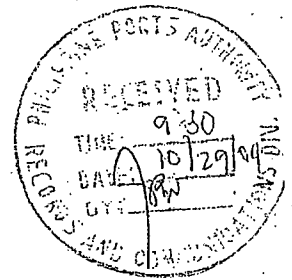




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OCT 26 2004

PPA Memorandum Order

No. 29- 2004

TO: All PPA Officials and Employees
Others Concerned

SUBJECT: **Guidelines to Implement the Solid Waste Management System in the PPA and Directing its Strict Monitoring and Compliance.**

The Philippine Ports Authority, in the past, has issued various guidelines and implementing provisions on Solid Waste Management. The PPA has already made inroads towards attaining the twin objectives of waste reduction and environmental protection. However, there is a need to push forward with this agenda in consonance with world-wide trends in environmental protection and the Authority's thrust to develop a healthy working environment for PPA personnel and its port clients.

Hence, these guidelines on the solid waste management system (SWMS) are issued for strict compliance.

A. Authority

1. Presidential Decree No. 857, the Charter of the PPA
2. Republic Act No. 8749, "Philippine Clean Air Act"
3. Republic Act No. 9003, "The Ecological Solid Waste Management Act of 2000"
4. MARPOL 73/78 or the International Convention for the Prevention of Pollution from Ships

B. Objectives

I. General:

1. To maintain an environment-friendly and healthy working atmosphere in all areas within PPA jurisdiction;
2. To instill environmental consciousness in the PPA, particularly through the proper solid waste management in all ports;

Committee on Safety, Health and Environment
Report for the GM 13 October 2004

VISION

By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.

MISSION
8725101404-6-02

We commit to provide reliable and responsive services in our ports, sustain development of our port-communities and the environment, and be a model corporate agency of the government.

3. To utilize environmentally sound methods and maximize the utilization of valuable resources and encourage resources conservation and recovery;

II. Specific:

1. To encourage all levels of PPA to contribute to national efforts on conservation and environmental protection through education, information dissemination and implementation of a workable waste management system;
2. To ensure the proper segregation, collection, transport, storage, and disposal of solid waste;
3. To reduce by 10% the volume of solid waste generated in the all PPA Responsibility Centers within six months from the effectivity of this Memorandum Order;
4. To minimize operating costs by about 5% annually from the present level through conservation and austerity measures;
5. To attain for PPA officials and employees, in particular, and the port community, in general, a cleaner and healthier environment;
6. To encourage greater private sector participation in solid waste management.

C. Scope of Application

This Memorandum Order applies to all officials and employees of the PPA in the Head Office and in the PDOs and PMOs. Other business establishments within the area of jurisdiction of the port shall be encouraged to observe these guidelines or institute their own system of solid waste management utilizing environmentally-sound practices.

D. Classification of Refuse/Solid Waste

1. Biodegradable Waste – any material that can be reduced into finer particles (degraded or decomposed) by microbiological organisms or enzymes (Examples: food scraps, paper, garden refuse, or similar materials);
2. Non-Biodegradable Waste – inorganic solid waste which do not undergo decomposition, hence are non-compostable (examples: plastic products, styrofoam, tetrapack, sachets for coffee, milk, toothpaste, venetian blinds, ballpens, ceramics, film negatives, metals)
3. Hazardous Waste – any waste that is potentially dangerous to the environment and health because of chemical reactivity, toxicity, flammability, and explosiveness (Examples: needles, blades, scalpels,

nails, saws, glass, dry cell or household batteries, car batteries, fluorescent bulbs, aerosol thinners, paints and lacquers, disinfectants and bleaching agents in the form of gas, liquid or solid);

4. Bulky Waste – includes broken furniture, appliances, sala sets, mattresses, beds, tree trimmings of weight and size exceeding 1.2 meters in length.

E. Three-step Solid Waste Management

1. Sort at Source – Each Responsibility Center shall segregate refuse/solid waste in accordance with the classifications stated above.
2. Package Properly – Colored sorters/bins shall be set up in each Responsibility Center to facilitate the sanitary and efficient handling, storage and disposal of the different types of waste;
3. Reduce/Reuse/Recycle-
 - ❖ Reduce – Each Responsibility Center shall institute measures to ensure reduction of solid waste. Waste reduction conserves resources and helps cut waste disposal and handling costs. For example, each user of office supplies should reduce the number of copies of each communication to the bare minimum.
 - ❖ Reuse – Each Responsibility Center shall endeavor to make good use of materials that are apparently in waste form. For example, use the clean side of used bond papers in drafting communications. Re-use file folders by gluing new titles over the old ones. Use empty cans and jars, plastic containers, etc. to store small office supplies such as paper clips, rubber band, etc., or food items such as sugar, coffee, tea, etc.
 - ❖ Recycle – Each Responsibility Center shall endeavor to recycle solid waste. By being creative, many new uses for old items can be discovered. For example, styrofoam containers can be recycled into office decorative materials, tetrapacks can be turned into bags and purses, etc.

The provisions of PPA Memorandum Order No. 19-2004, "Implementation of Administrative Order No. 103 dated 31 August 2004 Directing the Continued Adoption of Austerity Measures in Government" is hereby adapted as part of this Memorandum Order, in so far as it pertains to waste reduction, reuse, and recycling as austerity measures in government.

