

Register of Environmental Aspects - Office Operation



Environmental Aspects: Office Operation

Conducted by: CS Chow

Approved by: Kenneth Cheung

Date of Assessment: Mar 2020

Date of Next Review: Mar 2021

Ref.	Environmental Aspect Description	Potential Impact	Aspect Category	Legal Ref. (Cap No.)	(M) Magnitude of Impact (1 to 5)	(O) Likelihood of Impact Occurrence (1 to 3)	Score = (M) x (O)	Control Mechanism
Office Operation (OFF)								
Resource Management (RM)								
OFF-RM EA1	Use of electricity for							
	(i) Lighting	AQ, RU	B1	--	4	3	12	HKSTP-SHE-WI-16
	(ii) Air conditioning	AQ, RU	B1	--	4	3	12	HKSTP-SHE-WI-16
	(iii) Operation of printers, copiers, pantry items and other office equipment	AQ, RU	B1	--	4	3	12	HKSTP-SHE-WI-16
OFF-RM EA2	Use of papers	RU	B1	--	4	3	12	HKSTP-SHE-WI-16
OFF-RM EA3	Use of office supplies	RU	B1	--	4	3	12	HKSTP-SHE-WI-16
OFF-RM EA4	Use of toner or cartridge for printer / photocopier	RU	B1	--	4	3	12	HKSTP-SHE-WI-16
OFF-RM EA5	Water in							HKSTP-SHE-WI-16
	(i) Washroom	RU	B1	--	4	3	12	HKSTP-SHE-WI-16
	(ii) Pantry	RU	B1	--	4	3	12	HKSTP-SHE-WI-16
	(iii) Vehicle washing (Carpark)	RU	B1	--	3	2	6	--

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	(iv) Plant irrigation	RU	B1	--	3	2	6	--
OFF-RM\EA6	Refrigerant for Air Conditioner in Offices/Vehicles							
	(i) Scheduled	AQ, RU	A	403	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
	(ii) Non-scheduled	AQ, RU	B1	--	4	2	8	--
OFF-RM\EA7	Fuel oil for Vehicle (Gasoline)	RU	A	311, 311I, 311L	--	--	--	HKSTP-SHE-WI-17
OFF-RM\EA8	Light Bulbs/Fluorescence Tubes	RU	B1	--	4	3	12	HKSTP-SHE-WI-16
OFF-RM\EA9	Batteries	RU	B1	--	4	2	8	--
OFF-RM\EA10	Plants/Soils	RU	B1	--	--	--	--	HKSTP-SHE-WI-16
OFF-RM\EA11	Lube Oil	RU	B1	--	4	1	4	--
Spillage/Leakage (S/L) (including potential leakage from containers during storage, and spillage/leakage during handling and use)								
OFF-SL\EA1	Lube Oil (during storage)	AQ, WP, LC, RU	B3	--	3	1	3	--
OFF-SL\EA2	Leakage of Refrigerant from Air Conditioner / equipments (during handling and use)							
	(i) Controlled	AQ, RU	A	403	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
	(ii) Non-controlled	AQ, RU	B3	--	4	1	4	--
OFF-SL\EA3	Leakage of Lube Oil and Fuel Oil from Vehicles (during handling and use)	AQ, WP, LC, RU	B3	--	5	2	10	HKSTP-SHE-WI-17
OFF-SL\EA4	Leakage of Lube Oil (during handling and use)	AQ, WP, LC, RU	B3	--	5	2	10	HKSTP-SHE-WI-16
Waste Management (WM)								

