SINGLE-USE PLASTIC MINIMIZATION POLICY AND IMPLEMENTING PROCEDURES

ISO 21001:2018-Aligned Environmental Sustainability

1. Policy Statement

Misamis University (MU) commits to prevent pollution and progressively eliminate avoidable single-use plastics from its educational, administrative, commercial, residential, and event operations. Applying the waste-management hierarchy, MU shall first avoid and eliminate unnecessary plastic, then reduce consumption, enable reuse and refill systems, recover recyclable materials, and ensure lawful residual-waste disposal. Procurement, facility management, learning environments, stakeholder engagement, outsourced processes, and performance evaluation shall be managed as an integrated part of the University's ISO 21001:2018 Educational Organizations Management System (EOMS).

The University shall not substitute one disposable material for another without considering its full environmental and operational impact. Reusable systems are preferred over disposable paper, compostable, or "biodegradable" alternatives. Necessary exceptions shall be risk-based, documented, time-bound where practicable, and limited to health, sanitation, laboratory, medical, accessibility, emergency, security, or regulatory needs.

2. Purpose

1. Establish uniform controls for minimizing single-use plastic acquisition, distribution, sale, use, and disposal.
2. Define responsibilities and procedures across all MU operational areas and outsourced services.
3. Provide measurable objectives, records, audits, corrective action, and management-review inputs.
4. Support learner and stakeholder awareness, responsible consumption, and evidence for sustainability reporting, including the UN Sustainable Development Goals and THE Impact Rankings.

3. Scope and Applicability

This policy applies to all campuses, colleges, basic education units, graduate and professional schools, offices, laboratories (except controlled safety uses), libraries, clinics, canteens, kiosks, vending machines, student housing, faculty/staff facilities, sports and cultural venues, transportation or field activities under MU control, procurement and warehousing, meetings, conferences, ceremonies, workshops, outreach activities, and all university-hosted or university-funded events whether on- or off-campus.

It binds trustees, administrators, employees, faculty, learners, visitors, concessionaires, lessees, suppliers, caterers, vending operators, construction/service contractors, sponsors, exhibitors, and third-party event

vendors through contracts, permits, terms of reference, purchase orders, memoranda, and event approvals.

4. Normative and Regulatory Bases

Requirement	Application to this Policy
ISO 21001:2018, clauses 4.2, 5.1-5.2, 6.1-6.2, 7.1-7.5, 8.1, 8.4, 9.1-9.3, 10.2-10.3	Interested parties; leadership and policy; risks and objectives; resources, competence, awareness, communication and documented information; operational planning; control of externally provided processes; monitoring, review, corrective action and continual improvement.
Republic Act No. 9003, Ecological Solid Waste Management Act of 2000, and its IRR	Waste avoidance and volume reduction, segregation at source, reuse, recycling, collection, materials recovery, disposal controls, education, and coordination with the LGU.
Republic Act No. 11898, Extended Producer Responsibility Act of 2022; DENR Administrative Order No. 2023-02	Due diligence in selecting suppliers and supporting recovery/circularity for plastic packaging; direct statutory EPR obligations apply to covered obliged enterprises, while MU applies aligned procurement and partnership practices.
Republic Act No. 9275, Philippine Clean Water Act of 2004	Prevention of plastic litter and solid waste from entering drains, waterways, and wastewater systems.
Presidential Decree No. 856, Code on Sanitation of the Philippines, and applicable DOH/FDA food-safety requirements	Food-contact alternatives, refill systems, washing, storage, and food-service operations shall protect public health and sanitation.
Republic Act No. 11058 and DOLE Department Order No. 198-18	Safe systems of work for collection, handling, storage, cleaning, and waste operations.
Republic Act No. 9512, National Environmental Awareness and Education Act of 2008	Integration of environmental awareness into institutional communication, orientation, and appropriate learning activities.
Applicable Ozamiz City, barangay, fire, building, sanitary, procurement, and solid-waste ordinances/rules	Compliance with current local prohibitions, collection schedules, segregation rules, permits, and enforcement requirements; stricter applicable rules prevail.

Legal applicability shall be verified by the responsible office at least annually. Where this policy and a binding law, ordinance, permit, or health/safety rule differ, the stricter lawful requirement shall apply.

