

Lingnan University

Guidelines on Environmental Sustainability

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1. INTRODUCTION

Lingnan University (thereafter “the University”) aims to provide a sustainable environment in accordance with all relevant government ordinances and regulations. The purposes of these guidelines are to support the University Policy on environmental sustainability and provide a framework for operating and developing The University in a manner that both protects the environment and contributes to sustainability.

2. SCOPE

These guidelines apply to all premises under the University management and applies to all staff, students, service provider, contractors and stakeholders. The University should incorporate the following ethical and sustainable standards and practices when choosing suppliers and outsourced services.

3. REGULATIONS

For any operation and development, the University should ensure compliance with any related regulated/license requirements and adopt any required or proposed mitigation measures. These include, but are not limited to the followings:

1. Buildings Energy Efficiency Ordinance (Cap. 610)
2. Energy Efficiency (Labelling of Products) Ordinance (Cap. 598)
3. Air Pollution Control Ordinance (Cap. 311)
4. Noise Control Ordinance (Cap. 400)
5. Water Pollution Control Ordinance (Cap. 358)
6. Wild Animals Protection Ordinance (Cap. 170)
7. Animals and Plants (Protection of Endangered Species) Ordinance (Cap. 187)
8. Dangerous Goods Ordinance (Cap. 295)
9. Waste Disposal Ordinance (Cap. 354)
10. Waste Disposal (Chemical Waste) (general) Regulation (Cap. 354C)
11. Technical Memorandum for the Assessment of Noise from Places Other Than Domestic Premises, Public Places or Construction Sites
12. Technical Memorandum on Noise from Construction Work Other than Percussive Piling
13. Technical Memorandum on Noise from Construction Work in Designated Areas
14. Technical Memorandum on Noise from Percussive Piling
15. Technical Memorandum Standards for Effluents Discharged into Drainage and Sewage Systems, Inland and Coastal Waters
16. The United Nations Convention on Biological Diversity
17. Other related Guidelines or Legislative Requirement under HKSAR Government

For the full version of legislation and regulations, refer to <http://www.legislation.gov.hk/>

4. POLICY

The University's policy on environmental sustainability is outlined in **Figure 4.1**. The policy will be reviewed periodically for continuous improvement, and it will be signed by the President of Lingnan University.

University Policy on Environmental Sustainability

Lingnan University is committed to protecting the environment and ensuring sustainable development of the campus. The University strives to conserve natural resources, achieve energy efficiency, and reduce our environmental footprint.

The University is committed to:

1. Pursuing four major decarbonisation strategies and measures, namely net-zero electricity generation, energy saving and green buildings, green transport and waste reduction, for achieving carbon neutrality before 2050
2. Complying with applicable legal regulations and environmental standards
3. Using resources in an environmentally responsible manner, increasing use of renewable energy sources and maximizing efficiency of energy use
4. Adopting practices / tools to prevent and minimize waste and pollution
5. Fostering the awareness on environmental protection and conservation within the University and wider community
6. Integrating environmental considerations into the planning, design, construction and operations of our facilities.

Approved by



Professor S. Joe QIN,
President

Date

27 Feb 2024

Recommended by: Health, Safety and Environment Committee

Prepared by: Secretary to the Health, Safety and Environment Committee

Figure 4.1

This policy is communicated to all staff, students, service provider, contractors and stakeholders via contractual document, training and meetings. The contents of the policy are included in the University

website and posted on campus notice boards.

5. FORMULATION & REVIEW

5.1 Health, Safety and Environment Committee (HSEC)

The HSEC is responsible for:

- Advising the President on health and safety policies.
- Promoting safety practices and awareness of environmental health issues within the University.
- Keeping health and safety policies under periodic review.

