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SUBJECT: **POLICY ON THE MINIMISATION OF DISPOSABLE ITEMS, PLASTIC BAGS, AND SINGLE-USE PLASTICS**			
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6.1.1 Recyclable items refer to products intended for one-time or short-term use before being discarded, including single-use cups, plates, utensils, straws, and packaging.

6.1.2 Reusable items refer to products designed for repeated use, such as washable plates, bowls, glasses, forks, drinking glasses, tumblers, and food containers.

6.1.3 Single-use plastics refer to plastic products designed to be used once or for a limited period before disposal, including certain plastic bags, cups, straws, and food packaging.

6.1.4 Special waste refers to waste requiring separate handling because of its characteristics, including batteries, chemical containers, fluorescent lamps, and similar materials.

6.1.5 Residual waste refers to waste that cannot be reused, recycled, or composted through available recovery systems.

6.1.6 Recyclable waste refers to discarded materials that can be recovered and processed into new products, such as clean paper, cardboard, glass, metals, and suitable plastic containers.

6. GUIDING AIMS

6.1 General Provisions

6.1.1 All HCCI offices, departments, campus establishments, and stakeholders shall minimize the consumption and use of disposable items and single-use packaging.

6.1.2 Reusable alternatives shall be prioritized wherever practical, available, and appropriate to the intended use.

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

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

6.2 Regulation of Plastic Bags and Packaging

6.2.1 The campus canteen, concessionaires, and suppliers shall comply with the applicable Plastic Bag Regulatory Ordinances of the Municipality of Guinobat.

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

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

6.2.4 Exemptions or special uses shall be assessed only when legitimately allowed under the applicable municipal ordinances and consistent with food safety requirements.

6.3 Canteen Operations and Reusable Dining Utensils

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

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

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

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5.4 Waste Segregation and Disposal

5.4.1 All campus stakeholders shall segregate waste at source in accordance with RA 9003 and applicable municipal waste management guidelines.

5.4.2 The institution and campus canteen shall provide or maintain properly labelled waste bins for the following categories:

Biodegradable – food scraps, fruit and vegetable peelings, leftover food, eggshells, and garden waste;

Residual – contaminated wrappers, non-recyclable packaging, and other non-recoverable waste;

Recyclable – clean paper, cardboard, glass bottles, metal cans, and recyclable plastic containers; and

Special Waste – batteries, chemical containers, fluorescent lamps, and other materials requiring special handling.

5.4.3 Canteen personnel and concerned offices shall ensure that segregated waste is not mixed during collection and temporary storage.

5.4.4 The Administrative Office, in coordination with the concerned units and waste collection personnel, shall establish and maintain a waste disposal monitoring record that separately identifies the quantity of waste recycled or recovered and the quantity sent to landfill or other final disposal facilities.

5.4.5 Waste quantities shall be measured by weight whenever feasible and recorded in kilograms (kg) or metric tonnes. Where weighing is not practicable, the method and unit of estimation shall be stated and applied consistently.

5.4.6 The waste disposal monitoring record shall indicate, as applicable, the date or monitoring period, waste category, measured quantity, handling or treatment method, destination, and receiving waste service provider, recycling facility, or disposal facility.

5.4.7 Records supporting the reported quantities may include weighing logs, waste collection summaries, hauling or collection receipts, recycling acknowledgements, turnover records, service-provider reports, and photographs of weighing and waste handling activities.

5.4.8 The concerned office shall consolidate and review waste disposal data at least annually to determine the quantities and proportions of waste recycled or recovered and waste sent to landfill or other final disposal facilities. The consolidated report shall be retained for institutional monitoring, evaluation, and sustainability reporting.

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5.6.3 Canteen suppliers shall be encouraged to reduce plastic packaging and comply with applicable local ordinances.

5.6 Institutional Activities and Office Operations

5.6.1 Organizers of institutional meetings, conferences, celebrations, and other events shall minimize disposable decorations, food packaging, bottled water, and single-use dining materials.

5.6.2 Reusable serving materials, event decorations, and supplies shall be prioritized whenever practicable.

5.6.3 Offices shall promote digital documentation, double-sided printing, and responsible use of paper and other disposable office supplies.

