SAINT MARY'S UNIVERSITY
SOLID WASTE MANAGEMENT POLICY

I. PURPOSE

This institutional Solid Waste Management (SWM) policy outlines the strategies and protocols for Saint Mary's University (SMU) to achieve a sustainable, safe, and eco-friendly campus. Compliant with **Republic Act No. 9003** (Ecological Solid Waste Management Act of 2000) and aligned with the CICM advocacies on Justice, Peace, and Integrity of Creation (JPIC) and Pope Francis's *Laudato Si'*, this policy establishes a comprehensive, end-to-end operational framework, defining standardized procedures, responsibilities, and control measures across four primary stages: **Source Segregation, Internal Collection, Materials Recovery Facility (MRF) Processing, and Solid Waste Transporter.** It aims to ensure the systematic handling of solid waste from the point of generation to its appropriate recovery, recycling, treatment, or final disposal. The framework promotes proper waste classification, efficient collection and handling, resource recovery, environmental protection, workplace safety, and regulatory compliance. Each stage shall be implemented in accordance with established operational protocols to minimize waste contamination, reduce the volume of waste sent to disposal facilities, and ensure accountability among all personnel involved. Through the coordinated implementation of the Solid Waste Management Policy and the **Clean, Healthy, Safe, and Friendly Environment (CHSF) Program**, regular monitoring, and continuous improvement, Saint Mary's University seeks to establish a safe, efficient, sustainable, and environmentally responsible solid waste management system that promotes environmental awareness, proper waste segregation, resource conservation, and active participation among the Marian Community.

II. OBJECTIVES:

1. Promote Waste Reduction and Proper Segregation. Establish and implement effective solid waste management practices through waste minimization, segregation at source, reuse, recycling, and responsible disposal in all campus facilities to reduce the volume of waste generated.

2. Ensure Environmentally Sound Waste Collection and Disposal. Implement systematic waste collection, monitoring, recording, and transportation procedures to ensure that recyclable, residual, biodegradable, and other waste streams are properly managed in accordance with applicable environmental laws and regulations.

3. Strengthen Environmental Awareness and Shared Responsibility. Encourage the active participation of administrators, faculty, staff, students, concessionaires, and other members of the Marian Community in sustainable waste management initiatives to maintain a **Clean, Healthy, Safe, and Friendly (CHSF)** environment and promote environmental responsibility throughout the University.

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III. LEGAL AND INSTITUTIONAL MANDATES

This policy is designed to strictly comply with:

1. **SMU-VPA Circular No. 28, A.Y. 2024-2025:** Penalties for specific unwanted behaviors.
2. **Republic Act No. 9003**: Mandating segregation at source, reduction, recycling, and composting of municipal solid wastes.
3. **CHED Memorandum Orders**: Encouraging Higher Education Institutions (HEIs) to implement environmental programs and green campus initiatives.
4. **Local Ordinances**: Environmental and waste management ordinances of the Municipality of Bayombong and the Provincial Government of Nueva Vizcaya.
   -(NV Provincial Ordinance No. 2014-108). Nueva Vizcaya Environment Code
   -(NV Provincial Ordinance No. 2018-155) The Plastic Regulation Ordinance of Nueva Vizcaya)

IV. DEFINITION OF TERMS: LIFTED FROM RA 9003 (SECTION 3)

1. **BULKY WASTES** - shall refer to waste materials which cannot be appropriately placed in separate containers because of either its bulky size, shape or other physical attributes. These include large worn-out or broken household, commercial, and industrial items such as furniture, lamps, bookcases, filing cabinets, and other similar items;

2. **COLLECTION** - shall refer to the act of removing solid waste from the source or from the waste bins;

3. **COMPOSTING** - shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product;

4. **ELECTRONICS** - shall refer to special waste that includes worn-out, broken, and other discarded items such as computers, laptops, amplifiers, and TV sets;

5. **CONTROLLED DUMP** - shall refer to a disposal site at which solid waste is deposited in accordance with the minimum prescribed standards of site operation;

6. **DISPOSAL** - shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or on land;

