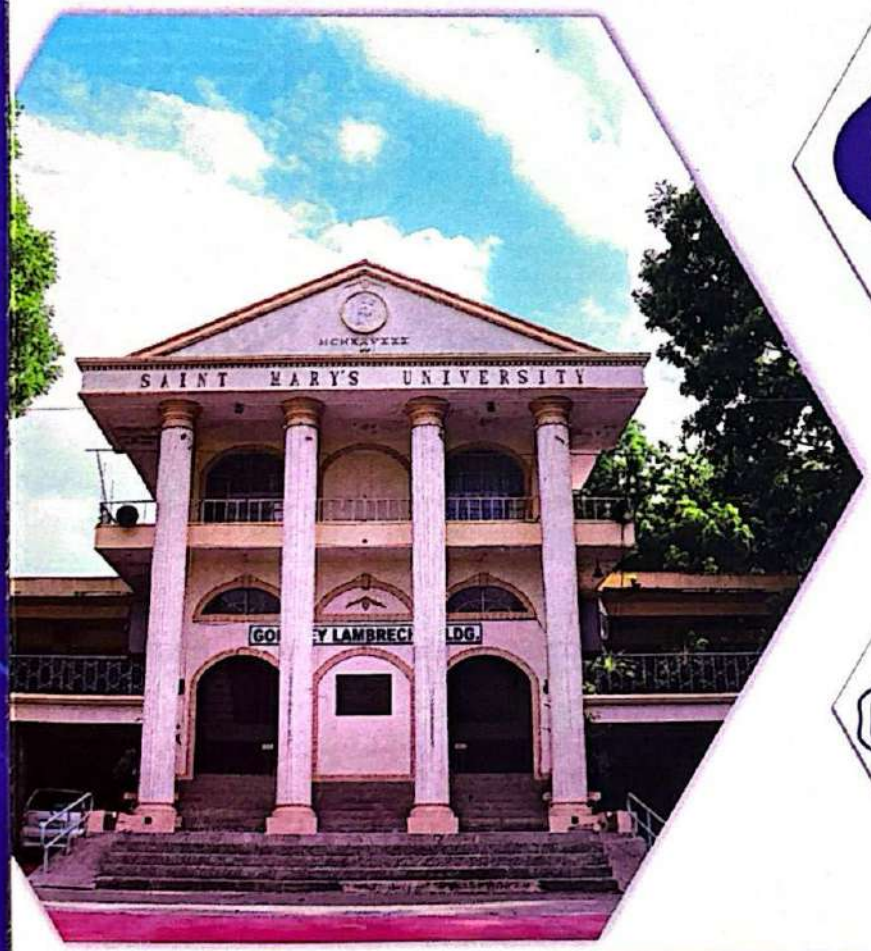
2023 EDITION

# ADMINISTRATIVE & EMPLOYMENT MANUAL

## for ACADEMIC PERSONNEL in HIGHER EDUCATION




SAINT MARY'S UNIVERSITY
1928
BAYOMBONG, PHILIPPINES

*Inspired by Mission,*
*Driven by Excellence*

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h. ensures that printing and publication equipment are adequate, efficient and functional;
i. ensures security and confidentiality of confidential documents/materials reproduced or printed including proper disposal of misprinted documents and test papers;
j. computes costs of jobs, selling prices and royalties of the authors;
k. ensures timely productions for income -generating projects such as notebooks and graduation diploma holders;
l. submits a monthly report of accomplished job orders to the Chief Accountant; and
m. performs other related tasks that may be assigned by the Vice President for Finance and Treasurer or the University President.

## DD. HEAD, SAFETY AND POLLUTION CONTROL OFFICE (SPCO)

### 1. REFERENCE

a. **Appointment**: The Head of Safety and Pollution Control is appointed by the University President in consultation with the Advisory Board and subject to confirmation by the Board of Trustees.
b. **Qualifications:** The Head of Safety and Pollution Control Office must:
   i. possess at least a master's degree;
   ii. be a certified pollution control officer and Safety Officer II; and
   iii. be of good moral character.
c. **Term of Office**: The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the mandatory retirement age of 65.



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**2. FUNCTIONS AND RESPONSIBILITIES:** The Head of Safety and Pollution Control Office is directly responsible to the Vice President for Administration and is mandated to perform the following:

a. oversees the implementation of the Pollution Control Program and Occupational Safety and Health (OSH) Program in coordination with the OSH Committee;
b. conducts Pollution Control and OSH orientation and training to employees, students, concessionaires, janitorial and security staff;
c. regularly monitors and inspects any pollution, health and safety conditions in the university campuses, informs the head of the unit concerned regarding violations and submits written reports to the Vice President for Administration;
d. conducts investigation of pollution and safety -related accidents in the university campuses when such event occurs and prepares reports of the same as required by the OSH and EMB;
e. issues Work Stoppage Order when necessary based on the requirements and procedures provided by the OSH and pollution control standards;
f. assists government inspectors in the conduct of pollution control, health and safety inspection in the university campuses;
g. prepares the required Pollution Control, OSH and Crisis Management Committee (CMC) reports and permits to the appropriate regulatory government agencies;
h. coordinates fire and earthquake drills and other activities with the safety and DRMM coordinators in the basic education levels and prepares reports;
i. monitors compliance to waste segregation and disposal guidelines;
j. ensures the regular upkeep of fire safety equipment and devices; and
k. performs other related tasks that may be assigned by the Vice President for Administration or the University

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# JOB DESCRIPTION

| | | | |
|---|---|---|---|
| School/Department/Unit | **CENTER FOR NATURAL SCIENCES** | | |
| Level & Function | ☐ Basic Education ☒ Tertiary | ☐ Academic ☒ Non-Academic<br>☐ Academic Non- Teaching | |
| Name of Employee | **Mr. Regidor L. Almendral** | Position | **Laboratory Assistant – Research Laboratory** |
| Reports to | **Dr. Elsa L. Cajucom** | Position | **Director, Center for Natural Sciences** |

Employment Status:

☒ Full-time Permanent ☐ Full-time Probationary ☐ Contractual

☐ Part-Time Temporary (No MA) ☐ Part-time/Lecturer ☐ Retainer

**Qualifications and Educational Requirements:**

**Educational requirements:**

- Holder of a Bachelor of Science in Chemistry or Bachelor of Science in Biology degree or a degree in a related field

**Professional Qualifications**

- Preferably with relevant certifications to work in a science laboratory
- Familiar with laboratory equipment
- Knowledgeable with the use, calibration, and maintenance of laboratory equipment
- Possesses strong analytical judgment
- Able to provide excellent customer service experience (Courteous, accommodating, and sensitive to clients' needs)
- Committed to quality service

**Skills and Competencies:**

- Computer literate
- Experiment and research skills
- Ability to keep detailed records

**List, in order of importance, the major functions and responsibilities of this position:**

1. Is responsible to the Director of the Center for Natural Sciences
2. Facilitates the processing of requests for research laboratory use and the prompt preparation of apparatuses and supplies for approved in-lab research services
3. Conducts general orientation on laboratory policies, guidelines, and procedures to laboratory courses and other clientele prior to in-lab activities
4. Assists clientele with special procedures during in-lab research activities
5. Assists or monitors clientele on the use of specialized apparatus and/or instructional aids during in-lab activities
6. Performs when requested, specific research data analysis
7. Ensures the timely preparation of requested laboratory apparatus for in-lab activities

8. Demonstrates, if requested, the use of the laboratory apparatus during in-lab activities
9. Issues Laboratory Service Analysis Report for in-lab research activities
10. Performs basic maintenance and calibration of research laboratory apparatuses, and pro-actively coordinates with IMO for additional maintenance, re-calibration, and/or repair of research laboratory apparatuses
11. Submits requests, as the need arises, for additional maintenance and/or repair in the assigned laboratories to the CNS Director.
12. Ensures that the assigned research laboratory facilities are kept free from any risks (fire, accidents, theft, etc.) and coordinates with the GSO for cleaning and maintenance
13. Conducts semestral inventory of laboratory apparatus, consumables, and other resources (i.e., office supplies, fixtures, etc.)
14. Prepares annual budget proposals for the assigned facilities as part of the departmental annual budget preparation process.
15. Complies and requires compliance by all clientele with set policies and/or guidelines as contained in the CNS MOPG, SOP, and Work Instructions, including the institutional CHSF Behavioral Guidelines for health, safety, and waste management before, during, and after in-lab activities
16. Monitors the laboratory classes or laboratory users to do CHSF activities before and after laboratory hours and coordinates with the GSO for cleaning and & maintenance
17. Prepares the Hazardous Generation Inventory and submits it to the SPCO
18. Performs other related functions as assigned by the CNS Director and SHNS Dean

| | | | | |
|---|---|---|---|---|
| Reviewed & Updated by: | **Dr. Elsa L. Cajucom** | Position: **Director, Center for Natural Sciences** | Signature: | Date: NOV 03, 2025 |

| | | | | |
|---|---|---|---|---|
| Reviewed & Approved by: | **Dr. Joman J. Baliton** | Position: **Dean, School of Health and Natural Sciences** | Signature: | Date: 11/4/25 |

***Conforme:***
11-7-25
**Mr. Regidor L. Almendral**
Date Hired: September 16, 2019

Received by: 11-7-25

ALAB SOLUTIONS INC., ASI

*in collaboration with the*

Department of Environment and Natural Resources
Environmental Management Bureau

*awards this*

# CERTIFICATE

of Completion to

# HANSON T. VILLANUEVA

for having satisfactorily completed the

## 40-HR BASIC POLLUTION CONTROL OFFICER TRAINING COURSE

(In accordance with DAO 2014-02: Revised Guidelines for PCO Accreditation)

Streamed live from San Fernando, Pampanga
on November 21-25, 2022

Given this 25th day of November 2022

**LARK V. EBREO**
President, ALAB Solutions Inc.

**WILSON L. TRAJECO, PME PhD**
Regional Director, DENR-EMB Region 3

Digitally signed by Trajeco Wilson Lim
DN: cn=Trajeco Wilson Lim, serialNumber=0010030004695, ou=Office of the Regional Director, o=DENR-Environmental Management Bureau Region 3, c=PH
Date: 2022.11.25 12:59:49 +08'00'

ASI-K2522BA - 31

ALAB SOLUTIONS INC., ASI

*in collaboration with the*

Department of Environment and Natural Resources
Environmental Management Bureau

*awards this*

# CERTIFICATE

of Completion to

# DELANO ROD M. DACLES

for having satisfactorily completed the

## 40-HR BASIC POLLUTION CONTROL OFFICER TRAINING COURSE

(In accordance with DAO 2014-02: Revised Guidelines for PCO Accreditation)

Streamed live from San Fernando, Pampanga
on July 3-7, 2023

Given this 7th day of July 2023

**LARK V. EBREO**
President, ALAB Solutions Inc.

**WILSON L. TRAJECO, PME, PhD**
Regional Director, DENR-EMB Region 3

Digitally signed by Trajeco Wilson Lim
DN: cn=Trajeco Wilson Lim, serialNumber=0010030004695, ou=Office of the Regional Director, o=DENR-Environmental Management Bureau Region 3, c=PH
Date: 2023.07.05 08:24:39 +08'00'

ASI-G723BA - 42

ALAB SOLUTIONS INC., ASI

*in collaboration with the*

Department of Environment and Natural Resources
Environmental Management Bureau

*awards this*

# CERTIFICATE

of Completion to

# JUNIOR VAN PARITANG

for having satisfactorily completed the

## 40-HR BASIC POLLUTION CONTROL OFFICER TRAINING COURSE

(In accordance with DAO 2014-02: Revised Guidelines for PCO Accreditation)

Streamed live from San Fernando, Pampanga
on July 3-7, 2023

Given this 7th day of July 2023

**LARK V. EBREO**
President, ALAB Solutions Inc.

**WILSON L. TRAJECO, PME, PhD**
Regional Director, DENR-EMB Region 3

Digitally signed by Trajeco Wilson Lim
DN: cn=Trajeco Wilson Lim, serialNumber=0010030004695, ou=Office of the Regional Director, o=DENR-Environmental Management Bureau Region 3, c=PH
Date: 2023.07.05 08:24:39 +08'00'

ASI-G723BA - 41

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

## WORK INSTRUCTION

| | |
|---|---|
| **Title** | Hazardous Waste Generated |
| **Scope** | This covers sustainable waste management strategies, environmental protection, and public health safety. Hazardous waste includes materials that are toxic, flammable, corrosive, reactive, or otherwise dangerous to human health, ecosystems, and the environment. |
| **Person/s Responsible** | Safety and Pollution Control Officer, SPC staff, and Center for Natural Sciences Department |
| **Instructions** | Handling hazardous waste requires strict adherence to regulations to ensure safety and environmental protection. |

Office Head

1. Inform & explain to the Director/Head of the Center for Natural Sciences the collection of information/data needed on hazardous waste generated for the quarterly self-monitoring report.
2. Monitor and collect reports on the hazardous waste generated from the CNS (laboratory assistants).
3. Remind the director/head/laboratory assistants of the proper storage, labelling & disposal of hazardous waste.
4. Set the date of submission of reports from CNS Department to the SPC Office for the completion of the quarterly self-monitoring report to be submitted at https://client.emb.gov.ph/smr/login.
5. Review the hazardous waste generated and the accomplished quarterly self-monitoring report.

Staff in-charge

1. Gather needed data from CNS (Laboratory assistants) & other sources/offices.
2. Accomplish online forms from the site https://client.emb.gov.ph/smr/login for the quarterly self-monitoring report before the 15th of the month on the 1st, 2nd,3rd and 4th quarter of the year.
3. Attach pictures as proof of evidence and other supporting documents
4. Submit accomplished quarterly reports to the SPC head for review/comments/suggestions.
6. Integrate comments/suggestions (if any) for the finalization of the quarterly self-monitoring report.
7. Submit the accomplished quarterly self-monitoring report to the Managing head/VP for Administration and to the President for review & signature.
8. Submit (3) three copies of the signed SMR to the College of Law Dean's Office for notarization.
9. Submit Notarized SMR to https://client.emb.gov.ph/smr/login.

| **Prepared by:** | |
|---|---|
| HANSON T. VILLANUEVA | 12.08.24 |
| Process Owner | Date Signed |

| **Reviewed by:** | |
|---|---|
| PEARL VIA S. COBALLES | 12-10-24 |
| Quality Management Representative | Date Signed |

| **Approved by:** | |
|---|---|
| DR. JOHN G. TAYABAN | 12-10-24 |
| Supervising Head | Date Signed: |

CONTROLLED COPY

Signature: Date: 12/10/24



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|---|---|
| Document Code | EOMS-SPC-WI-005, Rev. 00 |
| Effectivity Date | 2024/12/08 |
| Page/s | Page 1 of 2 |

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

## WORK INSTRUCTION

| | |
|---|---|
| **Title** | Waste Storage, Treatment and Disposal |
| **Scope** | This covers proper storage, treatment, and disposal of waste and properly handled in a manner that minimizes environmental and human health risks |
| **Person/s Responsible** | Safety and Pollution Control Officer and SPC staff |
| **Instructions** | Waste storage, treatment, and disposal are governed by various regulations to ensure environmental protection, public health, and safety. |

Office Head

1. Supervise and monitor reports on waste storage, treatment, and disposal of hazardous waste.
2. Monitor and inspect the waste storage, treatment & disposal of hazardous waste at the material recovery facility/area with the GSO Head.
3. Review the solid waste logbook at the material recovery facility.

Staff in-charge

1. Assist in the monitoring and inspection of the waste storage, treatment, and disposal of hazardous waste.
2. Gather needed data from the logbook at the material recovery facility for the quarterly self-monitoring report
3. Accomplish online forms from the site *https://client.emb.gov.ph/smr/login* for the quarterly self-monitoring report before the 15th of the month on the 1st, 2nd,3rd and 4th quarter of the year.
4. Attach pictures as proof of evidence and other supporting documents
5. Submit accomplished quarterly reports to the SPC head for review and suggestions.
6. Integrate comments/suggestions (if any) for the finalization of the quarterly self-monitoring report.
7. Submit the accomplished quarterly self-monitoring report to the Managing head/VP for Administration and to the President for review & signature.
8. Submit (3) three copies of the signed SMR to the College of Law Dean's Office for notarization.
9. Submit Notarized SMR to *https://client.emb.gov.ph/smr/login*.

| **Prepared by:** | |
|---|---|
| HANSON T. VILLANUEVA | 12.08.24 |
| Process Owner | Date Signed |

| **Reviewed by:** | |
|---|---|
| PEARL VIA S. COBALLES | 12-10-24 |
| Quality Management Representative | Date Signed |

| **Approved by:** | |
|---|---|
| DR. JOHN G. TAYABAN | 12-10-24 |
| Supervising Head | Date Signed: |

# SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

| Document Code | EOMS-SPC-FO-006, Rev. 00 |
|---|---|
| Effectivity Date | 2025/04/30 |
| Page/s | Page 1 of 1 |

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** BIOLOGY LABS.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | ✓ | | | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

7/16/25

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO

7.16.25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO

# SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

| Document Code | EOMS-SPC-FO-006, Rev. 00 |
|---|---|
| Effectivity Date | 2025/04/30 |
| Page/s | Page 1 of 1 |

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** CHEMISTRY LABS.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | ✓ | | | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO
11/12/25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO
7.16.25

# SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

| Document Code | EOMS-SPC-FO-006, Rev. 00 |
|---|---|
| Effectivity Date | 2025/04/30 |
| Page/s | Page 1 of 1 |

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** MEDTECH / PHARMACY Lab.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | ✓ | | | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

2/4/26

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO

7.16.25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO

# SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

| Document Code | EOMS-SPC-FO-006, Rev. 00 |
|---|---|
| Effectivity Date | 2025/04/30 |
| Page/s | Page 1 of 1 |

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** KEY EXPOA LAB.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | | | ✓ | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

Prepared by: Mr. Ernesto D. Marabut Jr. 5/20/24
Staff, SPCO

Reviewed and Approved by: Mr. Hanson T. Villanueva 7.10.25
Head, SPCO

CONTROLLED COPY

Signature: Date: 12/10/24

# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

| | |
|---|---|
| Document Code | EOMS-SPC-WI-003, Rev. 00 |
| Effectivity Date | 2024/12/08 |
| Page/s | Page 1 of 1 |

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

## WORK INSTRUCTION

| | |
|---|---|
| **Title** | Safety Handling and Disposal of Hazardous Waste |
| **Scope** | This covers compliance with government regulations, and best practices designed to protect human health, the environment, and property. |
| **Person/s Responsible** | Safety and Pollution Control Officer and SPC staff |
| **Instructions** | Safely handling and disposal of hazardous waste require strict adherence to regulations and best practices to protect human health and the environment. |

Office Head

1. Supervise, monitor, and inspect the safety handling and disposal by the laboratory assistants, faculty, and employees.
2. Monitor and inspect the proper hazardous waste container.

Staff in-charge

1. Assist the Safety and Pollution Control Officer in the monitoring and inspection of handling and proper disposal of hazardous wastes made by the laboratory assistants, faculty, and employees.
2. Generate reports on the safety of the university in handling and proper disposal of hazardous waste based on the monitoring and inspection of the Safety and Pollution Control officer.

| **Prepared by:** | |
|---|---|
| HANSON T. VILLANUEVA | 12.08.24 |
| Process Owner | Date Signed |

| **Reviewed by:** | |
|---|---|
| PEARLVIA S. COBALLES | 12-10-24 |
| Quality Management Representative | Date Signed |

| **Approved by:** | |
|---|---|
| DR. JOHN G. TAYABAN | 12-10-24 |
| Supervising Head | Date Signed: |

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** BIOLOGY LABS.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | ✓ | | | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

7/16/25

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO

7.16.25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** CHEMISTRY LABS.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | ✓ | | | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

Prepared by: Mr. Ernesto D. Marabut Jr. 11/12/25
Staff, SPCO

Reviewed and Approved by: Mr. Hanson T. Villanueva 7.16.25
Head, SPCO

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** MEDTECH / PHARMACY Lab.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | ✓ | | | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

2/4/26
Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO

7.16.25
Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO

## MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

**LABORATORY NAME:** KEY EXPOA LAB.

| CRITERIA | YES | NO | N/A | REMARKS |
|---|---|---|---|---|
| All biological hazards identified, labeled, stored, and disposed of according to the standard | ✓ | | | |
| All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical | ✓ | | | |
| Chemical fume hoods in proper working order | | | ✓ | |
| Eye and face protection like goggles and face shields for corrosives | ✓ | | | |
| Refrigeration units for chemical storage labeled "No Food" | ✓ | | | |
| Chemical storage cabinets properly labeled | ✓ | | | |
| Ventilated gas cabinets used for highly toxic gases | ✓ | | | |
| Containers clearly labeled with chemical name(s) with placards | ✓ | | | |
| Containers are kept closed except during transfers | ✓ | | | |
| Containers compatible with the chemical | ✓ | | | |
| Chemicals segregated to avoid incompatibilities | ✓ | | | |
| Large/heavy containers stored on lower shelves | ✓ | | | |
| Corrosives not stored above eye level | ✓ | | | |
| Materials with shelf lives dated and disposed of per supplier's recommendations | ✓ | | | |
| Waste disposal containers properly labeled with "Hazardous waste" | ✓ | | | |
| Containers compatible with waste | ✓ | | | |

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# CNS

# Manual of Operational Policies and Guidelines

## 2026 Edition

# Foreword

The SMU Center for Natural Sciences (CNS) Manual of Operational Policies and Guidelines for Science Laboratories provides a clear and structured framework to ensure that all laboratory facilities and services are managed effectively, safely, and efficiently. It outlines the policies, procedures, and standards that guide laboratory use, teaching activities, research work, and support services within the Center. This manual serves as a practical reference for administrators, faculty members, laboratory staff, students, and other users, promoting consistency, accountability, and high standards of performance across all operations.

