




Date : 05 January 2021

To : Ms. Malou Borromeo
IMI Head (canteen concessionaires)

Mr. Alvin Cardenas
Operations Manager, GAIC Janitorial & Maintenance Services

From : 
Margarita V. Camacho
Head for Campus Maintenance, Development & Operations

Subject : Reminder re Disposable Policy of Mapua University

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 which you need to follow:

Programs/Processes to minimize waste disposal

1) 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.

2) 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.
- 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.

3) 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.

4) 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.

5) 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.
- Scrap wood and metals that will no longer be used will be donated to adopted communities and personnel.

Please be guided accordingly.

Thank you.