

**Title: Policy on University's Ecological Solid Waste Management Program**

Document Reference: EOMS-CSO-POL-0013

Revision Number: R002

Confidentiality Level: Internal Use

Approval Date: **AUGUST 26, 2025**

Review Cycle: One Year

Effective Date: **AUGUST 26, 2025****I. Objective:**

The general policy is created with the aim of guiding the DLSU-D community on the ecologically-sound, safe management and disposal of the various wastes generated in the campus in accordance with the Ecological Solid Waste Management Act of 2000 (Republic Act 9003), RA 6969 and Joint DENR-DOH Administrative Order No. 02 Series 2005. This also aims to achieve the United Nations Sustainable Development Goals (SDG) such as SDG 3 (Good Health and Well-being), SDG 11 (Sustainable Cities and Communities), SDG 12 (Responsible Consumption and Production) and SDG 13 (Climate Action).

II. Owner

Campus Sustainability Office (CSO)

III. Scope

This is a university-wide policy that covers the general policy and procedure pertaining to the revised Ecological Solid Waste Management Program of the University.

IV. Definition of Terms

1. **University-generated Solid Wastes-** a modified term which refers to the different solid wastes produced inside the campus which include the following: colored-coded wastes such as recyclable, residual waste and COVID-related waste (see description of COVID-related waste under hazardous/infectious waste); compostable; construction and demolition wastes; and non-serviceable items.

1.1 Recyclables – refer to any waste materials retrieved from the waste stream and free from contamination that can still be converted into suitable use. These may be transformed into new products in such a manner that the original products may lose their identity (e.g., plastic bottles, plastic utensils, paper)

1.1.1 Biodegradables - refer to wastes that are being decomposed by the action of microorganisms. Examples are all kinds of paper including white paper, colored paper, office paper, magazines, newspaper, used folder carton, box, corrugated cardboard, etc. but are not included for composting due to the possibility of bleach contamination.

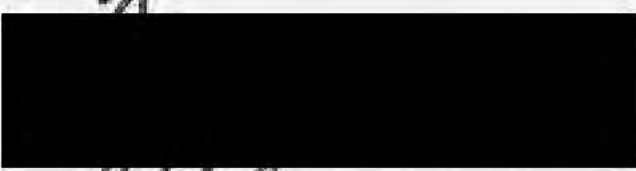
1.1.2 Non-biodegradables - refer to wastes that cannot be decomposed by the action of microorganisms and can either be reused or recycled. Examples are plastic bottles, plastic utensils, plastic food boxes, tin cans, glass, etc.)

1.2 Compostables - are biodegradable waste which undergoes biological degradation under controlled conditions and can be turned into compost (soil conditioner or organic fertilizer).

1.2.1 Kitchen waste - food waste or any left-over food generated from canteen concessionaires, dormitories, RCC and offices. Examples are vegetable peelings, fish/fowl/meat/animal entrails, soft shells, etc.

1.2.2 Garden wastes - biodegradable wastes from the trimming of leaves, tree branches, twigs, weeds, and other plants.

Prepared by:


GERALDINE C. ZAMORA

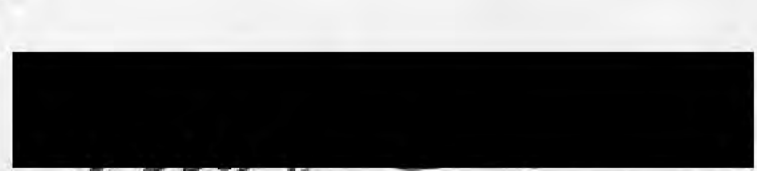
Director, Campus Sustainability Office

Reviewed by:


BR. FERNANDO I. SANDING FSC

Vice President for Administrative Services

Approved by:


DR. SONIA M. GEMENTIZA

Chief Administrative Officer

 	Title: Policy on University's Ecological Solid Waste Management Program	
	Document Reference: EOMS-CSO-POL-0013	Revision Number: R002
	Confidentiality Level: Internal Use	Approval Date: AUGUST 24, 2025
	Review Cycle: One Year	Effective Date: AUGUST 24, 2025

1.2.3 **Wood scraps for firewood** - another example of garden waste from fallen trees but are being sold to the community as firewood.

