



DE LA SALLE LIPA

ADMINISTRATION DIVISION


MANUAL OF POLICIES, GUIDELINES, STANDARDS AND PROCEDURES

Services Directorate
General Services Department

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APPROVALS

Approved by	Position/Designation	Date	Remarks/Comments
Engr. Isidro Frio	Vice Chancellor for Administration		
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1.0 STANDARD AND GENERAL POLICY

It is De La Salle Lipa's policy and commitment to responsibly ensure that no adverse or harmful effect to the environment is caused as a consequence of its procurement, handling, storage and disposal of wastes. It is also DLSL's prerogative to reduce its generated carbon footprint and execute means to mitigate environmental impact.


2.0 PURPOSE

The purpose of this document is to identify actions and responsibilities to:

- 2.1 reduce, if not eliminate, the risk of exposure of all Lasallian Partners to toxic and hazardous wastes generated during the course of DLSL operations
- 2.2 improve compliance to environmental and health regulations
- 2.3 promote community awareness involvement through advocacy of environment friendly practices
- 2.4 adopt a systematic and comprehensive ecological waste management program
- 2.5 ensure sustainability and continuity of ecological waste management efforts

3.0 SCOPE AND APPLICABILITY

This policy applies to all Lasallian Partners. Department heads are responsible for disseminating information contained in this document to other affected individuals within their respective departments. This policy supersedes any and all other policies issued concerning Ecological Waste Management.

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4.0 RESPONSIBILITIES

This section identifies the responsibilities of the departments involved with respect to the processes and procedures in this document.

Maintenance Service Contracted Partners are responsible for housekeeping and garbage/waste collection from room to room. They are also generally responsible for storing waste at the Institution's Material Recovery Facility (MRF).

General Services Department (GSD) generally in charge in monitoring the handling and disposal of waste generated by DLSL.

Institutional Safety and Security Office (ISSESO) generally in charge in implementing and monitoring related safety and security measures in handling and disposal of wastes generated by DLSL.


Financial Resource Department (FRD) is responsible in preparation of payment related to services rendered by the accredited Waste Hauler/Waste Disposal Transporter waste generated by DLSL.

Central Procurement Department (CPD) is responsible in accreditation of qualified Waste Hauler/Waste Disposal Transporter.

Other Academic and Administrative Departments are responsible by abiding by the guidelines and policies related to the management of wastes.

5.0 TERMS AND DEFINITIONS

For the purpose of this document, the following acronyms, vocabulary, terms, and definitions apply:

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5.1 **Facilities**

Generally refers to buildings or equipment

5.2 **Personal Protective Equipment (PPE)**

Various protective materials/tools that minimize the risk of injury

6.0 **SPECIFIC GUIDELINES**

6.1 **Wastes Minimization**

DLSL shall commit itself to minimizing the generation of wastes through REDUCTIONS, RECYCLING and REUSE. GSD shall gather, record and monitor baseline data on disposal of various wastes.


On waste minimization strategies, a periodic awareness campaign to all Lasallian partners shall be coordinate by GSD and Institutional Safety Office thru a multi-sectoral members of the DLSL community.

The following among others, are possible measures to be done:

6.1.1 **Reduce at source**

This pertains to the activities that either eliminate the use of a material or generate less waste:

- 6.1.1.1 strengthening the campaign on “No to Styro Policy” and working closely with accredited Vendors for pick-up and collection of non-biodegradable packing materials (e.g. styro-packing materials)
- 6.1.1.2 coordinating with Academe on use of alternative to chemicals used in the Science Laboratories.
- 6.1.1.3 improved housekeeping practices to eliminate the use of toxic chemicals

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6.1.1.4 replacing or substituting a non-toxic, biodegradable cleaner for hazardous chemical cleaner

6.1.2 Re-use

This pertains to using a particular product or material over and over again (subject to evaluation maintenance cost) until it is no longer usable.

6.1.3 Recycle

This pertains to collecting waste materials and converting it into something new, like used wood products, plastics, papers, glass, metals, etc.

6.2 Institutional Waste Materials Segregation

This pertains to collecting wastes, sorting them according to type at source, transporting them to MRF and designated compost pit area, keeping them isolated from each other. Segregation shall follow the following color coding:


6.2.1 Black - shall contain non-biodegradable, non-infectious, dry and residual wastes

6.2.2 Green - biodegradable, wet wastes

6.2.3 Yellow - infectious and potentially infectious wastes

6.2.4 Yellow with Black band - chemical wastes including those with heavy metal

6.3 Classification and Categorization

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6.3.1 General Waste


6.3.1.1 Are domestic wastes that do not pose potential hazards or risk to health or environment. Mostly derived in the course of DLSL daily operations composed of administrative, academic and housekeeping wastes (wood, paper, plastics, etc.) and generally dealt with under the provisions of Local City Environment and Natural Resources Office.

