



Saint Louis University

**works towards an efficient use of
resources and minimization of waste.**



12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION





Saint Louis University

Operational Measures

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Ethical Sourcing Policy

SLU maintains standards and guidelines for procuring food and supplies to uphold the quality of its products. The Finance Office and the Medical Clinic are in close collaboration to oversee this aspect. An annual evaluation is carried out to ensure the proper monitoring of these standards and guidelines.

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Saint Louis University Finance Office GUIDELINE	
TITLE Accreditation of Suppliers	
1. Objective: To perform timely and and complete accreditation of suppliers.	
2. Scope: This guideline applies to the new suppliers and previously accredited suppliers but who have not been active during the immediately preceding Academic Year.	
3. Responsibility: The Assistant Treasurer in-charge of Purchasing is responsible in the implementation of this guideline.	

MS. JENNIFER T. FRONDA
Lessee, Maryheights Campus
Saint Louis University

Dear Ms. Fronda:

Greetings!

Enclosed are copies of the Food Safety & Sanitation Inspection Reports for the months of March and April 2023.

Our commendation for the perfect evaluation. Keep it up!

Thank you.

Truly yours,


FELARINA B. ELLAMIL, Ph.D., Rpsy
Vice President for Administration

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SAINT LOUIS UNIVERSITY FINANCE OFFICE	
Annual Supplier Evaluation Form	
Supplier / Contractor: FINE PURE DRINKING WATER	
Name of Evaluator: LORELY M. NIEMELA Department: PO-10-002844 / General -CPMSD	
Date Accomplished: 05/12/2023	
Rate the Contractor/Supplier's Performance based on the following scale: 1 - Did not meet expectation 2 - Meet expectation 3 - Exceeded Expectation 4 - Not Applicable	
Measurement	1 2 3 4 Remarks
Goods / Services were delivered on time and complete	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Goods / Services were of good quality (effective and efficient)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Business transactions with supplier / contractor were easy	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Customer support from supplier / contractor was acceptable	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Supplier / Contractor responded to questions / concerns quickly	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Supplier / Contractor's resolution of issues was appropriate	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Professionalism of supplier / contractor staff was courteous	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Estimate of goods / services as accurate to final contract expense	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regulatory compliance (within legal standards, health and safety protocols or organizational guidelines)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Policy Waste Disposal-Harzardous Materials

In garbage disposal, the University follows a specific set of procedures. Labeling and segregating chemicals in storage areas rests with the individual schools. Schools and Pollution Control Officers (PCOs) have to make such requests when requesting hazardous waste disposal. The CPMSD Office plays a crucial role by ensuring that all required paperwork is submitted and ready for approval before a waste transporter is dispatched for disposal.

<https://www.slu.edu.ph/environmental-programs/>

 Saint Louis University Campus Planning, Maintenance and Security Department GUIDELINE		CONTROLLED Document Code GL-CMS-015 Revision No. 00 Effectivity Jun 07, 2022 Page 1 of 1
TITLE	PROPER DISPOSAL OF ENVIRONMENTAL HEALTH HAZARD WASTES	
1. Objective	Proper disposal of environmental health hazard wastes is a maintenance task or operation performed to dispose and clear storages for hazardous wastes to protect the human health and the environment from the risks posed by hazardous waste.	
2. Scope	These guidelines shall apply to all SLU Schools and SLU Campuses.	
3. Responsibility	All Deans/Heads of all SLU Schools/Departments and assigned Pollution Control Officers (PCO) per campus in coordination with the CPMSD Office shall be responsible in coordinating with transporters in disposing hazardous wastes.	
4. Guidelines and Procedures	Proper disposal of environmental health hazard wastes for all SLU Campuses shall be coordinated between the Deans, Department Heads of Schools, Pollution Control Officers and the CPMSD Office with the support of the SLU Administration.	



Policy Waste Disposal - Landfill

The university has partnered with SERVO-TREAT Philippines, Inc. under a Memorandum of Agreement (MOA) for secure waste transport to a designated landfill. Hazardous waste management is the waste generator's responsibility, who must store it safely. Before transport, a three-day notice specifying waste details is required. The waste transporter follows strict guidelines for safe transportation, assuming liability and submitting necessary forms, ensuring compliance with regulations. This partnership guarantees responsible and safe waste management.

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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS PRESENTS:

This AGREEMENT made and executed by and between:

SERVO-TREAT PHILIPPINES, INC., a corporation duly organized and existing under the laws of the Philippines, with plant office address at Zone 6, Brgy. Pinmaludpod, Urdaneta City, Pangasinan represented by its President / C.E.O., Dr. Eva F. Vertucio hereinafter called the "TRANSPORTER / TREATER".