1.3 **Residual wastes** (non- compostable/non- recyclable) – refer to solid waste materials that are non- compostable and non- recyclables. They should be disposed of ecologically through a long-term disposal facility or sanitary landfill. Examples are sanitary napkins, junk food wrapper candy wrapper, styrofoam, soiled plastic labo (thin film), soiled sando bag, etc.

Note: Entry and usage of plastic bags (e.g., labo and sando bag), plastic drinking straws and styrofoam are prohibited under the existing policies. Similarly, plastic stirrers as declared by the DENR to be non-environmentally acceptable products (NEAP) will also be banned.

1.4 **Construction and Demolition wastes (C&D)**- wastes which are produced from the demolition of buildings in the campus, and thus considered as NON-INVENTORY ITEMS (e.g., galvanized iron sheets or yero)

1.5 **Non-serviceable items** – University property that was evaluated to be defective, obsolete, and non-repairable. These items are considered scrap materials such as disposed office furniture/equipment.

2. **University-generated hazardous wastes and infectious wastes**- modified term which refers to the hazardous wastes and infectious wastes generated inside the campus, that may present unreasonable risk and/or injury to human health or the environment.

2.1 **Medical and infectious waste**- waste produced related to medical usage such as tissues, single-use masks, face shields, disposable gloves, and other PPEs (Personal Protective Equipment) in coordination with the University Clinic.

2.2 **Laboratory-generated wastes**– solid, gas, and liquid wastes or other chemicals generated from the laboratory classes (see concerned College policy on its laboratory waste).

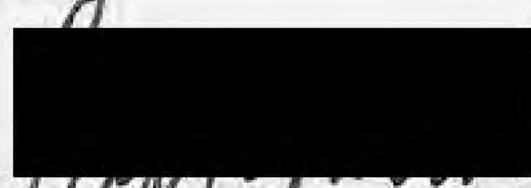
2.3 **Electronic waste (E-waste)** - electrical or electronic devices are discarded which contain chemicals that may have health effects and safety concerns when not treated and disposed of properly.

2.4 **Other hazardous wastes/special wastes** - Examples of hazardous or special waste are as follows: used cooking oil from canteen concessionaires, crude oil from Transportation Office, and busted lamps.

V. General Policies

1. The University, in its management of the disposal of solid waste, shall practice waste minimization measures in accordance with ecologically sustainable development principles: economic growth, social equity and environmental protection.

2. The waste segregation program which is being implemented in the University since 2001 aims to instill knowledge appreciation and practical application of ecological waste management to the faculty members, students, and staff of the university. This program also applies to all the guests, visitors, exhibitors, and concessionaires. Furthermore, this also aims to establish and operate a self-sustaining and ecologically sound-based waste management program.

Prepared by:  GERADINE C. ZAMORA Director, Campus Sustainability Office	Reviewed by:  BR. FERNANDO T. SANDING FSC Vice President for Administrative Services	Approved by:  DR. SONIA M. GEMENTIZA Chief Administrative Officer
--	--	--

 	Title: Policy on University's Ecological Solid Waste Management Program	
Document Reference: EOMS-CSO-POL-0013	Revision Number: R002	
Confidentiality Level: Internal Use	Approval Date: AUGUST 26, 2025	
Review Cycle: One Year	Effective Date: AUGUST 26, 2025	

VI. Procedure

A. SOURCE SEGREGATION

1. Refuse/reduce single-use plastics (and plastic products).
2. The use of colored containers and/ or proper labeling according to the waste categories:

2.1 Color-coded solid wastes- separate reusable/recyclable materials, residual waste, and medical/infectious wastes at the source before being discharged.

