

WBGC	Manual Title: OPERATIONS MANUAL	
	Document Number: WLI-PL-BMO-010	Revision Number: 01
	Document Title: WASTE MANAGEMENT	

1.0 OBJECTIVES

- 1.1 To properly manage and dispose the waste, including scrap assets
- 1.2 To define the procedure of registering for a Hazardous Waste Generator Identification Number
- 1.3 To ensure compliance with statutory and regulatory requirements pertaining to the disposal of waste

2.0 SCOPE

This section covers all real estate buildings.

3.0 DEFINITION

- 3.1 **Biodegradable** – are wastes that can be decomposed. This includes food waste, soiled paper, and wood.
- 3.2 **Hauler** – a third party providing scrap hauling services as means of disposal.
- 3.3 **Hazardous waste** – a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment (e.g. explosive, flammable, oxidizing, poisonous/infectious, radioactive, corrosive and/or toxic).
- 3.4 **Scrap Assets** – includes discarded tin cans, metal, plastic containers, cartons, plastic bottles, paper and other materials. These materials are no longer salvageable.
- 3.5 **Solid waste** – refers to all discarded household, commercial waste, non-hazardous institutional, ports / harbor and industrial waste, street sweepings, construction debris, agriculture waste, and other non-hazardous/non-toxic solid waste.

4.0 RESPONSIBILITY

- 4.1 **Building Administrator** – reviews and signs the accomplished scrap disposal form and documents.
- 4.2 **Housekeeping Personnel** – validate waste disposal form versus number of bags collected.
- 4.3 **Operations Manager** – approves/disapproves the recommendation of the Procurement Officer/Analyst.
- 4.4 **Pollution Control Officer (PCO)** – applies for permits to transport through the DENR website and monitors its approval.
- 4.5 **Security Personnel** – sends actual photos, checks, and witnesses the actual waste disposal.
- 4.6 **Treasury Officer/ Analyst** – verifies deposits by the Administrative Assistant.

5.0 POLICIES

- 5.1 Hazardous Waste
 - 5.1.1 Each building shall designate a Pollution Control Officer (PCO). Accreditation of PCO shall be renewed every three (3) years to the Department of Environment and Natural Resources (DENR), provided that applicant has completed at least forty (40) hours of cumulative relevant PCO training as a participant.
 - 5.1.2 Ensuring the proper performance, operation, and maintenance of environmental management facilities or systems of the following establishment shall be the responsibility of the PCO such as:
 - Hazardous waste management storage areas (permanent or temporary); and
 - Solid waste segregation
 - 5.1.3 Submission of the Self-monitoring Report (SMR) quarterly and the Compliance monitoring report (CMR) semi-annual to the DENR to provide information on the establishment's environmental compliance and overall environmental performance shall be done by the PCO.
 - 5.1.4 In the event that there is no PCO (e.g., resigned), the Operations Manager shall facilitate the necessary requirements for environmental compliance.
 - 5.1.5 Operations Department shall have a vendor for the disposal and hauling of hazardous waste to all WBGC Buildings.
 - 5.1.6 Hazardous waste should have a Hazardous Waste Generator (HWG) ID issued by Department and Environment and Natural Resources (DENR) to allow handling and disposal of hazardous wastes generated in a building operated by BMO.

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5.2 Garbage Disposal

- 5.2.1 Housekeeping Personnel shall ensure that proper disposal of garbage is carried out by the tenants.
- 5.2.2 All garbage must be segregated and placed in a sealed plastic bag tied with tags / name of the tenant for garbage identification.
- 5.2.3 Garbage spills in common areas should be avoided during the transfer of garbage.
- 5.2.4 During disposal, Parking Officer and Housekeeping Supervisor or Housekeeping Personnel shall be present to monitor and witness the proper handling of waste disposal.
- 5.2.5 The garbage area shall only be accessible during the disposal schedule.
- 5.2.6 Daily collection of waste shall be recorded by the Housekeeping Personnel in the **FR-BMO-018 Waste Disposal Form**. All waste except construction debris are allowed to be disposed of. Waste from residential units may be disposed of in the disposal room (as applicable) anytime.
- 5.2.7 Housekeepers shall ensure that proper waste segregation is being followed
- 5.2.8 The burning of waste is strictly prohibited.
- 5.2.9 All garbage for disposal shall be segregated, and trash bins shall be utilized in transporting it to the pick-up point. If possible, trash should remain inside the bins until it is hauled. This is to avoid clutter on the sidewalk, parking area, and vicinity of the building.
- 5.2.10 The schedule of garbage disposal of all WBGC buildings shall be based on the **AN-BMO-002 WBGC Buildings Garbage Disposal Schedule**.