The committee meets twice a year to form and review policy and guidelines on environmental sustainability. All relevant aspects of environmental sustainability include, but not limited to:

- a) Reviewing the sufficiency of the measures of environmental sustainability and proposals for improvement.
- b) Monitoring sustainability performance and achievement with reference to environmental sustainability.
- c) Assessing the effectiveness of the sustainable measures.
- d) Monitoring follow-up actions on any environmental issue raised from different channels .
- e) Monitoring follow-up actions for any adverse environmental impacts.
- f) Updating progress towards achieving carbon neutrality.
- g) Updating progress of any projects that relate to sustainability.

6. ENVIRONMENTAL MANAGEMENT

All departments, faculties, staff, students, service provider, contractors and stakeholders shall undertake, so far as is reasonable, sustainable practices that follow the measures in the following sections.

6.1 Energy Management

6.1.1 Lighting

- Switch off lighting at the end of the workday to conserve electricity.
- Use timers and/or movement sensors when appropriate.
- Post notices in offices to remind staff to conserve energy.
- Install LED Lighting.

6.1.2 Mechanical, Ventilation and Air-conditioning (MVAC) system

- Maintain thermostats at a comfortable level to avoid over cooling of offices.
- Optimise operation of MVAC system by Building Management System to improve energy efficiency.

- Implement fresh air supply with demand control by CO₂ level monitoring.
- Preset cooling mode according to different seasons (winter & summer).
- Clean filters regularly to improve energy efficiency.
- Conduct retro-commissioning regularly to improve energy efficiency.

6.1.3 Renewable Energy

- Identify the possible location for installing Photovoltaic panels.
- Adopt solar powered equipment.

6.1.4 Office Equipment

- Adopt EMSD Grade 1 or 2 energy label for office equipment.
- Activate energy saving function while idling.

6.2 Water Conservation

6.2.1 Usage

- Install water efficient appliances that achieve Grade 1 under the WSD's Water Efficiency Labelling Scheme.
- Ensure that faucets are fully turned off after use.

6.2.2 Maintenance

- Conduct regular inspections for all plumbing fixtures and faucets.
- Immediately identify and fix leaky plumbing fixtures, faucets and appliances.
- Apply for the Quality Water Supply Scheme for all residential buildings.

6.3 Air Pollution Control

6.3.1 Construction

- Spray water before conducting any dusty work.
- Regularly maintain the site plant to prevent dark smoke emission.
- Use of Ultra Low Sulphur Diesel (ULSD) in construction plant.
- Cover dusty materials with impervious material.

6.3.2 Others

- Adopt low volatile organic compounds sealant, paint and furniture to achieve good indoor air quality.
- Conduct indoor air quality assessment annually.
- Turn off idling vehicles and equipment.

6.4 Noise Control

6.4.1 Construction

- Do not conduct any noisy work outside normal working hours (Monday to Saturday 7 a.m. to 7 p.m.).

6.4.2 Others

- Turn off idling vehicles and equipment.
- Prevent the use of any loud-speaker, megaphone or other device/instrument for magnifying sound that may annoy any person.
- Do not make any noise between the hours of 11 p.m. and 7 a.m. on a regular day, or at any time on a general holiday.

6.5 Waste Management

The University promotes waste reduction and recycling. All stakeholders shall be aware of the best practices of handling waste and make effort to reduce, recycle and reuse the waste. The University adopted a smart weighting system to measure and report the amount of waste and recyclables campus, and the following measures also adopted for better waste management.

6.5.1 Construction

- Dispose chemical waste properly to a chemical waste store.
- Sort waste and recyclables (metal, paper, plastic, cardboard).
- Keep an orderly disposal record.
- Separate construction waste from campus general waste.

6.5.2 Reduction

- Adopt electronic communication (e.g., e-fax and email) to save printing resources.
- Adopt an electronic filing system.
- Adopt an electronic notice system.
- Preset double-sided printing as the default option for unavoidable copying and printing jobs.
- Purchase items with less packaging.
- Avoid single-use disposable items such as food containers, cutlery, straws and shopping bags.

