

URDANETA CITY UNIVERSITY

POLICY ON WASTE DISPOSAL AND HAZARDOUS MATERIALS MANAGEMENT

Policy Code: UCU-ENV-2024-04
Effective Date: January 2024
Approved by: Office of the Acting University President

I. RATIONALE

Urdaneta City University (UCU), as a responsible academic institution, upholds its commitment to environmental protection, safety, and sustainability in alignment with the **United Nations Sustainable Development Goals (SDGs)** particularly **SDG 15: Life on Land** and **SDG 12: Responsible Consumption and Production**. Recognizing the environmental and health hazards posed by improper waste disposal especially hazardous waste from laboratories, maintenance units, and medical facilities—this policy ensures that all waste materials are handled, segregated, stored, and disposed of safely and responsibly. Through this policy, UCU aims to protect the health of its community, preserve the environment, and comply with national environmental regulations.

II. OBJECTIVES

- 1.To establish a **systematic and safe waste management process** within the university.
- 2.To ensure **proper segregation, storage, and disposal of hazardous materials**.
- 3.To promote **environmental awareness and responsibility** among all members of the UCU community.
- 4.To maintain compliance with the **Department of Environment and Natural Resources (DENR)** and other regulatory agencies’ waste management standards.

III. SCOPE

This policy applies to all university personnel, students, and departments particularly laboratories, clinics, maintenance units, and offices that generate hazardous or non-hazardous waste—within the Urdaneta City University campus.

IV. POLICY GUIDELINES

A. Waste Segregation and Disposal

- 1.All waste generated within the campus shall be **segregated into the following categories**:
 - **Biodegradable waste** (food scraps, garden waste)
 - **Non-biodegradable waste** (paper, plastics, metals, glass)
 - **Recyclable waste** (bottles, cardboard, cans)
 - **Hazardous waste** (chemical, biological, and medical waste)
- 2.Clearly labeled **color-coded bins** shall be provided in all university buildings for proper segregation.
- 3.The **Environmental Management Unit (EMU)** shall oversee regular collection, transportation, and proper disposal in compliance with local government and DENR guidelines.

B. Management of Hazardous Waste

- 1.**Definition:** Hazardous waste includes chemical substances, laboratory reagents, expired or contaminated materials, and other waste posing risks to human health or the environment.
- 2.**Storage:**
 - Hazardous materials shall be **stored in designated, secured, and well-ventilated areas**.
 - Containers must be properly **labeled with hazard symbols and waste descriptions**.
- 3.**Handling:**
 - Only **trained personnel** may handle or transport hazardous waste.
 - Personal Protective Equipment (PPE) must be worn at all times when handling hazardous materials.
- 4.**Disposal:**
 - Disposal of hazardous waste must be conducted through **DENR-accredited waste disposal contractors**.
 - Laboratory and clinic supervisors are responsible for coordinating with the EMU for proper collection and documentation.

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C. Emergency and Spill Response

1. Each laboratory and facility must maintain a spill response kit and ensure staff are trained in its use.
2. Any incident involving hazardous waste spills must be reported immediately to the EMU and Safety Officer.
3. Emergency procedures must include containment, cleanup, and decontamination protocols.

D. Education and Awareness

1. The **Center for Community Development and Extension Services (CCDES)**, in collaboration with the EMU, shall conduct **regular orientations, training sessions, and information campaigns** on waste management and safety.
2. Environmental education shall be integrated into relevant academic programs and campus activities.

V. ROLES AND RESPONSIBILITIES

- **Office of the Acting University President:** Policy oversight and approval.
- **Chief Operating Officer and Vice Presidents:** Enforcement across offices and colleges.
- **Environmental Management Unit (EMU):** Supervise implementation, collection, and disposal procedures.
- **Laboratory and Clinic Supervisors:** Ensure compliance with hazardous waste management protocols.
- **Faculty, Staff, and Students:** Practice proper waste segregation and disposal at all times.

VI. MONITORING AND EVALUATION

- The EMU shall conduct **monthly inspections and quarterly waste audits** to evaluate compliance.
- Reports shall be submitted to the University Administration for review and continuous improvement.

VII. PENALTIES FOR NON-COMPLIANCE

- **First Offense:** Written warning and mandatory waste management seminar.
- **Second Offense:** Community service in environmental activities.
- **Third Offense:** Administrative sanction or disciplinary action, as applicable.

VIII. EFFECTIVITY

This policy shall take effect immediately upon approval and dissemination to all university stakeholders. Continuous monitoring and evaluation shall ensure its effectiveness and sustainability.

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