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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
11-21-2009

DEPARTMENT ORDER)

) SUBJECT: DPWH SOLID WASTE MANAGEMENT POLICY

No. 57)

Series of 2009)

11-21-09

1. **Introduction.** The Ecological Solid Waste Management Act or RA 9003 s. 2000, prescribes that, "All **government offices** at the national and local levels, within the executive, legislative and judicial branches, and government-owned and controlled corporations, **shall ensure information, education and actual implementation of waste management program at the workplaces ad work premises**, including the pursuit of environment-friendly purchasing policies for their respective policies." IRR Part VI, Rule XXI, Section 3e.

Through Executive Order No 774, Reorganizing the Presidential Task Force on Climate Change, all government offices are tasked to immediately practice proper solid waste management.

2. **Policy.** The Department of Public Works and Highways is committed to safeguard the environment through proper waste segregation. The Department makes every effort to reduce the solid waste generated in all its offices.

Four methods will be used to implement this policy: source reduction, reuse of materials, recycling, and purchase of recycled materials. Every employee of this department has a personal responsibility for implementing this policy.

3. **Methods of Solid Waste Management**

- a. **Source Reduction:** All employees of the Department should implement operational practices to minimize the production of waste. Every effort should be made to prevent excess or unneeded materials from being purchased.
- Printing reports and documents on both sides of the paper;
 - Printing appropriate numbers of documents;
 - Using email rather than printed correspondence; and
 - Using products that are reusable, refillable, repairable, non-toxic, and recyclable. Items requiring the least possible packaging should be purchased when practical
- b. **Reuse of Materials:** All employees of the Department should reuse products whenever possible. Examples using dishes, glasses, and reusable flatware rather than disposable paper and plastic ware.
- c. **Recycling:** All employees of the Department should segregate identified recyclable materials and place them in appropriate recycling containers with proper markings.
- Office Management Recycling** includes aluminum cans, magazines, catalogues, phone books, batteries, cardboard, glass bottles, hard back books, microfiche, toner cartridges, transparencies, videotapes, and additional items as implemented. **Recycling Bins** – Each office shall have a set of three bins: 1) A bin/ box for the recycled paper, cardboards, receipts, magazines, etc. 2) A bin for the bottles/cans, 3) A bin for the residuals and 4) a container the leftover foods, food scraps.
 - Facilities Management Recycling** includes construction/demolition debris, fluorescent light bulbs, motor oil, oil filters, paint, pallets, refrigerants, scrap metal, solvents, tires, yard waste, and other related items.

- d. *Purchase of Recycled Content Material:* All the Offices should take efforts to purchase and use products manufactured from or containing recycled materials. All recycled content purchases shall be reported to the Purchasing Department for recordkeeping and reporting purposes.
4. **Collection and Transfer of Recyclables .** The cleaning service contractor shall ensure that all recyclables are deposited at the DPWH-MRF, located at the ground floor at the back of DPWH Employees Union Office. The MRF shall be managed by the Facilities and Maintenance Division, AMMS while the DPWH Central Office and Regional Employees Union shall supervise the trading and selling.
 5. **Beneficiary of the Proceeds of Sales of Recyclables .** The DPWH Employees Union Members shall be the beneficiary of the proceeds of the sales of the recyclable materials. The proceeds shall be used for the environmental projects to be determined by the Advisory Committee. The Central and Regional Office Union shall submit the Sales Report per month to ESSO. For purposes of the implementation of this policy, the Union shall create an Advisory Committee to ensure the compliance of the employees. The Advisory Committee Members shall be identified in the IRR of this DO
 6. **Final Disposal of Residuals and Biodegradable Materials.** The Cleaning Service Contractor shall see to it that only residuals are properly disposed and all biodegradable materials such as food scraps, fruit and vegetable peelings, etc. shall be dumped into the composting area. The AMMS-FMD shall supervise the Cleaning Service Contractor to maintain a space within the compound for purposes of composting the biodegradable materials. For offices with no cleaning service contractor, the utility man or the janitor shall undertake the tasks of disposing the residuals and maintenance of the composting area.
 7. **Information and Education Campaign.** The Environmental and Social Services Office and the Public Information Division (PID) MIS in coordination with the Central and Regional Employees Union shall be responsible for the information and education campaign at the Central Office. For the Regional and District Offices, the Regional EIA Office shall be in charge of the IEC to ensure that all DPWH employees shall comply with this policy.
 8. **Monitoring and Evaluation.** Each Office/Division shall evaluate and implement feasible waste reduction opportunities to the maximum extent possible. Each Office/Division shall appoint a Bukod-Basura (BU-BA) Coordinator to oversee waste reduction and recycling activities within their division/office. Each Office/Division, through its BU-BA, shall report the division/office's waste reduction project as well as the amount of waste presented to the ESSO every month thereafter to make sure waste reduction procedures and actions have been implemented. The BU-BA shall ensure that all recyclables are transferred and weighed (kg) at the DPWH Material Recovery Facility (MRF), which shall be the basis for the monitoring of the proceeds from the sales. The ESSO in coordination with the Employees Union shall conduct the monthly monitoring and evaluation to ensure that this policy is strictly enforced and implemented. Note: **The designated BU-BA shall be a staff of the concerned office/division but not the assigned person of the Cleaning Service Contractor.**
 9. **The Cleaning Service Contractor.** The service contractor shall comply with the implementation of this policy. Their performance shall be evaluated based on the proper collection of recyclables and disposal of residuals and biodegradable materials.
 10. **Effectivity.** This policy shall take effect immediately after the concerned offices/division have completed the basic training on waste segregation conducted by the ESSO or the Regional EIA Office.


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