

Guidelines no. GASD-CBGM-ECU 003	De La Salle-College of Saint Benilde	Prepared By: Helen Joyce B. Tiong
Date Revised: October 29, 2021	GUIDELINES ON HAZARDOUS WASTE COLLECTION, STORAGE AND DISPOSAL	Recommending Approval: Alma R. Yango
Originating Office/s: GASO-CBGM-ECU		Approved By: Ma. Luisa C. Valdez

A. Center for Building and Grounds Management (CBGM):

1. Collects and records hazardous wastes from the Center for Engineering Maintenance (CES) and other departments or offices.
2. Ensures hazardous wastes from CES and other departments or offices are weighed and recorded.
3. Ensures the proper storage and labeling requirements set by Department of Environment and Natural Resources - Environmental Management Bureau (DENR-EMB) such as but not limited to:
 - a. Must be accessible in cases of emergency and for purposes of inspection and monitoring.
 - b. Must be secured but adequately ventilated.
 - c. Floors should be impermeable to liquids and resistant to chemicals, not slippery and can contain possible spillages.
 - d. Properly secured and not easily accessed by unauthorized persons.
 - e. Drums should be stored in upright position on pallets for proper air circulation.
 - f. Containers should be checked regularly for leaks.
 - g. Segregate waste based on their compatibility.
 - h. Hazardous Waste label minimum size of 20cm x 30cm and colored yellow.
 - i. Corresponding pictogram label based on the characteristic of wastes.
4. Environmental Concerns Unit (ECU) Head checks and collates all the data to be submitted to the Pollution Control Officer (PCO) in charge for the Quarterly Self- Monitoring Report (SMR).
5. ECU Head informs the PCO in-charge of each campus to process the application for Permit to Transport (PTT) manually or via online through DENR-EMB website.
6. ECU Head provides the following PTT requirements to the PCO in-charge:
 - a. Schedule of Hauling and Transport
 - b. Notarized copy of Memorandum of Agreement
 - c. Official Letter of Request
 - d. Affidavit Attesting to the Truth
7. ECU Head coordinates with the hazardous waste service provider and PCO in charge the status of the waste for disposal.
8. ECU Head schedules the hazardous waste hauling to the service provider upon the release of the PTT by DENR-EMB.
9. ECU Head or Operations Assistant documents and signs the Hazardous Waste Manifest Form during the scheduled pick-up date.
10. ECU Head or Operations Assistant facilitates the request for payment (PRS) based on the Certificate of Treatment (COT) received.