5. Definitions

Term	Controlled Definition
Avoidable single-use plastic	A plastic item designed or ordinarily used once or for a short period and for which a safe, accessible, technically feasible reusable or non-plastic system exists.
Single-use plastic (SUP)	Includes, but is not limited to, plastic drinking-water and beverage bottles, cups and lids, straws, stirrers, bags, sachets, food containers, Styrofoam/expanded polystyrene items, plates, bowls, cutlery, wrapping film, and disposable promotional materials.
Reusable	Designed and managed for repeated use, with adequate durability, cleaning, sanitation, storage, and return arrangements.
Biodegradable/compostable	A material supported by credible technical specifications and compatible with an available collection and treatment system; labeling alone does not establish environmental preference.
BYO	Bring Your Own: the use of personal reusable bottles, mugs, food containers/tiffin boxes, utensils, and tote bags.
Vendor	Any supplier, concessionaire, caterer, vending operator, contractor, sponsor, exhibitor, or third-party providing goods or services to MU.
Exception	A documented authorization to use a restricted SUP because a safety, medical, sanitation, accessibility, emergency, technical, or legal need cannot reasonably be met otherwise.

6. Objectives and Performance Commitments

Within 90 calendar days from effectivity, MU shall establish a verified baseline by item category, source, unit, quantity or weight, cost, and operational area. Annual targets shall thereafter be approved through the institutional planning and Management Review processes. Unless a stricter approved target applies, MU shall pursue the following minimum trajectory against the verified baseline:

Period	Minimum institutional result
End of Year 1	At least 25% reduction in purchased/distributed avoidable SUP units; 100% of new and renewed covered vendor contracts include SUP controls.
End of Year 2	At least 50% reduction; refill access and segregation controls available in all priority high-footfall buildings.
End of Year 3	At least 80% reduction in avoidable SUP, with remaining uses supported by approved exceptions or phase-out plans.

Targets may be normalized by campus population or activity volume. Claims shall be supported by purchasing, inventory, vendor, event, facility-audit, and waste-characterization records. Diversion or "recyclable" claims shall not be made solely from procurement data.

7. Responsibilities

Responsible Party	Accountability
University President	Approves policy, strategic objectives, resources, and major corrective actions; ensures accountability.
QAM / Quality Assurance Office	Integrates controls into the EOMS; maintains document control; consolidates KPIs, audits, CAPA, and Management Review inputs.
General Services / Physical Plant / Sustainability Focal Person	Leads baseline, facility audits, refill infrastructure, signage, segregation, collection coordination, and operational monitoring.
Procurement Office	Applies specifications, life-cycle and reuse criteria, supplier declarations, contract clauses, bid evaluation, delivery inspection, and nonconforming-supply controls.
Accounting / Budget	Supports total-cost analysis and tracks approved investments, savings, and vendor charges/incentives.
Food Services / Student Affairs	Controls cafeterias, kiosks, vending, dormitories, student organizations, concessionaires, and learner engagement.
Committee Chairs for Events Office / Requesting Unit	Completes the Plastic-Smart Event Plan, verifies catering and water arrangements, and submits post-event evidence.
Human Resource / Academic Heads	Ensures awareness, competence, unit implementation, integration into relevant learning/extension activities, and employee compliance.
All personnel and students	Use reusables where safe and practicable; segregate waste; comply with event and facility rules; report gaps.
Vendors and third parties	Meet contractual SUP requirements, disclose packaging, accept inspections, maintain records, correct nonconformities, and support take-back/recovery where required.

8. Policy Requirements

8.1 Controlled Single-Use Items

Item/category	Institutional control	Permitted condition
Plastic water/beverage bottles	Not procured, distributed, sold, sponsored, or provided at routine meetings/events where safe potable refill or bulk dispensing is available.	Documented exception; sealed water for emergencies, medical response, regulated examinations, isolation, or verified lack of safe potable supply.
Plastic straws and stirrers	Not automatically provided; eliminated from routine service.	Upon request for disability/accessibility or clinical need, using the safest suitable option.
Plastic carry/shopping bags	Not issued routinely; reusable tote, returnable crate, or no-bag option required.	Food-safety, contamination-control, wet goods, or emergency need with minimized quantity.
Styrofoam/EPS and disposable plastic food containers	Prohibited for routine dine-in, take-away, packed meals, and University-funded catering; reusable service-ware/return systems preferred.	Approved health/safety or emergency exception when no compliant system is feasible.
Plastic cutlery, cups, lids, plates and bowls	No default distribution; reusable or BYO systems required; disposables only under approved event/service controls.	Accessibility, sanitation, emergency, or demonstrably unavoidable operational need.
Sachets, condiment packets, cling film and promotional plastics	Bulk dispensers, refill packs, durable signage and low-packaging products preferred; gratuitous giveaways prohibited.	Product integrity, laboratory, security, or regulatory need; quantity minimized and recovery considered.

