HOLY CHILD CENTRAL COLLEGES, INC.
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SUBJECT: **POLICY ON THE MINIMISATION OF DISPOSABLE ITEMS, PLASTIC BAGS, AND SINGLE-USE PLASTICS**			
DOCUMENT TYPE: **POLICY**	DATE OF EFFECTIVITY: **February 2, 2024**	SUPERSEDES: N/A DATED: N/A	CC: **Quality Assurance Department (QAD)**

1. OBJECTIVE

This policy is established to minimize the use of disposable items, plastic bags, and unnecessary single-use packaging within Holy Child Central Colleges, Inc. (HCCCI). It aims to promote reusable alternatives, strengthen responsible consumption, improve waste segregation, and guide campus offices, food service operations, and institutional activities in reducing waste at its source.

The policy supports the institution's commitment to environmental sustainability and responsible resource management through practical measures that can be observed by students, employees, canteen operators, suppliers, and other campus stakeholders.

2. SCOPE

This policy applies institution-wide to all persons and activities within HCCCI premises and to service providers whose work involves the delivery of goods or provision of services to the institution. It covers the use, distribution, procurement, and disposal of disposable items and packaging materials.

2.1 All students, faculty members, administrative personnel, visitors, and other campus stakeholders;

2.2 The campus canteen, food concessionaires, food preparation and serving areas, and other food service operations;

2.3 Institutional offices, classrooms, meetings, conferences, celebrations, and other campus activities;

2.4 Suppliers, contractors, and service providers delivering products or services within the campus; and

2.5 Disposable or protective materials required for food safety, sanitation, health, or other legitimate operational needs, provided that their use complies with applicable laws and municipal regulations.

3. REFERENCE

3.1 Republic Act No. 9003, otherwise known as the Ecological Solid Waste Management Act of 2000;

3.2 Municipality of Surallah Plastic Bag Regulation Ordinance, identified in the supplied municipal material as Ordinance No. 3, as amended by Ordinance No. 7, Series of 2021;

3.3 Municipal Ordinance No. 12, Series of 2021, amending Municipal Ordinance No. 1, Series of 2009, as identified in the supplied municipal waste segregation material; and

3.4 HCCCI institutional environmental and waste management practices, including the existing use of reusable dining utensils in the campus canteen.

4. DEFINITION OF TERMS

4.1 Biodegradable waste refers to waste materials that can decompose naturally, including food scraps, fruit and vegetable peelings, and garden waste.

5.1 General Provisions

5.1.1 All HCCCI offices, departments, campus establishments, and stakeholders shall minimize the unnecessary use of disposable items and single-use packaging.

5.1.2 Reusable alternatives shall be prioritized whenever practical, available, and appropriate to the intended use.

5.1.3 Students and employees should bring personal tumblers, water bottles, and reusable food containers when feasible.

5.1.4 Disposable materials required for food safety, sanitation, health, or other legitimate operational needs may be used in limited quantities, subject to applicable regulations.

5.2 Regulation of Plastic Bags and Packaging

5.2.1 The campus canteen, concessionaires, and suppliers shall comply with the applicable Plastic Bag Regulation Ordinance of the Municipality of Surallah.

5.2.2 Plastic bags and packaging materials prohibited under the municipal ordinance shall not be distributed or used within campus operations.

5.2.3 Permitted biodegradable or other acceptable packaging alternatives shall be used when packaging is necessary.

5.2.4 Exemptions or special uses shall be observed only when expressly allowed under the applicable municipal ordinance and consistent with food safety requirements.

5.3 Canteen Operations and Reusable Dining Utensils

5.3.1 The campus canteen shall continue serving dine-in meals using reusable plates, bowls, spoons, forks, drinking glasses, and other appropriate dining utensils.

5.3.2 Disposable dining utensils shall not be routinely provided to customers consuming food within the canteen.

5.3.3 Canteen management shall ensure that reusable utensils are properly washed, sanitized, dried, and stored after every use.

5.3.4 Damaged or unsafe reusable utensils shall be removed from circulation and replaced.

5.3.5 Unnecessary food wrapping, excessive packaging, disposable cups, straws, and other single-use materials shall be discouraged.

5.3.6 Customers shall be encouraged to bring reusable containers for takeaway orders, subject to food safety and operational requirements.

5.3.7 Food-grade reusable containers shall be prioritized for food preparation and storage whenever practical.

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B. CANTEEN REQUIREMENTS

B.1 Reusable Dining Utensils

The canteen shall use reusable plates, bowls, spoons, forks, drinking glasses, and other appropriate dining utensils for dine-in customers.

Disposable dining utensils shall not be routinely provided for dine-in consumption.

Reusable utensils shall be washed, sanitized, dried, and stored properly after every use.

Damaged or unsafe utensils shall be removed from service.

B.2 Plastic Bags and Food Packaging

The canteen shall observe the applicable municipal restrictions on plastic bags and packaging.

Packaging prohibited under the municipal ordinance shall not be distributed.

Permitted biodegradable or other acceptable alternatives shall be used when packaging is necessary.

Excessive wrapping and unnecessary packaging shall be avoided.

Customers shall be encouraged to bring reusable containers for takeaway orders where operationally feasible.

B.3 Food Preparation and Serving

Food intended for dine-in consumption shall be served using reusable dining utensils.

Food preparation and storage shall use reusable food-grade containers whenever practical.

Food safety, hygiene, and sanitation requirements shall be observed at all times.

Food preparation, portioning, and storage shall be managed to minimize food waste.

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