CNS is firmly committed to upholding the highest levels of laboratory safety, service quality, and compliance with all relevant regulations. Every laboratory activity must align with institutional policies, ethical principles, and applicable national and local laws. Through the implementation of this manual, the Center fosters a culture grounded in responsibility, professionalism, and continuous improvement in every aspect of laboratory operations.

## Approval Page

This Manual of Operational Policies and Guidelines for Science Laboratories of the Center for Natural Sciences has been reviewed and approved for implementation effective A. Y. 2025-2026.

Revised by:

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Approved by:

Dr. Moises Alexander T. Asuncion, LPT, MOS, GDE
Vice President for Academic Affairs

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# I. Vision-Mission of Saint Mary's University

***Vision***

Saint Mary's University is a premier CICM Catholic educational institution drawn into communion by the Wisdom of God, dedicated to forming persons exemplifying excellence, innovation, and Christ's mission.

***Mission***

1. Joyfully witnessing to Christ's mission;
2. Conscientiously strengthening communion;
3. Relentlessly manifesting academic, personal, and professional excellence;
4. Steadfastly nurturing creativity and innovation; and
5. Responsibly taking the lead and participating in social development.

# II. Vision-Mission of the Center for Natural Sciences

**Vision**

The Center envisions itself to become a leader in science teaching and research and development transforming lives and communities.

**Mission**

1. To strengthen and promote essential and effective science curricula and instruction;
2. To develop innovative science resource materials;
3. To spearhead relevant research and development endeavors in the fields of Natural Sciences;
4. To provide and uphold standard laboratory services to internal and external clienteles;
5. To respond conscientiously to health and environmental issues and concerns; and
6. To nurture persons as formed, informed, and transformed ethically committed science stewards.

# III. Establishment of the Center for Natural Sciences

The former University President, Rev. Fr. Jesse M. Hechanova, CICM, proposed the establishment of the Institute of Science and Mathematics (ISM) which was established and inaugurated on July 10, 1999. The name was changed to Institute of Natural Sciences (INS) in 2010 and later changed to Center for Natural Sciences (CNS) in 2011 during the time of Rev. Fr. Renillo H. Sta. Ana, CICM.

In S.Y. 2016-2017, the CNS was merged with the School of Health Sciences, where it became one of the departments under the merged name-School of Health and Natural Sciences. The CNS

has three significant functions: **academic unit** (as a department that holds the BS Biology, BS Chemistry, and BSED Science programs), **science research unit** (as a sub-unit of the University Research Center that caters for natural and health science research), and as **laboratory unit** (as a monitoring unit of the Biology Laboratories, Chemistry Laboratories, Nursing Laboratories, MedTech/Pharmacy Laboratories, and the Research Laboratory).

Moreover, the Center is an established local partner in science teaching and research and development.

## IV. The Official Logo of the Center for Natural Sciences (CNS)

*Figure 1*.
SMU CNS Official Logo

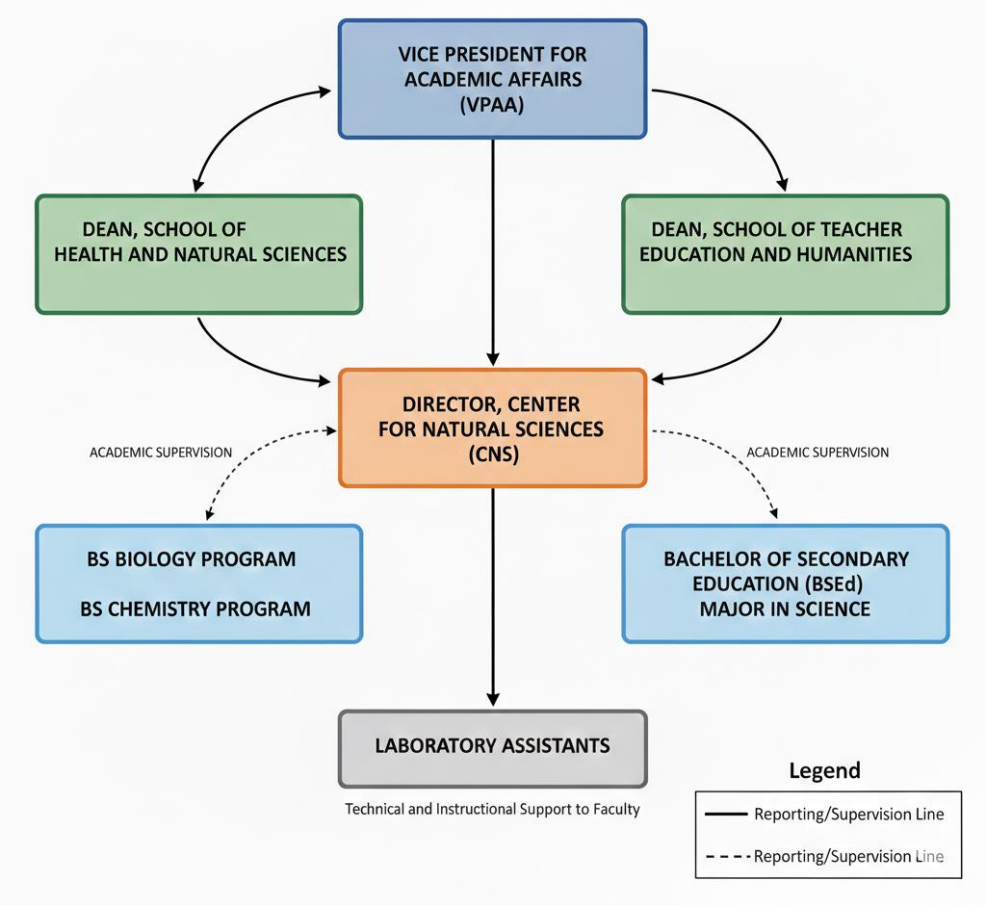


The logo of the CNS embodies the profound role of the Sciences in nurturing and preserving Mother Earth. The plant at its core serves as a powerful symbol of life, reflecting the essence of biological sciences and the interconnectedness of all living beings. Surrounding it, the rings adorned with three distinct colored dots signify the synergy among the Center's core programs: Biology represented by green, Physics by blue, and Chemistry by red. This symbolism encapsulates the interdisciplinary approach taken by the Center, highlighting the interwoven nature of these scientific disciplines in addressing environmental challenges. Moreover, the hexagonal ring encircling the emblem signifies the Center's steadfast commitment to innovation, particularly in the realm of natural products research. It represents not only the resilience but also the dynamism of the Center in pioneering new frontiers and advancing sustainable solutions for the benefit of our planet.

## V. Organizational Structure

The organizational structure of the CNS is shown in Figure 2.

*Figure 2*.
CNS Organizational Chart




1. The CNS Director is appointed by the University President. The term of office is as follows: initial appointment of 1 year, renewable after meritorious performance for terms of two years each, provided such appointment shall not exceed beyond the retirement age.

2. The CNS shall operate under the overall supervision of the Vice President for Academic Affairs (VPAA). The BS Biology and BS Chemistry programs shall be under the management of the CNS Director and under the academic supervision of the Dean of the School of Health and Natural Sciences (SHANS).

   Meanwhile, the Bachelor of Secondary Education (BSEd) major in Science shall be under the management of the CNS Director and under the academic supervision of the Dean of the School of Teacher Education and Humanities (STEH).

   The laboratory assistants shall report directly to the CNS Director and shall provide technical and instructional support to faculty during laboratory classes.

3. The laboratory assistants manage the laboratory facilities (Biology Laboratories, Chemistry Laboratories, MedTech/Pharmacy Laboratories, Nursing Laboratories, and the Research Laboratory) and provide technical services for the laboratory classes of the different curricular programs.

## VI. Past and Present CNS Directors

| *Appointed Director* | *Office* | *Period* |
|---|---|---|
| Dr. Moises Alexander T. Asuncion | Institute of Science and Mathematics | 1999-2001 |
| Mrs. Gloria Vicky A. Antonio, MEd | Institute of Science and Mathematics | 2001-2009 |
| Dr. Fitzgerald L. Fabelico | Institute of Natural Sciences | 2009-2012 |
| Dr. Melfei E. Bungihan | Center for Natural Sciences | 2012-2015 |
| Dr. Arlene L. Tabaquero | Center for Natural Sciences | 2015-2018 |
| Dr. Cesar T. Medula Jr. | Center for Natural Sciences | 2018-2022 |
| Dr. Elsa L. Cajucom | Center for Natural Sciences | 2022-present |

## VII. Duties, Functions, and Responsibilities of the CNS Director

1. Responsible to the Dean of the School of Health and Natural Sciences.
2. Performs the functions and responsibilities of the Academic Department Head in the Natural Sciences;
3. Develops and manages the science academic programs at all levels in consultation with the Academic Deans;
4. Supervises the operation of the science laboratories and extends laboratory and other technical assistance to the different schools and departments of the University, schools outside SMU, and government and non-government agencies, among others in the conduct of basic and applied researches in the fields of natural sciences;
5. Initiates and monitors the conduct of basic and applied researches of the Center in coordination with the University Research Center;
6. Seeks funding from government and non-government agencies, among others, in the conduct of basic and applied researches in the fields of natural sciences with the approval of the University President and in coordination with the Vice President for Finance and Treasurer;
7. Recommends to the Dean the CNS academic and the non-academic personnel for further studies and for attendance in workshops, conferences, etc.;

8. Initiates science seminars and workshops for the upskilling of the academic, and non-academic personnel and students of the University;
9. Initiates the acquisition of resource materials, equipment, and services pertinent to the Center and sees that such are organized and maintained;
10. Is a member of the Academic Council and the Research and Community Development Council (RCDC).
11. Performs other related functions that the Dean of the School of Health and Natural Sciences, the Vice President for Academic Affairs, and the University President may assign.

## VIII. Duties and Responsibilities of the CNS Laboratory Assistants

To provide premium services to the target clientele of the CNS, the laboratory assistants are deemed to observe the following duties and responsibilities:

1. As stated in the AFS Manual (2006, p. 95), full-time laboratory assistants are those whose regular full workload is eight (8) hours of work a day from Mondays to Saturdays for a total of 44 hours a week and four (4) hours of professional development activities.
2. The workload of laboratory assistants shall be scheduled to ensure the delivery of high-quality and efficient service to their target clientele. Accordingly, the office hours of laboratory assistants shall be aligned with the scheduled laboratory classes and activities of the primary clientele.

   The primary clientele shall be given priority over the secondary and tertiary clientele. However, secondary and tertiary clientele may avail of laboratory assistant services during the assistants' regular office hours, subject to availability and scheduling, and upon approval of the CNS Director.

3. Laboratory assistants are expected to perform other assignments (e.g. assist in the conduct of research, extension/outreach activities, etc.). This should be done outside their office hours or as approved by the Director of the CNS. Laboratory assistants in the Research Laboratory are responsible for giving technical assistance to researchers whether primary, secondary, and tertiary clients. However, should the technical assistance, especially of the laboratory assays in other science laboratories are needed (e.g. MedTech/Pharmacy), they are bound to give technical assistance as well, following guidelines for research activities.
4. In cases where the students of the primary and secondary clientele (except *SMU Basic Ed*) will have an overtime or make-up class in the laboratory, the faculty-in-charge should inform and seek approval from the CNS Director. Overtime or make-up classes should be within the laboratory assistants' office hour
5. Laboratory assistants are given the authority and responsibility in the use of the laboratories with the supervision of the CNS Director. Moreover, they are also responsible for the maintenance of laboratory equipment and materials and for maximizing the use of reagents and chemicals in the laboratories.

6. The laboratory assistants should keep an inventory of reagents, glassware, apparatus, and equipment. This inventory of materials using CNS FO 020 – Laboratory Inventory should be reported to the CNS Director at the end of the regular semester.
7. It is the responsibility of the laboratory assistant to request from the Office of the Vice President of Finance and Development regarding the purchase of reagents, equipment, and other instruments that are needed before the start of classes for the regular semesters and summer term. All requests should be reviewed by the CNS Director and by the Dean of SHNS then recommending approval of the OVPAA.
8. During the first week of classes, all students shall undergo a laboratory orientation conducted by the laboratory instructor. The orientation shall cover the CNS Laboratory Policies and Guidelines and all required laboratory safety protocols.

   The laboratory assistant shall provide the Laboratory Orientation Certificate, which shall be signed by all students after the orientation. The laboratory instructor shall collect the signed certificates and submit them to the laboratory assistant for proper documentation and record-keeping.
9. A week before the scheduled Final examination in each semester/summer term, the laboratory assistant forwards to the Accounting Office any additional expenses incurred by students as a result of damage or breakage of glassware or laboratory apparatus. These penalties are charged to students' accounts and will be part students' clearance prior to taking the Final Examination. Thus, students in the laboratory classes cannot take the Final Examination without securing clearance from the laboratory assistants. This matter should be coordinated by the laboratory assistant with the teacher-in-charge of the laboratory classes.

## IX. Standard Operating Procedures of the CNS Laboratories

### EOMS CNS OP 001: Conduct of Laboratory Inventory

***Scope:*** This process starts from the conduct of laboratory inventory to the determination of laboratory needs to comply with statutory and regulatory requirements of the programs, then to the approval of request for purchase for laboratory needs and ends with the acquisition of laboratory supplies and equipment.

***Objective***: To ensure adequacy of laboratory requirements for instruction and research.

***Definition of Terms***:

*Laboratory Inventory* – A systematic process of recording, monitoring, and managing laboratory supplies, equipment, and materials to ensure availability and compliance with institutional and regulatory standards.

*Laboratory Needs Assessment* – The process of evaluating the current stock of laboratory materials and determining additional requirements for instructional and research purposes.

*Statutory and Regulatory Requirements* – Legal and institutional guidelines that govern the acquisition, storage, and use of laboratory supplies and equipment.

*Purchase Request (PR*) – A formal document submitted to request the acquisition of laboratory materials, equipment, or supplies based on inventory assessment.

*Acquisition Process* – The series of steps involved in procuring laboratory supplies, including approval, budgeting, ordering, and receiving.

*Consumable Supplies* – Laboratory materials that are used up during experiments, such as chemicals, medical supplies, syringes, face masks, and disposable gloves.

*Equipment* – Durable laboratory instruments and tools, such as microscopes, spectrophotometers, and fume hoods, which are used over an extended period.

***Procedures:***

1. The laboratory assistants conduct an inventory (consumables, glassware, and equipment) at the end of the term (first semester, second semester, and midyear) in their respective laboratory assignments. Along with the conduct of inventory by the laboratory assistant, the Department Heads assist in checking the availability of the laboratory facilities/equipment required by CHED, RQAT, PAASCU and the like. After which, the laboratory assistants submit their inventory report to the CNS Director. The Dean reviews the inventory thereafter.

- **CNS-RF-011**: CNS MOPG
- **CNS-OP-001**: Conduct of Laboratory Inventory
- **CNS-FO-020**: CNS Laboratory Inventory
- **CNS-QR-021**: CNS Laboratory Inventory Reports
- **CNS-FO-021**: Locker, Apparatus, and Glassware Issuance
- **CNS-QR-022**: Accomplished Locker, Apparatus, and Glassware Issuance Forms
- **CNS-QR-076**: CNS Midyear Reports
- **CNS-QR-077**: CNS Annual Accomplishment Reports

2. The Department Heads submit a list of laboratory needs to the CNS Director, based on the laboratory course offerings of the incoming semester/term. The Department Heads (DH) consult the faculty for any additional needs.

- **CNS-FO-018**: Laboratory Monitoring & Needs
- **CNS-QR-019**: Transmittal Letter to DHs on the Listing of Laboratory Needs with the Submitted List of Laboratory Needs
- **CNS-RF-014**: Laboratory Manuals
- **CNS-RF-015**: Compilation of Laboratory Activities
- **CNS-RF-023**: Course Programs Syllabi
- **CNS-ED-007**: CHED CMO NO. 75 Series 2017 Bachelor of Secondary Education
- **CNS-ED-008**: CHED CMO NO. 49 Series 2017 BS Biology Curriculum
- **CNS-ED-009**: CHED CMO NO. 47 Series 2017 BS Chemistry Curriculum

3. The CNS Director convenes the laboratory assistants, and they review the submitted inventory vis-a-vis the list of laboratory needs submitted by the DHs to check on the availability and sufficiency of the materials in the laboratory for the incoming semester/term.

- **CNS-QR-016**: Minutes of Meeting

4. The laboratory assistants determine the quantities of consumables, glassware, and equipment needed for the incoming semester and fills in the CNS Request for Purchase Form.

- **CNS-FO-019**: Laboratory Purchase Transmittal Letter
- **PRO-FO-003**: Purchase Request
- **CNS-QR-020**: CNS Laboratory Request for Purchase Transmittal Report

5. The CNS Director submits a letter of request for purchase addressed to the VPF, with the filled-up Request for Purchase Form attached. The letter is with the recommending approval of the Academic Dean and the VPAA.

- **CNS-QR-020**: Request Letter for Laboratory Purchase

6. The VPF approves the purchase of the laboratory needs. If the VPF has some queries on the requested laboratory needs, the request letter for purchase is forwarded to the Academic Dean. The Academic Dean discusses the remarks from the VPF with the CNS Director, for adjustments. The CNS Director forwards the adjusted request for purchase with the recommending approval by the Academic Dean to the VPF for final approval.

7. The approved requested laboratory supplies and equipment are duly delivered in the respective CNS laboratories by the IMO Staff.

- **CNS-QR-059**: Compiled Delivery Reports

8. The CNS Director monitors the status of the delivery of newly acquired laboratory supplies and equipment.
9. Feedback is acquired on the full completion of the requisition process and on the delivery of the supplies and equipment.

**EOMS CNS OP 002: Maintenance of Laboratories**

***Scope**:* This starts with the process of identifying laboratory concerns pertaining to cleanliness and orderliness, compliance of clients with the rules and guidelines in using the laboratory, functionality of laboratory equipment, assistance needed from the GSO and PPDMO. It ends with the implementation of any appropriate action such as approval of requests for the needed cleaning, condemnation, repair, fabrication, replacement, calibration of laboratory equipment or any assistance needed from the GSO and PPDMO services.

***Objective***: To ensure maintenance of academic laboratories

***Definition of Terms***:

*Laboratory Maintenance* – The process of ensuring that laboratory facilities, equipment, and workspaces remain clean, functional, and safe for academic and research activities.

*Laboratory Equipment Calibration* – The process of adjusting and standardizing laboratory instruments to ensure accurate and reliable measurements.

*Condemnation of Equipment* – The official process of declaring laboratory equipment or materials as unserviceable or beyond repair, subject to proper disposal procedures.

*Fabrication* – The process of constructing or modifying laboratory equipment or furniture to meet specific research or instructional needs.

*Preventive Maintenance* – Scheduled servicing of laboratory equipment and infrastructure to prevent unexpected failures and prolong usability.

***Procedures:***

1. The laboratory assistant monitors and maintains his assigned laboratory as to the cleanliness and orderliness, compliance of clients with the rules and guidelines in using the laboratory, functionality of laboratory equipment, and coordination with the GSO and PPDMO for the needed assistance. Concerns pertaining to these are identified and given immediate action by the laboratory assistant as the person

responsible for his assigned laboratory (e.g., cleaning the lab after class time, fixing equipment etc.).

