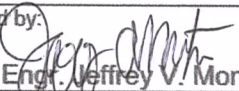
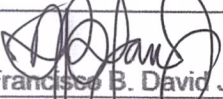
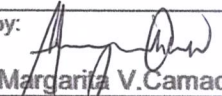
	POLICY ON HAZARDOUS WASTE DISPOSAL	Revision Date: June 30, 2021
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Prepared by:  Engr. Jeffrey V. Montes	Reviewed by:  Engr. Francisco B. David Jr.	Approved by:  Ms. Margarita V. Camacho
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I. PURPOSE


The purpose of this policy is to provide a set of standards, strategies and devices on how to treat waste materials and how to provide adequate sanitation to protect the health and safety of the building occupants as well as the environment. This may include the collection, disposal, recycling, transportation and processing of waste to curb waste for reasons such as public health threats, environmental concerns and general appearance of the campus.

II. SCOPE

This policy is applicable to all employees, students, tenants and visitors.

III. DEFINITIONS

Biodegradable Waste	Includes day-to-day products which come out of the homes, offices, restaurants, gardens, but can be returned to nature. These products can eventually be decomposed by the action of bacteria on them and hence they do not remain in the same physical form that they were when they were chucked out.
Recyclable Waste	It involves reusing of materials by reprocessing them industrially and turning them into new or similar products. Recycling is a conservation method of waste disposal and making new products out of the waste materials.
Hazardous Waste	Includes chemical, biological and other items which could potentially be toxic and/or contagious. They are usually dumped into the trash along with all the other waste items which are hazardous to the environment and safety of the people.
Electronic Waste	Is defined such as discarded computers, office electronic equipment, entertainment device electronics, mobile phones, television sets, and refrigerators. This definition includes used electronics which are destined for reuse, resale, salvage, recycling, or disposal.

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IV. RESPONSIBILITY AND AUTHORITY

Housekeeping Supervisor	Shall monitor the strict implementation of proper segregation of waste.
Janitors	Shall collect the garbage in different waste bin and segregate it in proper disposal.
Pollution Control Officer	Shall ensure compliance with the requirements of Presidential Decree 1586, Republic Act (RA) 6969, RA 8749, RA 9003, RA 9275, their respective implementing rules and regulations, and other pertinent rules and regulations
Udenna Environmental Services	DENR registered environmental transporter, hauler and treater, contracted by Mapua to collect, transport and perform treatment on various hazardous waste generated by the campus included in the Waste Generation ID issued by DENR

V. DETAILS OF POLICY

WASTE MANAGEMENT PROGRAM

A. For Biodegradable Waste (food waste, paper, garden waste, etc.)

1. Garden Waste

The Mapua Intramuros campus has several compost bins assigned in the landscape and parking area for the yard waste like weeds, leaves, branches, and the like. Instead of throwing out yard trimmings and fallen leaves and braches, using them as a compost replenishes soil and reduce the purchase of additional garden soil.

2. Food Waste

The canteen concessionaires are required to provide a separate trash bin exclusive for their generated food waste, including used oil.

3. Paper Waste

- Paper bins are provided to each office so that used paper will be disposed properly. These used papers will be collected and sorted by the housekeeping personnel at the North Garbage Vault Room., and finally donated or sold to material recovery facilities.
- Trash bins are provided at hallways and common areas so that students, faculties and office employees can dispose used papers properly. These used papers will be collected and sorted by the housekeeping personnel at the North Garbage Vault Room.

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- Used papers are recycled as scratch paper, while other used papers are donated or sold to material recovery facilities.

B. Recyclable Waste (pet bottles, aluminum cans, metal, scrap wood, etc.)

1. Pet bottles and aluminum cans

Mapua Intramuros campus has provided racks for pet bottles and aluminum cans at the Ground Floor of South and North Lobby. Housekeeping will collect and sort these pet bottles and aluminum cans before storing them at the North Garbage Vault Room. These bottles and cans are sold or donated to material recovery facilities.

2. Construction debris (scrap wood, and metal waste)

Generated construction debris in the campus are donated or sold to material recovery facilities.