6.5.3 Minimisation of Plastic

- Ban disposable plastic tableware in campus.
- Ban plastic bottle beverage in vending machines.
- Install umbrella dryers and ban umbrella bags.
- Install drinking fountains and promote “Bring Your Own Bottle” program.

6.5.4 Reuse

- Reuse single-sided paper whenever appropriate.
- Use refillable stationery.
- Use rechargeable batteries in place of disposable ones.
- Encourage the reuse and sharing of equipment and furniture among departments and units.

6.5.5 Recycling

- Separate all recyclables from general waste. Keep the recyclables clean to facilitate their downstream handling.
- Locate recycling bins at conspicuous positions.
- Organize recycling campaigns regularly.
- Recycle all spent toner/ink-jet cartridges.
- Deliver the Waste Electrical and Electronic Equipment to designated locations, Office of Campus Development and Management arrange for regular recycling.
- Install food waste pre-treatment system for food waste recycling.

6.6 Green Purchasing Policy

The University considers the environment when purchasing goods and services and makes ethical sourcing decisions. The policy applies to outsourced services and the University incorporates these ethical and sustainable standards and practices when choosing suppliers.

6.6.1 Procurement

- Adopt electronic tender system.
- Avoid purchasing single-use disposable items.
- Avoid unnecessary packaging in any purchasing order.
- Choose GREEN gifts/souvenirs which produced by sustainable materials.
- Prevent leftover gifts/souvenirs when making orders.
- Avoid printing the year on the gifts/souvenirs.
- Choose items with the recycled product logo and high recycled content.
- Choose items with greater energy efficiency and equipped with a EMSD Energy Label.
- Choose items with a WSD Water Efficiency Label.
- Choose items that have fewer irritating or toxic substances during installation, use and disposal.

6.7 Miscellaneous

6.7.1 Sustainable Living

- Use stairs instead of taking the lift for energy saving.
- Draw curtains or blinds to keep direct sunlight out, thus lowering room temperature.
- Unplug equipment chargers and adapters when not in use.
- Close windows and doors of areas that the air-conditioning is in operation.
- Wear warmer clothes before using heaters.
- Switch lighting on only when needed and switch off before leaving.

- Think before buying to reduce the amount of waste generation.
- Reuse materials when possible.
- Recycle whenever possible.
- Clean recyclables before disposing to general bins.

6.7.2 Sustainable Event

- Adopt e-poster instead of printing materials.
- Adopt backdrops produced by environmentally friendly materials.
- Adopt mobile waste separation facilities for recycling during event.
- Choose GREEN gifts/souvenirs which produced by sustainable materials.
- Avoid printing the year on the gifts/souvenirs.
- Reference to “A Waste Reduction Guidebook for Large Scale Event Organisers”

6.7.3 Sustainable Dining

The University is committed to ensuring that all dining activities run by the University are conducted in an environmentally responsible manner. Following this, the University Administrative and Planning Committee (UAPC), at its meetings on 14 September and 16 November 2009, considered and agreed to support the No Shark-fin Policy put forward by the World Wildlife Fund (WWF) Hong Kong. The University will not serve shark fin at the campus restaurant and during University functions. The policy has been included in the tendering procedures for caterers as well.

- Choose plant-based foods with less greenhouse gas emission.
- Choose organic food with less impact on the environment.
- Give priority to food that is sustainably farmed.
- Consider the amount of ordered food to reduce food waste.
- Deliver food waste into a food waste pre-treatment system.

7. FEEDBACK FROM STAKEHOLDERS

The University has implemented an eChannel for gathering stakeholders’ feedback on sustainable development. Stakeholders are encouraged to alert the management to any issues by email (ocdmfm@ln.edu.hk).

8. CONTINUOUS IMPROVEMENT

Performance on sustainable measures will be reviewed annually and these guidelines will be reviewed and updated for continuous improvement. Stakeholders’ feedback will be considered in the guidelines. The HSEC will continuously evaluate new sustainable measures either suggested via stakeholders’ feedback or discovered by other means. New guidelines will be incorporated into the document as necessary.