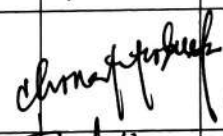
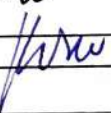


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	POLICY ON SINGLE-USE PLASTICS		POL-
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DOCUMENT APPROVALS				
Role	Name	Office/Center – Position	Signature	Date
Author/s	Helen Joyce B. Tiong	Unit Head, Environmental Concerns Unit (ECU)		
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	Br. Edmundo L. Fernandez FSC	President		

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	Description of Change	Authored/ Revised by:	Revision Date	Effectivity Date
V01	Original Version			

RELATED INFORMATION

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1. RATIONALE

- 1.1 De La Salle-College of Saint Benilde (DLS-CSB) is committed in pursuing sustainability and promoting environmental education in its programs and operations by executing substantial actions leading towards improved environmental awareness, compliance with all applicable legislations and government regulatory requirements, and sustainable operations.
- 1.2 Single-use plastic materials such as food wrappers, plastic bags, straws, utensils, stirrers, etc. provide convenience and cost-effective packaging to consumers. However, these plastics materials are used once and disposed of immediately by end-users resulting in accumulation of non-biodegradable wastes which will take 500 to 1,000 years to degrade. (UNEP, 2018)
- 1.3 The demand and broad usage of plastics resulted in a massive increase of plastic wastes. These wastes usually end up in landfills or in bodies of water. According to the 2018 Coastal Clean-up Report of the Ocean Conservancy, 47.6% of the wastes collected during the worldwide activity are composed of the plastic materials listed in this policy. The volume of plastics that end-up on water bodies have resulted in environmental, health and safety issues. Plastic wastes are clogging the waterways resulting in frequent flooding, direct impacts to aquatic and other wildlife animals and also threatens the health of humans through possible ingestion of microplastics from contaminated food sources.
- 1.4 To further establish baseline data of waste generated in DLS-CSB, a Waste Analysis and Characterization Study (WACS) was performed last 2019. Based on the WACS results, the College generates an average of 140 kg of single-use plastic per day which will equate to approximate 43 tons of single-use plastic disposed annually by the College.

2. OBJECTIVES

- 2.1 To ban the entry, purchase and utilization of single-use plastics in all Benilde campuses and other property buildings.
- 2.2 To minimize and eliminate residual wastes generated by the College, specifically non-biodegradable wastes. This kind of waste does not degrade/decompose easily and stays in the ecosystem for a long period of time that harm the environment.
- 2.3 To prioritize reduction of wastes at source as mandated in Republic Act 9003 or the Ecological Solid Waste Management Act (ESWM) Act of 2000 which emphasizes the prohibition of non-environmentally acceptable products (Art. 4, Section 9).

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2.4 To increase awareness on refusing materials and products that are avoidable and non-essential.

2.5 To promote and adopt reusable materials as alternatives.

2.6 To contribute in the United Nations Sustainable Development Goals (UN SDG):

- a. Goal 6 - Clean Water and Sanitation: Pollution reduction specifically plastics wastes that most end up in the waterways.
- b. Goal 11 - Sustainable Cities and Communities: Reduction of waste per capita thereby reducing the impact on the environment.
- c. Goal 12 - Responsible Consumption and Production: Reduction of waste generation through prevention and responsible consumption.
- d. Goal 13 - Climate Action: Improve environmental education and awareness.
- e. Goal 14 - Life below Water: Prevent and/or reduce marine pollution.

2.7 To contribute in the Laudato Si Advocacy - Care for God's Creation:

- a. Protect Life.
- b. Preserve that which sustains life.
- c. Care for our common home.

3. SCOPE

3.1 This policy covers all campuses and properties of DLS-CSB:

- a. Taft Campus
- b. Design and Arts Campus
- c. AKIC Campus
- d. The Atrium @Benilde
- e. Sports and Dorm Complex
- f. Peter D. Garrucho Jr. Innovations Institute (PDGii) Building
- g. Benilde Deaf School (Solomon Guest House)
- h. Benilde Covered Court
- i. Salome L. Tan Foundation Inc. (Tan Property)
- j. Benilde Recreation and Convention Center (BRCC)

3.2 Plastics covered in this policy are those single-use and disposable but not limited to:

- a. Plastic bags and "plastic labo"
- b. Plastic plates, cups, and cutleries
- c. Plastic straws and stirrers
- d. Bubble and shrink wraps

