



TS – Environmental Management Group

Facts on Solid Waste

- Everyday, a total of 5,350 tons in trash and garbage is generated in Metro Manila. Only 4% is recycled.
- 50% of the total daily solid waste disposed in the country is from Metro Manila whereas only Manila's population is about 10% of the national population
- Only 73% of disposal trash in Metro Manila is collected; 27% remains uncollected, clogging up sewers, rivers and streets

OBJECTIVES

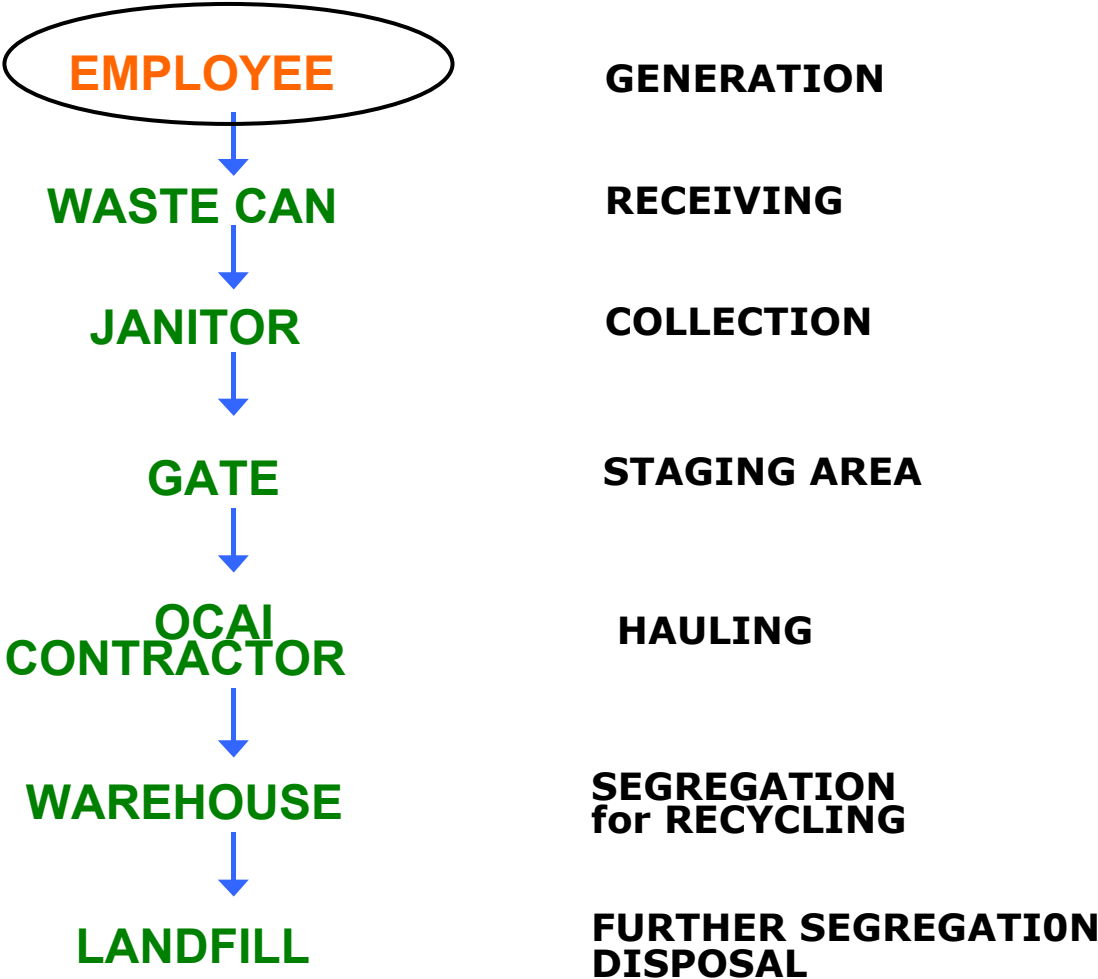
- To make the HOC compliant with RA 9003
- To raise employees environmental awareness through segregation of solid waste.
- To rationalize solid waste management at the Head Office Complex.

Program Features

- Shared receptacles vs. personal waste cans
- Reduction in number of receptacles by a ratio of 3:1
- Reduction in collection time by a ratio of 8:1
- Employees practice waste segregation in their work station
- Sale of recyclable trash to offset initial start-up costs and finance program maintenance

HOC SOLID WASTE MANAGEMENT

PRESENT PROCESS



Segregation Guidelines

■ Compostable

- Organic waste that can be converted to compost in a few weeks. For sanitation purposes, food waste can be retained in their packaging (plastic, styrofoam)

Example: Fruit peelings/left-over/spoiled food

■ Disposable

- Materials that have no recyclable/reuse or not bought by junk shops
- Paper waste is limited to carbon paper, napkins, and other soiled/wet paper. Crumpled or torn paper can still be sold and should be placed in the designated sewers. Crumpling though is discouraged

Example: Plastic cups, straws, plastic bags, empty wrappers, empty styrofoam packaging, etc.

Segregation Guidelines

■ Recyclable

- Limited to aluminum cans and PET bottles
- Excludes tin cans and other plastic bottles that are not PET (colored or opaque – for alcohol, shampoo, lotion, etc.)

Example: Aluminum cans / PET bottles

Categories for Drawers

- Hazardous – for batteries, ink cartridges, used pentel pens and other hazardous office waste
- Used Cartons – for small carton packaging waste like empty boxes of pencil, ink cartridges, tooth[paste and the like. Large corrugated carton should be disposed separately through janitors.
- Bond Paper – for all white paper including continuous forms and white envelopes. Shredded paper, because of bulk should be contained in separate bags and turned over to janitors.
- Newspaper – Limited to newspaper, and should not contain any glossy paper

Categories for Drawers

- Newsprint / Receipts / Colored Paper – includes all other types of paper like folders, brown envelopes, colored papers, post-it, receipts, yellow paper, pad paper, etc.
- Magazines – includes all glossy paper other than magazines such as brochures, flyers, ads

HOC SOLID WASTE MANAGEMENT

NEW PROCESS

EMPLOYEE



RECYCLABLE

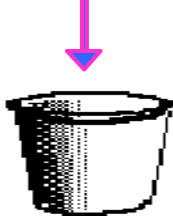
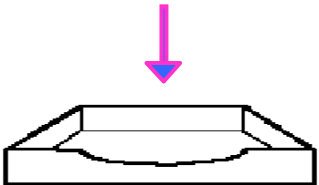
**SPECIAL
WASTE**

PAPER
(bond,news)

PET Bottle
Alum. Can

NON-RECYCLABLE

PAPER, PLASTICS,
FOOD WASTE



**COLLECTION,
QUANTIFICATION**

**DISPOSABLES TO
OCAI CONTRACTOR**

ACCUMULATION

LANDFILL

SALE TO RECYCLERS



Scrap Sales Report

| | |
|------|------------|
| May | PhP 27,677 |
| June | PhP 14,000 |
| July | PhP 12,000 |



ARIGATO