- **CNS-FO-020**: Laboratory Inventory
- **CNS-RF-011**: CNS Manual of Operational Policies and Guidelines
- **CNS-RF-020**: PPDMO Policies and Guidelines
- **CNS-RF-021**: GSO Policies and Guidelines
- **CNS-RF-022**: Student Handbook
- **CNS-QR-021**: Laboratory Inventory Reports

2. The laboratory assistant reports to the CNS Director identified concerns that need appropriate action from services of other units in the University such as the need for general cleaning and disinfection, condemnation, repair, fabrication, replacement, and calibration among others. The CNS Director conducts an ocular inspection in the laboratory of the reported concern by the laboratory assistant.

- **CNS-QR-067**: Reports on Repairs and Replacements

3. The CNS Director makes a request to the following offices, with recommending approval by the Dean and the VPAA:

- **PPDMO-FO-XXX**: form for cleaning, minor repairs of laboratory rooms
- **IMO-FO-XXX**: for condemnation
- **CNS-QR-060**: letter of request addressed to the
  *President* – for major repairs
  *VPF* - for equipment repair (outside the university), fabrication, replacement, calibration of equipment

The concerned unit approves the request and serves the appropriate action.

For requests that need VPF approval, the VPF reviews the requests and if there are further queries, remarks are forwarded to the Academic Dean. The Academic Dean discusses the remarks with the CNS Director, for adjustments.

4. The CNS Director forwards the adjusted request to the VPF for final approval.

- **CNS-QR-067**: Approved Repair and Replacement Requests

5. The CNS Director monitors the status of the actions implemented on the requested laboratory concerns.

6. Feedback is acquired on the timeliness of actions taken.

**EOMS CNS OP 003: Laboratory Waste Management**

***Scope**:* This starts with the process of orienting the students regarding the proper handling, storage, and disposal of hazardous and biological waste materials, to the monitoring compliance to hazardous and biological waste management checklist and ends with the implementation of any appropriate action such as approval of requests for the needed disposal and transport of hazardous and biological wastes with the assistance needed from the SPCO services.

***Objective**:* To ensure the maintenance of a safe and secure environment in the management of hazardous and biological wastes and materials

***Procedures:***

1. The laboratory assistant assists the faculty in orienting the students regarding the proper handling, storage, and disposal of hazardous and biological waste materials prior to the conduct of experiments and laboratory activities.

- **CNS-RF-011**: CNS Manual of Operational Policies and Guidelines
- **CNS-RF-013**: CNS Hazardous and Biological Waste Management Policy Guidebook
- **CNS-RF-018**: Safety Pollution Control Office (SPCO) Policies and Guidelines
- **CNS-FO-023**: Orientation Certification
- **CNS-QR-024**: Compilation of Orientation Certification
- **CNS-ED-002**: Practical and Cost-Effective Solutions to Laboratory Chemical Wastes (Philippine Regulations on Chemical Wastes: Hazardous Waste Management; Republic Act No. 6969: DENR AO 92-29 Title III)
- **CNS-ED-003**: Provincial Development Council: Provincial Environmental and Natural Resources Committee Regular Business Meetings
- **CNS-ED-014**: Provincial Environmental Awareness and Education Team (PEAET) Regular Meetings by the PENARO

2. The laboratory assistant monitors and maintains his assigned laboratory as to the compliance of clients on the rules and guidelines in handling, treating, and disposing of the hazardous and biological wastes. He/She also furnishes the SPCO the updated list of hazardous wastes and materials generated by laboratory and research activities every term to ensure that these are properly documented and registered with the DENR-EMB.

- **SPCO-FO-009: Biological and Hazardous** Waste Generation Inventory
- **CNS-QR-004**: Compiled Hazardous and Biological Wastes Inventory (Faculty/Clients)
- **CNS-QR-005**: Compiled Hazardous and Biological Wastes Inventory (Lab Assts)
- **CNS-QR-023**: Hazardous Wastes (HW) Generation Inventory

3. The laboratory assistant coordinates with the SPCO and GSO for the needed assistance during the disposal and transport of the hazardous and biological wastes to the Materials Recovery Unit (MRU).

- **SPCO-FO-010**: Waste Storage, Treatment and Disposal and On-Site Self Inspection of Storage Area
- **GSO-FO-XXX**: Waste Disposal/Transport
- **CNS-QR-065**: Letter of request addressed to the *SPCO*

4. The SPCO approves and coordinates the disposal of the hazardous and/or biological waste material to the MRU according to the schedule.

- **CNS-QR-023**: Waste generation Inventory/Waste Disposal/Transport Report

5. The CNS Director monitors the implementation of any appropriate action such as approval of requests for the needed disposal and transport of hazardous and biological wastes.

6. Feedback is acquired on the timeliness of actions taken.

**EOMS CNS OP 004**: **Research Laboratory Services**

***Scope***: This covers the process of the approval of the laboratory service request as per the classification of clientele, endorsement of the clientele to the laboratory assistant, provision of technical assistance, and ends with the release of the laboratory analysis report.

***Objective***: To ensure the provision of timely, adequate, and accurate technical assistance to research clients in the conduct of the experimentation (*primary, secondary, tertiary*).

***Definitions:***

*Research Laboratory Services* – Support provided by the CNS laboratory to research clients, including equipment access, technical assistance, and laboratory analysis.

*Clientele Classification* – The categorization of research clients into primary, secondary, and tertiary based on their level of research involvement and affiliation with the institution.

Primary Research Clients – Individuals or groups such as faculty members and students from the School of Health and Natural Sciences (SHANS) conducting research.

Secondary Research Clients – Individuals or groups such as faculty members and students from other schools in the institution including the Basic Education conducting research.
Tertiary Research Clients – External researchers or collaborating institutions that require laboratory services but are not directly affiliated with the institution.

*Laboratory Service Request* – A formal application submitted by research clients to access laboratory facilities, equipment, and technical support.

*Technical Assistance* – Guidance and support provided by laboratory personnel to ensure the proper execution of research procedures and use of laboratory equipment.

*Laboratory Analysis Report* – A documented summary of findings from conducted experiments, which is reviewed and validated before being released to the research client.

***Procedures:***

1. The clientele or requesting party inquires on the availability of the facility on the planned date of use.

- **CNS-FO-001 –** Online Inquiry Service Request
- **CNS-FO-007 –** Visitors Logbook
- **CNS-RF-012**: CNS Laboratory Service Brochure

2. The research laboratory assistant attends to the inquiry, provides feedback on the availability of the requested facility, and screens the client classification, prioritizing primary clientele over secondary and tertiary clientele in all laboratory and research activities.

- **CNS-RF-011**: CNS MOPG
- **CNS-FO-001**: Services Request Logbook

3. A capsule proposal/methodology may be requested by the research laboratory assistant from the clientele when deemed necessary. The proposal should have undergone evaluation by their research adviser and as well as submitted the UREB clearance for the ethical guidelines.

4. The research laboratory assistant furnishes the primary clientele with a laboratory service request form. The laboratory assistant then makes necessary remarks for the requested laboratory service. The laboratory assistant then schedules the conduct of the requested laboratory service.

- **CNS-OP-004**: Conduct of Laboratory Experimentations for Thesis/Research

- **CNS-FO-007 –** Visitors Logbook
- **CNS-RF-016:** Undergraduate Research Writing Guide and Format Manual 2021 Revised Edition
- **CNS-RF-017:** UREB Clearance
- **CNS-RF-020:** SOGS Graduate Student Handbook
- **CNS-RF-023:** Student Handbook
- **CNS-QR-053:** Capsule Proposal/Methodology

5. For secondary and tertiary clientele, similar steps with the primary clientele must be followed. However, the clientele should submit first a letter of request to the Director of the CNS for approval.

- **CNS-QR-066** – Letter of Request for Research Laboratory Services to the CNS Director (Secondary Clients)
- **CNS-QR-072** – Transmittal Letter of Request of the Research Laboratory Services (tertiary Clients)
- **CNS-QR-072-** Endorsement of the Approved Letter of Request to the Laboratory Assistant

6. The research laboratory assistant prepares the facility as well as the laboratory supplies and equipment duly requested in CNS-FO-002. Also, technical assistance and supervision to the clientele will be provided by the laboratory assistant in the conduct of the experimentation following the approved research protocols and/or procedures. After the experimentation proper, the clientele and research laboratory assistant fill out laboratory waste inventory forms.

- **CNS-FO-002**: Monitoring form for the use of laboratory facilities, consumables, and reagents (for Primary Clients)
- **CNS-FO-006**: Logbook for the Use of the CNS Research Laboratory Room
- **CNS-FO-008 A-G**: Logbook for Oven, Rotavap, Biosafety Cabinet, Centrifuge, Analytical and Top loading Balance, Autoclave, UV-VIS
- **CNS-FO-009**: Logbook for Usage of Laboratory Chemicals and Consumables (Academic Labs)
- **CNS-FO-022**: Orientation Certification
- **CNS-QR-005**: Compiled Hazardous & Biological Waste Inventory Forms
- **CNS-QR-001:** Compiled Request Form for the Use of Laboratory Facility and Apparatus, Equipment, Consumables, Reagents and/or Chemicals
- **CNS-QR-004:** Compiled Hazardous and Biological Wastes Inventory (Faculty/Clients)
- **CNS-QR-005:** Compiled Hazardous and Biological Wastes Inventory (Lab Assistants)

7. After the conduct of the experimentation by the clientele as duly supervised by the research laboratory assistant, the clientele receives the laboratory analysis report. Prior to the release, a laboratory service charge form is provided which is

presented to the accounting office for payment. After which, the form together with the official receipt is returned back to the supervising laboratory technician/analyst for clearance. Also, a laboratory breakage form is issued if the clientele has incurred breakages during the experimentation and pays the amount/fee to the accounting office. The clientele returns back the form and the official receipt as well for clearance. After returning the form/s and presenting the official receipt, the laboratory analysis report form is issued to the clientele.

- **CNS-FO-003**: Laboratory Service Charge
- **CNS-FO-005**: Laboratory Breakages Charge
- **CNS-FO-010**: Logbook for the Released Laboratory Breakage Charges Form
- **CNS-FO-011:** Laboratory Service Analysis Report
- **CNS-FO-012**: Logbook for the Released Laboratory Analysis Report Form
- **CNS-QR-003**: Compiled Laboratory Service Charges
- **CNS-QR-011**: Compiled Laboratory Analysis Reports
- **CNS-QR-006**: Compiled Laboratory Breakage Charges Forms

8. To ensure the effective and efficient services of the CNS Lab, the laboratory assistant furnishes the client with the Feedback Form. The client then accomplishes the form then submits it to the Dropbox for record purposes. This is done prior to the release of the laboratory analysis report form.

- **CNS-FO-017**: CNS Services Evaluation
- **CNS QR**-XXX: CNS Services Evaluation Record
- **CNS-QR-025**: Client Feedback Records (HRDO)

**EOMS CNS OP 004**:: **Research Production for External Grant**

***Scope***: This covers the process from the time the CNS R & D Teams craft program or project proposal, to the submission for external funding, and ends with the implementation of the approved proposal.

***Objective:*** To ensure timely and quality submission of relevant research with demonstrable institutional, local, national, and global significance to further expand knowledge frontiers for possible funding from agencies (DOST, etc.)

***Definitions:***

*External Grant* – Financial support provided by external agencies, such as the Department of Science and Technology (DOST), PLGU NV, etc to fund research projects.

*CNS R & D Teams* – Research and Development teams within the Center for Natural Sciences (CNS) responsible for crafting and submitting research proposals.

*Program Proposal* – A comprehensive document outlining a research initiative that aligns with institutional, local, national, or global priorities for external funding.

*Project Proposal* – A detailed plan describing a specific research study, including objectives, methodology, timeline, and budget, submitted for funding consideration.

*Funding Agencies* – Organizations or government bodies that provide financial assistance for research projects (e.g., DOST, CHED, private foundations).

***Procedures:***

1. The CNS Director convenes the CNS Personnel to set the R&D Plan, giving impetus to global, national, local, and institutional mandates and thrusts. These are aligned in Project WEALTH v. 2.0 of the URC. Also, included as well are the training needs of CNS Faculty in research to enhance their knowledge and skills.

- **CNS-RF-028**: URC Project WEALTH v 2.0
- **CNS-RF-029**: CNS R and D Plan

2. The CNS R & D Teams collaborate to come up with their proposal to be submitted and presented to the agency/ies. Tasking shall be assigned by the R & D team leader for each of the members.

- **CNS-ED-013**: Guidelines on the Call for Proposals
- **CNS-QR-073**: CNS R & D Proposed Project

3. The respective R & D teams submit on time the prepared research proposals.

- **CNS-QR-068**: Acknowledgement receipt/notice of the agency/ies for the submitted proposals for grant application

4. The CNS R & D teams receive the notice of approval/decline of the agency/ies for the submitted proposal/s.

- **CNS-QR-069**: Notice of Approval/Decline of the Submitted Research Proposal for Grants
- **CNS-QR-070**: Contract for the Approved Grant

5. The team/s with approved grants start implementing the research plan according to the grant schedule. For project/s that is/are declined, the R & D team continues to implement research points in the annual performance evaluation.

- **CNS-QR-071**: Grant Project/Program Monitoring and Evaluation
- **CNS-FO-002**: Request for Use of the Facility and Chemicals Request

- **CNS-QR-072**: Request Letter to conduct experimentations in the CNS Laboratories Duly Approved by the President

6. Each of the CNS R & D teams submits the accomplished research project to the granting agency based on their grant schedule. In case of declined research grants but continued conduct, the project leader submits it to the URC Director for research points.

- **CNS-QR-074**: Research Project Write-Up
- **CNS-QR-075**:Acknowledgement Receipt/Notice/Certificate of Submission

## X. Work Instructions (WIs) of the Laboratory Assistants

**EOMS CNS WI 001: Conducting Laboratory Inventory**

1. Prepares the laboratory inventory checklist for the current term.
2. Indicates the available quantity of chemicals and laboratory supplies in the checklist.
3. Checks the condition of equipment and record it in the remarks to see if it is functional or not functional.
4. Encodes thru Microsoft Excel the laboratory inventory report; and
5. Submits the laboratory inventory report to the CNS Director every end of the term.

**EOMS CNS WI 002: Identifying Laboratory Needs**

1. Collates the submitted Laboratory Needs filled-out by the SHANS Department Heads;
2. Identifies the budget of each of the submitted laboratory needs; and
3. Includes on the final inventory the laboratory needs from DHs.

**EOMS CNS WI 003: Reviewing Inventory Vis-à-vis Laboratory Needs**

*For the Director*

1. Convenes the laboratory assistants in preparation for the review of the submitted laboratory inventory and list of laboratory needs;

2. Reviews the laboratory inventory and list of laboratory needs to check on the availability and sufficiency of the materials in the laboratory for the incoming semester/term;

*For the Laboratory Assistants*

3. Determine the quantities of consumables, glassware, and equipment needed for the incoming semester;

4. Propose the purchase of the laboratory supplies and equipment by filling out the Purchase Request Form (**PRO-FO-003)**; and

5. Submit the proposed laboratory request to the CNS Director.

**EOMS CNS WI 004: Request for Purchase**

1. Receives the purchased laboratory requests thru the delivery report by the IMO in the respective CNS laboratories; and

2. Includes in the inventory the delivered purchases

**EOMS CNS WI 005: Identifying Concerns on Repairs and Replacement**

1. Maintains the assigned laboratory to cleanliness and orderliness;
2. Monitors the compliance of clients with the rules and guidelines in using the laboratory;
3. Checks the functionality of the laboratory equipment;
4. Updates and record the functionality and condition of the equipment using the current laboratory inventory, **CNS-FO-020**; and
5. Lists down the identified concern on repair and replacement.

**EOMS CNS WI 006: Reporting Repairs and Replacement**

1. Classify the repairs and replacements if they are major or minor;
2. Coordinate with PPDMO for minor repairs and replacements;
3. Coordinate with GSO for assistance in cleaning and disinfecting the laboratory rooms;
4. Coordinate with IMO for the condemnation of equipment;
5. Prepare a request letter for major repairs and replacements in the laboratories addressed to the CNS Director; and
6. Submit to the CNS Director the request letter on major repairs and replacements in the laboratories.

**EOMS CNS WI 007: Setting Laboratory Waste Management Policies and Guidelines**

1. Follows the implementation in his/her respective laboratory of the *No Label, No Disposal/Collection* Policy;

2. Wears appropriate Personal Protective Equipment (PPE) in handling hazardous and biological wastes and materials;

   *I. Preparing and Labelling of Waste Containers*

3. Coordinates with the SPCO in properly identifying the appropriate and compatible container/s applicable to the different types of hazardous and biological wastes and materials;

4. Prepares the appropriate and compatible container/s applicable to the different types of hazardous and biological; wastes and materials;
   Labels properly all hazardous and/or biological waste containers used in the laboratory;

   *II. Segregating and Storing Liquid Waste*

5. Attends trainings on the proper handling, segregation, and storage of hazardous and/or biological wastes; and

6. Ensures compliance at all times on the proper segregation and storage of their hazardous and/or biological wastes according to the registered or unit-oriented classification.

**EOMS CNS WI 008: Conducting Orientation on the Laboratory Waste Management Policies and Guidelines**

1. Coordinates with the faculty members on the schedule of orienting the students on CNS Laboratory Waste Management Policies and Guidelines;

2. Assists the faculty in orienting the students regarding the proper handling, storage, and disposal of hazardous and biological waste materials prior to the conduct of experiments and laboratory activities in accordance with **CNS-RF-013**;

3. Furnishes orientation certification, **CNS-FO-022**, to the students; and

4. Compiles the orientation certification of the students, **CNS-QR-024;**

**EOMS CNS WI 009: Monitoring the Proper Handling, Storage, and Disposal of Hazardous & Biological Wastes and Materials**

*For the Laboratory Assistant*

1. Maintains his/her assigned laboratory as to the compliance of clients on the policies and guidelines on laboratory waste management;

2. Monitors the proper storage, labelling, transport, and disposal of accumulated laboratory hazardous and biological wastes and materials;

3. Conducts monthly inventory of hazardous and biological wastes according to their registered or unit-oriented classifications and codes as reflected in **CNS-RF-013**: CNS Hazardous and Biological Waste Management Policy Guidebook;

4. Monitors the compliance of clients on the policies and guidelines in handling and treating hazardous and biological wastes;

5. Accomplishes **SPCO FO- 009**: Hazardous and Biological Wastes Inventory to monitor waste generation on preparing chemical/reagent request of clients; and

6. Submits to the SPCO the accomplished **SPCO FO- 009** Waste Generation Inventory Form.

*For the Faculty Member*

1. Provides orientation to the students regarding the proper handling, storage, and disposal of hazardous and biological waste materials prior to the conduct of experiments and laboratory activities;

2. Monitors and supervises student activities during classes to ensure the proper handling and management of hazardous and biological materials;

3. Ensures that all accumulated chemical, hazardous and biological waste materials are labelled according to the registered or unit-oriented classification code standards; and

4. Coordinates with the concerned laboratory assistant for proper storage, disposal, and transfer to Materials Recovery Unit (MRU).

*For the Client/Researcher*

1. Fill out **CNS FO-022**: Orientation Certification regarding the proper handling, storage, and disposal of hazardous and biological waste materials discussed by the teacher/laboratory assistant prior to the conduct of experiments and laboratory activities;

2. Ensures that proper storage and labelling of hazardous and biological wastes generated by the research/thesis according to their registered or unit-oriented classifications and codes; and

3. Coordinates with the laboratory assistant the disposal/transport of the hazardous and/or biological waste materials thru the accomplished form to the laboratory assistant.

**EOMS CNS WI 010: Waste Disposal and Transfer Process**

1. Monitors and maintains his/her assigned laboratory as to the compliance of clients on the rules and guidelines in the treatment and disposal of hazardous and biological wastes;

*I. Waste Minimization/Waste Reduction*

2. Evaluates whether hazardous wastes and materials generated by the laboratories are to be disposed of or reusable for other purposes (either for Micro-scaling or Recycling/Reusing);

*II. Waste Treatment and Disposal of Biological Waste*

3. Applies whenever probable waste treatment techniques to reduce the volume and toxicity of biological wastes;

4. Transforms the volume of toxicity of biological wastes according to the following techniques:
    a. Dilution of small amounts of water-soluble non-toxic solids such as sodium or potassium chloride, nutrients, spent buffer solutions, neutralized mineral acids and caustics, aqueous solutions of water-soluble organic solvents like methanol and ethanol;

    b. Pre-treatment shall be done for N601 (Microbial cultures: Autoclaved at 121 $^{o}$C) and N604 (Bio-paraphernalia: Either disinfection with alcohol or 10% Clorox solution or autoclaved-whichever is applicable) right after usage;

*III. Disposal of Liquid Wastes and Solvents*

5. Coordinates with the SPCO when the hazardous and/or biological waste containers accumulated in their laboratories are already full and ready for transport to the MRU;

6. Secures the Hazardous and/or Biological Waste Disposal Form for the processing of requests;

7. Prepares the wastes for disposal based on prescribed classifications and codes ensuring that these are properly labelled and stored accordingly in the MRU.