7. **ECOLOGICAL SOLID WASTE MANAGEMENT -** shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment;

8. **ENVIRONMENTALLY ACCEPTABLE** - shall refer to the quality of being re-usable, biodegradable or compostable, recyclable and not toxic or hazardous to the environment;

9. **GENERATION** - shall refer to the act or process of producing solid waste;

10. **GENERATOR** - shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;

11. **MATERIALS RECOVERY FACILITY** - includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility;

12. **RECYCLABLE MATERIAL** - shall refer to 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

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metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the Commission;

13. **RECYCLED MATERIAL** - shall refer to post-consumer material that has been recycled and returned to the economy;

14. **RECYCLING -** shall refer to the treating of used or waste materials through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid waste materials are transformed into new products in such a manner that the original product may lose their identity, and which maybe used as raw materials for the production of other goods or services: Provided, That the collection, segregation and re-use of previously used packaging material shall be deemed recycling under this Act;

15. **RESOURCE CONVERSATION -** shall refer to the reduction of the amount of solid waste that are generated or the reduction of overall resource consumption, and utilization of recovered resources;

16. **RESOURCES RECOVERY** - shall refer to the collection, extraction or recovery of recyclable materials from the waste stream for the purpose of recycling, generating energy or producing a product suitable for beneficial use: Provided, That such resource recovery facilities exclude incineration;

17. **RE-USE -** shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics;

18. **SEGREGATION** - shall refer to a solid waste management practice of separating 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;

19. **SEGREGATION AT SOURCE** - shall refer to 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;

20. **SOLID WASTE** - shall refer to all discarded campus, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, and other non-hazardous/non-toxic solid waste.

21. **SOLID WASTE MANAGEMENT** - shall refer to 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;

22. **SOLID WASTE MANAGEMENT FACILITY** - shall refer to any resource recovery system or component thereof; any system, program, or facility for resource conservation; any facility for the collection, source separation, storage, transportation, transfer, processing, treatment, or disposal of solid waste;

23. **SOURCE REDUCTION** - shall refer to 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;

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24. **SOURCE SEPARATION** - shall refer to the sorting of solid waste into some or all of its component parts at the point of generation;

25. **SPECIAL WASTES** - shall refer to household hazardous wastes such as paints, thinners, household batteries, lead-acid batteries, spray canisters and the like. These include wastes from residential and commercial sources that comprise of bulky wastes, consumer electronics, white goods, yard wastes that are collected separately, batteries, oil, and tires. These wastes are usually handled separately from other residential and commercial wastes;

26. **STORAGE** - shall refer to the interim containment of solid wastes after generation and prior to collection for ultimate recovery or disposal;

27. **YARD WASTE** - shall refer to wood, small or chipped branches, leaves, grass clippings, garden debris, vegetable residue that is recognized as part of a plant or vegetable

V. RESPONSIBILITY AND AUTHORITY

A. **VICE PRESIDENT FOR ADMINISTRATION:** Shall have the overall administrative and operational supervision in the implementation of this policy.

B. **HOUSEKEEPING SUPERVISOR:** Shall monitor the strict implementation of proper waste segregation.

C. **LDR MANAGER:** Shall have direct supervision over the LDR personnel employed by them and deployed in the university.

D. **LDR PERSONNEL:** shall collect garbage in the designated waste bins, properly segregated according to type, and disposed of in accordance with established waste management procedures.

E. **POLLUTION CONTROL OFFICER:** Shall ensure compliance with the requirements of Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000) and other applicable environmental laws, regulations, and standards.

VI. WASTE CLASSIFICATION AND COLOR-CODED WASTE BINS

Waste bins are strategically placed and strictly color-coded according to DENR-EMB standards to avoid cross-contamination.

1. **BLACK: RESIDUAL WASTES** - Residual waste are solid waste materials that are non-compostable and non-recyclable. Includes sanitary napkins, Disposable diapers, Worn-out rugs, cartons that contain a plastic lining usually used for milk and juice containers, Ceramics, Candy wrappers/sachets, and other soiled materials that cannot be composted and recycled.

