DISPOSABLE ITEM USE MINIMIZATION POLICY AND IMPLEMENTING PROCEDURES

ISO 21001:2018-Aligned Environmental Sustainability

1. Policy Statement

Misamis University (MU) commits to prevent pollution and minimize the purchase, distribution, consumption, and disposal of avoidable disposable items across its educational, administrative, commercial, residential, clinical, laboratory, and event operations. Applying the waste-management hierarchy and life-cycle thinking, MU shall refuse or eliminate unnecessary items, reduce consumption, redesign services, reuse and repair products, share or redistribute suitable materials, recycle or compost through verified systems, and lawfully dispose of unavoidable residual waste. These controls form part of the University's ISO 21001:2018 Educational Organizations Management System (EOMS).

This policy covers disposable items made of plastic, paper, cardboard, metal, glass, wood, composite, textile, and other materials. MU shall not merely replace one disposable product with another without assessing necessity, safety, accessibility, durability, total cost, resource use, and the actual local end-of-life pathway. Reusable, refillable, returnable, washable, repairable, and digitally enabled systems are preferred. Necessary exceptions shall be risk-based, documented, proportionate, and limited to health, infection prevention, laboratory or clinical work, food safety, accessibility, emergency response, security, assessment integrity, or binding regulatory requirements.

2. Purpose

1. Establish uniform controls for minimizing disposable-item acquisition, distribution, sale, use, and disposal.
2. Embed needs assessment, life-cycle thinking, reuse, refill, return, repair, sharing, digitization, recycling and lawful disposal in relevant processes.
3. Define responsibilities and procedures across all MU operational areas and outsourced services.
4. Provide measurable objectives, records, audits, corrective action, and management-review inputs.
5. 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 and cafeterias, 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. 10611, Food Safety Act of 2013, and applicable implementing rules	Reusable dinnerware, deposit-return systems, catering, washing, storage and food-contact materials shall protect food safety throughout the food chain.
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.
Republic Act No. 8792, Electronic Commerce Act of 2000	Recognition and responsible use of electronic documents, records, transactions and signatures in paper-reduction processes.
Republic Act No. 10173, Data Privacy Act of 2012, and its IRR	Privacy, security, lawful processing, access control and disposal safeguards for digital workflows and records.
Republic Act No. 9470, National Archives of the Philippines Act of 2007, where applicable	Records schedules, preservation and lawful disposal requirements shall not be compromised by digitization or paper reduction.
Republic Act No. 6969 and applicable DENR hazardous-waste and e-waste requirements	Disposable batteries, lamps, cartridges, electronic parts, chemical containers and contaminated materials shall not enter ordinary waste streams when regulated.
Batas Pambansa Blg. 344 and applicable accessibility rules	Digital, restroom, dining, event and reusable systems shall include reasonable and accessible means of use and justified alternatives.
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 disposable item	A product or material intended or ordinarily used once or briefly, whose function can be safely eliminated or met through a feasible reusable, refillable, returnable, repairable, shared, or digital system.

Disposable item	Includes single-use food-ware and drinkware, paper cups and towels, cutlery, bags, bottles, sachets, packaging, handouts, folders, envelopes, batteries, cartridges, hygiene items, event decorations, badges, promotional materials, and other short-life supplies.
Reusable	Designed and managed for repeated use, with adequate durability, cleaning, sanitation, maintenance, storage, return, and accountability arrangements.
Consumable	A product depleted through necessary use. Consumables remain subject to needs assessment, efficient use, inventory control, and lower-waste procurement.
Deposit-return system	An arrangement in which a refundable deposit or equivalent accountability control encourages the return of cups, containers, dinnerware, badges, or other reusable items.
Life-cycle thinking	Consideration of impacts from extraction, manufacture, packaging, transport, use, cleaning, reuse, recovery, and final disposal.
Vendor	Any supplier, concessionaire, caterer, vending operator, contractor, sponsor, exhibitor, or third-party providing goods or services to MU.
Exception	Documented authorization for a restricted disposable item when safety, sanitation, accessibility, emergency, technical, assessment-integrity, or legal needs 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 15% reduction in selected high-volume avoidable disposable items; 100% of new and renewed covered vendor contracts include disposable-item controls; duplex/digital defaults implemented in priority workflows.
End of Year 2	At least 30% reduction; reusable dining or deposit-return systems operational in priority food-service/event areas; restroom and event-facility actions completed from audit findings.
End of Year 3	At least 50% reduction in selected avoidable disposable items, with remaining priority uses supported by approved exceptions or phase-out plans. Annual Management Review may strengthen targets based on baseline and feasibility.

