# MPSU WASTE DISPOSAL ON HAZARDOUS MATERIALS

Policy, Process or Practice on Waste Disposal – Covering Hazardous Materials

(*details excerpted from the CHEMISTRY LABORATORY OPERATIONS MANUAL)*

## I. Rationale

Mountain Province State University (MPSU) generates various forms of hazardous waste through academic instruction, research, clinical activities, and facility operations. Current practices — including Chemistry Laboratory waste procedures and the burial of clinical wastes collected by the General Services Office (GSO) — demonstrate the University's efforts to maintain safety and compliance.

To ensure consistent, safe, and legally compliant management across all campuses, laboratories, and units, the University adopts this formal Policy on Hazardous Waste Disposal and Management.

## II. Institutional Context

MPSU currently implements several internal practices related to hazardous waste disposal:

- **Chemistry Laboratory Guidelines** require proper disposal of solid, chemical, and corrosive wastes, including limits on what can be poured into sinks, flushing procedures, and spill-response practices.
- **Clinical and biomedical wastes** generated by Nursing and allied programs are **collected and buried by the General Services Office (GSO)** following existing campus health and safety practices.
- Laboratory custodians and instructors are required to oversee waste segregation, proper handling, and the safe return of reagents and materials.
- Facilities and laboratory usage policies emphasize accountability, proper disposal, spill cleanup, and safety gear requirements.

These reflect MPSU's ongoing commitment to safe laboratory operations, but a comprehensive hazardous waste policy is needed to unify procedures across units and ensure alignment with RA 6969 and DENR regulations.

## III. Policy Statement

MPSU shall ensure that all hazardous materials and hazardous wastes are **safely managed, stored, treated, transported, and disposed of** in accordance with national law (RA 6969 and its IRR), environmental standards, and established University practices.

The University further commits to minimizing waste generation, protecting human health and the environment, and documenting all hazardous-waste processes for accountability.


## IV. Scope and Coverage

This policy applies to all units, campuses, and individuals involved in:

- Chemistry, Biology, Physics, and research laboratories
- Nursing and clinical/biomedical operations
- Facilities maintenance and sanitation
- Workshops, technical labs, and other operations generating hazardous waste
- Any unit producing chemical, clinical, toxic, corrosive, flammable, or reactive waste

## V. Definitions

- **Hazardous materials** – chemicals, reagents, biological agents, sharps, flammables, corrosives, or any substance posing physical or health hazards.
- **Hazardous waste** – used, spent, contaminated, or no longer usable hazardous materials requiring special disposal.
- **Biomedical/clinical waste** – infectious waste, sharps, human-related waste from clinical procedures.
- **Generator** – any unit or personnel producing hazardous waste.
- **GSO** – General Services Office responsible for campus-wide sanitation and waste collection duties.

## VI. Standards and Disposal Procedures

### A. Chemical and Laboratory Waste (Chemistry/Biology/Physics)

Based on the Chemistry Laboratory Manual:

1. **Solid chemical wastes** must be placed in designated waste cans; only water-soluble solids may be flushed if permitted.
2. **Corrosive or flammable liquids** may only be flushed in *small quantities* with abundant water; large quantities require special collection.
3. **Spills of acids/bases** must be rinsed immediately and reported.
4. **Unused reagents and wastes** must be returned or disposed of properly before leaving the laboratory.
5. **Laboratory instructors and custodians** supervise disposal, maintain storage areas, and ensure segregation and labelling.

### B. Clinical and Biomedical Waste (Nursing and Allied Health)

1. The **General Services Office (GSO)** shall collect clinical wastes such as:

- contaminated materials
- sharps
- blood-contaminated items
- clinical by-products

2. **Collected clinical waste is buried** in an approved burial pit designed for biomedical waste, in accordance with existing campus practice.
3. Sharps shall always be placed in puncture-proof containers prior to GSO collection.

**C. Chemical Storage and Segregation**

All hazardous wastes must be:

- stored in clearly labelled, compatible containers
- segregated by category (e.g., flammable, acidic, basic, reactive, infectious)
- located in secure, ventilated storage areas with limited access

**D. Final Disposal and Transport**

1. The University shall partner with **DENR-accredited hazardous-waste haulers** when required.
2. Internal disposal methods (e.g., burial of clinical waste) shall follow health, sanitation, and environmental standards.
3. Records of waste collected, buried, transported, or treated must be kept by the GSO and concerned laboratory units.

## VII. Roles and Responsibilities

**1. General Services Office (GSO)**

- Collects and buries clinical/biomedical wastes following university-sanctioned procedures.
- Assists in collection of hazardous waste from labs upon request.
- Maintains disposal records.

**2. Laboratory Instructors & Custodians**

- Implement laboratory waste guidelines as stated in the Laboratory Manual.
- Supervise disposal, waste segregation, and immediate spill response.
- Ensure students comply with safe disposal practices.

**3. Laboratory Users (Students/Researchers)**


- Follow all safety rules and disposal guidelines.
- Dispose of chemicals, solids, and liquids only as instructed.