8.2 Facility and Service Coverage

1. Cafeterias, canteens and kiosks shall use reusable dine-in serviceware; provide opt-in rather than automatic disposables; post visible rules; and maintain hygienic washing, storage and return systems.
2. Vending machines shall prioritize refillable, returnable, aluminum, glass, or low-impact formats; SUP bottled drinks shall be phased down under approved schedules and contract terms.
3. Student housing shall provide refill access, segregation points, orientation, and controls for common kitchens, deliveries, and residence events.

4. Administrative offices and learning spaces shall discontinue routine purchases of bottled water, disposable cups, plastic folders, giveaway bags and similar avoidable SUP.
5. University-hosted conferences, ceremonies, workshops and meetings shall use refill stations or bulk dispensers, reusable/returnable serviceware, and unpackaged or minimally packaged meals. Single-use bottled water and individually plastic-packed lunches are prohibited unless an exception is approved.

8.3 Procurement and Third-Party Controls

Solicitations, purchase requests, terms of reference, purchase orders, leases, concession agreements, catering contracts, sponsorships, and event permits shall state applicable prohibited items, reduction specifications, reporting duties, inspection rights, corrective-action requirements, and remedies. Evaluation shall consider necessity, reusability, durability, repairability, packaging intensity, take-back/recovery, sanitation, accessibility, total cost of ownership, local availability, and credible environmental claims.

Mandatory vendor clause elements	Minimum requirement
Elimination	Vendor shall not supply or distribute listed prohibited SUP except under a written MU exception.
Alternatives	Reusable/returnable systems are the default. Disposable substitutes require prior review for safety and actual end-of-life pathway.
Packaging and delivery	Consolidated delivery, returnable crates/containers, minimized secondary packaging, and take-back where feasible.
Data and evidence	Itemized quantities, packaging types, exception uses, take-back/recovery evidence, and corrective actions shall be provided on request.
Verification and remedy	MU may inspect operations and records. Nonconformity may require correction, replacement, suspension of item/service, withholding under contract, non-renewal, or other lawful remedy.
Flow-down	Prime vendors shall apply equivalent controls to approved subcontractors and event partners.

8.4 Infrastructure and BYO Measures

1. Maintain safe drinking-water fountains/refill stations based on building occupancy, accessibility, water-quality assurance, maintenance capacity, and risk assessment.
2. Provide clearly labeled source-segregation bins at high-footfall and food-service areas, aligned with LGU collection and actual recovery arrangements.
3. Install wash/return points where reusable foodware systems operate; define cleaning, pest-control, storage, breakage, and accountability procedures.
4. Encourage reusable bottles, mugs, tiffin boxes, utensils and tote bags through orientation, recognition, vendor discounts or charges, convenient

refill access, loan/return systems, and unit challenges. Incentives shall be equitable and shall not disadvantage persons with disabilities or those unable to purchase reusables.

5. Use paper or certified compostable takeaway packaging only when reuse is not feasible and a verified end-of-life system exists; otherwise select the lowest-impact compliant option supported by documented assessment.