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.
QMR / 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 Chair for Events Office / Requesting Unit	Completes the Low-Waste 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 learners	Use reusables where safe and practicable; segregate waste; comply with event and facility rules; report gaps.
Vendors and third parties	Meet contractual disposable-item requirements, disclose packaging, accept inspections, maintain records, correct nonconformities, and support take-back/recovery where required.

8. Policy Requirements

8.1 Controlled Disposable Items

Item/category	Institutional control	Permitted condition
Food and beverage service-ware	Routine dine-in and catered service shall use washable glass, metal, ceramic or durable reusable dinnerware. Deposit-return systems shall be used where direct return is unreliable.	Documented food-safety, infection-control, accessibility, emergency, or infrastructure exception.
Paper cups, plates, bowls, napkins and cutlery	Not automatically provided. Reusable service-ware, dispensers, cloth napkins where hygienic, and customer opt-in controls are required.	Approved sanitation, emergency, takeaway or accessibility need; quantity minimized.
Paper towels and disposable wipes	Electric hand dryers or other hygienic low-waste systems shall be preferred after electrical, accessibility, noise, maintenance and infection-control assessment. Controlled dispensers shall limit unavoidable use.	Clinical, food-preparation, laboratory, contamination, personal-hygiene or accessibility requirement.
Paper handouts, forms and publications	Digital-first course materials, electronic forms, approvals, routing and distribution; duplex and draft printing; print-on-demand quantities.	Original or printed copy required by law, accreditation, examination security, accessibility, continuity or documented learner/stakeholder need.
Folders, envelopes and routing materials	Reusable routing folders, electronic records, return-and-reuse systems, and standardized durable supplies.	Confidentiality, legal service, archival integrity or secure assessment requirement.
Event signage, decor, badges and lanyards	Reusable modular or undated signage, digital displays, rented decor, and returnable badge holders/lanyards; avoid gratuitous giveaways.	Ceremonial, security, sponsorship or identification need with reuse or recovery plan.
Batteries, cartridges and small accessories	Rechargeable or refillable products, centralized issue, maintenance, supplier take-back and compliant e-waste or hazardous-waste handling.	Documented technical incompatibility, safety or emergency need.

Cleaning, maintenance and laboratory consumables	Concentrates, bulk/refill systems, durable tools, calibrated issue and inventory control, consistent with SDS, biosafety and infection-control rules.	Sterile, specimen, barrier, hazardous-material, validated safety or regulatory requirement.
Shipping and secondary packaging	Consolidated orders, right-sized packs, reusable crates, pallets and protective materials, and supplier return systems.	Product protection, chain of custody, sterility, dangerous-goods or warranty requirement.

8.2 Facility and Service Coverage

1. Cafeterias, canteens and kiosks shall use reusable dine-in service-ware; 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; disposable-item 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 disposable-item.
5. University-hosted conferences, ceremonies, workshops and meetings shall use refill stations or bulk dispensers, reusable/returnable service-ware, 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

Documented directives shall operate together as the University's disposable-use control framework: the Green and Sustainable Procurement Policy, Solid Waste or Zero-Waste Guidelines, Sustainable Catering and Food Service SOPs, Digital Records and Paper-Reduction Directives, Events Management Procedure, and applicable laboratory, clinic, sanitation, data privacy, records, and occupational-safety procedures. Process owners shall review these documents for consistency at least annually and whenever legal or operational requirements change.

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 disposable-item 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 food-ware 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.

8.5 Digitization and Paper Reduction

1. Official forms, requests, approvals, routing, course materials, meeting packs, announcements and submissions shall be digital by default when lawful, secure, accessible and operationally feasible.
2. Learning management systems and authorized repositories shall be used for course materials and submissions. Printed learning materials shall remain

available as a reasonable accommodation or documented learner-support measure.

3. Printers shall default to duplex and economical settings where technically suitable. Units shall use print preview, page-range selection, controlled copies, shared network printers and print-on-demand quantities.
4. Electronic records shall comply with the Data Privacy Act, National Archives requirements where applicable, cybersecurity controls, retention schedules, authenticity, access, backup and business-continuity requirements.

