



OFFICE ORDER No. 11
Series 2014

SUBJECT : Policy on Proper Disposal of Solid/Domestic Wastes

I. RATIONALE

It is the policy of LRTA to promote a clean and properly sanitary working environment in compliance with the rules laid down under Republic Act No. 9003 (The Ecological Solid Waste Management Act of 2000) which states:

Section 22. Requirements for the Segregation and Storage of Solid Waste

The following shall be the minimum standards and requirements for the segregation and storage of solid waste pending collection:

- a. There shall be a separate container for each type of waste from all source: provided, that in the case of bulky waste it will suffice that the same be collected and placed in a separate and designated area; and
- b. The solid waste container depending on its use shall be properly marked or identified for on-site collection as " compostable" , "non-recyclable" or " special waste" or any other classification as may be determined by the Commission.

Guidelines on the Proper Disposal of Solid Wastes

II. OBJECTIVE

1. To institutionalize Solid Waste Management within the LRTA
2. To formulate an effective segregation/scheduling of solid waste disposal for a responsive and ecologically balance LRTA Environment.

III. SCOPE

The Guidelines shall cover all offices of the LRTA; Line 1 and 2 Systems, including PMO offices, Maintenance Contractor, other Project Contractors working inside LRTA premises and Canteen.

IV. GENERAL GUIDELINES

1. All offices including Canteen, PMO's , Maintenance Contractor and other Project Contractors working inside LRTA premises shall segregate their solid waste that are classified as biodegradable and non-biodegradable to be placed into color coded plastic bag.
2. The General Services Division (GSD) shall provide each office the color coded plastic bag, except for Maintenance Contractor, other Project Contractors and Canteen.

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Black plastic bag – for biodegradable
Green plastic bag – for non-biodegradable

3. The GSD shall monitor and supervise the activities of the JTT who is tasked to assist/carry out the segregation of the solid waste of each offices concerned.
4. The Engineering and Maintenance Department shall be responsible for the fabrication and proper labelling of garbage bin/drums to be placed at different strategic areas within the Depots Administration Bldg., Welfare, OCC, Engineering Bldg. and ATO Bldg., SJIV, PCI Package B Bldg. and Line 2 Depot.

V. SPECIFIC GUIDELINES

1. The General Services Division shall coordinate with the Local Government Unit i.e. PASAY CITY and PASIG CITY Government/Barangay Official/Barangay Captain who has jurisdiction over the Line 1 and Line 2 Depot location for proper disposal of the garbage/domestic waste collected.
2. The Safety and Security Division (SSD) is tasked to strictly monitor the implementation of these policy guidelines. It shall ensure that all solid wastes collected by the Janitorial Transition Team (JTT) personnel are checked and segregated properly prior to its dumping at garbage pit areas located at Gate 3 and Line 2 Depot.
3. The Maintenance contractor (CPG), TSPA , and other private contractors working inside LRTA premises as well as LRTA Canteen both at Line and Line 2 Depot shall coordinate with the following offices.
 - a) Engineering = as to debris, industrial, construction waste and wastes generated out in the performance of their maintenance and project contract with LRTA .It shall be understood that proper disposal and coordination shall be strictly observed , at no cost to the Authority.
 - b) General Services Division = as to Domestic Waste. All Contractors and Canteen shall coordinate with the GSD as to proper disposal of their domestic waste at no cost to LRTA.
 - c) Asset Management Division = Wastes that are considered hazardous /Toxic Waste .
4. The Asset Management Division (AMD) shall ensure that all Waste generated by the Authority, items that are considered hazardous / toxic waste under R.A. 6969 , shall be properly inventoried ,labelled and stored. (i.e...lead acid batteries, air filters, busted fluorescent etc...

VI. DEFINITION OF TERMS

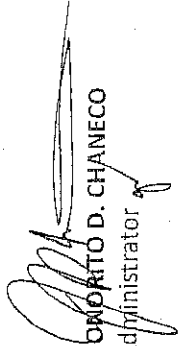
1. **Biodegradable** – any waste that breaks down naturally over time and converts back into its base compound (e.g. left over foods, dried leaves, papers, etc.)
2. **Non-biodegradable** – is a type of waste that will not break down ,(or won't for many years) e.g. empty plastic containers, metal, glass, etc.

3. *Hazardous Waste/Toxic Waste* – as determined and classified by Environmental Management Bureau (EMB) - DENR in accordance with R.A 6969.

VII. **HAULING PROCEDURES (DOMESTIC WASTE)**

1. The General Services Division in coordination with the Safety and Security Division shall ensure that all Domestic Wastes for collection by the local government of Pasay City and Pasig City or its Barangay Unit shall be properly segregated, kept in a sealed plastic bag.
2. The General Services Division shall adhere to the schedule of Garbage Collection set forth by the Cities of Pasay and Pasig or its Barangay Unit.
3. The Safety and Security Division and the Security Guard on duty shall check/inspect all garbage bags free from any materials with value other than Domestic Waste before it is brought out of the LRTA gate for collection of the hauler.
4. For monitoring and control purposes, Domestic Waste scheduled for collection shall be reported to Traffic Control Division (TCD) for recording and shall secure reference control number.
5. The LRTA Committee on Waste Disposal shall include in their activity the Disposal of All Recyclable waste materials with value, Likewise, Hazardous / Toxic Waste generated by the LRTA.

This Policy shall be effective immediately and non-compliance shall be dealt with accordingly.


HONORABLE D. CHANECO
Administrator