*IV. Disposal of Unused Excess or Chemical Samples*

8. Labels the samples accordingly to the waste categories and codes;

9. Follows the rule that retention of samples or excess chemicals shall be kept in minimum;

10. Follows the rule that samples and excess chemicals should not be kept in the laboratory for more than six (6) months;

*V. Disposal of Expired Laboratory Reagents*

11. Identifies the expired reagents/chemicals to be disposed;

12. Classifies the expired reagent according to the nature (solid, liquid, gas, sludge) and cataloguing (Toxic, Corrosive, Reactive, Flammable) of the Hazardous Waste;

13. Reports to the SPCO the disposal of the expired chemicals as soon as possible;

*VI. Disposal of Broken Lab Glass wares and Hazardous and Biological Waste Containers and Packaging*

14. Requests to the SPCO for the issuance of plastic bins and drums;
15. Labels properly and appropriately the bin/container dedicated for the storage of broken laboratory glass wares and other chemical and biological waste packaging and containers;

16. Coordinates to the SPCO the disposal and transport of the full plastic bins/containers of the broken laboratory glass wares and other chemical and biological waste packaging and containers;

*VII. Self-Monitoring Reports and Schedule of Waste Hauling*

17. Submits the quarterly (SMRs) duly reviewed by the Director to the SPCO as required by DENR-EMB; and

18. Conducts waste hauling every three (3) months or as may be required based on urgency and safety concerns.

*SPECIFIC for the Research Laboratory Assistants/ Staff for Research SERVICES*

**EOMS CNS WI 011: Inquiry of Laboratory Facility and Services**

1. Responds to the walk-in inquiry of primary research clients on the availability of laboratory facilities and services in relation to their research method/procedure;

2. Responds to the inquiry of research clients (secondary & tertiary) electronically via email or through the CNS Facebook Page using the **CNS FO 001** regarding the availability of laboratory facilities and services in relation to their research method/procedure;

3. Shares the physical/ e-copy of the Laboratory Services Brochure (**CNS-REF-012)**;

4. Accepts the sent request letter with the attached methods/procedures of the research clients. For secondary clients and tertiary, a letter is addressed to the CNS Director.

5. Transmits the request letter with the attached methods/procedures to the CNS Director for approval and scheduling.

**EOMS CNS WI 013: Providing Assistance in the Conduct of Laboratory Experimentations**

1. Provides **CNS-FO-002** for the client/s to fill out the needed supplies and equipment;

2. Receives and finalizes the schedule for the conduct of laboratory experimentations;

3. Communicates to the client/s the approved schedule of the conduct of experimentations;

4. Orients the client/s regarding the CNS Laboratory Policies and Guidelines;

5. Provides **CNS-FO-022** Orientation Certification for the client/s to accomplish prior the conduct of experimentations;

6. Issues the requested materials, chemicals, and apparatuses to the client/s;

7. Assists the client/s in performing the methods/procedures of the study;

8. Supervises the clients in the disposal of chemical, biological, and material wastes after the conduct of the experimentations;

9. Checks the completeness of the returned laboratory glassware. if there are breakages, **CNS-FO-005** is issued to the client/s and instructed to pay the amount to the Treasury and Accounting Office; and

10. Instructs the client/s to wait for the correspondence regarding the official laboratory analysis report.

**EOMS CNS WI 014: Releasing of Laboratory Results**

1. Prepares the **CNS-FO-011** Laboratory Analysis Report;

2. Submits the prepared Laboratory Analysis Report to the CNS Director for review;

3. Sends correspondence to the research client/s regarding the release of the laboratory analysis report;

4. Provides **CNS-FO-003**: Laboratory Service Charge to the client/s and instructs them to pay the reflected amount/fee to the Treasury and Accounting Office;

5. Receives the Laboratory Service Charge form and checks the official receipt, then records in the **CNS-FO-012**: Logbook for the Released Laboratory Charges Form;

6. Issues the CNS Research Services Evaluation Form **CNS-FO-017** to the research client/s for the evaluation of the laboratory services provided as well as the Client Feedback Form **HRDO-FO-044** by the SMU HRDO in evaluating the laboratory personnel's quality customer service; and

7. Issues the accomplished and signed **CNS-FO-011** Laboratory Analysis Report to the research client/s then records it in **CNS-FO-012**: Logbook for the Released Laboratory Analysis Report Form.

## XI. The Laboratories of the Center for Natural Sciences

The Center for Natural Sciences Laboratories (CNSL) include the Biology laboratories, Chemistry laboratories, Nursing Laboratories, Medtech/ Pharmacy Laboratories, and the Research Laboratory. The Research Laboratory refers to the laboratory found in the Center for Natural Sciences (CNS) at Mauritz Van Ovebergh building. This Research Laboratory houses facilities and equipment intended for research purposes including the Animal House Facilty.

The target clientele are the SHANS faculty and staff, students, and researchers from other schools in the university as well as institutions who use the CNSL. The primary clientele refers to the faculty and students of the School of Health and Natural Sciences. The secondary clientele refers to the faculty and students who belong to other schools connected with SMU (eg. SEAIT, SAB, STEH, SOGS, SMU Basic Ed), and CICM schools (eg. SLU, USLT, SLC,). The tertiary clientele refers to the faculty, students, and researchers from non-SMU institutions and agencies.

## XII. General CNS Laboratories Policies

The General Laboratory Policies of the CNS establish the fundamental rules governing access, behavior, and proper conduct within all laboratory facilities. These policies apply to students, faculty, laboratory personnel, researchers, and all authorized clientele. Compliance is mandatory to ensure safety, security, and the orderly conduct of laboratory instruction and research.

### *1. Laboratory Access Policy*

- Laboratory access shall be limited to officially enrolled students, assigned faculty members, laboratory personnel, approved researchers, and authorized clientele.
- No individual shall enter or use the laboratory without proper authorization.
- Laboratories shall be open only during scheduled class hours, approved research schedules, or official office hours of laboratory assistant.
- Use of the laboratory beyond regular hours requires prior approval from the CNS Director.
- Students shall not be allowed to enter the laboratory nor conduct experiments without the presence of the assigned faculty member or laboratory assistant.
- Research clientele shall perform laboratory activities only under authorized supervision.
- All laboratory users must present a valid institutional ID upon request.
- Unauthorized persons shall be denied entry.
- Storage rooms, chemical preparation rooms, and equipment rooms are restricted areas accessible only to authorized personnel.

### *2. Proper Attire and Personal Protective Equipment (PPE)*

Mandatory Laboratory Attire

- Laboratory gown or coat
- Closed-toe shoes (no slippers or sandals)
- Long pants or below-the-knee skirts
- Hair tied back (for long hair)
- Required PPE (as applicable)
- Safety goggles
- Face mask or shield (when necessary)
- Gloves appropriate to the activity
- Additional protective gear depending on the nature of the experiment

Non-compliance with the required laboratory attire and PPE shall result in the student being denied participation in the laboratory activity for that session. Repeated violations shall incur demerits in the student's laboratory performance evaluation, in accordance with the grading policies of the course.

### *3. CHSF in the Laboratories*

**SPECIFIC GUIDELINES (Based on CHSF Manual, 2023 Ed pp. 20-23)*

- Refrain from eating inside the laboratories.
- Be safety conscious inside the laboratories. Use personal protective equipment during experiments.
- Take extra care of equipment/ chemicals/materials/apparatus inside the laboratories.
- Dispose chemical waste in designated containers for chemicals.
- Dump organic/biodegradable residue at windows for bio-degradable wastes, while chemical residues are discarded at the septic vault after proper treatment.
- Dispose toxic/hazardous wastewater at a separate septic tank/vault and not in a toilet septic tank.
- Always wash hands with detergents and water.
- Report to the maintenance office damaged facility for immediate repair and/or replacement.
- Please refrain from engaging in any unnecessary activities or playing while inside the laboratory.
- Always clean the laboratory before and after using it.

*Additional prohibited activities:*

- Unauthorized use of chemicals, equipment, or laboratory materials.
- Performing experiments not approved by the instructor or laboratory personnel.
- Removing chemicals, specimens, or equipment from the laboratory without written authorization.
- Using mobile phones in a manner that distracts from laboratory safety and procedures.

Violation of these policies may result in suspension of laboratory privileges and/or disciplinary action in accordance with the Student Handbook.

### *4. Visitor Policy*

- Visitors shall be allowed laboratory entry only with prior approval from the CNS Director or authorized personnel.
- Visitors must sign the visitor's logbook upon entry.
- Visitors must be accompanied at all times by authorized personnel while inside the laboratory.
- Visitors must comply with all laboratory safety requirements, including proper attire and PPE.
- The host faculty or laboratory assistant in-charge assumes responsibility for the visitor's conduct while inside the laboratory.

## XIII. Laboratory Safety Policies and Guidelines

The Center for Natural Sciences (CNS) maintains the highest standards of laboratory safety to ensure the well-being of students, faculty, laboratory personnel, researchers, and visitors. CNS is committed to fostering a secure and responsible laboratory environment through the consistent enforcement of established safety guidelines. All individuals who access or work within CNS laboratories are required to strictly adhere to the policies and procedures outlined in this section. Safety is regarded as a shared responsibility, and full compliance with all established protocols is mandatory at all times.

### *1. Laboratory Safety Orientation Requirements*

- All students, faculty, laboratory assistants, researchers, and authorized clientele must undergo a mandatory Laboratory Safety Orientation before being granted access to any CNS laboratory. The orientation shall be conducted at the start of every academic year or prior the commencement of any research activity.
- The orientation will cover general laboratory rules and code of conduct, proper use of Personal protective Equipment (PPE), chemical handling and storage procedures, waste disposal procedures, emergency response protocols and the location and proper use of safety equipment.
- All participants are required to sign the Laboratory Orientation Certificate as proof of compliance. No laboratory access shall be granted without completion of the required orientation.

### *2. Safety Signage and Labelling*

- Appropriate safety signage are visible displayed in all laboratory areas. This includes mandatory PPE signs, hazard warnings (flammable, corrosive, toxic, biohazard, etc.), clearly marked emergency exit routes, and signs indicating the location of safety equipment such as fire extinguishers, eyewash stations, emergency shower room, and first aid kits.
- All chemical containers are clearly and properly labeled with the chemical name (no abbreviations unless standard), concentration (if applicable), hazard classification, date received or prepared, and the name of the preparer (if applicable). Unlabeled containers are strictly prohibited in the CNS laboratories.

### *3. Emergency Preparedness*

- A list of emergency contact numbers, including Campus Security, University Health and Services Office (UHSO), Bureau of Fire Department, Bayombong Police hotline, are posted in visible laboratory areas.

- The CNS laboratories are equipped with appropriate emergency equipment, including fire extinguishers, first aid kits, eyewash stations (where applicable), safety showers (if applicable), and spill kits.
- Clearly marked evacuation routes must be posted in each laboratory. All laboratory users must be familiar with the designated assembly areas.
- In the event of chemical spills, fire, injury, or natural disasters, laboratory users must follow established emergency protocols and immediately notify the laboratory assistant or instructor.

### *4. Fire Safety and Electrical Safety*

*A. Fire Safety*

Flammable chemicals must be stored in appropriate safety cabinets. Open flames shall only be used when necessary and under proper supervision. Combustible materials must be kept away from ignition sources, and fire extinguishers must remain unobstructed at all times.

In case of fire, the alarm must be activated immediately. Individuals may attempt to extinguish the fire only if they are trained and it is safe to do so. If the fire is uncontrollable, immediate evacuation is required.

*B. Electrical Safety*

All electrical equipment must be inspected prior to use. Damaged cords, exposed wires, or malfunctioning equipment must not be used. Electrical outlets must not be overloaded, and hands must be dry when handling electrical devices. Only authorized personnel are permitted to repair electrical equipment.

### *5. Incident Reporting Procedures*

- All accidents, injuries, chemical exposures, equipment malfunctions, and near-miss incidents must be reported immediately to the laboratory instructor or laboratory assistant.
- An Incident Report Form must be completed within 24 hours of the incident and submitted to the CNS Director for review and appropriate action.
- Each incident shall be investigated to determine its root cause, and corrective and preventive measures shall be implemented to avoid recurrence. Failure to report incidents may result in disciplinary action.

### *6. First Aid Procedures*

- In any emergency, individuals are reminded must remain calm, assess the situation, and notify the laboratory assistant or instructor immediately. First aid should only be provided within the scope of one's training.
- For chemical exposure to the skin or eyes, flush the affected area with running water for at least 15 minutes and seek medical attention. For cuts and minor injuries, clean the wound, apply antiseptic, and cover with a sterile dressing. For burns, cool the affected area with running water and avoid applying ointments unless advised by medical personnel. In cases of inhalation of fumes, move the affected person to fresh air immediately.
- Serious injuries are referred immediately to the University Clinic or the nearest medical facility.

### *7 Safety Drills*

- CNS actively participate in institutional emergency drills, such as fire and earthquake drills. Laboratory personnel and students are required to actively participate in all scheduled drills.
- Drills are conducted at least once per semester or as required by the Campus Safety and Disaster Readiness and Preparedness Committee. Performance during drills are evaluated to identify areas for improvement, and recommendations shall be properly documented and implemented.

### *8. Compliance and Accountability*

- Strict adherence to these Laboratory Safety Policies and Guidelines is mandatory. Non-compliance may result in suspension of laboratory privileges and/or disciplinary action in accordance with institutional policies.
- The Center for Natural Sciences is committed to fostering a proactive safety culture in which prevention, preparedness, and responsible conduct are integral to all laboratory activities.

# XIV. Hazardous and Biological Waste Policies and Guidelines (HBWPG) of the CNS Laboratories

***Purpose***:

The Center for Natural Sciences (CNS) Hazardous and Biological Waste management Policy seeks to ensure and maintain a safe and secure environment for the management of the hazardous and biological wastes and materials. It responds to the compliance requirements of the DENR Administrative Order No. 2013-22 (DAO No. 2013-22) on hazardous wastes management.

CNS and Saint Mary's University in general, is committed to maintaining programs, projects and activities designed to prevent and reduce the risks of hazardous wastes and materials by ensuring its proper handling, transport, treatment and disposal.

***Scope***:

The HBWPG defines the procedures for the proper disposal of different laboratory wastes and materials generated by the CNS teaching laboratory facilities.

Table 1 presents the list of the different hazardous wastes and materials together with the registered waste code and classification based from (DAO No. 2013-22).

Added to the list are biological wastes with the center-oriented codes (N) to encompass the expected scope of the policy.

*Table 1. List of biological wastes with the center-oriented waste codes (N)*

| ***Class*** | ***Description*** | ***Waste No.*** |
|---|---|---|
| A. Wastes with Cyanide | Wastes containing cyanide | A101 |
| B. Acid Wastes | Sulfuric acid | B201 |
| | Hydrochloric acid | B202 |
| | Nitric acid | B203 |
| | Phosphoric acid | B204 |
| | Hydrofluoric acid | B205 |
| | Mixture of sulfuric acid and hydrochloric acid | B206 |
| | Other inorganic acid | B207 |
| | Organic acid | B208 |
| | Other acid wastes | B299 |
| C. Alkali Wastes | Caustic soda | C301 |
| | Potash | C302 |
| | Alkaline cleaners | C303 |
| | Ammonium hydroxide | C304 |
| | Lime slurries | C305 |
| | Other alkali wastes | C399 |
| D. Wastes with Inorganic Chemicals | Selenium and its compounds | D401 |
| | Arsenic and its compounds | D402 |
| | Barium and its compounds | D403 |

| *Class* | *Description* | *Waste No.* |
|---|---|---|
| | Cadmium and its compounds | D404 |
| | Chromium and its compounds | D405 |
| | Lead compounds | D406 |
| | Mercury and mercury compounds | D407 |
| | Fluoride and its compounds | D408 |
| | Other wastes with inorganic chemicals | D499 |
| E. Reactive Chemical Wastes | Oxidizing agents | E501 |
| | Reducing agents | E502 |
| | Explosive and unstable chemicals | E503 |
| | Highly reactive chemicals | E599 |
| F. Inks/Dyes/Pigments/Paints / Resins/Latex/Adhesives/Organic Sludge | Solvent-based | F601 |
| | Inorganic Pigments | F602 |
| | Ink formulation | F603 |
| | Resinous materials | F604 |
| | Other mixed | F699 |
| G. Waste Organic Solvents | Halogenated organic solvents | G703 |
| | Non-halogenated organic solvents | G704 |
| H. Organic Wastes | Grease wastes | H802 |
| I. Oil | Used oil | I101 |
| | Vegetable oil | I102 |
| | Tallow | I103 |
| | Oil Contaminated Materials | I104 |
| J. Containers | Containers previously containing toxic chemicals | J201 |
| L. Organic Chemicals | Wastes with specific halogenated toxic organic chemicals | L401 |
| | Wastes with specific non-halogenated toxic organic chemicals | L402 |
| | Ozone depleting substances | L403 |
| | PCB wastes | L404 |
| M. Miscellaneous Wastes | Pathological or infectious wastes | M501 |
| | Asbestos wastes | M502 |
| | Pharmaceuticals and drugs | M503 |
| | Pesticides | M504 |
| | Persistent Organic Pollutants | M505 |
| | Waste electrical and electronic equipment | M506 |
| | Special wastes | M507 |
| N. Biological Wastes | Microbial Cultures (Bacterial and fungal cultures in either solid or liquid media) | N601 |
| | Carcasses (laboratory animals, *i.e.* mice, rats, rabbits, including body parts) | N602 |
| | Biological samples (urine, feces, blood, tissue, serum, organs) | N603 |
| | Bio-paraphernalia (consumables used in dealing with animals and other biological samples-syringes, pricking tools, sharps, | N604 |

| *Class* | *Description* | *Waste No.* |
|---|---|---|
| | blades, pipette tips, cotton balls, filter papers, masks, gloves, broken glasses) | |

***Roles and Responsibilities***

*1. Laboratory Assistants*

a. Furnish the Safety Pollution Control Office (SPCO) with an updated list of hazardous wastes and materials generated by laboratory and research activities every term to ensure that these are properly documented and registered with the DENR-EMB.

b. Monitor the proper storage, labelling, transport, and disposal of accumulated laboratory hazardous and biological wastes and materials.

c. Conduct quarterly inventory of hazardous and biological wastes and materials according to their registered or unit-oriented classification and codes.

d. Ensure the timely transport/disposal of hazardous and biological waste materials to the Materials Recovery Facility (MRF) of the University in close coordination with the General Services Office (GSO) and SPCO.

e. Coordinate with the SPCO for the schedule of the disposal of hazardous and biological waste materials. The request should be made two (2) days prior to the schedule of disposal. An exception is code N602 which should be disposed of as soon as it is treated.

f. Assist the GSO personnel during the disposal of the hazardous and biological wastes and materials to the MRU.

g. Conduct training/s and/or seminar/s to faculty and/or students such as proper handling. Storage, labelling, transport and disposal of the hazardous and biological wastes and materials to the MRU.

*2. Faculty, Students, Researchers Using Laboratories*

a. Faculty shall provide orientation to the students regarding the proper handling, storage and disposal of hazardous and biological wastes and materials prior to the conduct of experiments and laboratory activities.

b. Faculty shall monitor and supervise student activities during classes to ensure the proper handling and management of hazardous and biological wastes.

c. Faculty and students using the laboratory shall ensure that all accumulated chemical, hazardous and biological wastes and materials are labeled according to the registered or unit-oriented classification code standards and coordinate with the concerned laboratory assistant for proper storage and transfer to the MRU.

***Procedural Details***

1. All laboratories disposing hazardous and biological wastes and materials shall follow the "NO LABEL, NO DISPOSAL/COLLECTION Policy.

