

Waste Minimization Program of Mapúa University

To promote a more sustainable society and protect the environment, Mapúa University 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

Mapúa 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

1. Paper
2. Food waste
3. Stationery supplies
4. Plastic bottles, plastic containers, and other types of plastic
5. Furniture
6. Glass containers, glass bottles, and other glass materials
7. Aluminum/tin cans
8. Fluorescent tubes/lamps
9. Mixed construction and demolition waste
10. Electronic and electrical waste
11. Garden waste

Programs/processes to minimize waste disposal

1. Paper waste (bond paper, envelopes, old newspapers, magazines, cardboard/cartons, etc.)
 - a. Used bond papers are recycled as scratch paper. Scratch papers are being used for printing of documents, trash bin liners, and notepad.
 - b. Some used papers are donated or sold to material recovery facilities.
 - c. All departments are encouraged to stop using paper when sending memos to subordinates and other departments.
 - d. All personnel and students were given email account to be used for the cascading of memos and announcements aside from receiving and sending messages.
 - e. Faculty members are encouraged to conduct examination through online.

- f. Fillable forms from different departments are already online.
2. Food waste
 - a. Food waste scraps are being composted in the University which will help to replenish the soil, enhance water retention in soils, and reduce the need for chemical fertilizers.
 - b. The canteen concessionaires of the University are required to submit a monthly menu to minimize food wastage when storing raw food in the kitchen.
 - c. To avoid food spoilage, the canteen concessionaires are reminded to store food correctly by identifying food items that need to be refrigerated and store food at room temperature.
 - d. Canteen concessionaires are required to monitor the expiration dates of their raw food and other products to lessen food waste.
 - e. Used cooking oil is being sent to our hazardous waste treater.
 3. Office supplies (toner cartridges, pens, etc.)
 - a. Sorting bins for toner cartridges (electronic waste) are located in the different areas of the campus.
 - b. 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.
 - c. 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
 - a. Sorting bins for plastic containers to recycle bottles are located in the different areas of the campus.
 - b. Used plastic bottles are being sorted to be sent to a local recycling center.
 - c. Providing water dispensers for students and personnel to discourage them from buying bottled water.
 - d. Encouraging personnel and students to bring their own water container.
 - e. All canteen concessionaires are not allowed to use plastic plates, plastic utensils, plastic, Styrofoam, and other plastic materials for their food preparation and packaging.
 - f. Canteen concessionaires may only use paper cups, cutlery made of potato starch or cornstarch, and paper straws.
 - g. 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.)
 - a. Reuse of some furniture by other department(s) after refurbishing the furniture.
 - b. Some old furniture will be donated to adopted communities.

- c. Old furniture will be sold to employees and third-party buyers.
 - d. Repurposing existing furniture items.
 - e. Furniture items which are 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.
 - f. Purchase of used furniture in good condition.
6. Glass
- a. Sorting bins for glass bottles/containers to recycle glass containers are located in the different areas of the campus.
 - b. Used glass bottles/containers are being sorted to be sent to a local recycling center.
 - c. Glass doors and other glass materials are being used for projects and/or donated to adopted communities.
7. Cans
- a. Sorting bins for aluminum/tin cans to recycle tin cans are located in the different areas of the campus.
 - b. Used tin cans are being sorted to be sent to a local recycling center.
8. Fluorescent tubes/lamps
- a. 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.
 - b. Busted fluorescent tubes/lamps will be sent to our accredited hazardous waste treater.
9. Mixed construction and demolition waste
- a. Construction/building material wastes such as wood, brick, insulation, glass, building blocks, wall coverings, etc. will be sorted and placed in a stockroom to be reused for a new project.
 - b. Scrap wood and metals that will no longer be used will be donated to adopted communities and personnel.
10. Waste Electronic and Electrical Equipment
- a. Sorting bins for electronic and electrical wastes are located in the different areas of the campus.
 - b. 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.
 - c. Electronic and electrical wastes will be sent to our accredited hazardous waste treater.
 - d. Used batteries are collected and placed inside a sealed carbuoy and kept stored in the hazardous Waste Room. These types of hazardous waste with HW No. D406 are turned over to Udenna Environmental Services for proper disposal and treatment of waste.

11. Garden waste

- a. Garden waste scraps are being composted in the University which will help to replenish the soil, enhance water retention in soils, and reduce the need for chemical fertilizers.