GREEN trash bin for recyclable materials

RED trash bins for residual waste

BLUE trash bins for all kinds of paper

YELLOW trash bin /yellow bag for medical/infectious wastes

Note: Separate infectious wastes including single-use masks, gloves, and tissues from other wastes. The yellow bin which was previously intended for all kinds of paper will be repainted to blue)

2.2 Disposed office furniture- separate disposed furniture and other university property in coordination with Warehouse Office (see Policy and Procedures on University Property Disposal Management).

2.3 Construction and Demolition wastes (C & D)- separate the galvanized iron (GI) sheets from other wastes from the demolished buildings. The scraps, GI sheets, or "yero" are being sold to the community in coordination with the BFMO (see BFMO policy).

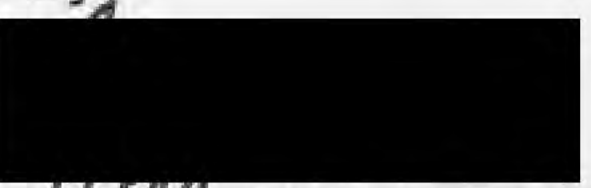
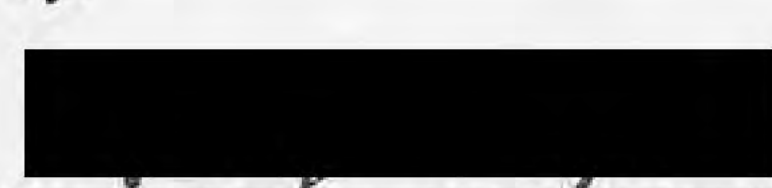
2.4 Kitchen wastes- separate food wastes and left-over food from other wastes for composting by using a designated bin/container as provided by the canteen concessionaires in their respective areas.

2.5 Firewood- separate twigs, branches from fallen trees by placing them in a designated area as part of the grounds and landscape maintenance.

2.6 Used cooking oil- separate the used cooking oil placed in any bottle or any container with lid and properly labeled. The crude oil should also be labelled with the container.

2.7 Electronic waste (E-waste)- separate electronic items which are still functional can be transferred to offices. Any obsolete but still functional items can either be donated to other Lasalle schools or partner organizations or sold to the community. Project ICON of the ICTC also seeks donated electronic wastes to support their environmental activities such as tree planting.

2.8 Laboratory-generated waste – separate wastes according to classification. There are separate containers for the various solids, gas and liquid wastes or chemicals which are contained securely with proper labels. Hazardous wastes should be classified according to the Coding stipulated in RA 6969 Chapter VII Sections 24, 25 and 26, in order to ensure proper storage and disposal.

Prepared by:  GERALDINE C. ZAMORA Director, Campus Sustainability Office	Reviewed by:  BR. FERNANDO I. SANDING FSC Vice President for Administrative Services	Approved by:  DR. SONIA M. GEMENTIZA Chief Administrative Officer
---	--	--

**Title: Policy on University's Ecological Solid Waste Management Program**

Document Reference: EOMS-CSO-POL-0013

Revision Number: R002

Confidentiality Level: Internal Use

Approval Date: **AUGUST 26, 2025**

Review Cycle: One Year

Effective Date: **AUGUST 26, 2025****B. COLLECTION AND DISPOSAL**

1. Following the centralized disposal policy, housekeepers and canteen staff should bring all the segregated waste to the Material Recovery Facility (MRF) also known as the ECOLOGY CENTER of the university, wherein the final sorting of wastes will be done.

2. The fate of segregated color-coded solid wastes will go to the a) Recycling plant through the contracted services (scrapper) for the recyclables. B) the compostable will be processed in the Composting area and c) residual wastes will end up in the landfill through the DENR-accredited contracted hauling services.

a. For medical related waste and other infectious waste, the following measures should be observed: Use double bagged for potentially infectious waste; cut/destroy used disposable PPE to avoid reuse; seal the plastic bag when it is two-third full and attach a label indicating infectious (contaminated) waste; disinfect plastic bags and keep infectious waste at source and discharge at the Eco Center. A well-trained housekeeper will be provided with proper PPE and will be instructed to disinfect the plastic bags labeled with infections waste as well as the vehicle after use. A DENR-accredited transporter for infectious and hazardous wastes will be contracted.