-and-

SAINT LOUIS UNIVERSITY, INC. a company duly organized and existing under and by virtue of the laws of the Philippines, with principal place of business at A. Bonifacio St., Baguio City represented by its President, Rev. Fr. Gilbert B. Sales, CICM, PhD, hereinafter called the "GENERATOR".

WITNESSETH

WHEREAS, the GENERATOR is the owner and operator of SAINT LOUIS UNIVERSITY, INC. with the following branches and location, which is classified as a hazardous wastes generator and duly registered with Department of Environment and Natural Resources (DENR) – Certificate No



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Region 1
EMB Office, DENR Building, Government Center Barangay Sevilla, City of
San Fernando La Union
Telephone Nos: (072) 700-24-48
Website: <http://r1.emb.gov.ph>

PERMIT TO TRANSPORT

Pursuant to Chapter 3 of DENR Administrative Order (DAO) 2013-22, the Implementing Rules and Regulations of Republic Act 6969, this Certificate is issued to:

Name of Treater : **SERVO-TREAT PHILIPPINES, INCORPORATED**

Registration Number : OL-TR-R1-55-000028

Facility Address : ZONE 6, PINMALUDPOD, CITY OF URDANETA, PANGASINAN

OL-PTT-R1-55-085839

Policy for Minimization of Plastic Use

The University has implemented the following policies to reduce the usage of plastics. Louisians are required to use their tumblers to avoid using plastic bottles and paper cups. Styrofoam and plastic materials may not be used as packaging or containers for items that employees, students, or visitors bring onto campus. One way to comply with the Memo issued by the University SLU canteen is to provide purified drinking water for the SLU community and let them use their tumblers for drinking.

https://drive.google.com/file/d/1j6CwpMNZVOzOZiypORUgKr4TrMv7lYeP/view?usp=drive_link



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



Administrative Memo No. 32, s. 2023

Memo

To : **SLU COMMUNITY, CANTEEN CONCESSIONAIRES, AND SUPPLIERS**

Re : **REITERATION ON THE BAN ON THE USE OF STYROFOAM AND PLASTIC PRODUCTS**

Date : 14 August 2023

Policy for Minimization of Disposable Items



In addition to the university's issued memorandum on banning styrofoam and plastic, AMICO and CPMSD are the primary units responsible for enforcing the minimization of disposable items. They play an important role in ensuring that guidelines for equipment or item condemnation are adhered to, mainly when there is a report of malfunctioning equipment or items. The policy thoroughly considers the proper disposal methods, such as donation, sale, or recycling, depending on the item's condition. The guideline also encompasses the responsible disposal of hazardous waste materials, emphasizing a comprehensive approach to environmental sustainability waste management within the university.

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Saint Louis University Asset Management and Inventory Control Office GUIDELINE

TITLE Condemnation and Disposal of Assets of the University

1. Objective

To provide specific guidelines for the condemnation and proper disposal of equipment, scrap materials, and other similar assets of the University.

2. Scope

These guidelines shall apply to all controlled documented information (Office / Department) of Saint Louis University.

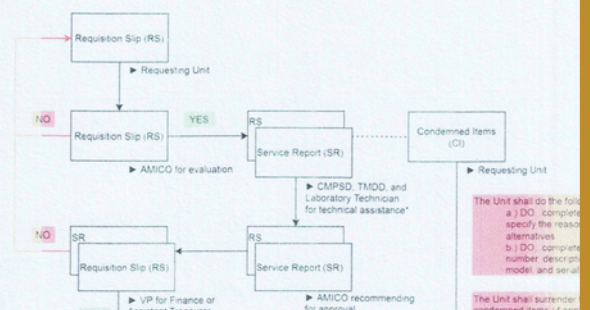


Saint Louis University Asset Management and Inventory Control Office GUIDELINE

TITLE Condemnation and Disposal of Assets of the University

4.3. Process Flow:

4.3.1. Condemnation and Disposal of Assets of the University.




Disposable Policy: Extensions to Services



The university's disposable policy is extended to outsourced services and supply chains through the following guidelines: Caterers and canteens are prohibited from using Styrofoam and plastic for packaging and serving food, instead promoting personal meal boxes, plates, and utensils. Bottled water is not sold in canteens and is not served at gatherings, events, meetings, or seminars by caterers; thus, personal drinking flasks are encouraged, with drinking fountains available in designated areas. Suppliers of laboratory equipment, glassware, gadgets, reagents, and similar items that use Styrofoam and plastic for padding and packaging are mandated to retrieve and dispose of these materials appropriately, reinforcing the university's commitment to sustainable practices.