C. Hazardous Waste (chemicals, pesticides, petroleum, expired paints and empty paint cans, fluorescent lamps/tubes, medical waste, batteries, etc.)

1. Chemical Waste

Chemical and biological wastes from ILMO laboratories are placed in sealed carboy which are properly labelled and kept stored at the North Hazardous Waste Room. Mapua University has contracted the services of a DENR registered environmental transporter, hauler and treater, Udenna Environmental Services, to collect, transport, perform treatment and properly dispose in government approved sanitary landfill the various chemical and biological waste generated by the campus.

Among the types of hazardous chemical waste being generated by our laboratories and included in the Hazardous Waste Generator ID issued by DENR are B201 (Sulfuric Acid Wastes); B299 (Other Acid Wastes); (F699) Aqueous-based waste; (D499) Other wastes w/ Inorganic Compounds; G704 (Non-halogenated Organic Solvents).

2. Pesticides and Chemicals used for Pest Control Services

Mapua University requires the pest control service provider to submit a copy of the Safety Data Sheet and Certificate of Registration issued by the Food and Drug Administration, to ensure that all the chemicals and pesticides they are using are safe to people and environment friendly.

Empty plastic container of pesticides and chemicals are collected by our housekeeping personnel and placed in a sealed carboy properly labelled and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. J201 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

3. Paint

Empty paint cans and expired paints are collected by maintenance personnel and placed in a fabricated wooden crates/boxes which are properly labelled and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. J201 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.



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4. Used Industrial Oil from Generator Units

Used industrial oils are stored in a sealed drum, properly labeled and kept stored in a dry storage room at the Generator Set House. These type of hazardous waste with HW No. I101 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

5. Used Cooking Oil

The canteen concessionaires are required to provide a separate container exclusive for their used cooking oil. The generated used oil are collected by the housekeeping personnel, and placed in a sealed carboy which are properly labelled and kept stored at the North Hazardous Waste Room.

Used oils (under Hazardous Waste Classification : I102) are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

6. Fluorescent lamps/tubes

Generated busted lamps and bulbs are collected by maintenance personnel and placed in a fabricated wooden crates/boxes, properly labelled and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. D407 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

7. Batteries

Used batteries are collected and placed inside a box by every department, before handing it over to CDM Department for storing. These batteries are placed in a sealed carboy and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. D406 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

8. Cleaning Materials

Mapua University campus requires contracted Housekeeping Service Provider to submit a copy of the Safety Data Sheet and Certificate of Registration issued by the Food and Drug Administration, to ensure that all the chemicals and cleaning agents they are using are safe to people and are environment friendly.

Empty plastic container of cleaning chemicals are collected by our housekeeping personnel and placed in a sealed carboy properly labelled and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. J201 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

8. Clinical/Medical Waste

Health Services Department collects all used needles, scalpels, syringes, cotton, gauze and other medical waste in a properly labelled container and kept in a dry storage room. Below is the color coding scheme to be used in the health care facility as stipulated in the Healthcare Waste Management Manual of the Department of Health (DOH):

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- a) Black (for non-infectious dry waste)
 - Bottles
 - Cans
 - Plastics
 - Papers
- b) Green (for non-infectious wet waste)
 - Kitchen Waste
- c) Yellow (for infectious waste)
 - Cotton balls
 - Gauze
 - Gloves
- d) Red (for sharps/needles – whether or not they are contaminated)

These clinical/medical waste are collected by the housekeeping personnel under the supervision of the School's Pollution Control Officer, and placed in a sealed carboy properly labelled and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. M501 & M503 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

The standard features the clinical/medical waste receptacles have are:

- a) The receptacle for sharps/needles (RED) should be puncture proof (usually made of metal or high-density plastic) and fitted with covers. It should be rigid and impermeable to contain not only the sharps but also any residual liquids from syringes.
- b) The receptacle must be lined with a waste bag that will help in safe disposal.
- c) Heavy gauge metal should be used on the outer and inner sides of the receptacles to provide protection against burning, smoke and fumes.
- d) The receptacles should be sturdy and rust proof.
- e) The receptacles should have a vapor barrier that will prevent mildew and will also help in protecting the floors.
- f) The receptacles for infectious waste (YELLOW) should be marked with the International Infectious Substance Symbol.

