

De La Salle University

University Research Coordination Office (URCO) Guidelines

Procedure for Projects with Wastes or Excess Materials

Preamble

Observations have been made by several quarters that some projects have generated wastes of a hazardous nature. On some occasions, the wastes from these projects have not been adequately treated or disposed. In other instances, the wastes were properly disposed of but documentation was either missing or insufficient. Observations have also been made of equipment left unused with uncertain status and ownership.

To correct this situation, the following procedures will be implemented for all projects beginning with proposals submitted for 2nd Term, SY2005-2006

Proposal Requirements

- All proponents for internally funded research projects are required to complete the declaration of wastes and excess materials
- The College Research Councils will assess proposals for compliance
- Disposal Costs shall be added to the project budget

Project Completion Requirements

In addition to the usual requirements, proof of disposal or administrative turnover of all Category 1 wastes will be required.

If disposal or administrative turnover is not provided upon completion of the other project requirements, the project will be considered "provisionally complete" for a period of one year. During this period, the proponents will be allowed to embark on new projects. If proof of disposal or administrative turnover is provided during this period, the project will be considered "complete". Beyond this one year period, the "provisionally complete" will revert to an "incomplete" status and no more new projects will be allowed. If a proponent has two provisionally complete projects, then no more new projects will be allowed.