9. Implementing Procedures

Step	Required action and control
Plan and baseline	The Sustainability Focal Person maps plastic flows by campus, facility, process, supplier and event. Procurement and vendors submit 12 months of available purchasing/issue data; waste characterization verifies disposal streams. Gaps and assumptions are recorded.
Assess risks and interested-party needs	Units consider food safety, potable-water quality, accessibility, learner/staff needs, affordability, emergency readiness, local waste infrastructure, vendor capability and legal requirements. Risks/opportunities are entered into applicable registers.
Set objectives and phase-out plan	Management approves annual item-specific targets, owners, resources, milestones and normalized KPIs. High-volume and high-leakage items receive priority.
Specify and procure	The requesting unit completes a plastic-prevention check. Procurement challenges unnecessary SUP, embeds contract clauses, evaluates alternatives and verifies deliveries. Nonconforming items are quarantined or rejected when lawful and practicable.
Prepare facilities	Facilities installs and maintains refill, washing, return and segregation infrastructure; keeps water-quality, cleaning, inspection and repair records; and posts accessible instructions.
Control food, vending and housing services	Responsible units approve menus, packaging lists, vending product mix and residence arrangements; inspect concessionaires; and document corrective actions.
Approve and run events	The organizer submits the Plastic-Smart Event Checklist with venue request or purchase documentation. Approval confirms potable water, bulk dispensing, reusable service-ware, waste stations, vendor briefing and exception needs. A post-event check records attendance, SUP used, waste data and lessons.
Communicate and build competence	New students, personnel and vendors receive orientation. Purchasing, events, food service, janitorial and facility personnel receive role-specific instruction. Campaigns avoid misleading environmental claims.
Monitor, audit and report	Monthly or quarterly data are consolidated; facility/vendor/event sampling verifies implementation. Internal audits test records and effectiveness. Results,

	trends, complaints and exceptions are reported to Management Review at least annually.
Correct and improve	Nonconformities are contained, root causes analyzed when warranted, CAPA assigned and effectiveness verified. Successful practices are standardized and targets revised for continual improvement.

10. Plastic-Smart Event Standard

Before the event	During the event	After the event
Estimate attendance and water demand; prohibit bottled-water sponsorships; specify bulk potable water/refill stations; require reusable/returnable cups, plates and cutlery; require food in bulk/reusable containers; brief caterers and exhibitors; document any exception.	Make refill points visible and accessible; do not place disposable bottled water at seats or tables; serve condiments in bulk; prevent automatic cutlery/straw distribution; maintain labeled waste stations; designate an event monitor.	Record attendance, quantities of any SUP used, exception basis, photographs/inspection evidence, vendor issues, waste or recovery data, and corrective actions; submit with event liquidation or completion records.

11. Exception Management

The requesting unit shall submit an exception request before procurement, distribution, or event approval. It shall identify the item and quantity, purpose, duration, safety/accessibility/legal basis, alternatives considered, mitigation and disposal/recovery method. Emergency use may be authorized immediately by the responsible officer but shall be documented within two working days. Blanket or indefinite exceptions are not permitted without Management Review and a documented phase-out or periodic revalidation plan.

Approval level	Examples
Unit Head + Sustainability/General Services validation	Low-volume, short-duration operational exception within approved criteria.
Authorized by Vice President for Administration	Recurring, higher-volume, cross-unit, or vendor exception; deviation from an annual target.
University President / Management Review	Institution-wide, long-term, high-risk, or strategic exception.

12. Monitoring, Measurement and Evaluation

Indicator	Method / evidence	Frequency / owner
SUP purchased or issued by category	ERP/purchase orders, inventory and issue records; units and cost; normalized per 1,000 campus users where useful.	Monthly/quarterly - Procurement and units
SUP reduction against verified baseline	(Baseline quantity - current quantity) / baseline quantity x 100; exclusions and boundary changes disclosed.	Quarterly/annual - QAO/Sustainability
Vendor contract compliance	Percent of covered active/new contracts with clause; inspection and nonconformity results.	Quarterly - Procurement/contract owner
Refill access and functionality	Mapped locations, uptime/inspection rate, water-quality and maintenance records.	Monthly - Facilities
Plastic-smart event compliance	Percent of sampled/approved events meeting checklist; SUP units per attendee where data permit.	Per event/quarterly - Events/requesting unit
Waste composition and diversion	Waste characterization by weight; recycler/hauler/MRF receipts; contamination rate.	At least semiannual - General Services
BYO participation and awareness	Observation/sample counts, incentive records, survey items, suggestions and complaints.	Semester/annual - Student Affairs/HR
Exceptions	Number, category, quantity, reason, duration, approving authority and closure/phase-out status.	Quarterly - QAO
Corrective actions	Open/closed CAPA, timeliness, recurrence and effectiveness verification.	Quarterly - QAO/process owners

Data shall be disaggregated by campus, facility or process where useful and shall be reviewed for accuracy, comparability, boundary changes, seasonality, enrollment/activity changes, and unintended impacts. Performance results shall inform institutional plans, budgets, supplier decisions, education programs, risk registers, and continual improvement.