2. Personnel handling hazardous and biological wastes and materials shall wear appropriate personal protective equipment (PPE) at all times. The following are the prescribed PPE:

- Safety mask/respirator
- Chemical goggles
- Rubber gloves
- Hard hat
- Safety shoes or safety boots (closed shoes)

| ***Activities*** | ***Duties and Responsibilities*** |
|---|---|
| Preparation of Containers of Liquid Wastes | • The laboratory assistant coordinates with the SPCO in properly identifying the appropriate and compatible container/s applicable to the different types of hazardous and/or biological wastes and materials |
| Segregation and Storage of Liquid Waste | • All laboratory assistants shall be trained on the proper handling, segregation and storage of hazardous and/or biological wastes.<br>• The laboratory assistants ensure compliance at all times on the proper segregation and storage of their hazardous and/or biological wastes according to the registered or unit-oriented classification.<br>• The CNS Director in coordination with the SPCO shall inspect the laboratories to ensure compliance. |
| Disposal of Liquid Waste and Solvents | • The laboratory assistant shall coordinate with the SPCO when the hazardous and/or biological waste containers accumulated in their laboratories are already full and ready for transport to the MRU. |

| *Activities* | *Duties and Responsibilities* |
|---|---|
| | ● The laboratory assistant shall secure a hazardous and/or biological waste disposal form from the SPCO for the processing of requests for transfer of wastes from the laboratories to the MRU.<br>● The laboratory assistant shall prepare the wastes for disposal based on prescribed classifications and codes ensuring that these are properly labeled and stored accordingly in the MRU. |
| Disposal of Broken Glassware and Hazardous and Biological Waste Containers and Packaging | ● Each laboratory shall have an appropriate and properly labeled bin or container dedicated for the storage of broken laboratory glassware and other chemical and biological waste packaging and containers.<br>● The laboratory assistants shall coordinate with the SPCO for the issuance of plastic bins and drums. |
| Disposal of Unused Excess or Chemical Samples | ● Retention of samples or excess chemicals shall be kept at a minimum.<br>● The samples shall be labeled according to the waste categories and codes.<br>● Samples and excess chemicals should not be kept in the laboratory for more than six (6) months. |
| Disposal of Expired Laboratory Reagents | ● The laboratory assistant informs the SPCO for the proper disposal of expired chemicals as soon as possible. |
| Inventory of Hazardous and Biological Waters and Materials | ● The laboratory assistants shall provide the SPCO with a quarterly inventory of generated hazardous and biological wastes in the laboratory. |
| Labelling of Waste Containers | ● Laboratory assistants shall be in-charge of properly labelling all hazardous and/or biological waste containers used in the laboratory. |

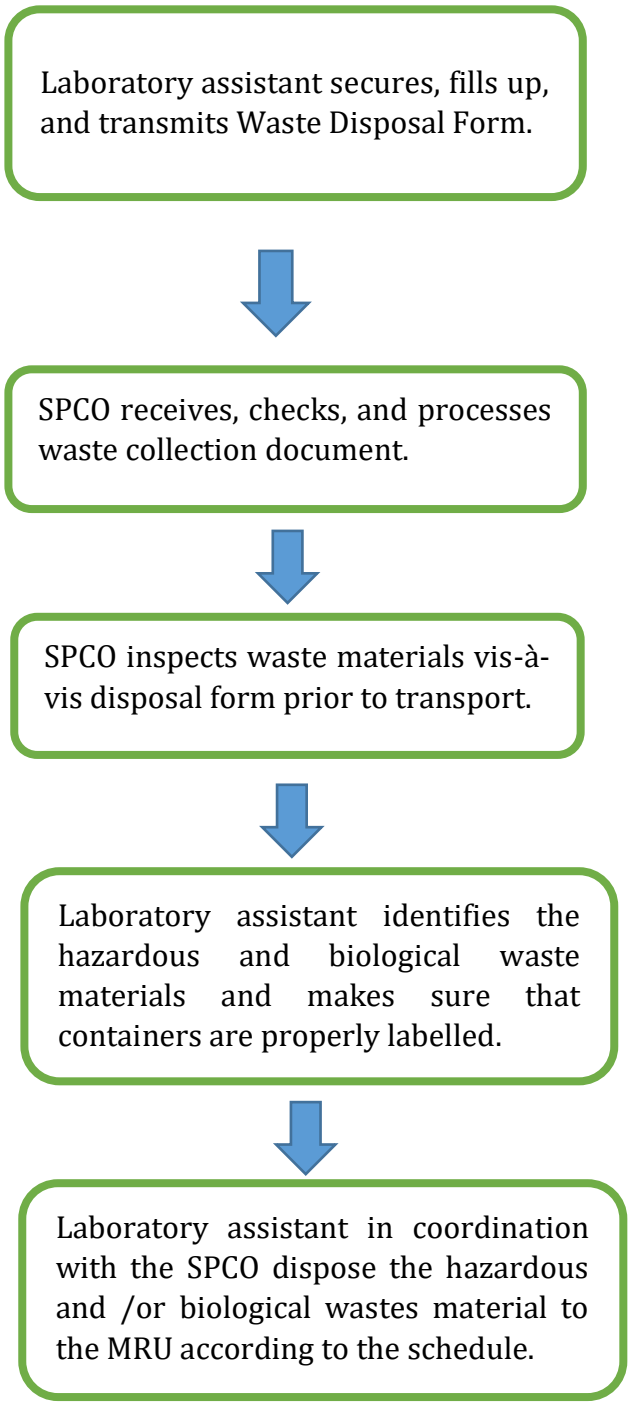
| *Activities* | *Duties and Responsibilities* |
|---|---|
| Self-Monitoring Reports (SMRs) and Scheduling of Hauling | ● The laboratory assistants shall submit quarterly SMRs, as required by the DENR-EMB through the SPCO.<br>● Waste hauling is scheduled every three (3) months or as may be required based on urgency and safety concerns. |
| Waste Minimization/Waste Reduction | ● Whenever possible, alternative laboratory experiments are considered in order to minimize the use of toxic chemicals.<br>● Other hazardous wastes and materials generated by the laboratories should be evaluated well by the laboratory assistants whether these should be disposed of or may still be used for other purposes.<br>● *Micro-scaling*: If warranted, reduce the amount of chemicals to be used in certain laboratory protocols using ratio and proportion without necessarily compromising the results.<br>● *Reusing and Recycling*: Whenever possible, reuse discarded products and use recycled materials. |
| Waste Treatment and Disposal (*Biological Waste)* | ● Whenever probable, waste treatment techniques shall be applied to reduce the volume and toxicity of biological wastes and transform them into a more convenient form for disposal.<br>● Techniques should include:<br><br>Dilution of small amounts of water-soluble non-toxic solids such as sodium or potassium chloride, nutrients, spent buffer solutions, neutralized mineral acids and caustics, aqueous solutions of water-soluble organic solvents like methanol and ethanol.<br><br>Pre-treatment shall be done for N601 and N604 right after their usage. |

| *Activities* | *Duties and Responsibilities* |
|---|---|
| | *N601- Microbial cultures shall be autoclaved at 121 °C.*<br><br>*N604 – Bioparaphernalia shall either be disinfected with alcohol or 10% Clorox solution or autoclaved (whichever is applicable).*<br><br>"*Right after the Activity*" disposal schedule shall be adopted for all biological wastes. Prior coordination with the SPCO shall be facilitated to ensure the said schedule. |

***Schedule of Waste Disposal***

| CNS Laboratory | Month | | | |
|---|---|---|---|---|
| | Week 1 | Week 2 | Week 3 | Week 4 |
| | Friday | Friday | Friday | Friday |
| Biology Laboratory | | | | |
| Nursing Laboratories | | | | |
| Pharmacy laboratories | | | | |
| Medical laboratory Science Laboratories | | | | |
| Research Laboratories | | | | |
| Chemistry Laboratories | | | | |

***Waste Transfer Process from CNS Laboratories to SMU MRF***



## XV. Research Laboratory Services by the Center for Natural Sciences

The services offered by the CNS are presented in the CNS brochure. Refer to Appendix 1.

## XV. The Center for Natural Sciences Research Agenda

Researches of the CNS are anchored on the following research agenda:

| Key Areas of Concern/Themes | Key Result Areas (Sub-Themes) | Suggested Topics |
|---|---|---|
| 1.Environmental Stewardship | • Health Security, Emergency, and Disaster Risk Management<br>• Environmental Health and Sanitation<br>• Biodiversity conservation and management<br>• Ecosystem assessment<br>• Environment and Natural Resources<br>• Environmental Health<br>• Sustainability Science and Technology for Sustainable Development<br>• Applied Environmental Research | • Assessment of local biodiversity and strategies for habitat preservation.<br>• Evaluation of solid waste management practices in communities.<br>• Soil Analysis<br>• Microbial Analysis of Local Water Sources in Rural Communities |
| 2. Ecology, Biodiversity, and Ecosystem | • Biodiversity Conservation<br>• Ecosystem Services<br>• Sustainable Land Use<br>• Urban Ecology and Campus Green Corridors<br>• Tree Carbon Sequestration<br>• Invasive Species Assessment and Management | • Conduct systematic biodiversity surveys using standardized ecological sampling methods<br>• Establish permanent biodiversity monitoring plots<br>• Ecosystem services valuation |

| Key Areas of Concern/Themes | Key Result Areas (Sub-Themes) | Suggested Topics |
|---|---|---|
| | • Pollinator Diversity and Ecosystem Support<br>• Soil Carbon Stock and Land Degradation Studies<br>• Biodiversity Conservation as Nature-Based Solutions (NbS)<br>• Climate-Sensitive Species Mapping | • GIS and remote sensing tools to map land use, vegetation, cover, and habitat connectivity<br>• Assess soil quality, erosion risk, and land degradation hotspots<br>• Develop evidence-based habitat restoration and greening plan |
| 3. Biodiversity & Nutrition | • Ethnobotanical Survey of Endemic Edible Plants<br>• Study of health-promoting properties, e.g., anti-inflammatory, antimicrobial, or antioxidant effects | • Nutrition and Food Security<br>• Health Promotion<br>• Technology and Innovation |
| 4. Bioprospecting & Natural Discovery | • Molecular identification and bioactivities profiling of wild organisms<br>• Secondary metabolite analysis<br>• Isolation of compounds from plants, fungal endophytes etc.<br>• Synergistic Effects of Combined Plant Extracts | • Disease Prevention and Management<br>• Agri-biodiversity sustainable utilization<br>• Food security |
| 5. Pharmaceutical Formulation | • Phytochemical screening of local medicinal plants | • Health Technology & Innovation<br>• Knowledge Management |

| Key Areas of Concern/Themes | Key Result Areas (Sub-Themes) | Suggested Topics |
|---|---|---|
| | • Formulation of standardized herbal ointments or creams<br>• Herbal cosmetic product development<br>• Efficacy and safety evaluation of herbal formulations<br>• Stability and Standardization of Herbal Products | • Halal in Health<br>• Health promotion, preventive medicine, and natural product innovation<br>• Evidence-based natural products research for health interventions<br>• Technology Development<br>• Product standardization, and commercialization |
| 6. Medication Safety, Pharmaceutical Care | • Health of Vulnerable Populations<br>• Health systems strengthening, evidence-based pharmaceutical care<br>• Preventive interventions, rational drug use | • Factors affecting medication adherence among elderly or indigent populations.<br>• Impact of socioeconomic status, health literacy, |
| 7. Clinical & Diagnostic Validation | • Health Systems<br>• Strengthening (Service<br>• Delivery)<br>• Health technology and<br>• innovation for diagnostic tools | • Blood, urine, chemical constituents and body fluids analysis<br>• Analysis and development of diagnostic tests for early detection, prevention and monitoring of diseases. |

| Key Areas of Concern/Themes | Key Result Areas (Sub-Themes) | Suggested Topics |
|---|---|---|
| | | • Blood studies and blood banking<br>• Microbial susceptibility<br>• Immunology/serology and laboratory analysis through the use of serological reactions |
| 8. Microbial & Antimicrobial Resistance (AMR) Surveillance | • Health Technology and<br>• Innovation<br>• Pharmaceutical and<br>• Biomedical Research<br>• Health and Nutrition<br>• Disease Prevention and<br>• Management | • Screening plants for antibacterial, and antifungal, compounds.<br>• Comparative studies of traditional medicinal plants vs. commercial antibiotics. |
| 9. Public Health, Pandemic Response, Disease Survey | • Disease Management<br>• Health Literacy<br>• Health of Vulnerable<br>• Populations | • Researching emerging diseases<br>• and the effectiveness of health Interventions<br>• Prevalence of Asymptomatic Parasitic Infections in School Aged Children<br>• Addressing emerging diseases<br>• Through multidisciplinary rapid response<br>• Vector-Borne Disease Mapping: Assessing |

| Key Areas of Concern/Themes | Key Result Areas (Sub-Themes) | Suggested Topics |
|---|---|---|
| | | Mosquito Breeding Grounds |
| 10. Climate-Smart Resource Management and Circular Campus Innovation | • Clean Energy<br>• Circular Economy<br>• Water Stewardship Life Cycle Assessment (LCA) of Campus Operations<br>• Smart Campus Technologies for Sustainability<br>• Waste-to-Resource Innovations<br>• Sustainable Laboratory Practices and Green Chemistry<br>• Behavioral Energy Conservation in Academic Institutions<br>• Water Quality Monitoring and Reuse Systems<br>• Low-Carbon Infrastructure Planning | • Conduct baseline and periodic audits of energy, water, waste, and laboratory resource use.<br>• Develop carbon and water footprint models using internationally recognized protocols.<br>• Identify high-impact efficiency interventions and conduct cost–benefit analyses<br>• Pilot climate-smart innovations (rainwater harvesting, smart meters, waste segregation systems).<br>• Integrate green chemistry and sustainable laboratory management practices. |

*Updated Feb 2026, based on SMU URC Project INSPIRE Programs-NAT-CEUTICALS INTEGRATE and SUSTAINAU*

## XVI. Quality Assurance

To ensure quality of services in CNS, the laboratory assistants are required to submit inventories of materials (chemicals, reagents and glassware, equipment, and office properties) every semester to the CNS Director and accomplished Stock Card Inventory for annual monitoring of Inventory Management Office (IMO). Repair and maintenance of property are also reported to the Physical Plant and Properties Development Management Office (PPPDMO). Hazardous Waste Generated Inventories are submitted quarterly to the Safety and Pollution Control Office (SPCO).

Since the Center caters to primary, secondary and tertiary clients, evaluation of the services of the Center are done through CNS Services Evaluation Form (**CNS FO 017**) and Client Satisfaction Survey Form (**HRDO-FO-044**). For the evaluation of laboratory assistants by the CNS Director, the Evaluation Form (**HRDO-FO-054**) is used.

# APPENDIX 1

## THE CNS SERVICES BROCHURE






## APPENDIX 2
## THE CNS LABORATORY FORMS

**EOMS CNS FO 001**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-001, Rev. 02 |
|---|---|
| Effectivity Date | 2026/01/02 |
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**ONLINE REQUEST FORM FOR LABORATORY SERVICE AND ANALYSIS**

| Control no. | Name of Client | Institution | Sample/ Specimen | Laboratory Service/Assay Requested | Email Address | Status |
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**EOMS CNS FO 002**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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| Document Code | EOMS-CNS-FO-002, Rev. 00 |
| Effectivity Date | 2024/12/08 |
| Page/s | Page 2 of 4 |

## MONITORING FORM FOR THE USE OF LABORATORY FACILITIES, CONSUMABLES, AND REAGENTS *(for Primary Clients)*

| Control No.: 2025 - | Term/Semester: | A.Y.: |
|---|---|---|

**A. GENERAL INFORMATION:**
*Please provide the required information applicable to you.*

☐ Faculty ☐ Student ☐ Research Laboratory ☐ Nursing Laboratory
☐ MedTech/Pharma Lab ☐ Biology/Physics Laboratory
☐ Chemistry Lab ☐ Others: _____

Name: _____ Room: _____
I.D Number: _____ Date and Time: _____
Course *(if student)*: _____ Subject: _____
Department *(if faculty)*: _____ Activity : _____

**B. INVENTORY:**
*Please list all the equipment, reagents, and consumables you intend to utilize for the whole activity.*

| A. EQUIPMENT AND APPARATUS | | | | |
|---|---|---|---|---|
| Quantity | Description | Date Requested | Date Returned | Remarks *(to be filled by lab. asst.)* |
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**EOMS CNS FO 003**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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| Document Code | EOMS-CNS-FO-003, Rev. 00 |
| Effectivity Date | 2024/12/00 |
| Page/s | Page 2 of 2 |

## LABORATORY SERVICE CHARGES

TO THE ACCOUNTING OFFICE:
Kindly charge the following to the CNS client whose name appears below for the CNS services provided to him/her:

NAME: _____
COURSE & YEAR/ GRADE LEVEL (if student): _____
DESIGNATION (if Faculty): _____
SCHOOL/ DEPARTMENT: _____
DATE OF LABORATORY ACTIVITY *(indicate the duration of the conduct of experiments)*: _____

BREAKDOWN OF CHARGES:

| | |
|---|---|
| Subtotal: | |
| Service Charge: | |
| TOTAL: | |

Certified true and correct:

Mr. Regidor L. Almendral
Laboratory Technician/Analyst

Mr. Michael S. Catacutan
Laboratory Technician/Analyst

Approved for release:

Dr. Elsa L. Cajucom
Director, Center for Natural Sciences

**EOMS CNS FO 004**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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| Document Code | EOMS-CNS-FO-004, Rev. 00 |
| Effectivity Date | 2024/12/08 |
| Page/s | Page 2 of 2 |

**November 29, 2024**

[Abstract]
**[Company/Institution of Client]**

Dear Mr./Mrs. [Abstract],

Thank you for considering Saint Mary's University - Center for Natural Sciences for your research needs. Enclosed is our quotation for the services tailored to your study or project.

| Service | Quantity | | Unit Price | Estimated Total Price |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| * Amount charged for the usage of equipment may change depending on the duration of usage. | | | Subtotal | |
| | | | +Service Charge | |
| | | | TOTAL | |

Should you have any questions or need further information, please do not hesitate to contact us. This quotation is valid for 30 days from the date of this letter. We appreciate your interest and look forward to the opportunity to work with you.

