



Republic of the Philippines
TARLAC STATE UNIVERSITY
OFFICE OF THE PRESIDENT
Romulo Boulevard, San Vicente, Tarlac City
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Official Website: <http://www.tsu.edu.ph> E-mail Address: pres_office@tsu.edu.ph

TSU Memorandum Order

No. 10, s. 2024

Date : February 08, 2024

Subject : **Implementation of Waste Segregation at the University**

In compliance with the Implementation of Republic Act (RA) 9003 also known as Ecological Solid Waste Management Act of 2000 by the Department of Environment and Natural Resources (DENR), the University shall adopt programs in order to promote and attain a clean, green, environment and maintain cleanliness and orderliness.

The objective of this policy is that the waste management principles should be practiced, such as minimization, specifically resource conservation and recovery, segregation at source, reduction, recycling, re-use and composting, in order to promote environmental awareness and action among the employees and students.

In order to achieve the objective, the following shall be implemented.

1. The University will strictly adopt and implement as Office Policy the **"waste segregation at source"** and **"no segregation, no collection"** scheme as part of its waste management. This could establish a habit of segregating at source and may elevate our university to be compliant to the regulations of our Local Government.
2. Conduct of following activities in the University:
 - a. Enforce prohibition of littering and burning of wastes.
 - b. Encourage students to take responsibility for their waste and establish a systematic approach to proper waste disposal after the event.
 - c. **Avoidance of single-use disposal products and packaging materials** such as plastic bags, straws, spoons, forks and disposable paper cups and plates.
3. All teaching, non-teaching, students, visitors, and contractors are required to strictly observe waste segregation according to the following types of garbage.
 - a. Biodegradable (Green Bins) – papers, leftover food, twigs and plants.
 - b. Non-Biodegradable (Blue Bin) – used plastic, paper cups, sando bags, food wrapper.
 - c. Recyclables (Red Bin) – plastic bottles, newspaper, office paper, scrap metal, tin cans.
 - d. Infectious Waste (Yellow Bins) – face mask, gloves, tissues.



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4. Refer below the guidelines for proper waste segregation:

a. Wastes according to types and proper bins



Fig 1. Blue Bin (Non-Biodegradable Waste)

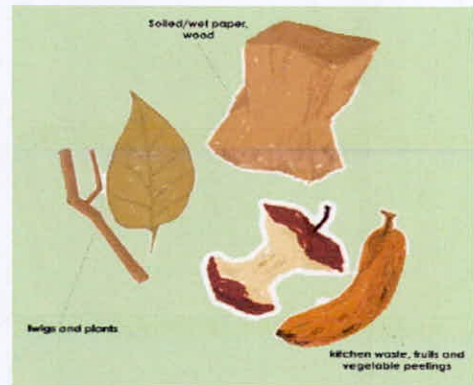


Fig 2. Green Bin (Biodegradable Waste)



Fig 3. Red Bin (Recyclable)

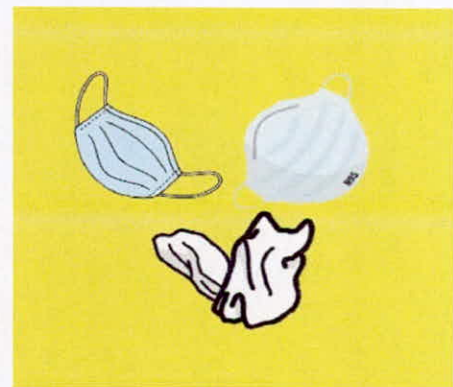


Fig 4. Yellow Bin (Infectious Waste)

b. Infectious wastes:

Infectious waste generators must ensure that the waste is thoroughly segregated and has designated containers for safety and identification of types of infectious waste. Such as, but not limited to:

- Medical Wastes
- Sharps
- Laboratory wastes
- Any material contaminated with a communicable disease.
- Blood or other body fluid
- Drugs or pharmaceutical products
- Swabs or dressings



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c. For outdoor waste bins:



Fig. 5 Standardized Outdoor Wastes Bins

d. Office Waste Bins:



Fig. 6 Office Waste Segregation

e. If four colored bins are NOT available in the office, boxes can be used as bins, below signage may use:



Fig. 7 Signage if four colored bins are not available.



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Indoor waste bins are required to have all types of waste bins except for the infectious waste bin (yellow). All infectious waste bins shall only be provided to selected areas by the Pollution Control and Safety Unit (PCSU).

f. Provide segregation for paper (long/short sizes) that are still possible to be re-used.



Fig. 8 Segregation for Paper

5. Props or other materials used in colleges or university wide events must be segregated. The college or the PIC of the event must communicate with PCSU and JGSU in disposing and must be accountable to the wastes.
6. The "Clean As You Go" shall be practiced in all premises of the university.
7. In every event or activity in the university, the event in charge shall be responsible in reminding the practice of "Clean As You Go" and proper segregation before and after the event or activity.
8. To immediately establish the practice of waste segregation the following personnel are mandated to perform the tasks indicated below:
 - a. Pollution Control and Safety Unit – to monitor the implementation of segregation.
 - b. Janitorial and Grounds Services Unit – to manage and monitor the scheduled collection of garbage by all utility personnel.
 - c. Key personnel and officials shall cascade to each office for the implementation of the policy.
 - d. Deans, Professors, and Lecturers shall cascade to students the implementation of the policy, and the practice of "Clean As You Go", before and after classes.



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- e. The Civil Security Unit (CSU) shall monitor the implementation of NEAP from the point of entry in the university as stated in the TSU Administrative Order No. 10, s. 2024 "Non-Environmentally Acceptable Products (NEAP) at Tarlac State University.

This is to ensure the protection of public health and environment through proper segregation, collection, and disposal of solid waste.

This is for the information and strict compliance of everyone.

 2-8-21
DR. ARNOLD E. VELASCO
President