5.7 Awareness, Monitoring, and Documentation

5.7.1 The concerned offices shall disseminate these guidelines to campus stakeholders and provide reminders on the minimization of disposable items.

5.7.2 Canteen management shall maintain records and photographs showing the use of reusable dining utensils, packaging practices, and waste segregation arrangements.

5.7.3 The concerned offices shall periodically monitor disposable material use, canteen practices, and compliance with waste segregation requirements.

5.7.4 Monitoring records, photographs, reports, and other relevant evidence shall be maintained for institutional evaluation and reporting.

5.7.5 The detailed operational requirements for the campus canteen are provided in Annex A, which forms an integral part of this policy.

6. [illegible]

6.1 The Administration Office shall serve as the primary owner and oversee the implementation of this policy, coordinate campus-wide compliance, and maintain institutional monitoring records.

6.2 Canteen Management shall implement the canteen-specific requirements, maintain reusable dining utensils and sanitation provisions, monitor packaging materials, and ensure proper waste segregation within the canteen.

6.3 The Procurement Office or personnel assigned to procurement shall integrate waste minimization considerations into purchasing and supplier coordination, as applicable.

6.4 Department heads, faculty members, and administrative supervisors shall communicate this policy to their respective units and encourage compliance.

6.5 Students and student organizations shall support waste minimization and proper segregation practices during campus activities.

6.6 The Quality Assurance Department (QAD) shall manage document control, including the approved template, document code, revision status, controlled copy, QR assurance, and updated records. QAD duties shall not replace the technical and substantive review of the originating office and its immediate head.

6.7 The School President shall act as matters requiring executive decision, policy interpretation, exceptions, or institutional approval.

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[redacted]

1. Purpose

This Annex establishes the operational requirements for the MCCC's campus welfare in maintaining biodegradable materials, regulating plastic packaging, and promoting responsible food service practices. It formalizes and strengthens the university's existing practice of serving Mercin food using reusable utensils.

2. [redacted]

2.1 Reusable Dining Utensils

The campus 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 must be washed, sanitized, dried, and stored properly after every use.

Damaged or unsafe utensils shall be removed from service.

2.2 Plastic Bags and Food Packaging

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

Packaging protection 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.

2.3 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 wherever 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.

2.4 Waste Segregation

The campus shall maintain clearly labelled bins for biodegradable, residual, recyclable, and special waste.

Canteen personnel shall segregate waste at source and ensure that separated materials are not mixed during collection or temporary storage.

Waste shall be handled and turned over in accordance with applicable institutional and municipal procedures.

2.5 Water and Beverage Service

Reusable drinking glasses and cups shall be provided for dine-in customers.

Customers shall be encouraged to use personal tumblers and reusable water bottles.

Unnecessary distribution of disposable cups and straws shall be discouraged.

2.6 Suggestions and Behavioral

Canteen operators shall be encouraged to minimize unnecessary plastic packaging during deliveries.

Bulk purchasing and reusable delivery containers may be considered where practical.

Suppliers shall be encouraged to comply with applicable municipal restrictions and responsible packaging practices.

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3.1 Canteen Management shall ensure compliance with this Annex, maintain reusable utensils and appropriate washing facilities, monitor packaging practices, and minimize waste segregation.

3.2 Canteen Personnel shall properly handle and serve reusable utensils, observe waste segregation procedures, and minimize unnecessary disposable materials.

3.3 Students, Faculty, and Employees are encouraged to use reusable containers and tumblers, observe waste segregation, and avoid requesting unnecessary disposable items.

3.4 The Administrative Office shall monitor implementation and coordinate any corrective or improvement measures with Canteen Management.

5. EXCEPTIONS

Disposable or protective packaging materials may be used when necessary to maintain food safety, hygiene, product quality, or sanitary requirements. Such use shall be limited to legitimate operational needs and must comply with applicable municipal regulations.

6. MONITORING AND RECORDS

- Canteen Management shall maintain appropriate records and supporting evidence, which may include:
- Photographs of reusable plates, bowls, spoons, forks, and drinking glasses used in daily food service.
- Photographs of designated waste segregation bins.
- Records or samples of packaging materials used in canteen operations.
- Documentation of supplier and delivery practices; and
- Monitoring notes or reports on waste minimization activities.