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4. DEFINITION OF TERMS

- 4.1 **Plastic** – is a lightweight, hygienic and resistant material which can be molded in different sizes and shapes and is used in various ways and applications. Plastic is non-biodegradable but photodegradable which breaks down into small pieces known as microplastics. (UNEP, 2018) (United Nations Environment Programme (UNEP), 2018)
- 4.2 **Single-use Plastics** – are often referred to as disposable plastics which are intended to be used only once. Examples of single-use plastics are straws, stirrers, among others. (NOAA, 2019) (United Nations Environment Programme (UNEP), 2018)
- 4.3 **Micro-plastics** – are small plastic pieces less than five millimeters long which can be harmful to our ocean and aquatic life. (NOAA, 2019)
- 4.4 **Non-biodegradable wastes** – wastes that cannot be decomposed by biological processes and remain in the ecosystem for thousands of years.
- 4.5 **Waste Analysis and Characterization Study (WACS)** – is the process of gathering information on the quantity and composition of generated solid wastes. (Hapinat, Montero, & Peñaflorida, 2019)
- 4.6 **Reusable Items /Materials** – are items or materials subsequently used in their original form for the same or similar purpose.
- 4.7 **Compostable Plastic** – also biodegrades, it is specifically designed and tested to be processed in either home or industrial composting facilities. Compositing facilities enable specific conditions like temperature and moisture to turn the plastic into usable soil conditioner. (World Wildlife Org, 2022)
- 4.8 **Concessionaire** – a person or company who has a concession and official permission from a government or a company to do business in a particular place. (Cambridge University Press & Assessment, 2023)

5. POLICY STATEMENTS

- 5.1 All members of the Benildean Community shall use reusable food containers, utensils and tumblers in all campuses and other building facilities.
- 5.2 Whenever reusable packaging are not applicable, alternative biodegradable products must be used.
- 5.3 The following Offices/Centers/Units shall assist in the proper implementation of this policy:
 - 5.3.1 Logistics Support Unit (LSU) shall:

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- 5.3.1.1 provide an information dissemination campaign to all concessionaires of DLS-CSB;
- 5.3.1.2 include this policy on the Terms of Reference (TOR) for concessionaires;
- 5.3.1.3 ensure and monitor compliance of all concessionaires, and;
- 5.3.1.4 include this policy in the guidelines for venue reservations and facility rentals.

5.3.2 Inventory Management Unit (IMU) shall prohibit acceptance of deliveries with single-use plastic materials/products.

5.3.3 Center for Emergency Management Safety and Security (CEMSS) through its security personnel shall check and prohibit entry of single-use plastics materials/products.

5.3.4 Center for Procurement (CProc) shall:

- 5.3.4.1 provide an information dissemination campaign to all the suppliers and contractors of DLS-CSB;
- 5.3.4.2 ensure that suppliers and contractors shall abide by the requirements of this policy;

5.3.5 Center for Engineering Services (CES) shall ensure the availability and proper maintenance of drinking fountains and dishwashing areas.

5.3.6 People and Organization Development Office (PODO) shall:

- 5.3.6.1 include the awareness and observance of this policy in the guidelines and orientation for Associates; and,
- 5.3.6.2 impose applicable sanctions in case of policy violation.

5.3.7 Center for Institutional Communication (CIC) shall develop campaign materials to promote awareness of this policy.

5.3.8 Center for Restorative Discipline (CRD) shall impose applicable sanctions in case of policy violation of Students.

5.3.9 Center for Building and Grounds Management (CBGM) shall:

- 5.3.9.1 initiate campaign materials via email and newsfeed;
- 5.3.9.2 monitor the effectivity of this policy by continuously performing WACS; and,
- 5.3.9.3 update campaign materials whenever necessary.

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5.3.10 All Division/Office/Center Heads shall disseminate this policy to their respective Directors/Deans and ensure its proper implementation.

5.4 Food Containers made of paper/biodegradable alternatives maybe used by the food concessionaires or caterers with minimal charge to the customer.

5.5 Caterers or any food service providers who will be found violating this policy shall be fined. The amount collected from these fines will go to the Scholarship Fund of the College.

Table of Offenses:

Violation	Penalty
1 st Offense	PHP 1,000.00
2 nd Offense	PHP 2,000.00
3 rd Offense	PHP 3,000.00
4 th Offense	PHP 5,000.00
5 th Offense	Cancellation of Service Contract

5.6 Review of Policy. This policy shall be reviewed every year to ensure that it is updated and relevant to the needs of the College and its stakeholders.