F. Sanitary Requirements for the Segregation and Storage of Refuse/Solid Waste

The following shall be the minimum standards and requirements for sanitary segregation and storage of refuse/waste:

1. Each room shall utilize the color-coded containers bins previously issued to them at the start of the implementation of the Solid Waste Management System in PPA. In the absence of such container bins, the Responsibility Center Head shall provide the color-coded bins for each room in their area of jurisdiction.
2. The color-coded containers shall be properly labeled for each type of solid waste.
3. At the end of the day, the person in charge of collecting the garbage shall make sure that the segregated garbage is placed in the color-coded receptacles at the back of the building. These receptacles should be sufficient in number and size to store the amount of trash before the next garbage collection period. It should have tight cover and well-attached hinged lids to prevent the escape of foul odors.
4. Recyclable wastes such as used office supplies shall be sold in bulk to junk shops by the Administrative Services Department.
5. Non-recyclable and non-biodegradable waste shall be disposed of through the garbage collection system in each port.
6. Bulky waste shall be collected separately and scheduled for special collection.
7. Broken glass or lamps and other sharp objects shall be enclosed securely in a hard cardboard box and tied to prevent injury to handlers.
8. No burning of waste shall be allowed at source.

G. Matrix for Solid Waste Management in PPA

This system is hinged on an integrated approach to solid waste management encompassing the whole cycle from waste generation, through collection and storage, up to final disposition.

MATRIX FOR SOLID WASTE MANAGEMENT				
Waste Generation	Waste Discharge & Storage	Primary Collection	Communal Storage	Waste Disposal/ Destination
Paper (All kinds of office paper, computer paper,	Carton boxes placed in each office	At source: PPA official/employee;	Garbage receptacle with tight	Paper mill

newspaper, carton, corrugated or packing boxes)		For storage: utility worker	lid	
Dry Recyclables (Aluminum soft drink cans and tabs, plastic bottle containers, plastic utensils, plastic or glass containers/bottles)	Blue covered bin in each office	At source: PPA official/employee: For storage: utility worker	Garbage receptacle with tight lid	Factory
Wet garbage (food scraps)	Red covered bin in each office	At source: PPA official/employee: For storage: Utility worker	Compost pit	Compost pit or garbage dump

H. Procedures

Segregation at Source – Solid waste must be segregated at source. Each employee is responsible for segregating the garbage they accumulate using the Matrix provided.

Paper recycling

1. All paper products must be stored in a box (carton) lined with a plastic garbage bag. Paper products refer to white office paper, computer paper, newspaper, brown corrugated packing boxes, shoeboxes, telephone directories, etc;
2. The trash bins which the employees use in their workstations should not contain paper;
3. Both sides of the paper should first be used prior to storing. To ensure that paper products can be resold, PPA personnel should remove all staples, fasteners and adhesives. Don't crumple the paper. Don't mix with carbon paper. Don't wet or age the paper through direct exposure to sunlight. When yellowish or crispy, paper cannot be recycled;
4. The box/carton containing the paper recyclables should remain in the room until it is full, after which it is stored in the communal storage until a sufficient amount is collected for resale.

Recovery of Dry Recyclables

1. A blue bin lined with plastic garbage bag must be installed in each office for storing dry recyclables.
2. Dry recyclables include aluminum sold drink cans and tabs, bottle water containers, plastic cups and spoons and other plastic products, glass bottles/containers.

3. The contents of this bin should be dry. Cans and bottles must be rinsed and dried to avoid attracting cockroaches and mice.
4. The blue bin should remain in the room until it is full, after which is brought to the communal storage where it is kept until there is sufficient volume to resell.

Wet Garbage

Wet garbage refers to food wastes and other biodegradable materials such as cooking leftovers. Wet garbage is stored in the red bin lined with plastic garbage bag. This receptacle is emptied daily, its contents buried in the compost pit or disposed of through the garbage collection system.

I. Responsibility

It shall be the primary responsibility of all Responsibility Center Heads to ensure that personnel under their jurisdiction shall strictly implement and adopt the provisions of this Memorandum Order.

PDO and PMO Managers are directed to make representations for the adoption of the PPA SWMS in business establishments within their area of jurisdiction, or at least undertake their own SWMS based on ecologically sound systems of waste management.

J. Reporting and Monitoring

Within two weeks from the effectivity of this Memorandum Order, all Responsibility Centers are to submit a report on the average monthly volume of solid waste generated in their jurisdiction for the last six months.

Starting November 2004, and every month thereafter, all Responsibility Centers are to submit to the Assistant General Manager for Operations, concurrently the Chairman of the Committee on Safety, Health and Environment created under PPA Special Order No. 272-99, a monthly report following the format in Annex A.

This Order supercedes PPA Memorandum Circular Nos. 55-99, 35-2000 and 10-2001, respectively.

For strict compliance.



ATTY. OSCAR M. SEVILLA
General Manager

MONTHLY REPORT ON SOLID WASTE MANAGEMENT SYSTEM
PERIOD COVERED _____
RESPONSIBILITY CENTER _____
COVERAGE AREA _____

RECYCLABLE MATERIALS	ESTMATED WEIGHT (in kilogram)								
	THIS MONTH			PREVIOUS MONTH			% INCREASE/ (DECREASE)		
	COLLECTED	STORED	DISPOSED	COLLECTED	STORED	DISPOSED	COLLECTED	STORED	DISPOSED
Used Office Paper									
Old Newspaper									
Cartons/Corrugated Boxes									
Aluminum cans and tabs									
Plastic Containers									
Glass Containers									
Others (pls. specify)									
Total									

NON-RECYCLABLE MATERIALS	ESTIMATED WEIGHT (in kilogram)					
	THIS MONTH		PREVIOUS MONTH		%INCREASE/(DECREASE)	
	COLLECTED	DISPOSED	COLLECTED	DISPOSED	COLLECTED	DISPOSED
Food Waste/Left-overs						
Plastic Products						
Broken Bottles/Glasses						
Others (pls. specify)						
Total						

Prepared By:

Signature over Printed Name

Designation

Date

Noted

Signature over Printed Name

Designation

Date