13. Compliance, Complaints and Corrective Action

Concerns may be reported through established feedback, grievance, safety, student, procurement, or quality channels without retaliation. The responsible office shall verify the issue, contain immediate risk, record the nonconformity, determine cause and proportionate action, communicate with affected parties, and verify effectiveness. Personnel and learner concerns shall follow applicable due-process rules; vendor remedies shall follow contract and procurement terms. Education and correction are preferred for

first minor lapses, while repeated, deliberate, unsafe, fraudulent, or material breaches may result in progressive administrative or contractual action.

14. Documented Information and Records

Record	Custodian	Minimum retention
Baseline Plastic Inventory and Waste Characterization Report	Sustainability / General Services	5 years
Annual SUP Objectives, Targets and Action Plan	QAO / Planning	5 years
Purchase, inventory, delivery and supplier packaging records	Procurement / Finance / Units	Per approved retention schedule; not less than audit/legal need
Vendor declarations, contracts, inspections and CAPA	Procurement / Contract Owner	Contract term + 5 years, subject to legal schedule
Facility map; refill/wash station inspection, maintenance and water-quality records	Facilities / Clinic as applicable	5 years
Plastic-Smart Event Checklist and post-event report	Requesting/Event Unit	3 years
Exception Request and Approval Log	QAO / Sustainability	5 years
Training, orientation and communication records	HR / Student Affairs / Units	3 years
KPI dashboard, audit reports, Management Review and CAPA	QAO	5 years or EOMS retention schedule, whichever is longer
Hauler/recycler/MRF acknowledgments and disposal/recovery evidence	General Services	5 years

Records shall be legible, identifiable, retrievable, protected from unauthorized alteration or loss, and disposed of in accordance with the University's documented-information, privacy, financial, procurement, and legal-retention requirements.

15. Management Review and Continual Improvement

At least annually, Management Review shall consider achievement of targets; audit and inspection results; legal and local-government changes; stakeholder feedback; vendor performance; infrastructure adequacy; water safety; exception trends; cost and savings; waste/recovery evidence; incidents and nonconformities; environmental and accessibility impacts; and opportunities

for innovation. Decisions shall identify actions, owners, resources and deadlines. This document shall be revised when changes materially affect suitability, adequacy, effectiveness, or compliance.

16. Related Documents and Forms

1. Environmental Sustainability Policy; Solid Waste Management Policy and Procedures; Ethical and Sustainable Procurement Policy; Supplier Code of Conduct; Food Safety and Sanitation Procedures; Events Management Procedure; Risk and Opportunity Register; Legal and Regulatory Register; Documented Information Control Procedure; Internal Audit Procedure; Corrective Action Procedure.
2. MU-EOMS-ENV-F01 Plastic Baseline and Inventory Form; F02 Facility Plastic-Reduction Audit Checklist; F03 Plastic-Smart Event Checklist; F04 SUP Exception Request; F05 Vendor Compliance Declaration; F06 Quarterly KPI Dashboard; F07 Waste Characterization Sheet; F08 Corrective Action Report.

APPROVED BY:

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Annexes

Annex A. Minimum Facility Audit Checklist

Audit area	Verification points
Potable refill access	Location, accessibility, operating condition, filter/service date, water-quality evidence and outage response.
Food-service controls	Reusable dine-in ware, BYO acceptance, opt-in accessories, packaging list, washing and storage hygiene.
Vending controls	Product and packaging mix, contract requirement, refill/return alternative and phase-down progress.
Waste stations	Correct labels, paired bins, contamination, collection alignment, drain/waterway litter risks.
Offices/learning spaces	Bottled-water/disposable purchases, meeting practice, pantry supplies, plastic promotional items.
Housing	Refill and segregation access, delivery/common-kitchen rules, resident orientation and event practice.
Events	Checklist use, vendor briefing, refill capacity, packaged-lunch and bottled-water controls, post-event evidence.
Vendor compliance	Contract clause, item inspection, data submission, prior findings and corrective-action status.
Accessibility and safety	Reasonable accommodation, safe handling, hygiene, emergency provision and equitable access.
Communication	Current signage, orientation evidence, feedback channels, claims supported by actual systems.

