

AY 2021 - 2022



Saint Louis University

programs and policies promoting ecosystem



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SLU Environmental Policies

Published in **SLU Website**
at URL: <https://www.slu.edu.ph/environmental-programs/>



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 33, s. 2019

Memo

To : ALL DEANS, PRINCIPALS, HEADS OF OFFICES, FACULTY AND STAFF
Re : **PROTECTING THE ENVIRONMENT THROUGH THE "THINK BEFORE YOU PRINT" CAMPAIGN AND MAXIMIZING THE USE OF EMAIL AND OTHER ELECTRONIC MEANS OF COMMUNICATION**
Date : 18 September 2019

Greetings!

As part of the continuing efforts of the University to protect the environment, all employees are advised to "think before you print." Thus, before printing, determine if it is absolutely necessary to be printed.

Further, in order to save on resources, all employees are required to use their work email addresses for work-related communications. Utilize their work email addresses for work-related announcements, policies, guidelines, and other communications. The responsibility of all employees to do the regular work will not excuse anyone for non-compliance. Ensure that their respective units have the necessary resources to be able to check their emails.

Employees who do not have yet their individual email addresses should contact the Technology Management and Development Office (TMDO) by September 2019. Alternatively, the Deans, Principals and Heads of Offices should collectively secure the said individual email addresses for their units.

Finally, all offices are likewise required to ensure that the office itself must be coursed through the work email address of the concerned employee. This is to ensure that the office is under the custody of the Head of Office, unless otherwise authorized by another person (e.g. Office Secretary/Clerk) within the office.

For everyone's guidance and compliance.



Administrative Memo No. 34, s. 2019

Memo

To : ALL DEANS, PRINCIPALS, HEADS OF OFFICES, FACULTY, AND STAFF
Re : **PROTECTING THE ENVIRONMENT THROUGH THE ADOPTION OF AUSTERITY MEASURES**
Date : 20 September 2019

Greetings!

Current projections on the availability of electricity and clean water are alarming. The only way to avert catastrophic scenarios is to judiciously use and conserve water and electricity. Studies have shown that as much as 10% of electric bills come from "vampire consumption" or power drain from appliances that are not in use but are plugged in electrical outlets.

The United Nations predicts that by 2025, 1.8 billion people will be living in countries or regions with absolute water scarcity, and two-thirds of the world's population could be living under water-stressed conditions. Using water-saving methods can reduce consumption by as much as 35%.

It is thus imperative that we, as a Louisian community, mindful of the CICM Mission of promoting *Justice, Peace, and Integrity of Creation*, collectively do our share in conserving electricity and water. Towards this end, everybody is enjoined to abide by the austerity measures outlined below:

1. **Use of electricity**
 - a. All computers and other equipment shall be unplugged from the electrical outlet when not in use. It is not enough to switch them off, they must be unplugged. This rule, however, is not applicable for equipment that requires uninterrupted standby power to function properly or those that require continuous power.
 - b. Lights should be turned off when not in use. This includes lunch breaks or at any time when the user will be out of the office for 30 minutes or more.
 - c. Lights in comfort rooms should be switched off when not in use.
 - d. Light should be turned off in hallways with natural daylight until sunset and should not be switched on unless sunlight is insufficient.
 - e. Students are not allowed to stay in the classrooms after class except if duly authorized to do so. All lights should be switched off after each class.
 - f. Everyone is reminded that playing computer games during office hours, or using office equipment or electricity for unauthorized purposes such as gaming, watching/downloading movies or videos is an administrative offense. Also, the use of social media for personal reasons during office hours is likewise prohibited.
 - g. Personal equipment that consume electricity which are not duly authorized (such as but not limited to, microwave ovens, electric kettles, personal refrigerators, etc.) are prohibited.

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Administrative Memo No. 43, s. 2017

Memo

To : THE LOUISIAN COMMUNITY
Re : **FORMATION OF ENVIRONMENT COMMITTEES**
Date : October 6, 2017

Greetings!

Consistent with the CICM pastoral priorities of promotion of social justice, sustainable peace, and environmental protection, Saint Louis University is committed to the practice of sound environmental stewardship. Saint Louis fulfils this commitment through the continuous improvement of its environmental performance, effective management of its environmental impacts, and compliance with relevant environmental legislation.

To translate this commitment to action, each School/Office/Residence Hall in the University, through the respective Deans/Heads, shall form an *Environment Committee* consisting of the following:

- Committee Chair
- Secretary
- At least two members
 - For Schools, the faculty advisers and the presidents (or other officers) of the different student organizations may be the members
 - For offices/residence halls, the Head of Office/ Residence Hall Director shall choose the members.

For smaller units within the University (Clinics, Institutes, Centers or Administrative Departments), instead of an *Environment Committee*, the Head shall choose an *Environment Focal Person*.


The functions of the *Environment Committee* and the *Environment Focal Person* are, as follows:

1. To coordinate with the SLU Center for Environmental Management and Sustainable Development (CEMSD) regarding environmental activities of the University or their respective Units.
2. To communicate to the Unit's constituents all matters related to the University's environmental programs and activities.
3. To facilitate dissemination of environment-related memoranda.
4. To assist the CEMSD in monitoring proper implementation of environmental guidelines/ordinances.
5. To prepare quarterly reports on the environmental initiatives of the respective Units and submit such report to the CEMSD.
6. To facilitate the conduct of environmental audits and submit reports to the CEMSD.

Each Unit shall submit the list of members of the Unit's *Environment Committee* or the *Environment Focal Person* to the Office of the President, with the CEMSD furnished with a copy, on or before October 20, 2017.

For any clarification regarding this Memo, communication may be made with the CEMSD at local 379.

Let us be responsible in promoting health and safety in the environment which we all share.


REV FR GILBERT B SALES, CICM
President



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Administrative Memo No. 09, s. 2018

Memo

To : THE LOUISIAN COMMUNITY, CANTEN CONCESSIONAIRES AND SUPPLIERS
Re : **BAN ON THE USE OF STYROFOAM AND PLASTIC PRODUCTS**
Date : 22 February 2018

Greetings!


Pursuant to the City of Baguio Ordinance No. 18, Series of 2016, otherwise known as the Environment Code of the City of Baguio, please be reminded of the following measures being undertaken by the University:

1. Caterers and canteens are not allowed to use styrofoam and plastic products for packaging and serving food.
2. Employees, students and visitors are prohibited from bringing into the campus anything that uses styrofoam and plastic products as packaging or as container.
3. Suppliers of laboratory equipment, glasswares, gadgets, reagents and the like which use styrofoam and plastic products for padding are required to retrieve the styrofoam and plastic and dispose of them as appropriate.

The adverse effect of styrofoam and plastic on human health and the environment cannot be ignored.

Let us all strive to use environmentally acceptable products to prevent the risk of associated illnesses and environmental pollution.

For everyone's information, guidance and strict compliance.


REV FR GILBERT B SALES, CICM
President

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