Prepared by:

Mr. Regidor L. Almendral
Laboratory Technician/Analyst

Mr. Michael S. Catacutan
Laboratory Technician/Analyst

Noted by:

Dr. Elsa L. Cajucom
Director, Center for Natural Sciences

**EOMS CNS FO 005**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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| Document Code | EOMS-CNS-FO-005, Rev. 00 |
| Effectivity Date | 2024/12/08 |
| Page/s | 2 of 2 |

**LABORATORY BREAKAGES/DAMAGED/CHEMICAL USED CHARGES**

| | | | |
|---|---|---|---|
| Control No: | | Date of Laboratory Activity: | |
| Name: | | Course & Year/Grade Level: | |

| Apparatus/ Material/Equipment/Reagent | Qty | Unit Cost | Total Cost |
|---|---|---|---|
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| | | TOTAL AMOUNT (PhP) | |
| Date Issued: | | **Laboratory Assistant** | |

*Note: Please settle this amount at the **ACCOUNTING OFFICE**. Return this form together with the official receipt to the Laboratory Assistant for clearance.*

**EOMS CNS FO 006**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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| Document Code | EOMS-CNS-FO-006, Rev. 00 |
| Effectivity Date | 2024/12/08 |
| Page/s | Page 2 of 3 |

**LOGBOOK for the Use of the CNS Research Laboratory Room**

| Name | Course/ Grade Level | Purpose (e.g., Thesis, Research, Classroom Activity) | DATE | TIME IN | TIME OUT | Signature |
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**EOMS CNS FO 007**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-007, Rev 00 |
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| Effectivity Date | 2024/12/00 |
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## VISITOR'S LOGBOOK

| Date | Time | Name | Visitor From | PURPOSE/REASON | Contact No. | Signature |
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**EOMS CNS FO 008**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-008-A Rev 00 |
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| Effectivity Date | 2024/12/08 |
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**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(LABORATORY OVEN)**

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|---|---|
| **Model:** | |
| **Location:** | |

| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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**EOMS CNS FO 008**

SAINT MARY'S UNIVERSITY
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CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-008-0, Rev 00 |
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| Effectivity Date | 2024/12/08 |
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**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(ROTARY EVAPORATOR)**

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| **Model:** | |
| **Location:** | |

| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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**EOMS CNS FO 008**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-008-C, Rev 00 |
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| Effectivity Date | 2024/12/08 |
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**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(BIOSAFETY CABINET)**

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| **Model:** | |
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**EOMS CNS FO 008**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-008-D, Rev. 00 |
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| Effectivity Date | 2024/12/08 |
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**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(CENTRIFUGE)**

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| **Model:** | |
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| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(ANALYTICAL & TOP LOADING BALANCE)**

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| **Model:** | |
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| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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**EOMS CNS FO 008**

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| Effectivity Date | 2024/12/00 |
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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(AUTOCLAVE)**

| | |
|---|---|
| **Model:** | |
| **Location:** | |

| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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**EOMS CNS FO 008**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-008-F, Rev 00 |
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| Effectivity Date | 2024/12/08 |
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**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(UV-VIS Spectrophotometer)**

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| **Model:** | |
| **Location:** | |

| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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**EOMS CNS FO 008**

| Document Code | EOMS-CNS-FO-008-01 Rev 00 |
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| Effectivity Date | 2024/12/00 |
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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

**LOGBOOK FOR MONITORING THE USAGE OF LABORATORY UTILITIES**

**(MICROTOME)**

| | |
|---|---|
| **Model:** | |
| **Location:** | |

| Control No | Date of Request | Time | Name of Faculty/Client | Contact No. | Signature |
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**EOMS CNS FO 009**

| Document Code | EOMS-CNS-FO-009, Rev. 00 |
|---|---|
| Effectivity Date | 2024/12/01 |
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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

**LOGBOOK FOR USAGE OF LABORATORY CHEMICALS AND CONSUMABLES**

| Control No | Date of Request | Time | Name of Faculty/Client | Title of Activity | Contact No. | Signature |
|---|---|---|---|---|---|---|
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**EOMS CNS FO 010**

| Document Code | EOMS-CNS-FO-010, Rev 00 |
|---|---|
| Effectivity Date | 2024/12/08 |
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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

**LOGBOOK FOR MONITORING LABORATORY BREAKAGES**

| Control No. | Name | Breakage | Date Paid/Replaced | Signature |
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**EOMS CNS FO 011**

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CENTER FOR NATURAL SCIENCES

| | |
|---|---|
| Document Code | EOMS-CNS-FO-011, Rev. 01 |
| Effectivity Date | 2025/04/22 |
| Page/s | Page 2 of 2 |

## LABORATORY SERVICE ANALYSIS REPORT

| | |
|---|---|
| Control No.: | Date: |
| CLIENTS PROFILE | |
| Name | : |
| School/ Institution/ Agency | : |
| Address | : |
| RESEARCH | |
| Title of Research/ Investigatory Project | : |
| Sample or Data submitted | : |
| Date submitted | : |
| SERVICES | |
| Laboratory Room | : |
| Experiment/ Analysis Performed | : |
| Date of Analysis | : |
| SERVICE PROVIDERS | |
| Laboratory Assistant/ Analyst | : |

A. RESULTS OF ANALYSIS

Certified true and correct:

**Regidor L. Almendral**
Laboratory Staff/Analyst

**Mr. Michael S. Catacutan**
Laboratory Staff/Analyst

Approved for release:

**Dr. Elsa L. Cajucom**
Director, Center for Natural Sciences

**EOMS CNS FO 012**

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CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-012, Rev. 01 |
|---|---|
| Effectivity Date | 2026/01/08 |
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**LOGBOOK for the RELEASED LABORATORY ANALYSIS REPORT FORM**

| Control No. | Date Received | Name of Client | Type of Client (Private, Secondary, Tertiary) | Sample Submitted | Department/ Office | Contact No./ Email address | Date Released | Amount | OR Number | Signature |
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**EOMS CNS FO 013**

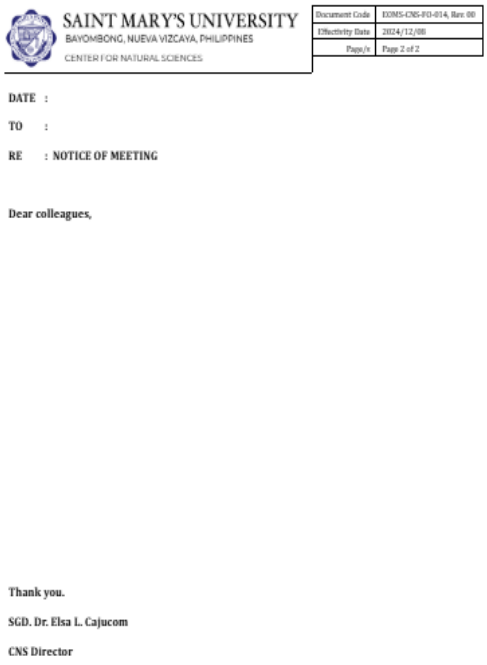
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CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-013, Rev 00 |
|---|---|
| Effectivity Date | 2024/12/00 |
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## BORROWER'S LOGBOOK

| Name of Faculty/Client | Office/Department | File/Item Borrowed (Manual, Report, Guidebook, Thesis, etc.) | Date & Time Borrowed | Signature | Date & Time Returned | Signature |
|---|---|---|---|---|---|---|
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**EOMS CNS FO 014**



SAINT MARY'S UNIVERSITY
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CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-014, Rev. 00 |
| Effectivity Date | 2024/12/08 |
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**DATE :**

**TO :**

**RE : NOTICE OF MEETING**

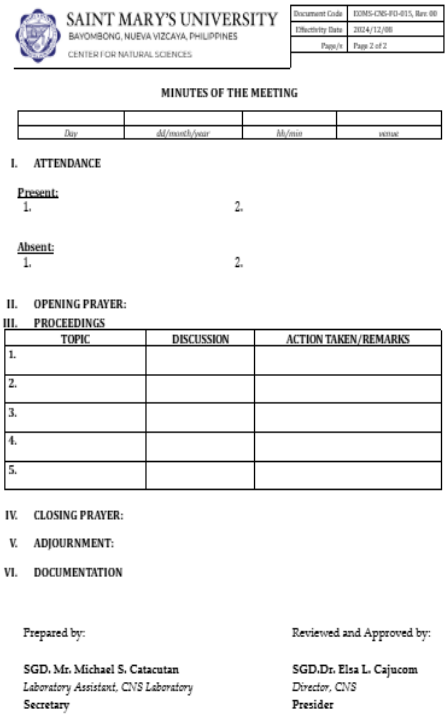
**Dear colleagues,**

**Thank you.**

**SGD. Dr. Elsa L. Cajucom**

**CNS Director**

**EOMS CNS FO 015**



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|---|---|
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**MINUTES OF THE MEETING**

| | | | |
|---|---|---|---|
| *Day* | *dd/month/year* | *hh/min* | *venue* |

**I. ATTENDANCE**

**Present:**
1. 2.

**Absent:**
1. 2.

**II. OPENING PRAYER:**

**III. PROCEEDINGS**

| TOPIC | DISCUSSION | ACTION TAKEN/REMARKS |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

**IV. CLOSING PRAYER:**

**V. ADJOURNMENT:**

**VI. DOCUMENTATION**

Prepared by:

**SGD. Mr. Michael S. Catacutan**
*Laboratory Assistant, CNS Laboratory*
**Secretary**

Reviewed and Approved by:

**SGD.Dr. Elsa L. Cajucom**
*Director, CNS*
**Presider**

**EOMS CNS FO 016**

SAINT MARY'S UNIVERSITY
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CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-016, Rev. 00 |
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## LABORATORY MAINTENANCE AND REPAIRS REPORT

### A. GENERAL INFORMATION

☐ Research Laboratory
☐ MedTech/Pharma Laboratory
☐ Chemistry Laboratory
☐ Nursing Laboratory
☐ Biology/Physics Laboratory
☐ Others: _____

Name: _____ Date: _____
Contact No.: _____ Time: _____

### B. MAINTENANCE / REPAIRS REQUIRED

*Provide all the necessary details. Please attach documents or evidence supporting the required repair/maintenance.*

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

### C. ACTIONS TAKEN

*Please attach supporting documents for the action taken by parties responsible for the repair / maintenance.*

| Date | Contributing Party | Action/s Taken |
|---|---|---|
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**EOMS CNS FO 017**

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## CNS RESEARCH SERVICES EVALUATION

**Dear Client:**

**At SMU, we are committed to providing excellent service. To help us maintain and improve our standards, we kindly ask you to provide your honest feedback regarding the performance of our laboratory assistant by completing this evaluation form.**

☐ SMU Faculty ☐ SMU Student ☐ SMU Alumni ☐ Outside Client

**Institution** *(if tertiary client)*: _____ **Date:** _____

**Course/Grade Level** *(if student)*: _____

**Department** *(if faculty)*: _____

| Criteria |  4 Strongly Agree |  3 Agree |  2 Disagree |  1 Strongly Disagree |
|---|---|---|---|---|
| 1. **Responsiveness:** *The laboratory staff promptly and helpfully addressed my inquiries and service needs.* | | | | |
| 2. **Reliability:** *The services provided by the laboratory were consistently dependable and met the assured timelines and expected results.* | | | | |
| 3. **Assurance:** *The laboratory personnel demonstrated competence and courtesy, giving me confidence and trust in their services.* | | | | |
| 4. **Empathy:** *The laboratory staff showed genuine understanding of my needs and provided personalized assistance.* | | | | |
| 5. **Technical Quality of Laboratory Assays:** *The laboratory procedures and assays were accurate, reliable, and aligned with my specific research requirements.* | | | | |

**Comments** ***(if any)***

_____
_____
_____

**EOMS CNS FO 018**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
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## LABORATORY MONITORING AND NEEDS

**PROGRAM:** _____

**I. INVENTORY MONITORING FOR SCHOOL YEAR:** _____
*(Note: To be assisted by the assigned Laboratory Assistant)*

**A. FACILITIES**

| *Laboratory Course* | *Laboratory Requirement based from CMO No. __* | *Present* | *Absent* | *Remarks* |
|---|---|---|---|---|
| | | | | |
| | | | | |
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**B. EQUIPMENT/TOOLS**

| *Laboratory Course* | *Laboratory Requirement based from CMO No. __* | *Present* | *Absent* | *Remarks* |
|---|---|---|---|---|
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**C. CONSUMABLES**

| *Laboratory Course* | *Laboratory Requirement based from CMO No. __* | *Present* | *Absent* | *Remarks* |
|---|---|---|---|---|
| | | | | |

**EOMS CNS FO 019**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
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**December 8, 2024**

**Mrs. Venica S. Acosta, CPA, MBA**
***Vice-President for Finance and Treasury***
***Saint Mary's University***

Dear Madam:

Marian Greetings!

This letter is forwarded to your good office for the request of the following materials needed for our CNS laboratories in preparation for the upcoming classes for the incoming academic year. Attached are the applicable documents necessary for the request.

Madam, your most favourable response regarding this matter is sincerely appreciated.
Thank you and God Bless!

**Respectfully yours,**

**Mr. Regidor L. Almendral**
*Laboratory Assistant*
*Research Laboratory*

**Mr. Michael S. Catacutan**
*Laboratory Assistant*
*Research Laboratory*

**Mr. Rafael G. Tarangco**
*Laboratory Assistant*
*Chemistry Laboratory*

**Mr. Gabrielle Christoph E. Eraña, RPh**
*Laboratory Assistant*
*Pharmacy / MedTech Laboratory*

**Mr. Vincent Carlo C. Boniol**
*Laboratory Assistant*
*Pharmacy / MedTech Laboratory*

**Ms. Kristine Valerie V. Guillermo, RN**
*Laboratory Assistant*
*Nursing Laboratory*

**Ms. Marivic Mae B. Panganiban**
*Laboratory Assistant*
*Nursing Laboratory*

Reviewed by:

**Dr. Elsa L. Cajucom**
*Director, CNS*

Recommending Approval

**Dr. Joman J. Baliton, RN**
*Academic Dean, SHaNS*

**Dr. Moises Alexander T. Asuncion**
*Vice President for Academic Affairs*

**EOMS CNS FO 020**



SAINT MARY'S UNIVERSITY
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CENTER FOR NATURAL SCIENCES

| Document Code | EOMS-CNS-FO-020, Rev. 00 |
|---|---|
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**LABORATORY INVENTORY MONITORING**

**Laboratory:** _____ **Current Date:** _____
**Staff-In-Charge:** _____ **Last Inventory Count Date:** _____

| INVENTORY CONTROL | | | | | | | |
|---|---|---|---|---|---|---|---|
| Item Code | Item Name | Specifications | Unit | Quantity Since Last Inventory Count | Current Quantity | Remarks |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
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**EOMS CNS FO 021**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-021, Rev. 00 |
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**Locker, Apparatus, and Glassware Issuance Form**

| | |
|---|---|
| Subject & Course No: | Lab Period: |
| Laboratory Room: | Locker No.: |
| Instructor: | Group No.: |
| Date Issued: | Issued by: |

| ITEMS | QUANTITY | REMARKS |
|---|---|---|
| Beaker, 250 mL | | |
| Crucible Tong | | |
| Evaporating Dish | | |
| Funnel | | |
| Graduated Cylinder | | |
| Stirring Rod | | |
| Test Tube Brush | | |
| Test Tube Brush | | |
| Test Tube Holder | | |
| Test Tube Rack | | |
| Test Tube, 13x100 mm | | |
| Test Tube, 16x150 mm | | |
| Tripod | | |
| Watch Glass | | |
| Wire Gauze | | |

| ID Number | Course & Year | NAME OF STUDENT | Contact Number |
|---|---|---|---|
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|---|---|
| Date Returned: | Received by: |

**EOMS CNS FO 022**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS CNS FO-022, Rev. 00 |
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**ORIENTATION CERTIFICATION**

By signing this form, I understand and acknowledge completion on the Orientation on the following:

_____ Laboratory Policies and Guidelines
_____ Hazardous and Biological Wastes and Materials Protocols

I also understand that it is my responsibility to comply with the CNS Laboratories Policies and Guidelines.

I further understand that failure to comply with the rules and guidelines may be subject to disciplinary action as stipulated in the Student Handbook (2022 Ed).

Name: _____
Course & Year/Grade Level: _____
Signature: _____

I acknowledge the completion of the required laboratory orientation of the student/client.

_____
Name & Signature of Faculty & Signature
Date: _____

_____
Name & Signature of Laboratory Assistant
Date: _____

**EOMS CNS FO 023**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-023, Rev. 00 |
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**NARRARTIVE REPORT**

| | |
|---|---|
| **Title of Activity** | |
| **Date** | |
| **Venue** | |
| **Objective of the Activity** | |
| **Main Organizer** | |
| **Participants (total no.)** | |

**PROCEEDINGS**

| AGENDA/TOPIC | DISCUSSION | RESOLUTION/AGREEMENTS |
|---|---|---|
| | | |
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**Documentation**

**Prepared by:**

**Reviewed by:**

**Dr. Elsa L. Cajucom**
CNS Director

**EOMS CNS FO 024**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-024, Rev. 00 |
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# CERTIFICATE OF APPEARANCE

To whom it may concern:

This is to certify that *(full name of client/s)*, a client from *(institution or school)* personally appeared at Saint Mary's University – Center for Natural Sciences on *(date of visit)* to *(purpose of visit)*.

This certification is being issued at the request of the above-mentioned client/s for whatever purpose it may deemed necessary.

Issued this 8th day of January, 2025 at Saint Mary's University – Center for Natural Sciences, Ponce Street, Bayombong, Nueva Vizcaya.

Certified by:

Dr. Elsa L. Cajucom
Director, Center for Natural Sciences

**EOMS CNS FO 026**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-026, Rev. 00 |
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LOGBOOK OF SMUREB APPROVALS

| Certificate Type | Reference Number | Date Received | Author/s | Received By |
|---|---|---|---|---|
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**EOMS CNS FO -25 LABORATORY SKILLS EVALUATION*

**EOMS CNS FO 027**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
CENTER FOR NATURAL SCIENCES

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|---|---|
| Document Code | EOMS-CNS-FO-027, Rev. 00 |
| Effectivity Date | 2024/12/08 |
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**INCIDENT REPORT**

| | | | |
|---|---|---|---|
| **Date of Report:** | | **Report Number:** | |

| **A. Reporting Individual** | | **B. Incident Details** | |
|---|---|---|---|
| Name: | | Date: | |
| Position/Title: | | Time: | |
| Contact Number: | | Location: | |
| Department: | | | |

**C. Description of Incident**

**D. Action/s Taken**

I hereby certify that the information provided in this incident report is true and accurate to the best of my knowledge and belief. I understand that any false statements or misrepresentations may result in disciplinary action or legal consequences.

**Signature Above Printed Name**

**EOMS CNS FO -28 CNS Laboratory Staff Three-Year Development Plan*

**APPENDIX 3 (EOMS FORMS from other SMU Offices)**

**CLIENTS' SATISFACTION FORM**

| Document Code | EOMS-HRD-FO-078, Rev. 00 |
|---|---|
| Effectivity Date | 2024/12/08 |
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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

**CLIENT SATISFACTION FORM**

**Kindly drop this form to any client satisfaction drop box in the campus. Thank you!** ☺

Dear Client:

It is our pleasure at SMU to provide quality service, hence, may we request you to give us your honest feedback and satisfaction regarding the office you personally visited by accomplishing this form.

**Name of employee who provided assistance:** ELSA L. CAJUCOM

**Name of office visited:** CENTER FOR NATURAL SCIENCES (CNS) **Date/Time:** _____

**Nature of transaction or service provided:** _____

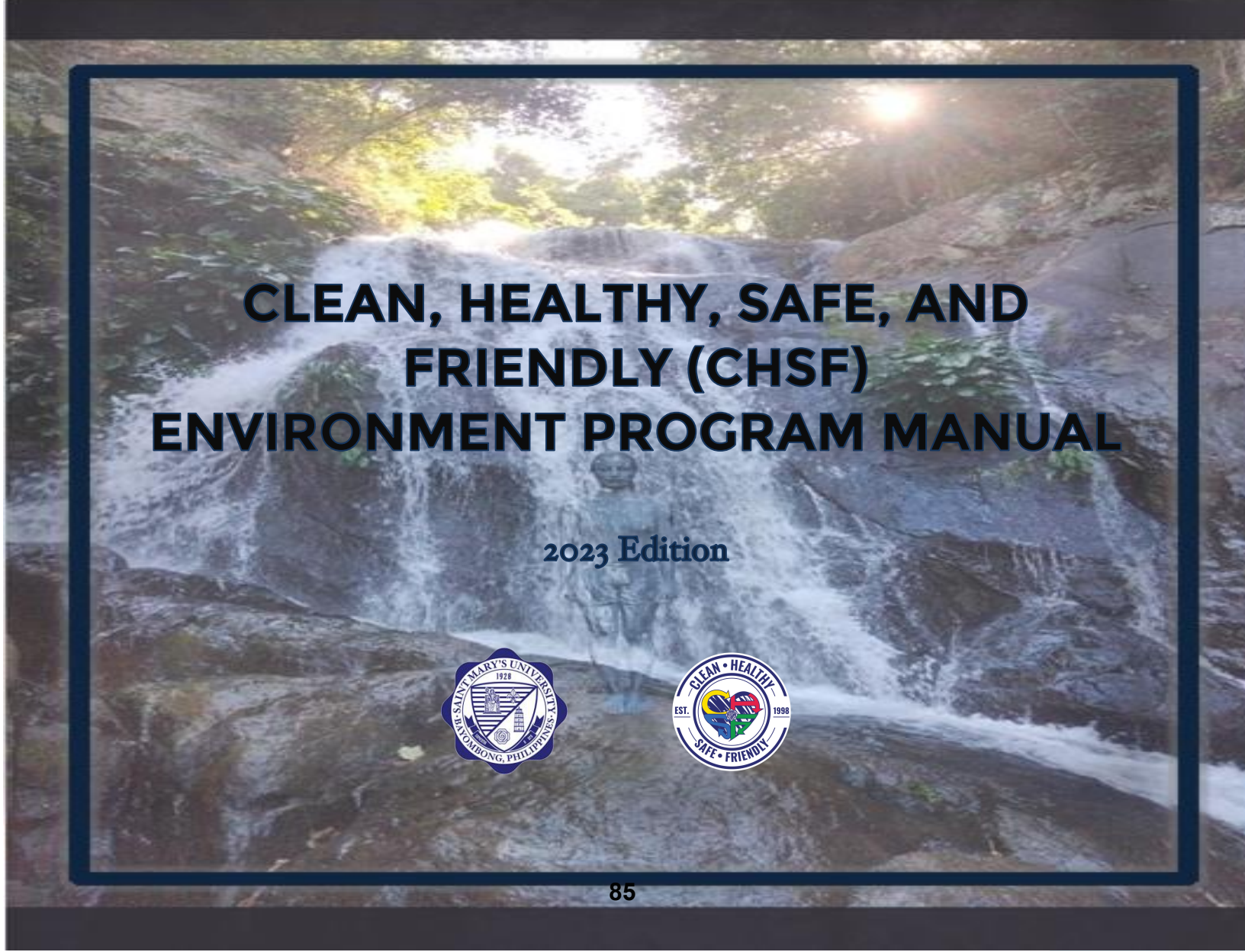
**Type of Client** (pls. check): ☐ **Student** ☐ **Employee** ☐ **Parent/Visitor** ☐ **Alumni**

Please rate the quality of service provided by the employee by checking the most appropriate column using the following rating scale: **4 – Very Satisfied** **3 – Satisfied** **2 – Fairly Satisfied** **1 – Not Satisfied**

| Items | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| **A.Responsive to client's needs** | | | | |
| 1.The employee provides immediate attention. | | | | |
| 2.The client's need is properly addressed or attended to. | | | | |
| **B. Quality of service/s** | | | | |
| 1.The employee is polite, respectful and accommodating. | | | | |
| 2.The employee's instruction is simple and clear. | | | | |
| 3.The service rendered is complete and accurate. | | | | |
| **C.Orderliness/Neatness** | | | | |
| 1.The employee's workplace is neat and orderly. | | | | |
| **D.Overall Level of Satisfaction of Service/s** | | | | |

| Comments | Suggestions: | Evaluator's Signature: |
|---|---|---|
| | | |

Control No.: 17



# CLEAN, HEALTHY, SAFE, AND FRIENDLY (CHSF) ENVIRONMENT PROGRAM MANUAL

2023 Edition

**TABLE OF CONTENTS**


| | | |
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| I. | Historical Background | 4 |
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## I. HISTORICAL BACKGROUND

### Conceptualization of the Program

The University Campus in the 1990s is not like what it is now. The buildings were not painted, and graffiti was on the walls, restrooms, and chairs. Wild grasses surround some buildings while some others with banana trees. There was even no perimeter fence.