8.6 Facilities and Service Inspection

1. Dining halls, cafeterias and event venues shall be inspected for actual use of glass, metal, ceramic or durable reusable dinnerware, adequate washing and storage, and deposit-return performance.
2. Restrooms shall be assessed for hygienic electric hand dryers or other low-waste drying systems. Decisions shall consider electrical safety, accessibility, maintenance, energy use, air/noise concerns, infection-control advice, queue capacity and the need for limited paper-towel provision.
3. Event areas shall be checked for reusable or digital signage, undated directional materials, reusable badge holders and lanyards, collection points, return counts and storage for subsequent use.
4. Facilities inspections shall record location, item/system, condition, availability, usage, safety/accessibility concerns, finding, action owner, due date and closure evidence.

9. Implementing Procedures

Step	Required action and control
1. Plan and baseline	The Sustainability Focal Person maps disposable-item flows by campus, facility, process, supplier and event. Procurement, printing, property, food service and vendors submit 12 months of available purchasing or issue data; waste characterization verifies disposal streams.
2. Assess risks and interested-party needs	Units consider food safety, infection control, electrical safety, accessibility, learner and staff needs, records integrity, privacy, affordability, emergency readiness, local waste infrastructure, vendor capability and legal requirements.
3. Set objectives and phase-out plan	Management approves item-specific targets, owners, resources, milestones and normalized KPIs. High-volume, high-cost, short-life and difficult-to-recover items receive priority.
4. Specify and procure	The requesting unit completes a disposable-item prevention check. Procurement challenges unnecessary purchases, embeds contract clauses, evaluates reusable and service-based alternatives, and verifies deliveries.

5. Digitize and control printing	Process owners map paper-based workflows, validate legal and stakeholder needs, implement authorized digital forms and approvals, set duplex defaults, maintain accessibility and records safeguards, and monitor paper use.
6. Prepare and inspect facilities	Facilities maintains refill, washing, return, hand-drying and segregation systems; verifies safe operation; inspects restrooms, dining areas and event-storage systems; and closes findings.
7. Control food, vending and housing services	Responsible units approve service-ware, menus, packaging, vending product mix, deposit-return arrangements and residence controls; inspect concessionaires; and document corrective actions.
8. Approve and run events	The organizer submits the Low-Waste Event Checklist. Approval confirms reusable catering, water, signage, badges, collection/return points, vendor briefing and exception needs. A post-event check records returns, losses, disposable quantities, waste and lessons.
9. Communicate and build competence	Students, personnel and vendors receive orientation. Procurement, records, IT, events, food service, janitorial and facility personnel receive role-specific instruction.
10. Monitor, audit and improve	Data are consolidated and sampled; internal audits test records and effectiveness; results are reviewed by management; nonconformities receive proportionate correction, root-cause action and effectiveness verification.

10. Low-Waste 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 disposable-item 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.
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
disposable-item 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
disposable-item 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
Low-waste event compliance	Percent of sampled/approved events meeting checklist; disposable-item 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.

Additional indicator	**Evidence**	**Frequency / owner**
Paper and printing intensity	Reams or sheets purchased/issued; print-management counts; duplex rate; electronic-form and approval adoption; normalized per learner/personnel.	Monthly/semester - Supply/IT/Records
Reusable dining coverage	Percent of food-service points/events using glass, metal, ceramic or durable reusable ware; deposit-return rate; loss/breakage and washing records.	Monthly/quarterly - Food Services/Events
Restroom drying controls	Percent of restrooms assessed; functional dryer coverage; paper-towel issue rate; safety, maintenance, accessibility and hygiene findings.	Quarterly - Facilities/Clinic
Reusable event materials	Badge/lanyard return rate; proportion of signs/decor reused; inventory condition and storage records.	Per event/semester - Events/Property

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 student 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 Disposable-Item Inventory and Waste Characterization Report	Sustainability / General Services	5 years
Annual disposable-item 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
Low-Waste 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

Environmental Sustainability Policy; Green and Sustainable Procurement Policy; Zero-Waste or Solid Waste Management Guidelines; Sustainable Catering and Food Service SOP; Supplier Code of Conduct; Digital Records and Paper-Reduction Directive; Events Management Procedure; Food Safety and Sanitation Procedures; Information Security and Data Privacy Policies; Records Retention and Disposal Schedule; Risk and Opportunity Register; Legal and Regulatory Register; Internal Audit and Corrective Action Procedures.

