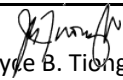


Guidelines no. GASD-CBGM-ECU 002	De La Salle-College of Saint Benilde	Prepared By:  Helen Joyce B. Tiong
Date Revised: February 14, 2022	GUIDELINES ON SOLID WASTE MANAGEMENT	Recommending Approval:  Alma R. Yango
Originating Office/s: GASO-CBGM-ECU		Approved By:  Ma. Luisa C. Valdez

A. Waste Collection and Segregation from Source:

1. The Housekeeping Attendant collects all wastes generated in all areas such as offices, hallways, classrooms and kitchen laboratories.
2. Housekeeping Attendant segregates and records the collected waste daily in the Waste Generation Monitoring Form as part of the Waste Analysis and Characterization Study (WACS) report and inventory.
3. Solid Wastes are segregated based on these general types:
 - a. Compostable Wastes
 - b. Food Wastes
 - c. Mixed Recyclables
 - d. Dry Papers and Cartons
 - e. Non-Biodegradable Residuals
 - f. Biodegradable Residuals
4. Solid waste collected daily are stored properly in the waste accumulation area.
5. The Housekeeping Supervisor updates the Waste Generation Monitoring Form in the Google file provided to properly monitor the waste generated.
6. The Housekeeping Supervisor submits the Waste Generation Monitoring Form monthly to CBGM-ECU Head.
7. The Housekeeping Attendant fills-out garbage waybill form daily and distributes it to the following offices:
 - a. Center for Building and Grounds Management-Environmental Concern Unit (CBGM-ECU)
 - b. Housekeeping Service Provider

B. Waste Disposal:

1. Housekeeping Attendant must:
 - a. Ensure all wastes are properly packed and segregated prior to the turn over to the Municipal Waste Hauler.
 - b. Wastes will only be turn-over to Municipality Waste hauler/contractor to ensure proper disposal.
 - c. Ensure proper documentation by accomplishing the garbage way bill.
2. In case the hauler will collect the garbage after duty of housekeeping attendant, he/she must coordinate and endorse the disposal to the assigned security on duty to ensure all wastes generated during the day are hauled within 24 to 48 hours and prevent pest infestation.
3. Housekeeping Supervisor must file the garbage waybill and submit the original copy to CBGM monthly.

Guidelines no. GASD-CBGM-ECU 002	De La Salle-College of Saint Benilde	Prepared By: Helen Joyce B. Tiong
Date Revised: February 10, 2022	SOLID WASTE COLLECTION, SEGREGATION and DISPOSAL PROCESS	Recommending Approval: Alma R. Yango
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