D. Electronic Waste (electronic gadgets, computers, toners/ink, office electronic equipment, etc.)

1. Electronic gadgets

Mapua Intramuros campus provides E-Waste bin at the Ground Floor South and North Lobby. The accumulated E-waste are collected by the housekeeping personnel, and placed in a fabricated wooden crates/boxes, properly labelled and kept stored at the North Garbage Vault Room, or Hazardous Waste Room. These type of hazardous waste with HW No. M506 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

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2. Computers and computer accessories

Defective computers and accessories are collected and boxed by DO-IT Department. Once accumulated, DO-IT transmit it to CDM Department for safekeeping. These type of hazardous waste with HW No. M506 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

Obsolete computers and accessories are donated or sold to material recovery facilities.

3. Used inks and toner cartridges

Used inks and toner cartridges are placed inside a box by every department, before handing it over to CDM Department for storing . These inks and toners are placed in a sealed carbouy and kept stored at the North Hazardous Waste Room. These type of hazardous waste with HW No. M506 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

SANITATION PROGRAM

1. Toilets

Comfort rooms are cleaned on a regular basis using safe cleaning chemicals and disinfectants provided by the Housekeeping Service Provider. Housekeeping personnel has a toilet cleaning checklist clipped at the back of the entry toilet door to ensure correct routine of cleaning.

Security Department conducts daily ocular inspection of toilets to verify cleanliness as per actual toilet condition.

2. Food waste

Canteen Concessionaires are required to have a separate garbage bin for their food waste. They are also required to submit an annual written certification to CDM Department stating the proper disposal of their food wastes.

3. Liquid soap

Students and personnel are provided with liquid soap inside the toilets and at selected common areas.

4. Grease Trap

Canteen Concessionaires are required to clean the grease trap regularly, while the CDM Department performs cleaning of grease box on a monthly basis. The accumulated grease waste are collected by the housekeeping personnel and placed in a sealed carbouy properly labelled and kept stored at the North Garbage Vault Room. These type of hazardous waste with HW No. H802 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

5. Sanitary Permit for Canteen Concessionaires

Canteen Concessionaires are required to obtained a sanitary permit from the Manila City Hall. The permit should be posted to the public's view at all times.

6. Health Certificate for all canteen employees

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Canteen Concessionaires are required to submit a copy of the health certificates of all canteen personnel to the CDM Department.

7. Siphoning of Septic Vault

CDM Department contracts the service of Maynilad to perform siphoning of septic vault every two years.

8. Water Potability Testing on Drinking Water

Water Refilling Station conducts monthly water potability testing on the school's clean water system to ensure safe and clean drinking water.

VI. PERFORMANCE INDICATOR

To ensure that the segregation/disposal of waste shall strictly followed/observed for health and safety reason of everybody.

Timely submission of quarterly Self-Monitoring Report (SMR) to comply with the implementing rules and regulation of the EMB.

1st Quarter SMR Submission — April 01-15

2nd Quarter SMR Submission — July 01-15

3rd Quarter SMR Submission — October 01-15

4th Quarter SMR Submission — January 01-15

VII. REACTION PLAN

If in case somebody do not follow the proper segregation a sanction shall be implemented. Continue the awareness program for the proper disposal of waste.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
Self- Monitoring Report	Quarterly	PCO
Certificate of Treatment	Every after the treatment and disposal of Haz. Waste	UDENNA
Hazardous Waste Manifest Form	Every after the treatment and disposal of Haz. Waste	PCO / UDENNA

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IX. REFERENCE DOCUMENTS

	Document Code	Title
1.	FM-CD-15-02	Monthly Housekeeping Cleaning Checklist
2.	FM-CD-16-02	Weekly Toilet Inspection Checklist
3.	FM-CD-23-02	Garbage Disposal
4.	FM-CD-24-02	IPM Garbage Hauler Monitoring
5.	FM-CD-31-02	Watchmans Monitoring of Daily Toilet Cleaning

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