**4. College Deans & Campus Administrators**

- Ensure implementation of this policy across departments.
- Provide support for training, equipment, and proper storage areas.

**VIII. Training and Awareness**

All personnel handling hazardous waste must undergo orientation covering:

- chemical safety
- spill management
- waste segregation
- proper disposal procedures
- emergency responses

Annual refresher training shall be provided.

**IX. Monitoring and Compliance**

- Laboratory units shall submit quarterly waste reports to the GSO.
- Non-compliance may result in corrective actions or suspension of laboratory privileges.
- Violations involving safety risks may result in administrative sanctions.

# CHAPTER 1

## POLICY FOR APPROPRIATE CHEMISTRY LABORATORY USAGE

It is important for everyone to realize that there is attached responsibility to the Instructor including the students every time they use the Chemistry laboratory room during class and experiment sessions.

**Chemistry Laboratory Guidelines and Policies for Students**

In using the Chemistry laboratory facilities, the student:

1. Must follow rules on the use of the laboratory room such as the prohibition of drinking, eating or smoking in the laboratory room.
2. Must not perform any unauthorized experiments.
3. Must conserve gas, water, filter paper and materials of any kind.
4. Must return reagent bottles promptly to their proper places.
5. Must observe proper disposal of solid waste and chemical waste used in the experiment.
    a. The solids must be disposed by placing them in waste cans, unless it is readily soluble in water.
    b. The gutter must be used for the disposal of water only.
    c. Small amounts of corrosive flammable liquids may be flushed down the sink with plenty of water. Larger amounts of such solvent should not be poured off on the sink.
    d. Table or floor spilled with acids or bases must be washed immediately with plenty of water.
6. Agrees to be careful in handling laboratory apparatuses and equipment.
7. Must be cautious in performing experiments and in handling chemicals. The student must observe the following precautions in performing experiments and in dealing with chemicals:
    a. Always wear laboratory gown and goggles when performing experiments.
    b. Avoid inhaling fumes of any kind. Use a well-ventilated hood if heavy or toxic vapors are being produced.
    c. Never taste chemicals unless directed by the instructor.
    d. Do not use mouth suction in filling up pipettes with chemical reagents.
    e. Use spatula for solid reagents; do not handle them with bare hands.
8. Handle concentrated acids with care; avoid spilling them on clothing or any part of the body especially the eyes. If this should happen, wash the affected area with plenty of water and report to your instructor.
9. Always pour concentrated acid into water. Never pour water into acids.
10. Agrees not to work alone in the laboratory.
11. Informs the Instructor of any problems occurring with the use of the equipment.
12. Must turn off water and gas supply and make sure that the working area is clean before leaving the laboratory room.
13. Understands that violation of the above mentioned conditions is subject to corresponding sanctions by the appropriate authorities. Accidents due to negligence of students shall be the sole responsibility of the students concerned.
14. Agrees that the above conditions shall remain for as long as enrolled student uses the Chemistry facilities.

**Chemistry Laboratory Guidelines and Policies for Instructors:**

1. In using the Chemistry laboratory facilities, the Instructor must follow the following guidelines and policies:

   When the laboratory is used for instructional/laboratory purposes, the Instructor is responsible for the supervision and conduct of the students during the entire class or laboratory period. During the assigned time, only the enrolled students for the subject should be in the room. The Instructor has the authority to send out anyone who is not a member of the class.

2. The following becomes the added function of the Instructor during the conduct of laboratory classes:

- The Instructor is responsible for the efficient functioning of the Laboratory during regular student usage.
- The Instructor should report all defective apparatuses/equipment which were issued before the conduct of laboratory experiments or activities.
- The Instructor is responsible for securing the laboratory when leaving. The entrance and exit to the laboratory must be locked and secured when the laboratory is vacated.
- The Instructor assigned for the scheduled time needs to be present before the students can enter the laboratory room.
- The Instructor is responsible for maintaining the equipment in the laboratory during the experiment session by reporting problems to the laboratory in-charge.
- The Instructor sees to it that the laboratory and workstations must be left tidy for the next users.

## CHAPTER 2

### CHEMISTRY LABORATORY CONDUCT

1. Scheduled classes are given priority over other users.
2. Eating, drinking, smoking or chewing tobacco/ momma shall strictly be prohibited inside the laboratory.
3. Students who destroy any laboratory apparatus or equipment in the laboratory shall be held financially responsible. Fines for replacement shall be determined according to the value of the damaged items and shall be assessed by the Laboratory custodians.
4. Appropriate attire is required (laboratory gowns and face masks required).
5. Do not let another person use the apparatuses/equipment assigned to a certain group.
6. The use of Chemistry, Biology and Physics laboratory rooms must be limited to laboratory classes only. The use of such rooms for other purposes requires permit from the General Services Office.
7. Failure to adhere to Chemistry laboratory policies and procedures may result in permanent suspension of lab privileges.

# CHAPTER 3

## CLEANLINESS, ORDERLINESS AND DISCIPLINE INSIDE THE LABORATROY

1. Before Experiment

a. