



**Title of Proposal** : General Policy on Ecological Management of Solid Waste  
**Classification** : Guidelines  
**Approving Authority** : Chancellor's Council  
**Implementing Authority** : Campus Sustainability Office  
**Effective Date** :  
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## 1. Purpose

The indiscriminate disposal of solid wastes can be detrimental to the environment and to society. One strategic approach to address this problem is through proper solid waste management. Waste management is vital in reducing or mitigating the mounting crisis on wastes, which, pollutes the environment, damages the community, and endangers human lives. Guided by Lasallian Guiding principles, the University champions ecological practices among the different members of the Lasallian Community as well as among its partners, which will inculcate, and develop values, attitudes, and practices that result in sustainable lifestyles. Likewise, faith formation as well as service learning programs promotes concern for the environment and the people, as well as responsible stewardship of God's creation, as integral to the University's vision and mission.

## 2. Scope

This policy presents a set of procedures and guidelines for the implementation of the comprehensive ecological solid waste management program in order to facilitate compliance with the relevant laws (i.e., RA 9003). This covers the following processes:

- 2.1. Reduction at source
- 2.2. Waste Segregation, Repurposing and Recycling/Diversion
- 2.3. Storage, Collection and Transport of waste materials
- 2.4. Disposal
- 2.5. Partnerships and Linkages
- 2.6. Information, Education and Communication (IEC)

This policy shall cover all campuses and facilities of the University:

- DLSU Taft Campus
- DLSU Laguna Campus
- DLSU Rufino Campus
- Lasallian Center
- Condominium Units of the University
- Charles Huang Conference Center
- Lian Campus



### 3. Definition of Terms<sup>1</sup>

**Collection:** the act of removing solid waste from the source or from a communal storage point.

**Composting:** the controlled decomposition of organic matter by microorganisms, mainly bacteria and fungi, into a humus-like product.

**Disposal:** the deposit, dumping, or placing of any solid waste into a body of water or in any land.

**Disposal site:** a site where solid waste is finally deposited.

**Ecological solid waste management:** the systematic administration of solid waste management activities, which promotes reduction at source, and the provision of a system for recycling through segregated handling and transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment.

**Generation:** the act or process of producing solid waste.

**Materials Recovery Facility (MRF):** a temporary storage facility, which includes solid waste transfer stations or sorting station, drop-off center, a composting facility, and a recycling facility.

**Receptacles:** individual containers or bins used for the source separation and the collection of recyclable materials.

**Recyclable material:** any waste material retrieved from the waste stream and free from contamination, that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans, plastics and other materials as may be determined by the Commission.

**Re-use:** the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics.

**Segregation:** sorting and segregation of different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.

**Segregation at source:** a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.

**Solid waste:** all discarded household, commercial waste, non-hazardous institutional, ports/harbour and industrial waste, street sweepings, construction debris, agriculture waste, and other non-hazardous/non-toxic solid waste.

**Solid waste management:** the discipline associated with the control of generation, storage, collection, transfer and transport, processing, and disposal of solid wastes in a manner that is in accord with the best principles of public health, economics, engineering, conservation, aesthetics, and other environmental considerations, and that is also responsive to public attitudes.

**Source reduction:** the reduction of solid waste before it enters the solid waste stream by methods such as product design, materials substitution, materials re-use and packaging restrictions.

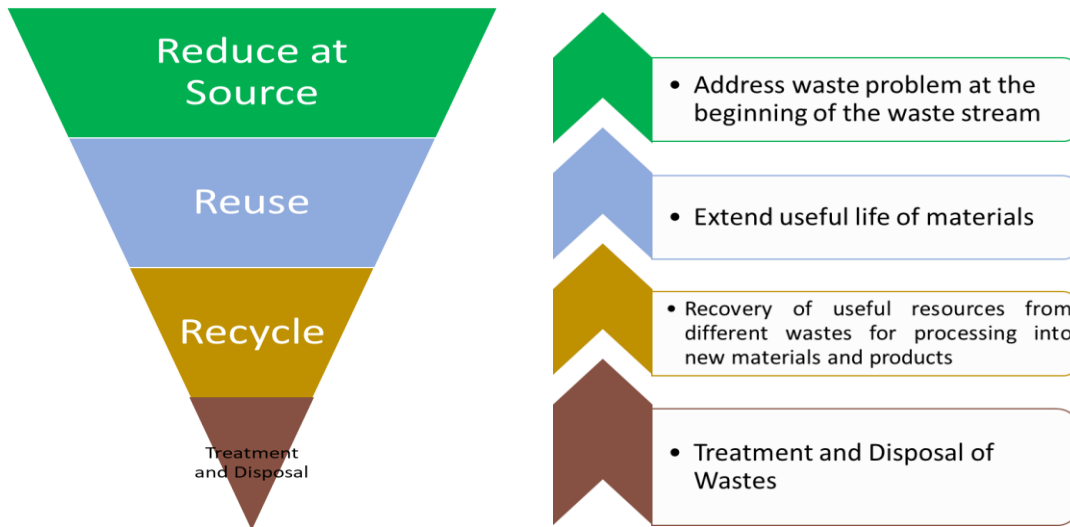
**Waste diversion:** activities, which reduce or eliminate the amount of solid wastes from waste disposal facilities.