5.3 Scrap Asset Disposal

- 5.3.1 Building Administrator shall be responsible for evaluating and monitoring scrap assets that may already require disposal from the building.
- 5.3.2 Three (3) hauling service providers shall be sourced out by the Procurement Officer.
- 5.3.3 Administrative Assistant (AA) shall accomplish a Building Gate Pass (on behalf of the Hauler) to be forwarded to the Housekeeping Officer on or before the actual disposal date as a requirement for pull-out.
- 5.3.4 Payment for the scrap materials shall be deposited by the hauling service provider and a proof of deposit shall be forwarded immediately to Administrative Assistant., the cash shall be received by the Admin Assistant, witnessed by Security and Quality Assurance (SQA) Officer, for safekeeping (e.g. on vault). This will then be deposited on the next banking day.

- 5.4 A permit to dump and an Environmental Compliance Certificate (ECC) shall be required from the awarded hauler.

6.0 PROCEDURE

6.1 Application Process

Responsible Party	Activity
Pollution Control Officer	<ol style="list-style-type: none"> 1. Secures the Hazardous Waste Generator Hauling (HWG) Registration ID Form from Department of Environment and Natural Resources (DENR). 2. Applies for Permit to Transport (PTT) through the DENR website. 3. Monitors approval of DENR for the PTT application. 4. Coordinates with the Hauler for the schedule of hauling. 5. Reports to DENR on the hauling activity as reflected to the SMR and CMR.

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6.2 Garbage Disposal

6.2.1 Garbage Disposal of Tenant

Responsible Party	Activity
Housekeeping Personnel	1. Collects garbage from the Tenant. 2. Logs the number of bags collected on FR-BMO-018 Waste Disposal Form .
Security On-duty Personnel	3. Witnesses then ensure that proper garbage disposal is carried out and signs on the form.

6.2.2 Actual Hauling of Garbage

Responsible Party	Activity
Housekeeping Personnel	1. Ensures that proper hauling of garbage is carried out. 2. Matches the number of garbage bags disposed in storage as noted on the FR-BMO-018 Waste Disposal Form versus the number of bags collected by the accredited hauler. 3. Note: The number of bags collected by the accredited hauler may be less due to the compression made by the Housekeeping Personnel as necessary.
On-duty Security Personnel	4. Witnesses the actual garbage disposal. 5. Ensures that the records of the accredited Hauling Service Provider match the records of the Housekeeping Supervisor/Personnel before signing the monitoring report of the accredited provider.
Housekeeping Supervisor/ Security Personnel	6. Sends a photo of actual hauling activity on instant messaging for reporting. 7. Forwards the form to the Building Administrator.
Building Administrator	8. Reviews and signs the FR-BMO-018 Waste Disposal Form .
Housekeeping Supervisor	9. Files the FR-BMO-018 Waste Disposal Form .

6.3 Scrap Asset Disposal

6.3.1 Preparation of Scrap Disposal

Responsible Party	Activity
Housekeeping Supervisor and Security On-duty Personnel	1. Fills out a FR-BMO-019 Scrap Disposal Form . 2. Takes a photo of actual scrap materials. 3. Submits form and photo to Building Administrator for review.
Building Administrator	4. Reviews the request for disposal. 5. TAT: ½ day upon receipt of the FR-BMO-019 Scrap Disposal Form from Housekeeping Supervisor 6. Once reviewed, forwards the FR-BMO-019 Scrap Disposal Form and photo to Procurement Department for canvassing. Refer to ADM-PRD-04 Procurement of Materials and Services .