Note: Used syringe with needle will be contained in a secured bottle/container with proper label and will undergo autoclave/sterilization/disinfection prior to disposal to the Eco Center.

3. For the Disposed furniture: The end user surrenders the accomplished RDF together with the disposed item to CSO as junk/scrap/residual and not for sale to the community

4. Used cooking oil - This is sold as a feedstock for biodiesel to a DENR-accredited transporter.

5. E-waste - Functional electronic items such as computers, keyboards, and mouse are transferred to the office/s concerned. The said items can also be donated or sold to the community. For functional items, it shall be subject to the disposal management policy. This is in coordination with the Warehouse Office.

Note: The electronic items considered junk and donated by the community go to ICTC's Project ICON to support their environmentally-related activities.

6. Construction and demolition waste- any construction debris evaluated as usable will be reused as construction materials. GI sheets or "yero" will be sold to the community.

7. Hazardous wastes from laboratories- will be collected by authorized transporters once the university has been granted hazardous wastes generation ID (HWGID). The waste generator (College concerned) shall bear the costs for the proper storage, treatment and disposal of their hazardous waste. The CSO-PCO will facilitate contracting authorized transporters for this purpose.

C. MONITORING AND CONTROL MECHANISM

For period inspection: regular monitoring and evaluation in the identified areas that need improvement could help in managing waste. Regular inspection with data management by keeping and updating the records, scheduled monthly, daily or as the need arises could provide a good opportunity to educate personnel and reinforce good practices at the same time.

VII. Flowchart

See DLSU-D Modified Ecological Solid Waste Management Scheme

Prepared by:

GERALDINE C. ZAMORA

Director, Campus Sustainability Office

Reviewed by:

BR. FERNANDO I. SANDING FSC

Vice President for Administrative Services

Approved by:

DR. SONIA M. GEMENTIZA
Chief Administrative Officer

 	Title: Policy on University's Ecological Solid Waste Management Program	
	Document Reference: EOMS-CSO-POL-0013	Revision Number: R002
	Confidentiality Level: Internal Use	Approval Date: AUGUST 24, 2025
	Review Cycle: One Year	Effective Date: AUGUST 26, 2025

VIII. Related Documents

1. Disposal of Physical Asset (c/o Accounting Office-Property Section) with RDF; and Warehouse)
2. Policy on Purchase of Chemical Products and Services and other Hazardous Substances
3. COVID-related wastes and Campus Disinfection Guidelines
4. CSCS-Biological Laboratory Guidelines
5. Memo on Firewood/scrap woods for Sale and Sales record
6. Record book of solid wastes (Daily monitoring) at the Eco Center
7. Monthly record of the Hauling Payment of Residual wastes by CSO
8. Monthly Record of Hazardous Wastes generated by the laboratories
9. Quarterly Record of Hazardous Wastes Disposed by the laboratories
10. Annual record of the Hauling Payment of Hazardous wastes by CSO/College Labs

IX. Annexes

Annex A

1. CSO Monitoring Form for the received disposed university assets such as disposed furniture and non-serviceable items (e.g., yero), in coordination with the Property Office and Warehouse Office.
2. CSO Monitoring Form for the received disposed hazardous wastes in coordination with the college laboratories.

Prepared by:  GERALDINE C. ZAMORA Director, Campus Sustainability Office	Reviewed by:  BR. FERNANDO I. SANDING FSC Vice President for Administrative Services	Approved by:  DR. SONIA M. GEMENTIZA Chief Administrative Officer
--	---	---