<sup>1</sup> Reference: Implementing Rules and Regulations of the Philippine Ecological Solid Waste Management Act of 2000 (RA 9003).



#### 4. Policy Statement and Objectives

The Lasallian community will adopt the principles of the 'best practical environmental option' in the delivery of its waste management practices. It applies the waste minimization hierarchy that explores options to reduce, reuse, recycle and recover waste products in preference to the disposal of waste.



The University recognizes the importance of implementing procedures for the responsible and ecological management of solid waste generated by the Lasallian Community with the goal of helping in the reduction of the volume of waste sent to landfill as well as the promotion of reuse and recycling where possible. The Lasallian community is enjoined to comply with this policy and guidelines to ensure that proper waste management is performed in accordance with all relevant laws. In particular, the policy has set the following objectives:

- 4.1. minimize waste generation at source and facilitate reuse and recycling over the disposal of wastes, where it is cost effective,
- 4.2. provide clearly defined roles and responsibilities of key University sectors units for proper coordination and implementation of the ecological solid waste management program,
- 4.3. promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling,
- 4.4. ensure the safe handling and storage of wastes,
- 4.5. provide education and training for the Lasallian community on ecological solid waste management, and
- 4.6. promote ecological solid waste management best practices.

#### 5. Guidelines

##### 5.1. Waste Reduction at Source

Efforts toward reducing the generation of waste materials at source shall be explored continuously. Gradual reduction of **single use materials and packaging** shall be done, with utmost consideration in addressing challenges and impacts on operations (i.e. identification of alternatives and options).



Food services and concessions shall promote the reduction at source of single use packaging/materials (e.g. plastics etc.) and reuse and recycling of material. Specifically, they are encouraged to take initiatives towards:

- 5.1.1. Elimination of single-use plastic (*Annex A: Types of Single-Use Plastics, its Alternatives and Regulations*)
- 5.1.2. Use of reusable food containers and utensils (i.e. microwavable containers, stainless steel utensils).
- 5.1.3. Reuse and recycling of plastic bottles, cans, cardboard boxes, paper bag, and paper material.

## 5.2. Waste Segregation and Diversion

### Segregated Bins

- 5.2.1. Each bin shall be labelled in English and Tagalog to indicate the specific type of waste for which the bin is designated. In addition, photos shall be used to illustrate examples of the types of waste that shall be placed in the bin.
- 5.2.2. All classrooms, offices, and library bins shall be used for "PAPER" only.
- 5.2.3. Canteens and lounges shall be provided with bins for "RECYCLABLES", "BIODEGRADABLES" and "RESIDUAL WASTE"
- 5.2.4. Bins strategically located at the hallways and outside bins shall be separately designated for "RECYCLABLES", "BIODEGRADABLES" or "RESIDUAL WASTE" only.
- 5.2.5. Restroom bins shall be designated for "RESIDUALS" only.
- 5.2.6. Laboratory bins shall be separately designated for "PAPER", "RESIDUAL", and "HAZARDOUS WASTE".
- 5.2.7. Spot-checking shall be conducted by the BGMO and the CSO to monitor the compliance to the segregation and storage of wastes.

## 5.3. Storage, Collection and Transport of Waste Materials

### 5.3.1. Storage: Materials Recovery Facility (MRF)

- 5.3.1.1. Waste shall be transferred to the Materials Recovery Facility (MRF).
- 5.3.1.2. The MRF shall include a secondary sorting area to ensure proper segregation.
- 5.3.1.3. The MRF shall also include separate partitions for the different type of wastes.
- 5.3.1.4. Recyclable materials shall be stored until sold to the junkshops.
- 5.3.1.5. Residual shall be stored at the MRF until collected by the garbage truck provided by the City Government of Manila.
- 5.3.1.6. Biodegradable shall be processed at the designated composting site/s.
- 5.3.1.7. External Service Personnel are tasked to weigh, document and properly dispose wastes in the MRF while its operations are monitored by their Immediate Supervisor.
- 5.3.1.8. External Service Personnel will be equipped to enable them to thoroughly check whether the wastes being disposed at the MRF are properly segregated into kitchen wastes, residual wastes, and recyclable wastes.
- 5.3.1.9. The MRFs will be overseen and monitored by the BGMO and the CSO to ensure that the MRFs are sustained. A monitoring form will be devised to keep track of the system especially the data on waste diversion. Information and data that will be gathered thru the forms will served as bases for future planning and improvement of operation.