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Procurement Officer/Analyst	7. Sources at least three (3) quotations from accredited Hauling Service Providers, as applicable. 8. Recommends a Hauling Services Provider. 9. Forwards to Operation Manager for approval. 10. TAT: 2 working days upon receipt of the FR-BMO-019 Scrap Disposal Form
Operations Manager	11. Approves/disapproves the recommendation of the Procurement Officer/Analyst. 12. Forwards the approved FR-BMO-019 Scrap Disposal Form to Building Administrator. 13. TAT: 1 working day upon receipt of FR-BMO-019 Scrap Disposal Form .
Building Administrator	14. Ensures that the actual disposal schedule is being communicated to the team/person involved and that a FR-BMO-001 Building Gate Pass is processed by the Administrative Assistant.

6.3.2 Actual Scrap Asset Disposal

Responsible Party	Activity
Housekeeping Supervisor	1. Processes the pull-out of the scrap assets. 2. Notes the necessary details on the (FR-BMO-019 Scrap Disposal Form) 3. Sends photo of actual disposal activity on instant messaging for reporting. 4. Endorses the following to the Administrative Assistant immediately: a. Deposit slip b. Scrap Disposal Form c. Other attachments (i.e. photos)
Administrative Assistant	5. Forwards the documents to the Building Administrator:
Building Administrator	6. Reviews and signs the accomplished Scrap Disposal Form and other attachments. 7. Files a copy and forwards the following to the Treasury Officer/Analyst:
Treasury Officer/Analyst	8. Verifies the deposits made by the Administrative Assistant. 9. Files the records. 10. TAT: 1 day upon receipt from the Building Administrator

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6.3.3 Reporting of Scrap Asset Disposal

Responsible Party	Activity
Building Administrator	1. Creates a Scrap Disposal Report. 2. Submits the report to the Operations Manager.
Operations Manager	3. Reviews the report. 4. Consolidates all the Scrap Disposal Reports.
Operations Manager	5. Files the consolidated report.

6.3.4 Hazardous Waste Disposal

Responsible Party	Activity
Pollution Control Officer	1. Secures the Hazardous Waste Generator (HWG) Registration Form. 2. Accomplishes process flow diagrams of all waste streams, description of existing waste management plan and analysis of wastes then attaches Building Environmental Compliance Certificate, Valid Permits to Operate Pollution Control Facilities and APSI Certificate. 3. Forwards the form and supporting documents to Building Administrator/ Assistant Operations Manager/ Operations Manager for checking.
Building Administrator/ Assistant Operations Manager/ Operations Manager	4. Reviews then approves the Hazardous Waste Generator Registration Form with worksheets and documentary requirements as attachments.
Pollution Control Officer	5. Transmits the completed HWG Form with pertinent documents and pays the processing fee to DENR. 6. Receives HWG ID number upon DENR evaluation of all submitted documents. 7. Submits the Self-Monitoring Report (SMR) quarterly and the Compliance monitoring report (CMR) semi-annual to the DENR to provide information on the establishment's environmental compliance and overall environmental performance. 8. Creates a Hazardous Waste Manifest Form then forwards the copy to DENR. 9. Receives Permit to transport from the DENR then submits a copy to the Vendor who is responsible for disposal of hazardous waste. 10. Schedules the disposal with the Vendor

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7.0 ADMINISTRATION

The Operations Department is directed to manage, implement and monitor compliance to all the provisions stipulated in this policy.

8.0 DEVIATION FROM THE POLICY

Any deviation from this policy shall be subjected to disciplinary action based on the Employees Code of Conduct with the endorsement of the Operations Manager to the Human Resources Department unless otherwise such deviation will be approved by the President.

9.0 REPEALING CLAUSE

All other policies, memorandums, minutes, memos, and letters issued before which are inconsistent with provisions of this policy are deemed superseded.

10.0 RECORDS GENERATED

Forms/Templates Number	Forms/Templates Title
FR-BMO-001	Building Gate Pass
FR-BMO-018	Waste Disposal Form
FR-BMO-019	Scrap Disposal Form

11.0 REFERENCES

Document Number	Document Title
N/A	N/A