



12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



Saint Louis University

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





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12.2.6 Policy for Minimization of Disposable Items

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To reduce waste and promote environmental sustainability, SLU has adopted the following measures:

1. **Encouragement of Reusable Containers:**

All students, faculty, and staff are strongly encouraged to bring their own reusable meal containers, plates, and utensils when dining in the canteen. This helps reduce reliance on disposable food packaging.

2. **Elimination of Bottled Water Sales:**

Bottled water will no longer be sold in SLU canteens, and caterers at SLU events (gatherings, meetings, seminars, etc.) will not serve bottled water. Attendees are encouraged to bring their own reusable water flasks.

3. **Adoption of the 3Rs (Reduce, Reuse, Recycle):**

Everyone is urged to actively practice the principles of reducing waste, reusing materials whenever possible, and recycling appropriate items. This is essential to minimizing SLU's environmental impact.

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



12.2.6 Policy for Minimization of Disposable Items

AMICO and CPMSD are the primary units responsible for enforcing the reusing and recycling of condemned items at Saint Louis University.

Condemnation:

1. The requesting Unit shall accomplish the Requisition Slip (RS), identifying therein the University assets and their reason for condemnation, and submit it to the AMICO for processing. Condemnation may be due to the following: damaged beyond repair, obsolete, being unsafe, uneconomical to repair or continue in use, lost, or other similar conditions.
2. The AMICO will verify the items for condemnation and evaluate the request. The AMICO will forward the request to the Department providing technical assistance, such as CPMSD for property and equipment, TMDD for computer hardware, Laboratory Technician for laboratory equipment, or other similar authorized Departments.
3. The assisting Department shall perform an intensive checkup and make a recommendation. They shall provide a Service Report that will suffice the services made.
4. From the Service Report provided, the AMICO shall process the condemnation duly endorse to the Vice President (VP) for Finance or Assistant Treasurer for approval. The requesting Unit will bring the condemned items (if applicable) to the AMICO.
5. The AMICO shall provide a Condemnation Report to the Finance Office for accounting.
6. The AMICO, together with the assisting Departments, will evaluate the condemned items and prepare a report for their proper disposal (through CEOPO for donation, OIA for sale, CPMSD for recyclable materials, and CPMSD and CEMSD for hazardous waste). The report will be duly endorsed by the VP for Finance for approval.

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Donation:

1. Relevant guidelines and work instructions for the disposal of condemned items through donation shall apply.
2. The CEOPO is responsible for posting the items for donation through public announcements.
3. A written request for donation shall be addressed to the Office of the University President (OUP) through the Office of Vice President for Mission and Identity (OVPMI).
4. The request letter will be forwarded to the CEOPO for assessment and communicated with the AMICO. While on a first-come, first-served basis may be observed, should there be multiple requests, priority will be given to those assessed as "more in need".
5. The AMICO will provide a Gate Pass* (GP) duly signed and approved by the AMICO Head and VP for Finance or Assistant Treasurer or their authorized representative in their absence, respectively.
6. The GP shall be presented to the Security Guard on duty (Guard) before bringing out the items for donation or loading them into the vehicle. The Guard is responsible, too, for making sure that the items being taken are those exclusively listed in the GP before release.
7. The Guard will affix his name and signature on the CP. The GP shall be submitted to the CPMSD through the Security Officer for review before turning it over to the AMICO. Releasing of items for donation shall only be made during office hours, except wherein a written request duly endorsed by the Director of the CPMSD is sought.
8. If needed, the recipients shall provide proof of the donations for the use intended. Thus, the CEOPO shall check and monitor the donations ensuring the execution of agreements with the Donee for this purpose.



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For Sale:

1. Relevant guidelines and work instructions on the disposal of condemned items for sale shall apply.
2. For the items for sale to the SLU Community, the interested buyer shall enlist their name at the OIA. On the "First come First served, Draw Lots, or Give Chance to Others*" basis shall be observed.
3. For the disposal of scrap materials for sale, the authorized buyers shall coordinate it first to the OIA. The Unit representative shall check and monitor their proper disposal of the items.
4. The OIA issues an Assessment Note to the chosen buyer. The buyer shall present it to the cashier for payment.
5. Upon payment of the assessed amount to the cashier, the buyer will present the Official Receipt (OR) and Assessment Note to the AMICO.
6. The Guard is responsible for making sure that the items being taken are those exclusively listed in the GP before release.
7. Releasing of items bought shall only be made during office hours, except wherein a written request duly endorsed by the Director of the CPMSD is sought.

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Recyclable Materials:

1. Relevant guidelines and work instructions on recyclable materials shall apply.
2. The condition of the condemned items deemed as recyclable and economically beneficial for future use shall be evaluated by the CPMSD and coordinated with the AMICO.
3. The CPMSD is responsible for posting the recyclable items for necessary dissemination of the list of items that can be recycled. The CPMSD is responsible, too, for making sure that there will be an available space to store the items.
4. The Unit in need of the items shall accomplish the RS and submit it to the AMICO.
5. The AMICO will verify the items and evaluate the request. The AMICO will prepare the Receiving Report? (RR) for the receipt of the items for transfer.
6. The requesting Unit shall accomplish the RR and submit it to the AMICO.
7. The AMICO will provide a copy of the quality record to the requesting Unit for file and Finance Office for accounting
8. For Inter-Campus transfer, the AMICO will provide a GP duly signed and approved by the AMICO Head and VP for Finance or Assistant Treasurer, or their authorized representative, in their absence, respectively.

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