**5.4. Collection and Transport: External Collection and Transport of Wastes**

The biodegradable wastes will be collected everyday by the designated hauler of the Department of Public Sanitation (DPS) of the City Government of Manila. Likewise, the residual wastes will also be collected by the DPS on a regular basis.

**5.5. Disposal**

- 5.5.1. Biodegradable Wastes and Residuals.** As per RA 9003, the biodegradable wastes and residual will be disposed by the City Government of Manila.
- 5.5.2. Recyclables.** The recyclables will be disposed through selling to DENR-accredited junkshops.
- 5.5.3. Construction and Renovation Debris.** Construction and renovation debris will be properly disposed by the contractor through a private hauler recognized by DENR.
- 5.5.4. Hazardous Waste Materials.** Hazardous Waste Materials shall be handled and treated separate from Solid Waste Materials. (Please refer to *Annex B: Laboratory Hazardous Waste Management Plan*)

**5.6. Partnerships and Linkages**

**5.6.1. Junkshops and Recyclers**

- 5.6.1.1.** Selling of recyclables will be conducted every month and will be scheduled and managed by the BGMO.
- 5.6.1.2.** All recyclables collected and sorted will be bought by a junkshop recognized by DENR. The BGMO will ensure that the junkshop is recognized by DENR and has statutory permit to legally operate. The junkshop will comply with all the statutory permits needed in their operation and submitted to the BGMO.
- 5.6.1.3.** Upon completion of the requirements, a memorandum of agreement (MOA) with the junkshop owner will be executed valid for one year.
- 5.6.1.4.** The junkshop will provide a price list of recyclables based on the market of price a week before the fair.
- 5.6.1.5.** The BGMO will coordinate with the junkshop for the schedule of the fair.
- 5.6.1.6.** Proceeds from the sold recyclables will be deposited to the Green Trade Fund Account through the Accounting Office.
- 5.6.1.7.** The BGMO will monitor the status of the Green Trade Fund and will keep record of the sold recyclables.
- 5.6.1.8.** The BGMO will update the CSO regarding the status of Green Trade Fund and the data on the sold recyclables.

**5.6.2. Participation of the Lasallian Community**

- 5.6.2.1.** The Solid Waste Management Committee shall continuously discuss and promote waste prevention and management policies on campus and oversee the implementation of these policies. The CSO shall act as secretariat of the committee.
- 5.6.2.2.** Purchasing of products and procurement of services shall follow Green Procurement Policies.
- 5.6.2.3.** Personnel and staff who bring packed lunches and eat inside their respective offices shall be responsible for the proper disposal of food waste.
- 5.6.2.4.** All personnel are enjoined to bring their **own “reusable mugs”, “cups”, “plates” “reusable bags and containers”, and “drinking water bottles”**.
- 5.6.2.5.** The food services operating inside and outside the University and any outside food vendors and caterers shall coordinate with the Office of the AVC for Campus Services to ensure compliance to policies whenever food is provided for meetings, seminars, conferences, and other events.



**Office of the Dean of Student Affairs**

- 5.6.2.6. Waste management guidelines shall be presented as reminders to students during, assemblies, convocations and other events.
- 5.6.2.7. Environmental protection and preservation, sustainability, and natural resource conservation shall be promoted where possible in seminars on leadership and human development.

**University Student Government**

- 5.6.2.8. The Student Government shall conduct information, education and communication (IEC) campaigns to promote waste prevention and proper waste management.
- 5.6.2.9. The Student Government shall work with student organizations to ensure awareness of and compliance with the university's general policies on waste prevention and management.