2. **GREEN: COMPOSTABLE WASTES** - Compostable wastes are biodegradable wastes such as food waste and garden waste. They undergo biological degradation under controlled conditions and can be turned into compost (soil conditioner or organic fertilizer) by mixing them with soil, water, air, and biological additives/activators. It includes fruit and vegetable peelings, Leftover foods, vegetable trimmings, Fish/fowl/meat/animal entrails, Seeds, Leaves, Flowers, Twigs, Branches, and stems.

3. **BLUE: RECYCLABLE WASTES -** Recyclable materials refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use. These may be transformed into new products in such a manner that the original products may lose their identity. Includes scrap metal, Aluminum, Glass, plastic containers, and tin cans.

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4. **RED: SPECIAL WASTES** - Special wastes refer to household hazardous wastes. Includes Paints, Thinners, Household batteries, Lead-acid batteries, spray canisters

5. **YELLOW:** Infectious/healthcare waste: Face masks, gloves, syringes

VII. SCOPE: The whole Marian community (Employees, students, concessionaires, and visitors) across all levels (Higher Education Department to the Basic Education Department).

VIII. STAGES OF SOLID WASTE MANAGEMENT

STAGE 1. WASTE REDUCTION AT SOURCE (OFFICES, CLASSROOMS, LABORATORIES, BUILDINGS):

All Marian stakeholders shall observe operational practices to minimize the production of waste. Every effort shall be made to prevent excess or unnecessary materials from being purchased or thrown away. These practices may include, but shall not be limited to, the following:

A. Responsibility for sorting and segregation of waste must be done at the initial source of solid waste generation (eg. offices, classrooms)
B. **"No Single-Use Plastic" Policy:** Strict prohibition of plastic straws, plastic stirrers, "sando" bags, and styrofoam food containers in all campus canteens and food stalls.
C. **Paper Conservation:** Mandatory two-sided printing for draft documents, syllabi, internal memos, and Back-to-back printing of examination papers. Promotion of digital submissions for student assignments via the campus Learning Management System (LMS).
D. **No Pet plastic-bottles policy**
E. Using products that are reusable, refillable, repairable, non-toxic, and recyclable
F. SMU stakeholders must refrain from bringing into the campus any form of solid plastic materials.
G. SMU stakeholders must put into practice the reduce, reuse, and recycle rules.
H. Personal packages purchased online (those with multi-layer packaging) must not be opened within the university unless necessary.
I. All teaching personnel must strictly implement a no-eating policy inside the classrooms.
J. SMU concessionaires must bring home with them all collected leftover food (it should become part of their contract upon renewal).
K. CHSF must be strictly implemented in all areas of the university (offices, laboratories, classrooms, parks, alleys, halls, corridors, roads, and other open areas).

REUSE STRATEGIES:

Maximizing the lifecycle of products before they are considered waste.

A. **Bring Your Own Tumbler/Utensils (BYOT):** Actively encouraging students and staff to bring personal water tumblers and reusable food containers to campus.
B. **Material Repurposing:** Establishing a centralized supply exchange for offices to share gently used folders, binders, and office supplies. Utilizing one-sided printed papers as scratch pads.

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SPECIAL OCCASIONS (UNIVERSITY-WIDE, SCHOOL-WIDE, DEPARTMENTAL-WIDE, OFFICE-WIDE MEETINGS AND ACTIVITIES)

A. External food service providers must bring back with them all solid waste as part of their services (especially when the food is packed, including leftover food).