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OFF-WM\EA1	Solid Waste Arisings							
	(i) Used packaging material	RU, LC	B2	--	3	2	6	--
	(ii) Paper	RU, LC	B2	--	4	3	12	HKSTP-SHE-WI-16
	(iii) General refuse	RU, LC	B2	--	4	3	12	HKSTP-SHE-WI-16
	(iv) Toners cartridges	RU, LC	B2	--	4	3	12	HKSTP-SHE-WI-16
	(v) Unwanted office equipment	RU, LC	B2	--	3	1	3	--
	(vi) Unwanted office furniture	RU, LC	B2	--	3	1	3	--
	(vii) Fluorescent tubes/bulbs	RU	B2	--	4	3	12	HKSTP-SHE-WI-16
(viii) Unwanted regulated electrical equipment	RU	A/B2	603B	4	2	8	HKSTP-SHE-WI-16	
OFF-WM\EA2	Solid Waste Storage	LC	B3	--	4	3	12	HKSTP-SHE-WI-16
OFF-WM\EA3	Solid Waste Disposal	LC	A	354	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
OFF-WM\EA4	Chemical Waste Arisings							
	(i) Batteries	RU	A/B1	354C, 354J	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
	(ii) Chemical containers	RU	A/B1	354C, 354J	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
OFF-WM\EA5	Chemical Waste Storage	AQ, WP, LC	A	354C, 354J	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
OFF-WM\EA6	Chemical Waste Disposal	AQ, WP, LC	A	354C, 354J	--	--	--	HKSTP-SHE-WI-16 HKSTP-SHE-WI-17
Wastewater Discharge (WW)								

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OFF-WW\EA1	Wastewater Generated from (Discharged to Foul Sewer)							
	(i) Washroom	WP	A	358, 358D, 463, 463A	--	--	--	HKSTP-SHE-WI-16
	(ii) Pantry	WP	A	358, 358D, 463, 463A	--	--	--	HKSTP-SHE-WI-16
	(iii) Vehicle washing (Carpark)	WP	A	358, 358D, 463, 463A	--	--	--	HKSTP-SHE-WI-17
Air Emission (A)								
OFF-A\EA1	Vehicles Emissions	AQ	A	311J, 374, 374A, 611	--	--	--	HKSTP-SHE-WI-17
OFF-A\EA2	Release of ozone from photocopiers / laser printers	RU, AQ	B3					
Noise/Vibration (N/V)								
OFF-NV\EA1	Noise Generated from Operation of Office and AV Equipment	NV	B3	--	2	2	4	--
OFF-NV\EA2	Noise Generated from Vehicle Operation	NV	A	400, 400I, 374A	--	--	--	HKSTP-SHE-WI-17
Emergency/Abnormal (E)								
OFF-E\EA1	Fire Prevention and Management of the Consequences of Fire							
	(i) General waste disposal as a result of fire	RU, LC	A	354	--	--	--	HKSTP-SHE-WI-16
	(ii) Wastewater discharged from fire fighting	WP	B3	--	5	1	5	--
OFF-E\EA2	Material Use for Fire Fighting							Taught in fire drill and induction training

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	(i) Carbon dioxide	RU	A	95, 95B, 502	--	--	--	
	(ii) Water	RU	A	95, 95B, 502	--	--	--	
OFF-E\EA3	Office equipment maintenance	RU, AQ, NV	B2		3	2	6	--

***Impacts**

AQ - Air Quality Impacts

WP - Water Pollution

LC - Land Use and/or Contamination

NV - Noise and Vibration Impacts

FF - Impacts on Flora and/or Fauna

RU - Resource Use

VI - Visual Impact

NU - General Nuisance (excluding air/noise)

ALL - Potential Impact on all the above

Note: FF impacts are implicit with regard to noise (NV), air quality (AQ), land contamination (LC) and water pollution(WP) impacts

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Magnitude of Impact	Rating	Likelihood of Impact Occurrence	Rating
Significant	5	Frequently	3
Considerable	4	Occasionally	2
Moderate	3	Rarely	1
Little	2		
Insignificant	1		

Category A (Cat.A) aspects are those aspects controlled by current Hong Kong legislation or any other requirements to which HKSTPC subscribes.

Category B (Cat. B) aspects are those aspects which are not under the control of environmental legislation or other requirements. This category is divided into three areas covering:

- Use of resources (B1);
- Waste arisings (B2); and
- Other areas not included in the previous categories (B3).

Remark:

For those aspects that score equal to or greater than 10, or fall within legal or policy requirements, they are classified as significant environmental aspects.