5.7 Compliance and Enforcement of Policy. Non-compliance and violation of the requirements of the Policy on Single-Use Plastics may lead to disciplinary action, subject to the observance of due process.

6. EFFECTIVITY
CLAUSE

6.1 This policy shall take effect upon its approval and shall continue to be in full force unless superseded by new policies and guidelines.

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**DE LA SALLE-COLLEGE OF SAINT BENILDE****DOCUMENT TITLE:****POLICY ON SINGLE-USE PLASTICS****DOCUMENT NO:****Effective Date:****AUGUST 30, 2023****APPENDIX A**
Single-Use Plastics and Its Alternatives**A. Single-Use Plastics, Its Alternatives and applicable Regulations:**

Single-Use Plastics	Approved Regulation	Alternative/s
Sando Bag	Prohibited	Eco Bag / Paper Bag / Carton Box
Plastic Labo, Shrink Wrap	Prohibited	Glass Container / Carton Box
Plastic Straw and Stirrer	Prohibited	Metal Straw and Wooden Utensils
Plastic plate, cup and cutlery	Prohibited	Reusable Food Containers/Glass/Ceramic/ Plates/Biodegradable Paper Cups / Wooden or Metal cutleries
Bubble Wrap/Shrink Wrap	Prohibited	Carton/Paper Fillers/Biodegradable
PET Bottles	Discouraged	Reusable Tumblers/Mugs/Cups
Plastic Lids	Discouraged	Reusable Tumblers/Mugs/Cup Lids

1. Plastic Bags, Plastic "Labo", Shrink Wrap

Description: Single-use plastic bags are unsealed plastic bags that are provided by the stores to pack products or goods at a place of purchase. This ban includes single-use plastic produce bags made of:

- recyclable plastic
- biodegradable plastic
- compostable plastic

Alternatives: Eco-bag, cloth bags, paper bags and cartons

Exemptions:

- Plastic bags that are used for sanitary and health purposes, such as garbage bags and medical packaging materials.
- Primary packaging of products, foods or snacks.
- Plastic packaging that is or forms an integral part of the packaging and is needed to maintain the quality and safety of food products.

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2. Plastic straw and stirrer

Description: A single-use drinking straw that contains any type of plastic (including compostable or biodegradable plastic).

Alternatives: Reusable straws such as metal and paper straws or eliminate the use of straw if possible.

Exemption: Single-use plastic drinking straws that are attached to a beverage box by a machine (e.g. juice or milk boxes) or are otherwise an integral part of the packaging.

3. Plastic plate, cup and cutlery

Description: Made wholly or predominantly of any type of plastic (including recyclable, compostable or biodegradable plastic) and designed to be used once or a limited number of times before being thrown away.

Alternatives: Reusable tableware or cutlery (e.g., ceramic, stainless steel, melamine plastic) or paper or bamboo tableware or cutlery.

Exemptions: None.

4. Bubble and Shrink Wrap

Description: A transparent plastic packaging material that is mainly used to pack fragile or easily breakable items.

Alternatives: Carton, paper fillers or other biodegradable alternatives.

Exemption: Bubble and shrink wraps for packaging of student projects to ensure safety and prevent damage shall be allowed provided that the owner will bring it home.

B. Other Exemptions:

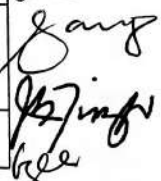
1. Emergency scenarios or cases wherein banned items are necessary during disasters and calamities.
2. Events that need special consideration needs to secure approval from the Vice President for Administration.

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APPENDIX B
Meeting, Events and other School Activities

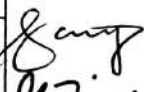
1. It is the responsibility of the organizing office/group to inform their visitors/delegates on the implementation of the policy.
2. The organizing office/group must include in their invitation the information of the policy guidelines and encourage them to abide by the rules of the policy.
3. The organizing office/group shall include the specific requirements in vendor contracts and ensure they are appropriately informed of the policies.
4. Food and drink vendors shall be required to provide reusable or biodegradable food ware whenever reusable ones are not feasible or available.

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APPENDIX C
Guidelines for Food, Personal Deliveries

1. It is the responsibility of the buyer to inform the restaurant/fast food chain that single-use plastics are not allowed inside the campus premises or building.
2. All personal delivery packaging must be brought home by the concerned associate or personnel.
3. Security personnel is not required to physically open sealed deliveries just to check for single-use plastic materials. It will be assumed that the owner will bring home the plastic wastes from their package delivery.

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