STAGE 2. WASTE SEGREGATION AT SOURCE/INTERNAL COLLECTION (TRASH BIN LOCATION)

A. There shall be a separate container for each type of waste from all sources.
B. All solid waste containers/trash bins, depending on their use, shall be properly marked or identified
C. Collection of solid waste shall be done in a manner that prevents damage to the container and spillage or scattering of solid waste within the collection vicinity
D. SMU stakeholders must strictly follow proper segregation when throwing/putting solid waste into the trash bins
E. All unsegregated trash from their initial source must be segregated by the LDR personnel assigned at specific collection areas.
F. LDR personnel must wear face masks and protective gloves when doing physical waste segregation
G. Documentation of the segregation must be done (before and after)

STAGE 3. TRANSFER OF SEGREGATED WASTE MATERIAL FROM COLLECTION POINT TO SMU MRF

A. All trash from the collection point must be transferred to the SMU MRF using appropriate mobile equipment.
B. Mobile equipment for solid waste transfer must be provided (pushcart, kulong-kulong, etc.)
C. The equipment used in the collection and transportation of solid waste or materials which have been separated for the purpose of recycling shall be operated and maintained in such a manner as to minimize health and safety hazards to solid waste management personnel and the whole Marian community
D. Protective equipment must be worn during solid waste transfer

STAGE 4. PROCESSING AT THE SMU MATERIAL RECOVERY FACILITY

A. Properly segregated solid waste from the collection points must be placed in a separate area within the MRF to be subjected to inspection.
B. Solid waste that reaches the MRF unsegregated must be segregated by the LDR personnel assigned in the area from which the solid waste originated.
C. Solid waste considered as junk materials must be separated (plastics, metals) for possible income generation.

STAGE 5. EXTERNAL COLLECTION (BARANGAY AND MUNICIPALITY)

A. SMU must have a MOA with the municipality of Bayombong and the barangay in which SMU is located for the external collection of solid waste.
B. Collection days must be specified to avoid overstaying solid waste at the MRF.
C. MRF personnel must maintain complete documentation on all transactions using logbook.
D. Logbook and document forms shall be provided to SPCO for Self-monitoring report to DENR.

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STAGE 6. FINAL DISPOSAL OF SOLID WASTE BY MUNICIPALITY AND BARANGAY

A. A copy of the report of the final disposal by the municipality and barangay must be provided to SMU.
B. The partner agencies shall issue the corresponding billing statement for the payment of hauling fees.

VIII. IMPLEMENTATION:

Strict implementation of this policy will be undertaken by the Office of the Vice President for Administration through the different offices connected to the subject matter of this policy.

Provided that specific duties and responsibilities of the different offices mentioned above must be outlined to avoid confusion among personnel and likewise to avoid duplication of work.

IX. SUPERVISION:

Strict compliance with this policy will be monitored by all safety officers of the university across all campuses.

Moreover, relevant documents (encoded report/s) regarding the implementation and monitoring of compliance with this policy across all campuses must be forwarded to the OVP for Administration and SMU-SPC office, college campus.

Furthermore, all relevant documents (encoded report/s) mentioned above from other campuses of the university (Junior High School, and Grade School Department) must be in formal digital and document form, properly summarized, tallied for easier consolidation and retrieval by the SMU-SPCO college campus staff for self-monitoring report to DENR Region2.

X. PENALTIES: Non-compliance and/or violations of this policy shall be subject to sanctions and penalized in accordance with existing rules and regulations of the university.

XI. DISSEMINATION:

1. **Student Orientation:** SWM and laboratory safety rules will be a mandatory topic during the first day of class orientations.
2. **Curriculum Integration:** Integration of environmental ethics and *Laudato Si'* principles into the National Service Training Program (NSTP), Religious Education (ReEd), and science subjects.
3. **Student Governance:** At the tertiary level, the Student Central Council (SCC) and recognized environmental/science clubs will lead campus-wide IEC campaigns and peer-to-peer policing such as SMU RISE, SERVE SMU, etc. At the basic education levels, the relevant student organizations or clubs will likewise lead IEC campaigns and peer-to-peer policing.
4. **Signages:** Clear, readable signages detailing proper segregation placed above all waste bins.

XII. EFFECTIVITY:

Effective immediately upon approval by the OVP for Administration and after university-wide information dissemination.

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XIII. MONITORING, EVALUATION, AND PENALTIES:

1. **DENR Reporting:** The SPCO Head, in collaboration with the DRRM Coordinators, will ensure the timely submission of quarterly Self-Monitoring Reports (SMRs) to the DENR-EMB.
2. **Regular Audits:** The SMU CHSF Committee will conduct unannounced monthly audits of bins and laboratory storage.
3. **Sanctions:** Persistent violation of the SWM policy (e.g., intentional littering, illegal dumping of waste) will be treated as a major offense subject to university disciplinary protocols.