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



Administrative Memo No. 09, s. 2018

Memo

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



Minimization Policies Extended to Suppliers

The university's minimization policies extend to its suppliers, as outlined not only in memos but also in the written contracts suppliers must sign. These contracts specify the expectations and commitments regarding sustainable practices in the supply chain. This approach ensures that suppliers actively support the university's efforts to minimize waste and promote eco-friendly practices.

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ITEM 14. Considering the interest and welfare of the students as paramount, the **LESSEE** hereby warrants not to sell expired food, uncooked food, junk food, cigarettes, cigars, regulated and prohibited drugs, playing cards, and other gambling paraphernalia, wines, liquors, and other intoxicating drinks, indecent materials, firecrackers, and similar items or articles which are harmful to the health and morals of the school community. The **LESSOR** has the right to prohibit, remove or order the removal or destruction of any such objectionable or harmful materials which may be found in the leased premises in violation of the warranty aforementioned, without any liability for reimbursement of cost or value thereof. However, the **LESSEE** may sell toiletries (i.e. tissue paper, toothpaste, rubbing alcohol) which may be needed by the students while on campus. The **LESSEE** shall not use styrofoam and/or plastic as container for food and drink;

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Dear Ms. Maregmen:

We are pleased to inform you that the contract for the supply and installation of premium package centralized purified water has been approved, and is hereby awarded to **KBWorld Trading Corporation**, under the following terms:

Contract Amount: *Five Million Five Hundred Eighty-Eight Thousand & Fifty Pesos (Php5,588,050.00)*

Contract Duration: *Forty-Five (45) Working Days*

Accordingly, you are hereby directed to report to the Director of the Campus Planning, Maintenance, and Security Department, Mr. Jeffrey James Gamit for the commencement of the project.

Your work shall be done in accordance with the terms and conditions as contained in the Contract of Sale.

Please note that this Notice to Proceed is subject to the following conditions:

1. All scrap items, debris and wastes shall be your responsibility as to their hauling and disposal;
2. All workers should be wearing your prescribed uniform and IDs. Furthermore, please provide a list of your workers and vehicle details entering our campus during the duration of the work and manpower roster for security purposes.
3. All permits required shall be your responsibility.
4. Liquidated damages for delays will be computed at 1/10th of one percent (1%) of contract price for every day of delay.



Saint Louis University

Proportion of Recycled Waste

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Waste Tracking



The Department of Environment and Natural Resources provides forms for the university to track waste disposal, enabling a comprehensive measurement of waste generation and recycling efforts. Quarterly reports are a standard practice to maintain vigilant oversight of the waste tracking process and ensure that waste management is closely monitored and improved as needed. This meticulous approach supports the university's commitment to environmental responsibility.

https://drive.google.com/drive/folders/1yTajgMA3rG-ZisrHpwcYlKaJ-aWyNlOy?usp=drive_link



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Region 1
EMB Office, DENR Building, Government Center Barangay Sevilla, City of
San Fernando La Union
Telephone Nos: (072) 700-24-48
Website: <http://r1.emb.gov.ph>

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Registration Number : OL-TR-R1-55-000028

Facility Address : ZONE 6, PINMALUDPOD, CITY OF URDANETA, PANGASINAN

OL-PTT-R1-55-085839



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Cordillera Administrative Region
Cordillera Administrative Region, Gubat, Baguio City
Telephone Nos: (074) 546-64-40
Website: <http://car.emb.gov.ph>

HAZARDOUS WASTE MANIFEST

Hazardous Waste Generator's Name : SAINT LOUIS UNIVERSITY INC

Registration Number : OL-GR-CAR-11-025057

Generator Address : A. BONIFACIO STREET, A. BONIFACIO-CAGUIOA-RIMANDO (ABCR), BAGUIO CITY, BENGUET

OL-PTT-R1-55-085839

M-CAR-2023-08-268380

Transport Date : July 31, 2023

Waste Class and Waste Number	Quantity (metric tonnes)
Waste Code & Description	
Pathological or infectious wastes (M501)	1.92

Special Handling Information :
None

Transporter Type : LAND ONLY

Transporter			
Company / Transporter ID	Plate Number	Type	Driver Name
SERVO-TREAT PHILIPPINES, INCORPORATED OL-TP-R1-55-000026	NGN9564	ISUZU NLR77 H LWB TIL ALUMINUM VAN	JACKSON SOLIS

