

Supplementary Notes to the Clean Air Charter

Here are some instructions for companies to get started. Companies are encouraged to adapt these for their own use.

A. For all companies to adopt. The Charter is relevant to all companies, including those belonging to the "Knowledge-intensive service industries", i.e. basically an office operation with no direct emission-contributing activities.

1. Set up a policy, strategy and/or plan on air pollution, which is action oriented, for example, "We are committed to reducing air emissions by x% by 2006 through use of clean fuel and energy efficiency and conservation practices." Different business sectors will obviously have their own priorities and methods that they would want to adopt.
2. Carry out an initial review of the organisation's activities that cause air pollution e.g. transportation, energy usage or use of chemicals. Some of these activities can be directly attributed to the company, others may be from assets that are owned by the company (e.g. factories in China) or from the company's contractors and suppliers. Identify relevant standards, benchmarks or best practices that apply to your business.
3. Energy: Conduct a simple audit of your electricity usage. Identify areas where electricity consumption can be cut down (e.g. air conditioning temperature, use of energy-saving devices, etc.) and establish an implementation timetable.
4. Transport: Review your policy on business travel (company vehicles and business trips) and identify if there are areas which can be improved to reduce emissions without compromising on your operational efficiency.
5. Take part in voluntary environmental campaigns organized on your own, by the Environmental Campaign Committee, or the local green groups. Or take part in some of the programmes being organized under the Project CLEAN AIR.
6. Check if targets are being achieved according to set milestone dates. Otherwise check if corrective actions needed or whether targets need to be adjusted.
7. With the emission-reduction measures in place, extend your effort to improve other aspects of environmental performance (e.g. energy saving measures also help in relation to the efforts on climate change).
8. Review after 12 months and report on results in relation to emissions (or energy and/or material use) and further plans. Disseminate best practice cases.

B. The following are relevant to companies which own or operate an industrial operation in Hong Kong or the Pearl River Delta. You can set tangible targets for implementation of the Charter.

9. Translate your activities into quantifiable air pollutant emissions as far as is practical, e.g. quantities (in kg) of SO₂, NO_x and RSP, and VOCs. For use of fuel or electricity, these can be based on the quantities used (litres or tonnes of fuel or kWh of electricity) and the emissions per unit of energy for those sources. The current emissions will serve as the baseline.

	Transport (kg)	Energy usage (kg)	Chemicals (kg)
SO ₂			-
NO _x			-
RSP			-
VOC		-	

10. Identify international standards and best practices relevant to the emissions of your business (e.g. kg per quantity of product or output). Set appropriate target levels for reduction and by when either as kg or, better, in terms of fuel or electricity use, and develop a plan. Assign responsibility to achieving these targets. Savings in energy and material use can save money. Other measures may require budget.
11. Set up performance measurement system e.g.:
 - Transport – how many trips by private vehicles, how many hours spent with engine idling and how much fuel is used.
 - Energy usage – how much electricity consumed per building, floor or room.
 - Chemicals – how many cans of solvent-based products (e.g. paint or cleaners) used.
12. Identify and implement improvement measures e.g.:
 - Transport – use of pedestrian routes or public transport instead of private vehicle.
 - Energy – re-set thermostats, install energy efficient equipment, practice good conservation habits.
 - Chemicals – use of alternatives, or capture and collection equipment.