

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



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President

Date

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Recommended by: Health, Safety and Environment Committee

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

Guidelines on Environmental Sustainability

1. Responsibilities

1.1 Office of Campus Development and Management

Within the University's organisation, responsibility for energy management rests with the Office of Campus Development and Management (OCDM). OCDM develops projects or manages campus operation to balance the use of the facility with the need to conserve energy. OCDM is obligated to comply with the related ordinances and regulations including the Buildings Energy Efficiency Ordinance (Cap. 610).

1.2 Stakeholders of the University

Responsibilities of a broader nature rest with the departments, staff, students and contractors of the University, including:

- Switching off electrical appliances, air-conditioners and lightings in office/hostel flat when leaving
- Making purchases in compliance with Green Procurement
 - ✓ with improved recyclability, high recycled content, reduced packing and greater durability
 - ✓ with greater energy efficiency
 - ✓ which result in reduced water consumption
 - ✓ which emit fewer irritating or toxic substances during installation or use
 - ✓ which result in reduced production or toxicity substances upon disposal
- Choosing electrical appliances with Energy Label at Grade 1
- Putting 4R Recycling into practice: Reduce, Reuse, Recycle, Replace
- Using materials/chemicals that will cause the least damage and risk to the environment
- Minimise avoidable waste and pollution in all forms including, but not limited to, noise and air pollution
- Adopt energy saving, waste less and low carbon living styles, including but not limited to:
 - ✓ using stairs instead of taking the lift
 - ✓ taking shorter showers
 - ✓ switching lighting on only when needed
 - ✓ drawing curtains or blinds to keep direct sunlight out, thus lowering room temperature
 - ✓ thinking before buying

2. Energy Efficiency and Conservation

It is everyone's responsibility to conserve and sustain a green environment via efficient energy use. Under all circumstances, everyone shall live with the concepts of:

- ❖ REDUCE the amount of materials you use, which reduces the amount of waste you create
- ❖ REUSE materials when possible
- ❖ RECYCLE whenever possible

Energy Saving Tips For the Office

- When not in use, switch off office equipment, air-conditioners and lights. When leaving the office, arrange for the last-person-out to check and switch off the power source to all equipment and lights that are not in use. Avoid setting photocopier and desktop printers to standby mode after office hours.
- Adopt electronic communication (e.g., e-fax and email) to save printing resources.
- Set up a waste paper recycling bin in the office. Collect and reuse single-sided paper whenever appropriate.
- Set double-sided printing as the default option for unavoidable copying and printing jobs.
- Switch off a screen instead of letting the screensaver run to save more energy.
- Unplug equipment chargers and adapters when not in use.
- Close windows and doors of areas that the air-conditioning is in operation.

Energy Saving Tips For Hostel Flat / Home

- Switch off electrical appliances when not in use.
- Select electrical appliances with energy label "Grade 1".
- Minimize using hot water for bathing and cleaning.
- In summer, regularly clean the dust filters of air conditioners to maintain their efficiency. Use fans instead of air conditioner when possible.
- In winter, wear warmer clothes before using heaters. Regularly clean the surface and filter (if any) of electric heaters to maintain their efficiency.

3. Green Purchasing

The University recommends users to consider the environment when purchasing goods and services. We list several suggestions below for purchasing environmental-friendly products:

- Avoid purchasing single-use disposable items
- Choose GREEN gifts / souvenirs. Control the spare amount of 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 EMSD “Recognition Type” Energy Label / EMSD Energy Label / Energy Star Label
- Choose items with a WSD Water Efficiency Label
- Choose items that have fewer irritating or toxic substances during installation, use and disposal

Users are recommended to put GREEN factors as one of the tender specifications for products and services.

https://www.epd.gov.hk/epd/english/how_help/green_procure/green_procure.html

4. Waste Management

The University promotes waste reduction and recycling by all means. All stakeholders shall be aware of the best practices of handling waste and make effort to reduce, recycle and reuse the waste.

Reduce, Recycle and Reuse

We list several suggestions below on how to reduce, recycle and reuse.

Reduce

- Purchase items with less packaging
- Avoid using single-use disposable items such as food containers, cutlery, straws and shopping bags.
- Offer incentives for staff and students who bring their own containers.
- Use refillable ballpoint pens rather than disposable pens.
- Use rechargeable batteries in place of disposable ones.
- Bring your own bottle for drinking water.
- Equip photocopiers/printers with one tray for used paper and another for new paper to encourage printing and photocopying on both sides of paper.
- Receive incoming faxes electronically through an e-fax system, and make hard copies only when necessary using used paper.
- Adopt an electronic system for filing and documentation.
- Eliminate, combine or reduce the size of forms, records and notices.
- Promote the use of electronic communication for disseminating notices, reporting on the latest activities and receiving suggestions.
- Explore other paperless systems such as e-billing, e-forms, e-posters, e-tendering and e-procurement.

Recycle

- For easy collection, separate all recyclables (e.g., metal cans, plastics, waste paper, glass bottles) from non-recyclables. Keep the recyclables clean to facilitate their downstream handling.
- Introduce reverse vending machines to collect plastic bottles and other recyclable materials
- Donate old computers, furniture and office equipment to charities or people in need.
- Collect and recycle all spent toner/ink-jet cartridges.
- Send old regulated electrical appliances (REE) to licensed recycling facilities under the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment (WPRS), including air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

Reuse

- Post any unwanted but reusable items (except Restricted Items) onto second-hand exchange platforms for donation or for sale at a nominal charge.
- Encourage the reuse and sharing of equipment and furniture among departments and units.

5. Sustainable Food

As a journey to net zero, the University encourages food consumption in the following directions.

No Shark-fin Policy

Lingnan University is committed to ensuring that all activities run by the University are conducted in an environmentally responsible manner. In this connection, the University Administrative and Planning Committee (UAPC) at its meeting of 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 fins at the restaurant on campus and during university functions. The Office of Campus Development and Management would keep track of the matter. Furthermore, the on-campus caterer will be informed of the policy and encouraged not to serve shark-fin dishes in any restaurant or cafeteria within the University campus. The policy has been included in the tendering procedures for caterers as well.

Reduce Food's Carbon Footprint

- Low Meat, High Vegetable Diet

Plant-based foods have less greenhouse gas emission than animal-based foods. Having more vegetables than meat can reduce our carbon footprint. Less red meats such as beef and lamb are recommended.

- Organic Food

Organic farming methods for both crops and animals have a much lower impact on the environment. Organic-certified farms use natural methods for soil fertilization, weed prevention and pest control. With less contamination on the environment, organic food is recommended.

- Reduce Food Wastage

It is always important to plan meals ahead, no matter cooking by yourself or dine-in or organizing party or business meals, not to prepare or order too much and induce food wastage. If couldn't finish the food, it is recommended to wrap the food properly and takeaway the leftovers.