Annex B. Required Forms - Core Data Fields

Form	Required fields
F01 Baseline	Campus/unit; period; item; polymer/format; supplier; units/weight; cost; purpose; disposal route; source document; verifier; assumptions.
F02 Facility Audit	Site; date; auditor; refill/wash/bin controls; status; photo/reference; finding; action; owner; due date; closure.
F03 Event Checklist	Event; organizer; venue/date; attendance; caterer/vendors; water/service-ware/meal plan; prohibited-item check; exceptions; post-event quantities and findings.
F04 Exception Request	Item; quantity; purpose; dates; reason; alternatives assessed; safety/accessibility basis; mitigation; end-of-life; approval; review/expiry.

F05 Vendor Declaration	Covered items; packaging; compliance commitment; subcontractors; take-back/recovery; data; authorized signatory; inspection consent.
F06 KPI Dashboard	Baseline; target; current result; formula; source; boundary; owner; status; analysis; corrective/improvement action.
F07 Waste Characterization	Location; sampling date/period; total weight; plastic categories; contamination; recycler/MRF/hauler; methodology; verifier.
F08 CAPA	Finding; requirement; containment; root cause; correction/corrective action; owner; due date; evidence; effectiveness review; closure.

Annex C. ISO 21001:2018 Alignment Matrix

Clause	**Policy evidence**
4.2	Needs and expectations of learners, personnel, regulators, LGUs, vendors, community and other interested parties.
5.1–5.2	Leadership commitment, environmental direction, responsibilities and integration into the EOMS.
6.1–6.2	Plastic pollution, health, accessibility, supply and infrastructure risks; measurable objectives and action plans.
7.1–7.5	Resources, competence, awareness, internal/external communication, and controlled records.
8.1	Operational criteria for procurement, facilities, services, housing and events.
8.4	Selection, contractual control, monitoring and re-evaluation of externally provided products and services.
9.1–9.3	KPI monitoring, analysis, evaluation, internal audit and Management Review.
10.2–10.3	Nonconformity, corrective action and continual improvement.

Annex D. Sustainability Reporting Evidence Map

Evidence question	**Controlled evidence produced**
Does MU have a plastic-minimization policy?	Approved controlled document, scope, definitions, responsibilities, review and communication records.
Does it address key single-use items?	Section 8.1 item-specific controls for bottles, straws, bags, Styrofoam/food containers, cutlery and related plastics.
Does it cover facilities and services?	Section 3 and 8.2 cover food outlets, vending, housing, events and offices across campuses.
Are third parties contractually covered?	Section 8.3, vendor clause elements, vendor declarations, contracts, inspections and CAPA.

Is physical implementation verified?	Facility maps/audits, refill and wash-station records, segregation inspections and waste characterization.
Are BYO initiatives implemented?	Section 8.4, campaign and incentive records, participation observations and stakeholder feedback.
Are university events controlled?	Section 10, event checklist, catering evidence, exceptions, post-event quantities and photographs.
Is performance measured and improved?	Baseline, targets, KPI dashboard, audits, Management Review, corrective action and annual review.

References

1. International Organization for Standardization. ISO 21001:2018, Educational organizations - Management systems for educational organizations - Requirements with guidance for use.
2. Republic Act No. 9003 (2001), Ecological Solid Waste Management Act of 2000, and implementing rules and regulations.
3. Republic Act No. 11898 (2022), Extended Producer Responsibility Act of 2022; DENR Administrative Order No. 2023-02, Implementing Rules and Regulations.
4. Republic Act No. 9275 (2004), Philippine Clean Water Act of 2004.
5. Presidential Decree No. 856 (1975), Code on Sanitation of the Philippines, as amended and implemented.
6. Republic Act No. 11058 (2018) and DOLE Department Order No. 198-18, occupational safety and health requirements.
7. Republic Act No. 9512 (2008), National Environmental Awareness and Education Act of 2008.
8. Current applicable national agency issuances and Ozamiz City/barangay ordinances, permits, collection rules and waste-management plans, as recorded in MU's Legal and Regulatory Register.