**Concessionaires and Food Services**

- 5.6.2.10. The Concessionaires and food services shall conduct regular and proper food storage and stock inventory including the following:
  - 5.6.2.10.1. Ensure freezers and refrigerators are working at the right temperatures and food storage areas are clean and tidy.
  - 5.6.2.10.2. Implement the *First In, First Out* (FIFO) Rule when storing food and stocks and displaying food for sale to avoid food waste.
  - 5.6.2.10.3. Keeping detailed lists of food in all storage areas and the "use-by/best-before" dates for food safety.
  - 5.6.2.10.4. Conduct regular food inventory.
- 5.6.2.11. The Concessionaires and food services shall practice proper food preparation and portion control, including:
  - 5.6.2.11.1. Use exact amounts of ingredients in preparing food.
  - 5.6.2.11.2. Segregate kitchen waste properly.
  - 5.6.2.11.3. Be cautious in serving portions of food without affecting quality.
  - 5.6.2.11.4. Identify leftovers that can be stored and recycled.
- 5.6.2.12. The concessionaires and food services shall follow the following purchasing guidelines:
  - 5.6.2.12.1. Avoid purchases of products with excessive packaging, and avoiding styrofoam packaging all together
  - 5.6.2.12.2. Encourage the use of water dispensers instead of plastic bottles.
- 5.6.2.13. The concessionaires and food services shall promote and sell reusable containers.
- 5.6.2.14. The concessionaires and food services shall raise awareness through consumer education and conduct their own employee training on proper waste management practices.

**5.7. Information Education and Communication**

- 5.7.1. The Campus Sustainability Office and BGMO shall promote environmental awareness, conservation and enhancement of our natural resources, and sustainability articles.
- 5.7.2. Information regarding solid waste management such as guidelines, best practices, environmental achievements, success stories, challenges shall be made available in both print (i.e. official publications of the University) and online platforms (i.e. email messages through the help desk announcements, website postings, official University social media sites etc.)



## 6. Special Situations

### *Private Haulers*

- 6.1. In the absence of the garbage truck provided by the City Government of Manila, a private hauler will be of service in collecting and transporting the biodegradable wastes and residuals.
- 6.2. A fund to contract out a private hauler will be allocated to the budget of the BGMO.
- 6.3. For construction and renovation debris, the service contract will state that the building contractor will be liable in the hauling of the said debris.

## 7. Roles and Responsibilities of Implementers

### 7.1. Solid Waste Management (SWM) Committee

The *Solid Waste Management (SWM) Committee* shall serve as the main mover of monitoring the implementation of the SWM policy. It shall be managed by the Office of the Associate Vice Chancellor for Facilities Management. The Campus Sustainability Office shall act as Secretariat.

The functions and duties of the Committee are as follows:

- 7.1.1. Develop and review policies on solid waste management and submit recommendations to the Administration Council.
  - 7.1.2. Adopt measures to promote and ensure the viability and effective implementation of solid waste management programs.
  - 7.1.3. Monitor the implementation of the solid waste management policy and guidelines through its assigned offices and in cooperation with the public and private sectors.
  - 7.1.4. Convene regular meetings for purposes of planning and coordinating the implementation of the solid waste management programs.
  - 7.1.5. Ensure compliance to the University's solid waste management policy
  - 7.1.6. Review as the need arises the solid waste management policy and guidelines for purposes of ensuring its sustainability, viability, effectiveness and relevance in relation to local and international developments in the field of solid waste management.
- 7.2. **Committee Campus Sustainability Office (CSO).** The Campus Sustainability Office is the lead office of the University that is tasked to:
- 7.2.1. spearhead the development of a comprehensive ecological solid waste management program,
  - 7.2.2. conduct periodic Waste Analysis Characterization Studies (WACS) in order to measure the impacts of the program in the efforts of the Lasallian community in reducing waste materials it generates,
  - 7.2.3. ensure compliance to laws, regulations and policies pertaining to solid waste management e.g. RA 9003),
  - 7.2.4. strengthen linkages and partnerships with other offices, both public and private for the promotion of the solid waste management program.
- 7.3. **Building and Grounds Maintenance Office (BGMO).** The BGMO is the lead office of the University that is tasked to:
- 7.3.1. ensure that the garbage collection and disposal system which conforms to the requirements of the policy guidelines, consistent with existing government legislations and issuances,
  - 7.3.2. establish a standard monitoring system on the regular collection of garbage,



## Campus Sustainability Office

**APPROVED**

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- 7.3.3. implement measures and safeguards to ensure compliance to the policy guidelines.
- 7.4. **Security Office.** The security guard on duty in all gates of DLSU shall strictly prohibit the entry of single-use plastics that are listed as permanently banned in *Annex A: Types of Single-Use Plastics, its Alternatives and Regulations*.
8. **Annexes**  
  
Annex A: Types of Single-Use Plastics, its Alternatives and Regulations  
Annex B: Laboratory Hazardous Waste Management Plan
9. **Parent Policy:** DLSU Sustainability Policy
10. **Related Policies:** Laboratory Hazardous Waste Management Plan
11. **Related Information:**
12. **References:** RA 9003 – Ecological Solid Waste Management Act of 2000
13. **History:** 00