

## **Finance Division**

<b>Target</b>	<b>% Complete</b>	<b>Verification</b>
<b>RESOURCE USE</b>		
<b>General, Office &amp; System Management</b>		
Reduce paper usage by keeping documentation and reports archived in electronic format	100	
Reduce paper usage by promoting information sharing with Internet/Intranet instead of paper circulation.	100	
Reduce computer printouts by promoting information retrieval or enquiry via information systems and end-user computing tools.	100	
<b>Information Technology Management</b>		
Develop programme for recycling computer consumables and printouts.	100	
<b>Company Reporting</b>		
Within the boundaries of the relevant legislation governing Company Reporting, examine ways to reduce the printing of Company reports and circulates (e.g. the Company' s annual report). Where possible, reports will made available on the MTRCL' s website (e.g. the Company' s first Corporate Environmental Report)	100	
<b>WASTE MINIMIZATION</b>		
<b>Logistic &amp; Material Management</b>		
Pollution-free Mechanical Handling Equipment - Achieve 100% use of pollution-free mechanical handling equipment through the purchase (for any replacement or any additional requirement) of battery mechanical handling equipment.	100	
Clauses will be added to Scrap Merchants Contracts to ensure they comply with the Environmental Protection Regulations relating to used batteries.	100	✓
Lead Free Vehicles - Achieve 100% use of lead free (unleaded) gasoline road vehicles through the purchase for the replacement or any additional requirement of lead free (unleaded) gasoline road vehicles. Replace one Goods Van.	100	
Energy Saving – Continue to implement energy saving initiatives to avoid the use of unnecessary lighting.	100	
Electronic Requisition System - Design an electronic requisition system for new stock items to replace the existing paper requisition	100	
<b>Air</b>		
Particulate Removal Devices - Fit particulate removal devices to 100% of pre-euro diesel road vehicles, and purchase (for any replacement or any additional requirement) only diesel road vehicles with minimum particulate emissions if there is any requirement.	100	
<b>Waste Management</b>		
Waste Segregation - Minimise waste and improve the opportunities for reuse/recycling through contractual specifications.	100	
Waste Disposal - Clauses will be added to Contracts for Waste Disposal to ensure Contractors comply with the Environmental Protection Regulations.	100	
<b>Chemical Waste</b>		
Achieve 100% compliance with the EPD' s Regulations on Chemical Waste disposal and handling.	100	
Add clauses to the new Contract for Chemical Waste Disposal to ensure the Waste Collectors comply with the Environmental Protection Regulations.	100	
<b>ENVIRONMENTAL EDUCATION &amp; TRAINING</b>		
<b>Increase Environmental Awareness</b>		

<b>Target</b>	<b>% Complete</b>	<b>Verification</b>
Develop and implement a programme to increase the environmental awareness of staff. New staff will attend an induction programme which will include an environmental segment, and current staff will receive work-related training.	100	
Publish information on environmental issues on the Corporate Intranet/Internet.	100	
<b><i>Environmental Working Group</i></b>		
Set up an environmental working group to encourage staff to share ideas and thinking on environmental matters.	100	
<b><i>OTHERS</i></b>		
<b><i>Environmental Management System (EMS)</i></b>		
Establish a Divisional Environmental Management System. Compile and implement an action plan for the implementation of the EMS.	100	
<b><i>Green Accounting</i></b>		
Examine the possibilities for green/full cost accounting, in so far as is applicable to MTRCL.	75 <sup>1</sup>	
<b><i>Review</i></b>		
Review the environmental protection requirements for dangerous substances in the inventory. Modify the requisition form for new stock items to incorporate the environmental protection requirements.	0 <sup>2</sup>	
<b><i>Environmental Impact Assessments</i></b>		
Implement EIA recommendations conduct internal environmental assessments for new projects.	100	
<b><i>Audits and Reporting</i></b>		
Formalise a Divisional Policy Principle for the undertaking of third-party environmental audits and the publishing of results <sup>3</sup> .	100	

<sup>1</sup> A pilot project to examine the utility of environmental accounting is 75% complete. <sup>2</sup> This will be completed during 2002. <sup>3</sup> This was a target for Legal and Procurement Division.