

	<p align="center">POLICY FOR MINIMISATION OF DISPOSABLE ITEMS</p>	<p>Date Created: January 4, 2021</p>
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I. PURPOSE

To promote a more sustainable society and protect the environment, Mapua has set programs, processes and guidelines to reduce the amount of waste produced. Below are the goals and priorities for school waste of the University:

- Expansion of recycling collections to reduce the volume of waste currently sent to landfill.
- Education and awareness of opportunities for waste prevention, reduction and reuse in the University to further improve waste management.
- Reduction on the paper use by students and employees.
- Provide guidance on consistent waste practice across school premises.

II. SCOPE

These guidelines are 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 chunked 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.



POLICY FOR MINIMISATION OF DISPOSABLE ITEMS

Date Created: January 4, 2021

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

Mapua has identified the following main waste streams which we need to reduce the volume through re-use and recycling by putting up programs to minimize the disposal of these waste items.

Waste Streams

- a) Paper
- b) Food Waste
- c) Stationery Supplies
- d) Plastic Bottles, Plastic Containers and other types of Plastic
- e) Furniture
- f) Glass Containers, Glass Bottles and other Glass Materials
- g) Aluminum/Tin Cans
- h) Fluorescent Tubes/Lamps
- i) Mixed Construction and Demolition Waste
- j) Electronic and Electrical Waste

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POLICY FOR MINIMISATION OF DISPOSABLE ITEMS

Date Created: January 4, 2021

Programs/Processes to minimize waste disposal

1) Paper Waste (Bond paper, envelopes, old newspapers, magazines, cardboard/cartons, etc.)

- Used bond papers are recycled as scratch paper. Scratch papers are being used for printing of documents, trash bin liners, and notepad.
- Some used papers are donated or sold to material recovery facilities.
- All departments are encouraged to stop using paper when sending memos to subordinates and other departments.
- All personnel and students were given email account to be used for the cascading of memos and announcements aside from receiving and sending messages;
- Faculty members are encouraged to conduct examination through online.

2) Food Waste

- Food waste scraps are being composted in the University which will help to replenish the soil, enhances water retention in soils and reduce the need for chemical fertilizers.
- The canteen concessionaire of the University is required to submit a monthly menu to minimize food wastage when storing raw food in the kitchen.
- To avoid food spoilage, the canteen concessionaire is reminded to store food correctly by identifying food items that need to be refrigerated and store food at room temperature.
- Used cooking oil is being sent to our hazardous waste treater.

3) Office Supplies (toner cartridges, pens, etc.)

- Upon requesting a new toner cartridge, the department must submit the empty toner cartridge to the Purchasing Department to be returned to the supplier.
- For any ordering schedule to be effective, office supplies should be requested once a month to avoid emergency procurement orders (which are especially difficult to fill in an economical way), as well as personal stockpiling, stock shortages, and surplus stock of unnecessary items.
- Requests for office supplies especially non-stocked items should be approved first by the department head. The department head shall verify the need for each requested item and its cost before approving its procurement.

4) Plastic Bottles, Plastic Containers and other types of Plastic

- Sorting bins for plastic containers to recycle bottles are located in the different areas of the campus.
- Used plastic bottles are being sorted to be sent to a local recycling center.
- Providing water dispensers for students and personnel to discourage them from buying bottled water.

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POLICY FOR MINIMISATION OF DISPOSABLE ITEMS

Date Created: January 4, 2021

- Encouraging personnel and students to bring their own water container.
 - All canteen concessionaires are not allowed to use plastic plates, plastic utensils, plastic, Styrofoam and other plastic materials for their food preparation and packaging.
 - Canteen concessionaires may only use paper cups, cutlery made of potato starch or cornstarch and paper straws.
 - Canteen concessionaires are required to give a small discount if employees and students will bring their own food container.
- 5) Furniture (sofas, chairs, tables, desks, bookcases, file cabinets, etc.)
- Reuse of some furniture by other department(s) after refurbishing the furniture.
 - Some old furniture will be donated to adopted communities.
 - Old furniture will be sold to employees and 3rd party buyers.
 - Repurposing existing furniture items.
 - Furniture items which composed of a variety of materials will be dismantled to be recycled. All steel or aluminum pieces can become scrap metal while all wood furniture is readily taken for recycling purposes.
 - Purchase of used furniture in good condition.
- 6) Glass
- Sorting bins for glass bottles/containers to recycle glass containers are located in the different areas of the campus.
 - Used glass bottles/containers are being sorted to be sent to a local recycling center.
 - Glass doors and other glass materials are being reused and or donated to adopted communities.
- 7) Cans
- Sorting bins for aluminum/tin cans to recycle tin cans are located in the different areas of the campus.
 - Used tin cans are being sorted to be sent to a local recycling center.
- 8) Fluorescent tubes/lamps
- Busted fluorescent tubes/lamps shall be placed in the hazardous waste facility of the campus. A wooden rack is provided for the busted fluorescent tubes/lamps.
 - Busted fluorescent tubes/lamps will be sent to our accredited hazardous waste treater.
- 9) Mixed construction and demolition waste
- Construction/building material wastes such as wood, brick, insulation, glass, building blocks, wall coverings, etc. will be sorted and place in a stockroom to be reused for a new project.

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POLICY FOR MINIMISATION OF DISPOSABLE ITEMS

Date Created: January 4, 2021

- Scrap wood and metals that will no longer be used will be donated to adopted communities and personnel.

10) Waste Electronic & Electrical Equipment

- Sorting bins for electronic and electrical wastes are located in the different areas of the campus.
- Electronic and electrical wastes shall be placed in the hazardous waste facility of the campus. A separate container is provided for electronic and electrical wastes.
- Electronic and electrical wastes will be sent to our accredited hazardous waste treater.

VI. PERFORMANCE INDICATOR

To ensure that the amount of waste generated and recycled across the university are properly monitored and recorded by the Housekeeping Supervisors and checked by the Pollution Control Officer.

VII. REACTION PLAN

If in case somebody do not follow the programs set by Mapua to reduce the amount of waste produced a sanction shall be implemented. Continue the awareness program to achieve the goals and priorities for school waste of the University.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
Monitoring of waste generated and recycled	Monthly	Housekeeping Supervisors / Pollution Control Officer

IX. REFERENCE DOCUMENTS

Document Code	Title
1. FM-CD-32-02	Monthly of Generated Garbage Form

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