Then University President, Rev. Fr. Jessie M. Hechanova, CICM, called for a meeting to address this pressing problem on the University campus. The initial activity was a seminar-workshop on Total Quality Control (TQC) conducted for the faculty and staff with Engr. Joe Perez of Texas Instruments. Inc., Baguio City as the resource speaker on June 6, 1998. The Japanese Five S program inspired the administration to apply this in the work and learning environment at the University. These Seire, Saeiton, Sieso, Seikutsu, and Shitsuke were the basis for the conception of the clean, healthy, safe, and friendly environment program.

Rev. Fr. Jessie M. Hechanova, CICM, formed a core group with 17 members and later added eight to conceptualize the program. The core group has the University President as Director, Mrs. Corazon N. Abriam, Dean of Student Affairs and Services as Chairman, and Mr. John Tayaban, Human Resource Director, as Vice-Chairman.

The CHSF Program was an institutional response to the calls for a clean and green environment in the late 1990s when environmental awareness and protection became a global concern. Many countries realized that proper environmental care is necessary for sustainable development. During these years, there were different clean and green movements from the government and private organizations; thus, the search for the cleanest environment was a continuing activity in the public and even in the private sectors.

**Institutionalization of the CHSF Program**

Developing a new culture of cleanliness associated with protecting the environment is a long process. It requires efforts from all sectors of society, like the family, church, media, government, and schools. Values for environmental protection with their behavioral manifestations do not arise automatically. Programs must be initiated and sustained so that each person will internalize these values. Thus, the core group underwent various training, seminars, workshops, and benchmarking on good housekeeping. On September 18, 1998, the core group visited the Texas Instrument (TI), Inc. in Baguio City to observe the implementation and effects of good housekeeping.

Following the benchmarking at TI were various seminar workshops conducted on CHSF for the basic and tertiary level students. There were also separate training sets conducted for the student leaders, the basic education and tertiary faculty and staff, the working scholars, and security guards. The first launching of the CHSF program took place on November 20, 1998, with the vision of creating and nurturing a safe and healthy learning environment with a positive psychological climate for students, faculty, and staff. This program also provides a clean, healthy, safe, and friendly learning environment to all students, members of the faculty, staff, and outside the community who are expected to act as stewards of the environment for today and future generation.

Visitors, alumni, and other institutions have noticed the remarkable changes and transformations of the campus since the program was launched. Consequently, on July 7, 1999, barely eight months after its launching, the Nueva Vizcaya Provincial Clean and Green Committee had a benchmarking through an ocular inspection of the CHSF Information Center. The Environmental Management Office (EMO) was also created this year. It was later renamed the Center for Environmental Management, Training, and Research (CEMTAR) with the vision/mission of being an excellent resource center dedicated to empowering people to protect their environment

and enhance their communities. The Office/Center was headed by Mrs. Lucena Magno, whose headship spanned three University Presidents' administrations.

**Implementing and sharing the CHSF Program**

Since its inception, there have been many relaunching programs, outreach activities, classroom lectures, organizing and attending seminars and workshops, including song and poem writing and jingle contests. These activities helped institutionalize the CHSF. 2005-2010, under the administration of Rev. Fr. Manny Valencia, CICM, had significant achievements for the CHSF program. There was the intensification of the monitoring and evaluation of the buildings, offices, ground, canteens, laboratories, faculty rooms, and even restrooms compliant with the CHSF Guidelines. It was in SY 2008-2009 that the landscaping competition was done. In 2021, a Home Edition was conducted that paved the way for the selection of the manual's cover page and official song. Among the continuing activities of the program were environmental outreach activities and projects that were implemented, like purchasing waste bins and putting up different signages, and the CHSF Brigade, in which faculty, staff, and students participate. In 2023, the Green Campus project was launched that emphasized the use of no- single plastic to reduce the volume of plastic.

The best features and practices became known to other institutions like the Saint Louis College of Tuguegarao, now the University of Saint Louis. A core group and some university administrators facilitated a CHSF orientation workshop for the college's administration and staff on October 16-17, 2000. On June 23, 2007, Administrators and CHSF advocates of the University facilitated sharing of the SMU CHSF Program with the Administration, Faculty, and Staff of Saint Louis University, Baguio City. CEMTAR also conducted seminars to intensify solid waste management campaigns (RA 9003), forging partnerships with institutions and organizations like the MASIPAG, OISCA-CFP, Bookkeeping Association of the Philippines Incorporated (BAPI), LGUs, DENR, TROCORD, CENRO, and others. Moreover, training of Public School Teachers on the Integration of Environmental Concepts in all subjects (PLT-WET) and the development and utilization of SMU land resources,

i.e., tilapia production, rice production, fencing, and protecting the different land properties, were also accomplished.

Being one of the best practices, the CHSF entry of the University to the SEAMEO TROPMED Network won First Place in the Innovation in School Health Initiative Award on September 8, 2021. The University also received Regional Awards for Best Anti-Illegal Drug Implementation during the CHED-PADS Innovative Awards and Campaign on Anti-Illegal Drugs on May 5, 2022. Before the COVID-19 Pandemic, the Saint Mary's University Senior High School together with the Junior High School was adjudged in December 2019 as Champion for Best Private School of the Gawad KALASAG (Kalamidad at Sakuna Labanan, Sariling Galing ang Kaligtasan) in Region 02; and in December 6, 2019, SMU High School was dewclared as the National Champion in the Private High School Category in the 21st National Gawad KALASAG. The Gawad KALASAG is to give "recognition to the efforts and commitment in supporting and initiating activities geared towards building a learning environment by focusing on creating awareness and involvement of students as well as other stakeholders in achieving the country's vision of safer, adaptive and disaster resilient Filipino Communities" (Saint Mary's University official website).

**Firming up the program**

The CHSF program was monitored by the Dean of Student Affairs and Services Office (DSA) under Dr. Corazon N. Abriam from 1998 to 2011. In 2011, the program was re-aligned under the Physical Plant, Property Development, and Maintenance Office (PPPDMO) under the headship of Engr. Pascual Cabatic. It was, in turn, placed as one of the Land Resources and Environmental Management Unit (LREMU) functions. It was supervised by Mrs. Me Galate, the former CEMTAR head, a licensed agriculturist, and an accredited Pollution Control Officer (PCO) appointed by Rev. Father Renillo H. Sta. Ana, CICM. The CHSF program found a new place when the LREMU was changed into the Campus Facilities and Environmental Management Unit (CFEMU), still a sub-unit of the PPDMO and under the same supervisor. Meanwhile, Engr. Leonido A. Costales Jr. was appointed as

the PPDMO Head. In addition to the CFEMU, Landholdings Development and Management (LDM) was created, taking care of the properties outside its campuses.

The Community Extension Services Center (CESC) was merged with the Indigenous Knowledge and Traditions Center (IKAT) in 2019. The merging led to the creation of the Lingkod Maria Community Development and Advocacy Center, which is in charge of carrying out CICM and SMU advocacy programs: Indigenous Peoples Social Development, Environmental Protection and Sustainability, Disaster Risk Reduction, Health and Well-being, Hunger Alleviation, Poverty Alleviation, Socio-Pastoral, and Evangelization, and Education for All. It is noteworthy, therefore, that LMCDAC is at the forefront in advancing justice, peace, and integrity of creation, so much so that the CHSF Program was then turned over in 2021 during the administration of Dr. John S. Palina to LMCDAC, which Dr. Christopher Allen S. Marquez headed as the Director. But with the creation of the Safety and Pollution Control Office (SPCO), whose functions are similar to the objectives of the CHSF Program, the SPCO officer takes the lead in implementing the said program. Mr. Hanson T. Villanueva was then the OIC-SPCO Head.

**Sustaining the CHSF Program**

On April 8, 2016, Fr. Renillo H. Sta. Ana, CICM, the University President, sent representatives to the Eco-Friendly and Sustainable Seminar-Workshop held at Saint Louis University, Baguio City. As its partner collaborator, Saint Louis University spearheaded the seminar-workshop with WEnergy Global, a renewable energy systems solutions provider. The University representatives were Mrs. Alicia Jubay, CESC Director, Engr. Leonido Costales Jr., PPPDMO Head, Mrs. Me Galate, LDM Supervisor, Mr. Sherwin Marciano, NSTP Coordinator, Mr. Job Pilaspilas, SCC Officer, and Mr. Samuel Damayon, ADSAS for Men. The Seminar-Workshop emphasized the response and responsibility, especially of the academic institutions, on the emerging challenges of climate change and protecting Mother Earth through sustainable, eco-friendly practices and the use of a renewable source of energy.

Through the proposals of Mrs. Alicia Jubay, the University President, on April 20, 2016, called for a special Extended Advisory Board (EAB) meeting together with student representatives to review and evaluate the University's environmental program, specifically the CHSF Program. The meeting created a Technical Working Group (TWG) to start reviewing, revising, and proposing a manual reflecting emerging environmental concerns, new ideas and concepts, and new direction for the University's environmental program as a CICM higher educational institution. The Technical Working Group is under the supervision of the VP for Administration, Dr. John Palina, with the core group composed of Engr. Leonido Costales, Mrs. Alicia Jubay, Mrs. Me Galate, and Mr. Samuel Damayon. The other members of the TWG are Mr. Edil Suarez, Mr. Sherwin Marciano, Sr. Crispina Ng, SIHM, Mrs. Agnes Madamba, Mrs. Evangeline Basilio, Mrs. Myla Dueñas, Mrs. Jennifer Alaman, Miss Chantal Tayaban, and Mr. Job Pilaspilas.

In 2023, the CHSF Committee was revisited. The chairmanship of the committee was turned over to the newly created office – the Safety and Pollution Control Office. Among those that were also revisited were the designation of areas for each school, and the CHSF Manual. Hence, this Manual.

## II. RATIONALE

Institutions across the globe have witnessed the devastating effects brought about by the changes in our environment. Studies have shown that the observable effects of global climate change, like sea ice loss, accelerated sea-level rise, and more prolonged and intense heat waves, are already very evident. Overall, these published studies explain that the net damage costs of climate change will be significant and increase over time.

According to the Third National Climate Assessment Report (2014), some of the long-term effects of global change in the US are: the temperature will continue to rise, frost-free season, the growing season will lengthen; intense droughts in the Southwest; heat waves (or periods of abnormally hot weather lasting days to

weeks); hurricanes will become stronger and more intense; sea level will rise 1-4 feet by 2100; and the Arctic Ocean is expected to become essentially ice-free in summer before mid-century.

Those events and projected long-term effects have triggered global concerns about how the consequences can be abated. In 1992, world leaders gathering in Rio de Janeiro for the first-ever UN Conference on Sustainability and the Environment led to three documents: The Rio Declaration on Environment and Development, the Statement of Principles for the Sustainable Management of Forests, and Agenda 21.

Agenda 21 is a non-binding, voluntarily-implemented action plan of the United Nations regarding sustainable development. It covers statements of shared values that are expressed in public policies. It also encompasses agreements among international communities along with a sustainable environment.

A historic UN Summit/Conference in 2012 led to the formulation of the Agenda 2030 for Sustainable Development. In 2015, the United Nations chose through a vote the 17 Sustainable Development goals that are universally applicable. This document tackles climate change and calls for poor, rich, and middle-income countries to promote prosperity while protecting the planet. While the sustainable development goals embodied in Agenda 2030 are not legally binding, governments are expected to take ownership and establish national frameworks to achieve these goals.

As indicated in the Department of Environment and Natural Resources Report (2016), the Philippine government has responded to calls for combating the effects of global change by including sustainable development as one of its key strategic formulas in achieving the goal of national socio-economic sufficiency and environmental stability for which national resources, both government and private, have been mobilized and marshaled. More recent laws passed and signed for this purpose include the Climate Change Act, the National Framework Strategy on Climate Change, and the Philippine Strategy on Climate Change Adaptation. These laws give importance to reducing greenhouse gas emissions that go into the atmosphere.

Among the Catholic Schools in the Philippines, calls for actions that aim to care for Mother Earth have been manifested in various conferences, workshops, curriculum review and integration, community outreach, and research, among other things. The Catholic Educational Association of the Philippines (CEAP) conducts regular educators' and students' congress for Mother Earth's care across regions and national levels. The Association of Catholic Universities in the Philippines (ACUP), on the other hand, made a strong statement. In one of its national conferences, all its member schools should get more actively involved in the local deliberations and actions about exploiting the environment for human use through its research and outreach functions based on the solid principles of Catholic Social Teaching or CST.

In 2016, an ACUP national conference was held in Tagbilaran City to discuss and deliberate concrete actions that must be taken in response to Pope Francis' encyclical on caring for our common home (Laudato Si). As asserted by Pope Francis in this encyclical:

> *Creation is not a property, which we can rule over at will: or even less, is the property of only a few. Creation is a gift; it is a wonderful gift that God has given us, so that we care for it and we use it for the benefit of all, always with great respect and gratitude.*

Given these environmental challenges and the calls for caring for the environment by the global community, the national and local governments, catholic associations, and the Pope, member schools of the *Congregatio Immaculati Cordis Mariae* (CICM) have taken the vital steps that outline concrete actions to address these ecological crises. An excerpt from the CICM RP's Justice, Peace, and Integrity of Creation (JPIC) vision-mission statements indicates that "CICM leads themselves to the mission of having a deep integration with creation to relate, persevere, and nurture God's gift of nature to humankind."

As a Catholic and CICM school, Saint Mary's University is one of the other CICM schools in creating programs and projects that promote its strong commitment to environmental sustainability and integrity of creation. One of these programs is the Clean, Healthy, Safe, and Friendly (CHSF) environment program which aims to develop more environmentally-literate Marians imbued with a sense of responsibility to care for and protect the environment.

## III. GENERAL OBJECTIVE

To continuously build, strengthen, and deepen ecological consciousness to bring about positive actions, social well-being, responsible resource utilization, and environmental sustainability in our Marian Community, partner communities, and the larger society.

## IV. FRAMEWORK

The emerging climate change issues have become a crucial factor that led to an urgent call for action to arrest this phenomenon and ensure a sustainable environment. Sustainability in schools and universities suggests that its undertakings promote environmental protection, economic viability, and social development.

Saint Mary's University has formulated actions through its CHSF program to respond to the call. Thus, CHSF, in the context of the University, becomes its strategic program to ensure a sustainable future. The CHSF Program of the University encompasses three dimensions that define its goals for a sustainable environment. The environmental dimension seeks to promote a livable environment through programs and activities that protect and enhance campus ecology. A clean, green, healthy, safe campus supports effective learning and experiences that foster social development. The economic dimension strives to further a livable environment through strategic policies and actions for wisely managing the school's resources, including wise use of ecosystem services, and eventually promoting an eco-friendly environment. Promoting the well-being of communities through the

school's environmental education program, health and food services, and non-academic formation programs describe the social dimension of the CHSF, which aims to achieve a socially- inclusive environment.

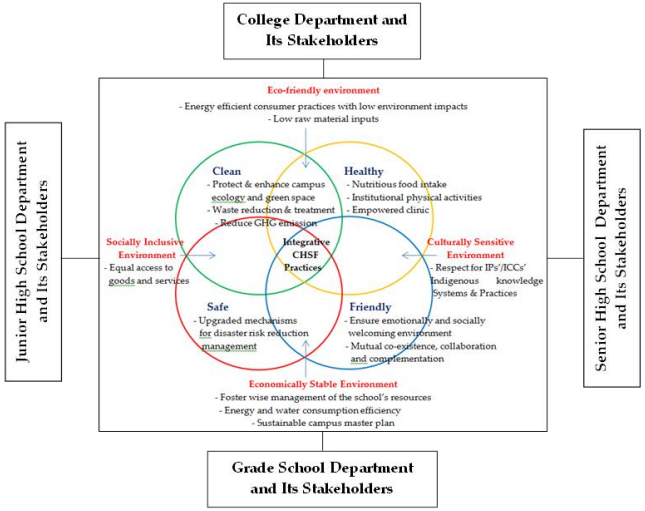



*Figure 1.* The CHSF Framework

Figure 1 is the new CHSF Framework. It resulted from the study of Dacles, Maslang, and del Rosario (2020) entitled, Securing a Clean, Healthy, Safe and Friendly School Environment, Challenges, and Prospects for Stakeholders: Context of a Private Educational Institution.

CHSF program framework incorporates the four departments of SMU – Grade School, Junior High School, Senior High School, and College. The components of CHSF are also spelled out: Clean, Healthy, Safe, and Friendly. The *Clean* component reflects the protection and enhancement of campus ecology and accommodates green space for the university buildings and other structures. This also includes provisions on waste reduction and treatment and GHG emission reduction. The *Healthy* component shows nutritious foods to be served in the school canteens and other eating establishments. Institutional physical activities and empowered clinics are also included in this aspect. The *Safe* component relates to the critical consideration of standard disaster risk reduction and management. Lastly, the *Friendly* component assures an emotionally and socially welcoming environment and provisions for mutual co-existence, collaboration, and complementation.

At the core of the four components are the integrative CHSF practices the four departments in SMU, including the basic education department, are practicing. The best practices which fall under any of the four components could be part of the CHSF program. The shepherding program, for instance, of the Guidance and Testing Office (GTO) could be counted as part of the program as it falls under the *Friendly* component. Security measures being performed by the school's security guards could also be integrated as this falls under the *Safe* component.

The CHSF program now encompasses four dimensions: eco-friendly, socially inclusive, culturally sensitive, and economically stable environment. The eco-friendly environment dimension seeks to promote a community with energy-efficient consumer practices with low environmental impacts and low raw material inputs. The socially inclusive dimension relates to the condition where there would be equal access to goods and services. The culturally sensitive dimension reiterates one of the CICM priorities: working for and with the IPs/ICCs. Finally, the economic dimension strives to further a livable environment through strategic policies and actions for wise management of the school's resources, including intelligent use of ecosystem services, which eventually seeks to promote an eco-friendly environment.

## V. THE CHSF LOGO




*Figure 2*. The CHSF Logo

The CHSF logo was enhanced in 2023, but it still bears the emblems of the original logo. The year 1998 was still part of the logo to emphasize the beginning and roots of the said program. The arrows signify the four Rs in waste management: reduce, reuse, recycle, and recover, along with the Clean, Healthy, Safe, and Friendly components of the program. The new University logo was placed at the center to signify that SMU is a steward in the care of our common home.

## VI. STRATEGIC DIRECTIONS AND ACTIONS

1. **The environmental/ ecological dimension** of the program refers to the institution's ability to uphold the quality of living and non-living systems that include land, air, water, and ecosystems and how they influence healthy and productive life. In the university context, the environmental dimension covers impacts related to inputs such as energy, water, and air, and outputs such as emissions, effluents, and wastes as indicators of a quality environment, including the adoption of great spaces and beautiful landscapes as stimuli to a healthy and productive life.