6.3.2 Potentially Infectious Wastes

This refers to wastes that contain pathogens (bacteria, viruses, parasites or fungi) in sufficient concentration or quantity likely to cause disease in susceptible hosts. These are usually generated by the Institutional Health Services (IHS), Science Laboratories (Biology/Chemistry Laboratories) and GSD. These may further be categorized into the following:

6.3.2.1 Anatomical Waste

- a. Cultures and stocks of infectious and biologically hazardous agents from experimental laboratory works
- b. Wastes from dissection of animals for instructional purposes and usually treated with formalin
- c. Wastes from patients (e.g. excreta, contaminated cotton balls, dressings from infected wounds, clothes soiled with human blood or other body fluids)
- d. Domestic wastes like sanitary napkins and bathroom tissues

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- e. Wastes that may have been in contact with infected patients that have undergone diagnosis (e.g. tongue depressors, disposal gloves, laboratory gowns)
- f. Any other wastes generated by the Institutional Health Services and Science/Nursing laboratories that are medical and dental in nature
- g. Any other diagnostic or medical instruments that may have been in contact with infected persons

6.3.2.2 Pathological Waste

There are no identified pathological wastes generated inside the DLSL campus.

6.3.3 Chemical Waste


These include residual or discarded solid, liquid or gaseous chemicals from laboratories on experimental works and from operations on cleaning, housekeeping, disinfecting procedures.

Chemical wastes from Institution may further be categorized as hazardous and non-hazardous. It is hazardous based on the following properties:

- a. toxic
- b. corrosive (e.g acids of pH<2 and base of pH>12)
- c. flammable and combustible
- d. reactive (e.g. water-reactive, shock sensitive, explosive)

6.3.4 Pharmaceutical Waste

These include expired, unused, split drugs vaccines and sera that are no longer required and needed to be disposed

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of appropriately. This also includes discarded items used in handling pharmaceutical such as bottles or boxes with residues, gloves, masks, vials and pharmaceutical and packaging.

6.3.5 Sharps

These include scalpels, broken glass, knives, nails, saws, blades, needles, syringes, infusion sets and any other items that can cause lacerations, cuts or puncture wounds. Regardless of whether contaminated or not, these items are usually considered hazardous.

6.3.6 Waste with heavy metal contents


These are considered a sub-category of hazardous chemical waste and are highly toxic. These include mercury wastes from broken thermometer, broken/busted fluorescent tubes, cadmium from discarded batteries.

6.3.7 Pressurized containers

These include pressurized cylinders that used to contain gas like Freon for air conditioning units, blow torch cartridges, liquefied petroleum gas (LPG), aerosol cans. These shall be handled with care, regardless of whether they contained gas that is harmful and are usually explosive when incinerated or accidentally punctured.

6.3.8 Septage/Septic Tank Sludge

These are by-product from the pretreatment of the schools' wastewater (sewage) in a septic tank where it accumulates over time.

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6.4 Identification and Disposal

The generating department or unit shall coordinate with the Maintenance Service Contracted Partners thru the General Services Office in the identification and disposal of domestic wastes categorized as non-hazardous before transporting to the Material Recovery facility of the Institution.


On the other hand, in the identification and disposal of toxic and hazardous wastes, the generating department or unit shall work in close coordination with the Institutional Safety office. The details of disposal procedures of hazardous wastes are in another document pertaining to Hazardous and Toxic Waste Disposal.

Septage/septic tank sludge disposal/siphoning shall depend on inspection reports and per necessity. A periodic maintenance with eighty percent (80%) volume level of sludge and liquid in septic tanks shall be the guiding measure to signal the disposal/siphoning of the septic tanks. Volume is computed by considering the dimensions of the septic tanks.

6.5 Waste Temporary Storage

DLSL shall provide a temporary storage area of residual wastes identified as the Material Recovery Facility (MRF) located at the premises of the campus. MRF shall be marked and waste shall be categorized and stored accordingly. MRF shall have the following properties:

- a. A hard standing, concrete flooring with good drainage and ample water supply for cleaning and disinfecting purposes
- b. Doors are equipped with locks to prevent unauthorized access
- c. Ample protection from the sun, rain, strong winds and floods
- d. Adequate ventilation, lighting and electrical supply

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- e. Inaccessible to animals, insects and birds
- f. Access road leading to the MRF for easy transport of Maintenance Service Contracted Partners and collection and hauling and External Waste Hauler Service Provider
- g. Program for regular cleaning and disinfection

Biodegradable/Wet wastes, commonly generated from food wastes of school concessionaires/canteen and dried leaves/twigs from school's garden and landscapes, should be brought over to the school's designated compost pit area.