Title: Policy on University's Ecological Solid Waste Management Program

Document Reference: EOMS-CSO-POL-0013

Revision Number: R002

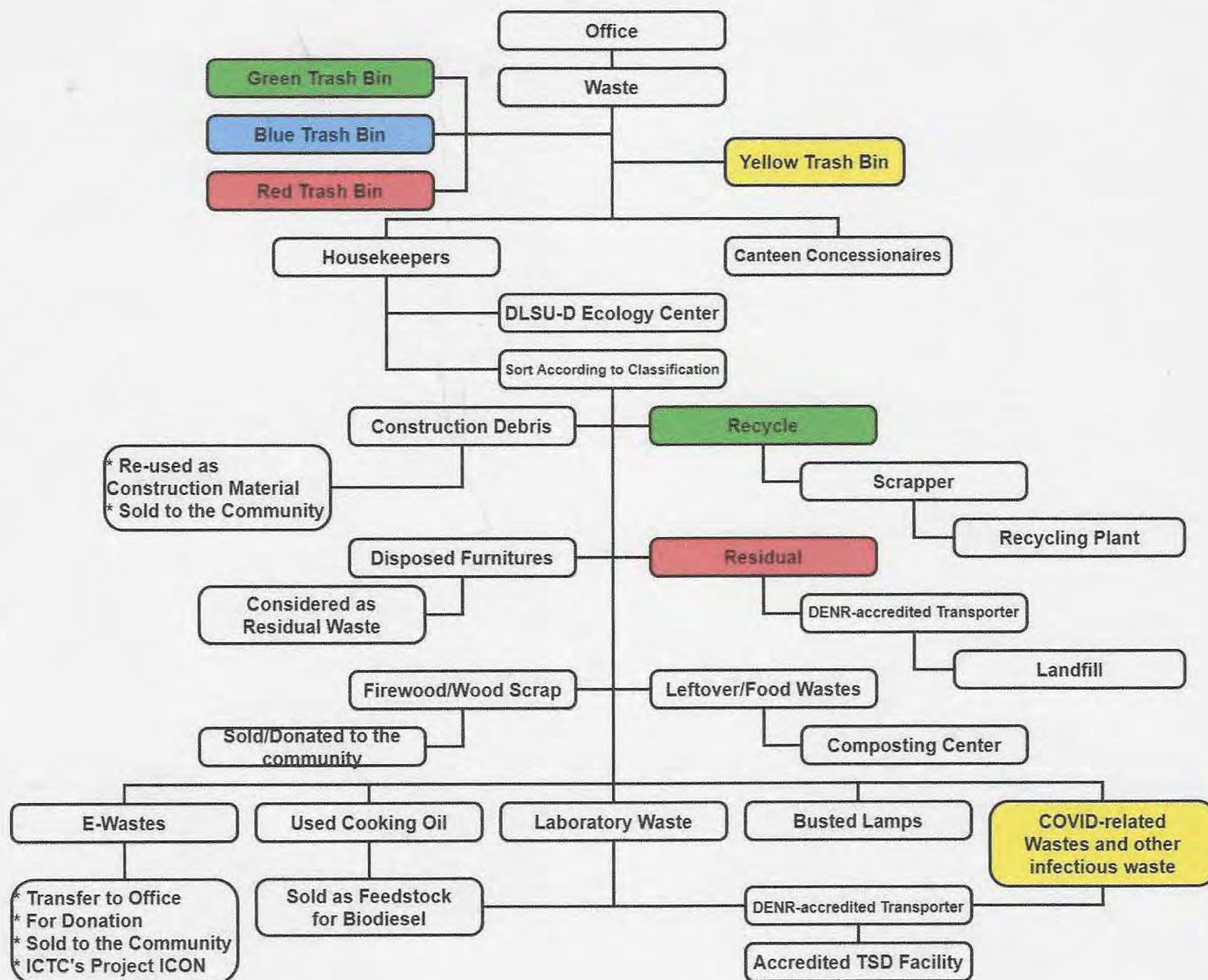
Confidentiality Level: Internal Use

Approval Date: AUGUST 26, 2025

Review Cycle: One Year

Effective Date: AUGUST 26, 2025

DLSU-D REVISED ECOLOGICAL SOLID WASTE MANAGEMENT SCHEME



Prepared by:

GERALDINE C. ZAMORA

Director, Campus Sustainability Office

Reviewed by:

BR. FERNANDO I. SANDING FSC

Vice President for Administrative Services

Approved by:

DR. SONIA M. GEMENTIZA

Chief Administrative Officer