   **Programs and Projects**

   The programs and projects under the dimension aim to promote a livable environment by protecting and enhancing the ecology of the campus. Proposed programs/ projects include:

   a. **Campus Green Spaces** - design, and use of open spaces, including green landscaping, to ensure ecosystem balance on campus and its utilization as a learning resource for students and as a recreational facility.
   b. **Waste Reduction and Treatment Project**- waste management reduction program follows the following flow of action: (1) segregation at source, (2) recycling, (3) composing, and (4) reusing of materials. A septic vault was constructed for the disposal of hazardous and special wastes. Residual waste goes to landfills.
   c. **Reducing Greenhouse Gases (GHGs)**

2. **The economic dimension** refers to the University's operations and their impacts on the economic conditions of its stakeholders and the natural environment. It describes its ability to shift to low-carbon systems and modify patterns of investment, production and consumption, and consumption in ways that

promote a healthy economy and, at the same time, achieve an eco-friendly environment by reducing its carbon footprints. (Respect for indigenous knowledge and technology).

**Programs and Projects**

The programs and projects under this dimension seek to achieve an eco-friendly environment by reducing carbon footprints through wise management of the ecosystem services and the institution's resources. This can be realized through programs in the following aspects:

a. **Energy Conservation/ Energy Efficiency Program (Green Energy) –** practices and adopting policies to reduce energy costs and eventually reduce our carbon footprint.

b. **Water Conservation and Safety**- practice water-saving tips, regular check-ups of waterlines for leaking water, replacement of damaged faucet and toilet equipment (i.e., urinal, toilet bowl, lavatories, sink), regular water testing for water potability (normal activity), rainwater harvesting program (to be implemented) wastewater discharge to the septic tank in all laboratories.

c. **Low Raw Materials Input -** promotes cost-efficient processes through recycling, reusing, reducing policies on the use of consumables, and adopting procedures to benefit environment-friendly materials (organic), low-carbon emissions, etc.)

3. **The Social Dimension** of the program describes the University's ability to promote the community's well-being through the programs and activities that allow them to learn about the environment, in the environment, and for the environment (environmental education). Providing services and activities that promote a healthy lifestyle, prudent consumerism, and respect for indigenous knowledge, practices on this theme (non-academic formation) among its students, employees, and other stakeholders to further a socially inclusive environment.

**Programs and Projects**

The programs and projects under this dimension include the following:

a. **Environmental Education**- inclusion (integration) in the curriculum subjects, topics, or themes that allow the Marian community to learn about the environment (knowledge), in the environment (immersion/experiential), and for the environment (desirable actions/behaviors)

b. **Extension/Outreach Services**- considered as part of the non-academic formation. These consist of activities that allow the Marian community to exhibit one of the University's missionary priorities: rendering services to communities to help them achieve a sustainable environment and promoting justice, peace, and integrity of God's creation. These also encourage the respect of indigenous knowledge, practices, and technology to achieve a livable/sustainable environment.

**Carrying out the strategic Directions and Actions**

Various departments' units are tapped and mobilized to achieve the four components and dimensions. Actions can be carried out through instruction, research, and extension. All units must prepare their plan based on the framework. Still, certain units may have specialized functions like the *Healthy* component to be done by the University Clinic and the *Friendly* component to be handled by the DSA and GTO. The plan may be cognizant of the institutional development plan of three to five years. Thus, each unit must integrate strategic and tactical activities regarding the components and dimensions of the CHSF program in its annual action plan. With the LMCDAC Director as the Vice Chair, CHSF-related activities will be organized and co-organized by the SPCO, which will then be included or considered an institutional extension/outreach of faculty, staff, and students.

## 4. STRUCTURE

The implementation of the projects and activities of the CHSF program shall be spearheaded, monitored, and evaluated by a CHSF Committee. The following is the composition of the CHSF Committee:

| | |
|---|---|
| Chairperson: | Safety and Pollution Control Office Head |
| Vice Chairperson: | Lingkod Maria Community Development and Advocacy Center Director |
| Members: | Physical Plant and Properties Development and Management Office Head |
| | Student Affairs and Services Dean |
| | Center for Natural Sciences Director |
| | Community Development and Advocacy Coordinators |
| | Disaster Risk, Safety, and Sanitation Coordinators |
| | National Service Training Program Coordinator |
| | Non-Academic Personnel President |
| | General Services Office Head |
| | Student Central Council President |

**5. SUSTAINABILITY COMPONENT**

The activities set for each component and dimension shall be monitored monthly to ensure that the planned activities are carried out. On the other hand, reporting shall be done on a semestral basis, that is – at the end of the first semester. This allows the unit or person in charge to adjust if a particular activity was not scheduled.

The annual reporting of the plans that were accomplished or not accomplished for a given school year across the four components and dimensions shall be done during annual performance monitoring and action planning. In this way, issues, concerns, and facilitating factors are identified and addressed or strengthened respectively. These mechanisms allow all units and their members in the University to exert continuous or sustained efforts toward creating sustainable communities.

To solve the problem of lack of knowledge about the program and for wider information and dissemination, the NSTP classes can be utilized to discuss the program. One module or chapter of the NSTP

course can accommodate the information and dissemination campaign of the program. For SMU employees, seminar-workshops will be performed for the program to become familiar to the implementers and all the members of the Marian community. Finally, for the basic education departments, class advisers will be requested to facilitate the information and dissemination of CHSF undertakings.

## 6. APPENDICES

BEHAVIORAL GUIDELINES for the CHSF PROGRAM

**School Responsibilities:**

1. To develop and implement policies and procedures that assist all staff and administrators in creating a clean, safe, healthy, and friendly learning environment that fairly and consistently addresses every student's needs;
2. To create a caring and nurturing learning environment;
3. To maintain a welcoming and friendly school environment; and,
4. To ensure that all students, faculty, staff, and administrators share a caring relationship, positive behavior, and responsible treatment with each other that reflect the virtues of Mother Mary.

**Responsibilities of Faculty, Staff, and Students:**

1. To participate in professional activities that address all school community members' health and safety concerns;
2. To develop positive and meaningful relationships with peers, teachers, staff, and students;
3. To ensure that Environment Education is integrated into the instruction;
4. To apply university policies in the classroom rules consistently and fairly;
5. To create a safe and welcoming/caring classroom environment;
6. To follow the laws, rules, policies, and procedures in the classroom, school, and community;

7. To use effective verbal and non-verbal communication skills and talk in a subdued voice to promote a healthy relationship;
8. To take advantage of the teaching and learning opportunities that the University provides;
9. To enter the classroom only after the teacher from the previous class has left;
10. To refrain from staying in the classroom during vacant periods;
11. To refrain from sitting on the table or desk;
12. To turn off lights, electric fans, and air condition unit; and,
13. To arrange chairs and clean the chalkboard and chalk ledges right after the class for the next user.

**SPECIFIC GUIDELINES:**

1. **Classrooms:**
   - **a.** Smile and be courteous to people around you and respect the property and rights of the individual. Avoid shouting and making unfriendly or insulting remarks.
   - **b.** Practice the "CHSF Minute" before and after every activity. Students and teachers should spend one minute picking up litter inside the classroom, disposing of them properly, arranging chairs and tables, cleaning the board, etc., to ensure a well-kept learning environment.
   - **c.** Do not throw trash out of the window, on the floor, or leave them under the table, desk, and chair. Follow proper waste disposal and segregation at the source. Dump only sorted waste in designated garbage bins at designated areas.
   - **d.** Refrain from staying in classrooms during vacant periods, playing, sitting on chairs and tables, and vandalizing school property.
   - **e.** Switch off lights, electric fans, air condition unit when not in use.
   - **f.** Texting during class is not allowed. Deactivate cellular phones or put them in silent mode.
   - **g.** Eating inside the classroom is not permitted.

**h.** Refrain from using plastics and styrofoam/polystyrene as food containers to ensure a healthy and litter-free campus.
**i.** No smoking (cigarettes, vapes), no chewing of gums and betel nuts in the classroom, and spitting anywhere is not allowed.
**j.** Always follow emergency and evacuation procedures in emergency cases.
**k.** Notices and announcements should be written on the board and not on walls and classroom doors.
**l.** Windows and doors should be closed at the end of the day or after the last class period.
**m.** Teachers and students are allowed to enter the classrooms only after the teacher of the previous class has already left.
**n.** Report to the maintenance office any damaged/destroyed fixture and equipment for immediate repair and replacement.

**2. Faculty Rooms**

a. Refrain from gossiping and speaking in a loud voice.
b. Courteously greet the people inside the faculty room.
c. Refrain from entertaining vendors inside the faculty room,

**3. Laboratories**

a. Science Laboratories

- Refrain from eating inside the laboratories.
- Be safety conscious inside the laboratories. Use personal protective equipment during experiments.
- Take extra care of equipment/ chemicals/materials/apparatus inside the laboratories.
- Dispose chemical waste in designated containers for chemicals.
- Dump organic/biodegradable residue at windows for bio-degradable wastes, while chemical residues are discarded at the septic vault after proper treatment.

- Dispose toxic/hazardous wastewater at a separate septic tank/vault and not in a toilet septic tank.
- Always wash hands with detergents and water.
- Report to the maintenance office damaged facility for immediate repair and/or replacement.
- Please refrain from engaging in any unnecessary activities or playing while inside the laboratory.
- Always clean the laboratory before and after using it.

**b. HRM Laboratories**

- Practice the "CHSF Minute" before and after every activity. Students and teachers should spend one minute picking up litter inside the classroom and adequately dispose of it before and after the class to ensure a litter-free learning environment.
- Follow laboratory safety and emergency procedures in all areas of the HTH laboratory to ensure safety and hazard-free activities.
- Ensure that the students come in with proper attire and protective equipment/gear.
- Dispose plastic bags and different residuals in non-biodegradables. Dispose recyclable wastes such as pet bottles, glass bottles, tin cans, papers, etc., in recyclable bins. All accumulated wastes must be regularly disposed of to ensure a healthy and safe laboratory.
- No smoking (cigarettes, vapes) inside the laboratory.
- Follow housekeeping rules and regulations.
- Report to the maintenance office damaged facilities for immediate repair and replacement.

**c. Computer Laboratories**

- Practice the "CHSF Minute" before and after every activity. Spend one minute to pick up litter inside the laboratory and adequately dispose of it before and after every activity.
- Follow laboratory rules and regulations in the computer laboratory.
- Put off the units (computer and air condition units) when you have to be out of the room for more than two hours.

- Do not turn on the air-conditioning units before 8:00 A.M. unless the weather is hot.
- Keep the room temperature at an average of 20 degrees centigrade.
- Allow 2-3 minutes before changing the timer.
- Close the computer laboratory door gently after each class. Computer laboratory doors should always be closed to maintain the temperature inside the laboratories.
- Always clean doors, window-sills, and awnings.
- Make use of the energy-saving features of your computer. Most new models are designed to be energy efficient (Take note of the Energy star logo)
- Regulate use of computers. Lessen unnecessary use of computers.
- Turn off printers, scanners, modems, and other peripherals when not in use.

**Air conditioners**

- Do regular cleaning and maintenance check-ups of air conditioners.
- Minimize heat and air leakages.
- Lower ceiling and lessen dividers that prevent air circulations in rooms.
- Recommended/buy/use CFC-free models.

**Appliances and Equipment**

- Choose more energy-efficient appliances.
- Do regular cleaning and maintenance check-ups of appliances and equipment.
- Check if the appliance (refrigerator and freezers) is CFC-free.
- Limit the use of electric coffeepots in offices.

**4. Canteens**

a. Be courteous with people around you; smile, and talk in your most subdued voice.

b. Put back utensils (trays, plates, spoons, forks, bottles, cups, etc.) after use in the designated area: do not leave them on the table.
c. Dispose of wrappers and other trash properly in designated garbage cans. Do not leave them on the table or throw them on the floor.
d. Refrain from making the canteen a study area, lover's rendezvous, and hangouts. The canteen is meant to be an eating area only.
e. Put back chairs under the table after use.
f. Do not leave belongings unattended on the table.
g. Be patient in forming your line and wait for your turn to be saved.
h. Follow entrance and exit signs when ordering and paying and give the exact amount when paying as much as possible.
i. The use of styrofoam/polystyrene and plastic is strictly prohibited. These materials are highly toxic when exposed to heat and they react on food during storage. Use re-usable plates, spoons, and forks instead of plastic utensils.
j. Canteens are open promptly and close at an appropriate time.
k. Vendo machines are cleaned regularly.
l. Adequate drinking fountains and containers are provided.
m. Put off electric fans and lights when not in use.
n. The canteen area and peripherals must be maintained by the canteen owner/manager and their staff.
o. Notify the maintenance office for repair and/or replacement of any damaged/non-functional facilities.

**5. Storeroom**

a. Cleaning materials should be separated from food items.
b. Empty cases of soft drinks are put in separate storage.
c. Materials should be in their proper and labeled places.
d. Garbage cans are placed away from the dining tables and emptied regularly.

e. Bottles, glasses, plates are gathered after use and are appropriately put in their respective area.

**6. Kitchen**

a. Kitchen utensils should be neatly arranged for easy use.
b. All utensils should be dried and clean.
c. Enough utensils should be provided to serve the number of clients.
d. All utensils should be labeled.
e. Spoons and forks are soaked in hot water.
f. The water supply is sufficient.
g. Goods should be stocked in an orderly manner.
h. Cracked and chipped drinking glasses are not used.
i. Enough ventilation is provided.
j. Ingredients and uncooked food should be stored in closed cabinets (except for vegetables that need air).
k. Perishable and non-perishable goods are separated.
l. The workplace is always clean and dry.
m. Hands are washed before handling food.
n. The kitchen is separated from the dining area.

**7. Dining Area**

a. Customers are served one at a time.
b. Price tags are placed on food items.
c. The menu list is updated with corresponding prices.
d. Varied and low-cost nutritious food is prepared for snacks and meals.
e. Plastic bags and straws for soft drinks are not allowed.
f. Spoiled, expired foods are not served.

g. Clean drinking glasses are replenished regularly.
h. Designated areas for used utensils are cleared promptly.
i. Food items are placed in fly-free display cabinets.

**8. School Grounds**

a. Be gracious and helpful to fellow students, teachers, and visitors you meet on the school grounds.
b. Always keep right when walking along corridors, pathways, and entrances.
c. Talk in a subdued voice to avoid disturbing those who are studying or have ongoing classes. Speak in a low voice when passing by classrooms, libraries, and offices.
d. Give considerations to gardeners and maintenance personnel by not vandalizing properties or destroying plants.
e. Do not throw your candy wrappers or papers on the school ground.
f. Refrain from removing and transferring benches.
g. Do not use the oval as the pathway.
h. No smoking in all areas of the campus.

**9. Restrooms**

a. Be courteous to people around you. Smile and talk in your most subdued voice.
b. No spitting of "momma" in toilet bowls, urinals, sink, and flooring, or any place inside the comfort rooms.
c. This is a non-smoking campus; therefore, smoking (cigarettes, vapes) in the toilets or in any campus area is not allowed.
d. Do not urinate on the floor and sink. Use the urinals and toilet bowls. Always keep the floor clean and dry.
e. Flush the urinals and toilet bowls properly after use. Flush them using your hands and not using your feet.

f. Do not flush sanitary napkins, toilet papers, and other trash down the toilet bowl. Wrap and dispose of sanitary napkins in receptacles or waste bins provided.
g. Do not write on walls, doors, mirrors, etc. Destroying toilet fixtures is not allowed.
h. Return water containers to their proper place after use.
i. Leaking faucets, destroyed bowls, and other defects found inside the restroom should be reported immediately to the maintenance office for repair and replacement.
j. Avoid messing with the toilet bowl. Do not squat or step on the toilet bowl. Please sit properly.
k. Always knock first if the toilet or bathroom appears occupied, and lock the door when you enter.
l. Always close faucets after use to conserve water, and do not forget to wash your hands before leaving the toilet.

10. **Buildings**
    a. Report to the maintenance office observed cracks or gaps on walls, ceilings, beams, or columns.
    b. Immediately report any leaks on water faucets, toilet bowls, ceilings, and roofing structures to the maintenance office.
    c. Sit appropriately on benches and chairs.
    d. Refrain from writing on desks, tables, walls, and columns.
    e. Do not gather around fire exits. Make sure they are free from obstructions.

11. **Building Specific Guidelines:**
    **a. Ceilings**
    - Ceilings are clean, tidy, and free from cobwebs and specks of dust, etc.
    - Unnecessary hanging objects like strings, ropes, and posters, etc., are removed from ceilings.

    **b. Walls, Columns, Beams**
    - Walls and columns are free from writings and graffiti.
    - Painted walls have no notices, pamphlets posted on them.

- Graffiti and other marks are removed through regular touch-up paintings. Identified culprits are given a necessary reprimand.

**c. Windows and Doors**

- Garbage is not thrown out of the windows.
- Windows are closed during bad weather conditions.
- Window glasses are cleaned regularly.

**d. Staircases/Stairwells/Emergency Exits**

- Staircases and stairwells are free of materials (especially explosive and fire hazards) That may obstruct traffic and cause accidents.
- Fire exits are open at all times and are freed from loitering persons and unnecessary materials.
- Sitting on staircases is not allowed. It hinders the exit and entrance of faculty and students, especially during emergencies.

**e. Flooring, Corridors, Lobbies, and Entrances**

- Corridors, lobbies, and entrances are always open and free from groups of people that may cause obstruction.
- All fixtures on corridors, lobbies, etc., like trash cans and benches, are always in their original places and are not disarranged.
- No spitting of beetle nut on floors, staircases, and other places to assure a stain-free environment.

**f. Covered Walk, Catwalks, and Sidewalks**

- On corridors, concrete and wooden benches, bulletin boards, etc., are always in their original place and not disarranged.
- Benches are appropriately used for seating and are free from any graffiti, vandalism, and waste.

**g. Sanitary Plumbing/Water Supply**

- Faucets and water closets are closed when not in use.
- Annual water testing should be done regularly at the start of every semester.

**h. Electrical/ Mechanical Systems**

- Lights are switched off when not in use.
- Lights are available and functional in all areas (indoor and outdoor).

**12. Offices**

a. Serve clientele on a "first come, first serve basis", treat them fairly and reasonably.
b. Give service with a smile.
**c.** Observe professional ethics, avoid jealousy, gossip, and maintain a Christian relationship with others.
d. Always wash your hands after using the restroom.

**13. Library**

a. Put back chairs under the table after use.
b. Do not leave belongings /valuables unattended on the table.
c. In borrowing book/reading materials, be patient in forming your line and wait for your turn to be served.
d. Follow entrance and exit signs properly.
e. Be courteous in requesting books.
f. Silence is a must in all reading areas.
g. Keep right when passing through passageways.
h. No eating, smoking and shouting inside the library.
i. No loitering and littering.
j. Deactivate cellular phones or put them in silent mode.
k. Follow/comply with the rules and regulations of the various library sections as stated in the student's handbook in using the library.

**14. Motor Pool and Carpentry Shop**

a. Always observe safety in every area of the shop.
b. Use/wear safety gadgets in doing every job.
c. Practice the "CHSF Minute" before and after every activity. Spend one minute to pick up litter.
d. Put off lights or other electronic gadgets when not in use.
e. No smoking and drinking alcoholic beverage inside the shop.
f. Always follow safety rules and regulations at the start of each job.
g. Motor vehicles should be in good running condition. Regular maintenance, repair, and replacement should be observed.
h. Report immediately to the maintenance office equipment and types of machinery that are defective for immediate repair and replacement.
i. For university vehicles, only a licensed driver and approved by the VP Administration can drive/operate the university vehicles for official trips.

**15. Transportation and Fuel**

a. Promote car-pooling
b. Find ways to solve the traffic problem in schools.
c. Plan trips.
d. Walk whenever possible.
e. Keep speed down. Wind resistance increases as car speed increases and more fuel are required to move the car at a higher rate.
f. Avoid "Jack Rabbit" starts. Gradual acceleration can save as much as one km./liter compared to rapid acceleration.
g. Keep speed constant.
h. Anticipate stops.
i. Avoid engine idling. As a guide, drivers should not idle engines for more than three minutes.

j. Warm engine by driving.
k. Do regular engine cleaning, maintenance, and check-up.
l. Minimize the use of air conditioners.
m. Maintain correct tire pressure.
n. Keep transmission in high gear.
o. Minimize vehicle loads.
p. Avoid fuel spillage.
q. Conduct emission testing.