6.6 Waste Hauling/Disposal and Frequency of Collection

GSD shall monitor solid waste hauling/disposal and determine the appropriate frequency of collection based on the quantity or volume of the waste produced. For non-hazardous solid waste, hauling shall be done on a weekly basis. For hazardous waste, at least twice a school year.

For the siphoning and desludging of septic tanks, GSD will conduct a semi-annual, (December and June of the year) maintenance of septic tanks.

DLSL shall accredit and engage with External Hauling Partner/Waste Transporter with the required business documents and have the Certifications and registrations indicating compliance to applicable government provisions of:

- a. Environmental Compliance Certificate (ECC) under PD 1586
- b. Updated Solid Waste Hauling permit from Department of Natural Resources (DENR)
- c. Sanitary permit by Local City Health Office
- d. Operating permit by Regional Health Office

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DLSL shall have the following minimum terms of reference on the hauling service:

- a. On-site hauling of solid waste (hazardous/non-hazardous/septage)
- b. Undertakes the handling and collecting of wastes to DLSL MRF
- c. Bears all risks in transporting the waste to registers landfill
- d. On call whenever there is a need for immediate disposal of wastes

6.7 Control Mechanisms

In order to minimize, if not eliminate, potential risks and hazards in handling, storing, transporting and disposing of wastes, DLSL shall enforce the following internal control mechanisms:

6.7.1 Administrative Controls


- a. Regular information dissemination using traditional campaign, (daily bulletin, memos) and technology aided tools (e.g. posters, websites, intranet)
- b. Scheduled orientation and training on proper waste identification, segregation and disposal
- c. Monitoring and scheduling of waste disposal

6.7.2 Procedural controls

- a. Periodic review and amendment of procedures and processes to much safer and sustainable practices
- b. Proper and regular maintenance and upgrade of PPE and maintenance/janitorial equipment
- c. Imposition of waring devices and signages

6.7.3 Personal Protective Equipment (PPE)

- a. Provision of facemask, goggles or face shield
- b. Provision of protection for body parts (e.g. reflectorized vest, rubber or heavy duty gloves, boots, gown, etc.)

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c. Provision of safety hat, whenever applicable

6.8 Protocol and Approval

All Ecological Waste Management program shall be endorsed by the Vice Chancellor for Administration to the Executive Council for approval and shall be disseminated to Institutional community for compliance, information and reference.

7.0 PROCEDURE OUTLINE

Responsibility	Activity	Interface
Maintenance Service Contracted Partners	Performs routine housekeeping and waste/garbage collection/maintenance of septic tanks	Collection logsheet/
Building Occupants	Signs the waste/garbage collection logsheet	Collection logsheet
General Services Department	Coordinates the requests for disposal of all kinds of wastes; monitors hauling processes and issues certificate of completion	Waste monitoring logs/Certificate of Completion
ISSESO	Maintains records of waste/garbage pull-out for cross reference/Implements and monitor related safety related measures on wastes disposal	Pull-out logs
CPD	Accredits qualified Waste Hauler/Waste Transporter and prepares contract/memorandum of agreement	

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FRD	Reconciles accredited providers' billing statements with the internal payment document attachments; processes payments to accredited providers	
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8.0 PROCEDURE DETAILS

- 8.1 The GSD, thru the Buildings and Grounds Supervisor, work closely with the Maintenance Service Contracted Partners in establishing the schedules and routes of garbage collection, manner of disposal to MRF of non-hazardous and hazardous wastes and maintenance of septic tanks every school year.
- 8.2 The GSD, thru the Central Procurement Department (CPD) coordinate with the external Waste Hauler/Waste Transporter on frequency of hauling the different classes of wastes generated by DLSL based on the various Waste Disposal Hauling Agreement/s.
- 8.3 The Buildings and Grounds Supervisor closely coordinates with the ISSESO the work permit, related PPE requirements of accredited Waste Hauler/Waste Transporter.
- 8.4 The GSD Office Assistant maintains a log of garbage/waste collected and monitors waste generation periodically and maintains a record of certificate of completion on every hauling service.
- 8.5 The ISSESO maintains a log of all disposal pull-out for counterchecking with the GSD and FRD.

9.0 ENCLOSURES / ATTACHMENTS

Form Reference Number	Code	Form Name
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		Waste Hauling/Disposal Service Agreement
		Waste Monitoring Logsheet (Sale/Disposal)

***** NOTHING FOLLOWS. END OF POLICY STATEMENT *****