Department of Environment and Natural Resources Environmental Management Bureau

Reference No:

(to be filled up by DENR only)

GENERAL INFORMATION SHEET

Name of the Establishment/Facility	SAINT LOUIS UNIVERSITY (MAIN CAMPUS)		
Establishment/Facility Address (NOT the company of head office)	Street # & Street Name: A. Bonifacio St. Barangay: ABCR Brgy City/Municipality: Baguio City Province: Benguet		
Name of Owner/Company	SAINT LOUIS UNIVERSITY, Inc.		
Address (if address is not the same as previous address)	Street # & Street Name: A. Bonifacio St. Barangay: ABCR Brgy City/Municipality: Baguio City Province: Benguet		
Phone Number	442-4288	Fax Number	442 - 4288
e-mail address	president@slu.edu.ph		
Type of Business/ Industry Classification	Philippine Standard Industry Classification Code No. 81410 Philippine Standard Industry Descriptor: PRIVATE EDUCATION SERVICES Private Higher Education		

Portion of Waste Recycled



Out of the total waste generated, which amounts to 146,549.07 kilograms, only 4,260.1 kilograms are recycled, reflecting a recycling rate of approximately 2.91%. Saint Louis University (SLU) is firmly committed to minimizing the use of plastics, papers, and other disposable items, which explains the relatively low amount of waste reported as recycled. Despite this, 2.91% of successfully recycled waste is sold, generating P115,854.00 in revenue. This revenue is distributed to various units, contributing to their funding and supporting SLU's sustainability initiatives.

https://drive.google.com/drive/folders/1515xQw7W2RYeuQhd2GmZsmxG3_1hv4Zf?usp=share_link

Solid Waste Characterization/Information

	Recyclable	Biodegradable	Residual
Average Quantity Generated (tons/ month)	0.08033	0.41383	1.5787
Total Quantity Generated (tons/ quarter)	0.241	1.2415	4.7363
Average Quantity Collected (tons/ month)	0.08033	0.41383	1.5787
Total Quantity Collected (tons/quarter)	0.241	1.2415	4.7363
Entity in charge of collection	Baguio City General Services Office	Baguio City General Services Office	Baguio City General Services Office



Amount of Waste Generated



Saint Louis University has four campuses and one hospital. The amount of waste generated for the entire year, from January to December 2022 amounts to 146549.07 kilograms of non-hazardous wastes.

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Solid Waste Characterization/Information:

Average Quantity of Solid Wastes Generated per month	845	Total Quantity of Solid Wastes Generated this Quarter	2535
Average Quantity of Solid Wastes Collected per month	845	Total Quantity of Solid Wastes Collected this Quarter	2535
Entity in charge of collecting solid wastes	GSO – Baguio		
Brief Description of Solid Waste Management Plan (e.g., waste reduction, segregation, recycling)	Segregation		



Amount of Waste Recycled



Within the university, 4,260.1 kilograms of waste are recycled out of the 146549.07 kilograms generated. SLU is firmly committed to minimizing the use of plastics, papers, and other disposable items, which explains the relatively low amount of waste reported as recycled.

https://drive.google.com/drive/folders/1515xQw7W2RYeuQhd2GmZsmxG3_1hv4Zf?usp=share_link

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Total Quantity Collected (tons/quarter)	0.241	1.2415	4.7363
Entity in charge of collection	Baguio City General Services Office	Baguio City General Services Office	Baguio City General Services Office





Amount of Waste Sent to Landfill

The amount of waste sent to landfill was 146,549.07 kilograms of non-hazardous solid wastes.

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Solid Waste Characterization/Information:

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Entity in charge of collecting solid wastes	GSO – Baguio		



Saint Louis University



Publication of a Sustainability Report

https://www.slu.edu.ph/environmental_programs/

"Saint Louis University is committed and continuing in taking action for environment sustainability. The major activities on campus are ecologically sound, socially just, economically viable, and humane, and will continue to be so for future generations."

Rev. Fr. Gilbert B. Sales, CICM
University President

Waste Reduction and Recycling

- Implement sustainable resource management practices, based on the Reduce, Reuse, and Recycle principles.
- Minimize the adverse environmental effects of the transport and disposal of university assets.
- Promote sustainable resource management practices in the procurement of goods and services.

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Awareness and Training

- Integrate environmental management in the day-to-day operations of the University such as but not limited to instruction, research, extensions, and student services.
- Promote education for sustainable development through curriculum integration and relevant co-curricular and extra-curricular activities.