associated with the storage and distribution services provided by the Supplies Management Division;
- To promote our EMS and influence our customers, suppliers and contractors for improvement of their environmental performance; and
- To enhance environmental awareness among staff through the provision of appropriate training.



(Stella Hung) (Mrs)  
Director of Government Logistics  
25 October 2005

## 政府物流服務署採購科及物料供應管理科 環境保護政策

我們致力在政府物料採購、供應、驗貨、儲存和分發服務上，按照 ISO 14001 標準，並以下列的政策指引為基礎，推行環境管理體系：

- 訂定目標和指標，以達致環境管理體系的目的，並持續作出改善環境管理體系及環境表現；
- 遵從適用的法例及其他規定；
- 物料供應管理科會推廣使用環保產品；
- 預防污染，並透過減少使用、廢物利用和循環再用方式，以達致源頭減廢；
- 推行適當的管制措施，盡量減少和減輕與物料供應管理科所提供的儲存及分發服務有關的污染；
- 推廣政府物流服務署的環境管理體系，並藉此鼓勵我們的顧客、供應商和承辦商提高其環保成效；以及
- 透過適當的訓練提高職員的環保意識。



政府物流服務署署長孔郭惠清  
二零零五年十月二十五日

**Guidance Note GN-1**  
**For Contractors and \*Suppliers/Service Providers/Purchasers of**  
**Government Logistics Department**

---

The Government Logistics Department is committed to protecting the environment. We request you as our contractors or \*suppliers/service providers/purchasers to minimise the impact of your activities on the environment and to observe the following requirements in particular:

- Comply with all applicable legal and other requirements on environmental protection.
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to minimise their consumption and unnecessary wastage. Use environment-friendly alternatives where possible during your daily operations.
- Store properly all materials/chemicals to prevent any spillage and leakage.
- Minimise the production of solid waste and chemical waste.
- Ensure all solid waste is properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillage and leakage. In particular, all chemical waste should be handled, stored and disposed of in accordance with the applicable legal requirements.
- Ensure proper and regular maintenance of all vehicles used for the purpose of conducting business, including controlling their noise and emissions.
- Minimise all air emissions and noise generation where practicable.
- Ensure all waste water is discharged in accordance with the applicable legal requirements.
- Reuse and recycle waste wherever possible.

**\*Delete as appropriate for goods/services/sales tenders**

**政府物流服務署承辦商及**  
**\*供應商／服務供應商／購買商**  
**環保須知 (GN-1)**

政府物流服務署肩負環保責任。我們要求承辦商及\*供應商／服務供應商／購買商盡量減少對環境造成不良影響的行為，並特別注意下列的要求：

- 遵從所有適用的環境保護法例及其他規定。
- 管制物料及資源的運用（例如電力、燃料、化學品、紙張等），盡量減少用量和浪費。在日常的運作上盡量選用環保的物料及產品。
- 妥善儲存所有物料／化學品，避免溢出及滲漏。
- 盡量減少產生固體廢物及化學廢物。
- 確保所有固體廢物均以有效及謹慎的方式妥善處理、儲存及棄置，避免溢出及滲漏，特別是所有化學廢物均按照適用的法例的規定處理、儲存及棄置。
- 確保所有提供服務的車輛均有定期進行妥善的維修保養，包括控制所產生的噪音及排出的廢氣。
- 在可行情況下，盡量減少各種廢氣排放和噪音的產生。
- 確保所有污水均按照適用的法例規定排放。
- 盡可能廢物利用及循環再造。

\*視乎屬招標承投供應貨品／招標承投提供服務／招標出售，請刪去不適用者。