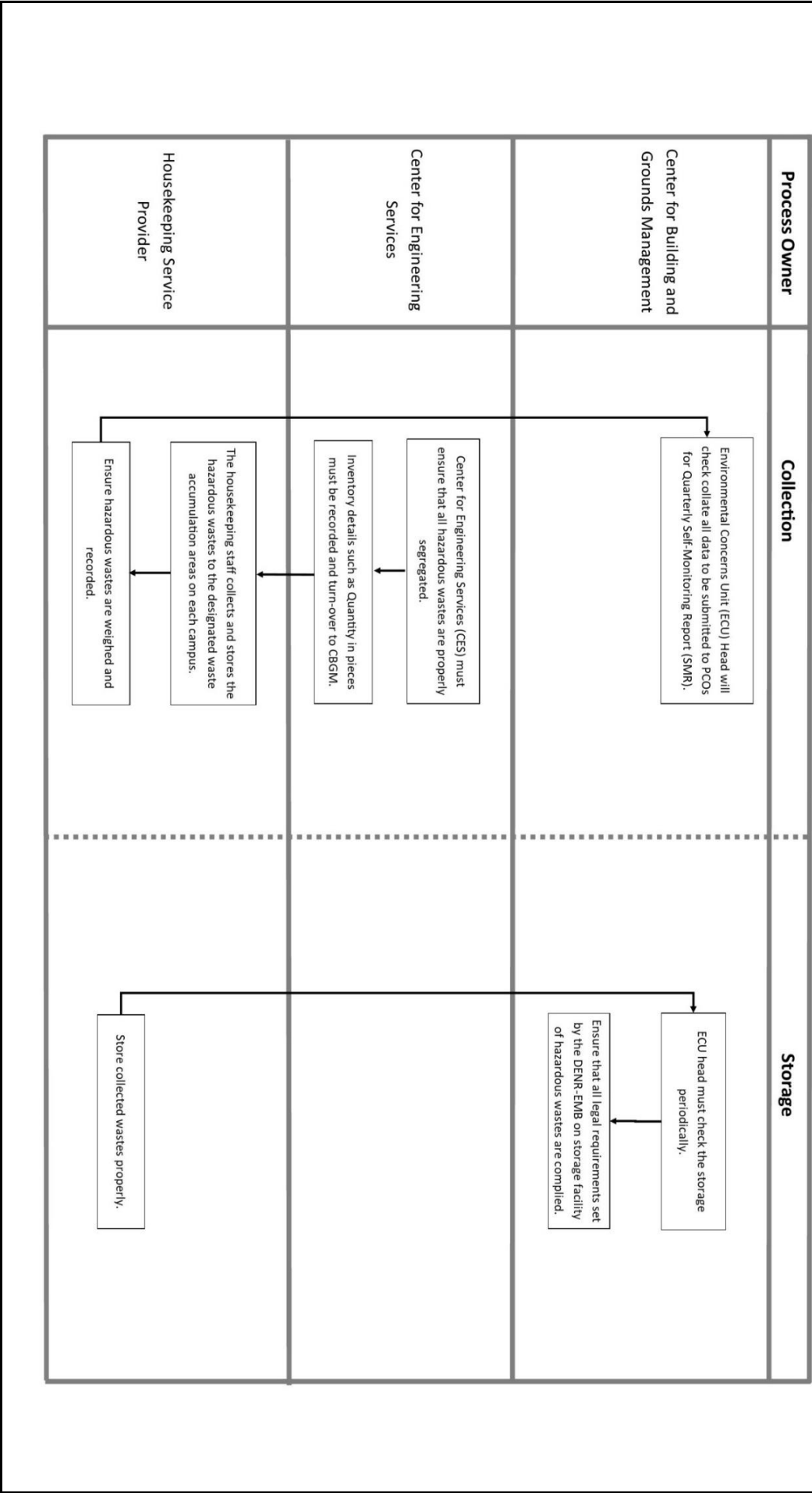
B. Pollution Control Officer (PCO):

1. Ensures that all hazardous wastes are properly segregated prior to turn-over to CBGM.
2. Ensures that the quantity of hazardous waste for turn-over are quantified in terms of volume.
3. Facilitates the application of PTT through DENR-EMB website or manually whichever is applicable.
4. Coordinates and follow-ups the application status with DENR-EMB.
5. Provides a copy of the issued PTT to ECU Head for the scheduling of hazardous waste hauling to the service provider.
6. Inclusion of transportation manifest, treatment and disposal into the SMR.

C. Hazardous Waste Service Provider:

1. Provides the following documents for the Permit to Transport (PTT) Application:
 - a. Treatment, Storage and Disposal (TSD) Facility Permit
 - b. Transport Registration Certificate (TRC)
 - c. Transport Management & Contingency Plan
 - d. Route of Transport
 - e. TSD Facility's Environmental Compliance Certificate (ECC)
 - f. TSD Facility's Permit to Operate (PTO) - If Applicable
 - g. TSD Facility's Discharge Permit (DP) - If Applicable
2. Provides trained personnel with complete Personal Protective Equipment (PPE) during hauling of hazardous waste.
3. Ensures complete documentation during the transport of hazardous waste such as but not limited to manifest form, PTT and emergency plan.
4. Treats the hazardous wastes collected depending on its type and agreed treatment method.
4. Submits all required documents to DENR-EMB such as but not limited to Manifests, COT, etc.
5. Submits the following documents to GASO-CBGM:
 - a. Hazardous Manifest Form duly stamped-received by DENR-EMB.
 - b. Certificate of Treatment duly stamped-received by DENR-EMB.
 - c. Invoice or Billing for processing of payment.

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