MU-EOMS-ENV-F01 Disposable-Item Baseline and Inventory Form; F02 Facility Disposable-Item Reduction Audit Checklist; F03 Low-Waste Event Checklist; F04 Disposable-Item Exception Request; F05 Vendor Compliance Declaration; F06 Quarterly KPI Dashboard; F07 Waste Characterization Sheet; F08 Corrective Action Report; F09 Paper and Digital Workflow Review; F10 Reusable Asset and Deposit-Return Log.

Annexes

Annex A. Minimum Facility Audit Checklist

Audit area	Verification points
Dining and catering	Glass, metal, ceramic or durable reusable dinnerware; washing/storage hygiene; deposit-return controls; return and loss rates.
Restrooms	Functional electric dryers or justified alternative; paper-towel dispensers and issue data; electrical, accessibility, maintenance, noise and hygiene checks.
Paper and digital workflow	Electronic forms/approvals/course materials; duplex defaults; print controls; accessibility, privacy, authenticity, backup and retention.
Events	Reusable or digital signage; undated materials; badge/lanyard return; reusable catering; collection points; post-event evidence.
Offices/learning spaces	Disposable purchases, meeting practice, pantry supplies, handouts, folders, batteries, cartridges and promotional items.
Food-service controls	BYO acceptance, opt-in accessories, packaging list, reusable serviceware, deposit/return, washing and storage hygiene.
Waste stations	Correct labels, contamination, collection alignment, recycler/MRF evidence and litter risks.
Vendor compliance	Contract clause, item inspection, data submission, take-back, prior findings and corrective-action status.
Accessibility and safety	Reasonable accommodation, infection control, electrical safety, 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/serviceware/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; disposable-item 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	Waste, cost, health, accessibility, records, supply and infrastructure risks; measurable objectives and action plans.
7.1-7.5	Resources, competence, awareness, communication, digital infrastructure and controlled records.
8.1	Operational criteria for procurement, learning delivery, records, 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
Is there an approved disposable-minimization framework?	This policy plus approved Green Procurement, Zero-Waste, Sustainable Catering, Digital Records/Paper Reduction and Events documents; document-control and review records.
Are dining and catering disposables minimized?	Reusable glass, metal, ceramic or durable ware; deposit-return logs; wash/storage inspections; catering contracts; exception records.

Are paper and handouts reduced?	Digital forms, electronic approvals, LMS course materials, duplex defaults, print-management and paper-issue trends; accessibility provisions.
Are restrooms assessed?	Hand-dryer inventory and functionality; paper-towel issue trends; electrical, maintenance, hygiene and accessibility assessments; corrective actions.
Are event materials reusable?	Reusable/digital signage inventories; badge and lanyard return records; low-waste event checklists; photographs and post-event reports.
Are procurement and third parties controlled?	Needs assessments, specifications, supplier declarations, contract clauses, delivery inspections, take-back evidence and CAPA.
Is implementation measured and improved?	Verified baseline, item-specific targets, KPI dashboard, facility audits, waste characterization, Management Review and corrective action.

References:

1. International Organization for Standardization. ISO 21001:2025, 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.
4. Republic Act No. 9275 (2004), Philippine Clean Water Act of 2004.
5. Republic Act No. 6969 (1990) and applicable DENR hazardous-waste and e-waste rules.
6. Presidential Decree No. 856 (1975), Code on Sanitation of the Philippines, as amended and implemented.
7. Republic Act No. 11058 (2018) and DOLE Department Order No. 198-18, occupational safety and health requirements.
8. Republic Act No. 9512 (2008), National Environmental Awareness and Education Act of 2008.
9. Republic Act No. 8792 (2000), Electronic Commerce Act of 2000.
10. Republic Act No. 10173 (2012), Data Privacy Act of 2012, and its IRR.
11. Republic Act No. 9470 (2007), National Archives of the Philippines Act of 2007, where applicable.
12. 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.

APPROVED BY:

KAREN BELINA F. DE LEON, M.D.,Ed.D
Vice Chair, Board of Directors / University President