XIV. CONTINUAL IMPROVEMENT: Saint Mary's University (SMU) shall continually improve the implementation and effectiveness of its Solid Waste Management Policy to ensure compliance with Republic Act No. 9003, or the Ecological Solid Waste Management Act of 2000, and other applicable environmental laws and regulations. The University shall also periodically review and update its policy, objectives, procedures, and performance indicators to address emerging environmental concerns, promote responsible waste management practices, and sustain a clean, healthy, safe, and environmentally sustainable campus.

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SOLID CHARACTERIZATION /INFORMATION

AMOUNT OF WASTE GENERATED

	Recyclable	Biodegradable	Residual
Average Quantity Generated (tons/ month)			
Total Quantity Generated (tons/quarter)			
Average Quantity Generated (tons/Annually)			
Total Quantity Generated (tons/Annually)			

AMOUNT OF WASTE RECYCLED

Type of waste	Amount (ton)
Electronics/Paper/Steel	

AMOUNT OF WASTE SENT TO LANDFILL

	Recyclable	Biodegradable	Residual
Average Quantity Generated (tons/ month)			
Total Quantity Generated (tons/quarter)			
Average Quantity Collected (tons/Annually)			
Total Quantity Collected (tons/Annually)			

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VP for Administration

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
SAFETY AND POLLUTION CONTROL OFFICE

Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Hanson T. Villanueva	Initial Issue

STANDARD OPERATING PROCEDURE

Title	Pollution Control Services
Scope	This covers the different processes of pollution control services from supervision, monitoring, and inspection to the compliance and submission of reports to the concerned agencies of the government like DENR-EMB, DOLE, PDEA, PIHO, MENRO etc.
Objective	To ensure timely, complete monitoring, supervision, and inspection of pollution control services checklist
Definitions	This involves initiatives and practices to reduce environmental pollution and foster a healthier and cleaner campus.

Activity	*Description*
Supervision Pollution Control Services	The Pollution Control Officer supervises the pollution control and environmental management services of the university and execute the provisions subject to the conditions, limitations or restrictions as prescribed by the procedural manual of the DENR-EMB. He also assures the stakeholders for the clean, healthy, safe, and friendly environment.
Monitoring and Inspection	The Pollution Control Officer conducts daily monitoring on the pollution control and environmental management services of the university workplaces and facilities specifically refer to: • SPC-FO-009 Monitoring on Hazardous Waste Generator • SPC-FO-010_Monitoring on Waste, Storage, Treatment and Disposal and on On-site Self Inspection of Storage Area • SPC -FO-011_checklist on water pollution data and WTP Discharge location • SPC-FO-012_Summary of APSE/APCF, KWH consumption(monthly/quarterly) • SPC-FO-013 Checklist on Environmental Management Plan/Program & Solid Waste Characterization/Information

Reporting/Submission

The Safety and Pollution Control Officer conducts random inspections or spot-checking. referred to:

- SPC-QR-021 Monitoring on Hazardous Waste Generated
- SPC-QR-022 Monitoring on Waste, Storage, Treatment and Disposal and on On-site Self Inspection of Storage Area
- SPC -QR-023 checklist on water pollution data and WTP Discharge location
- SPC-QR-024 Summary of APSE/APCF, KWH consumption(monthly/quarterly)

SPC Officer prepares and submits the report to the head of the office signed by the VP for Administration. Corresponding actions are followed for irregularities found. Refer to: (Evidences/ Records)

- SPC_QR_29 Receiving Copy of report
- SPC_QR_30 Corrective measures done

Continual Improvement of the Pollution Control Services

The Pollution Control Officer continuously updates the safety services and preventive measures and do corrective actions as needed.

Prepared by:	
HANSON T. VILLANUEVA	10 DEC 2024
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	10 DEC 2024
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	10 DEC 2024
Supervising Head	Date Signed: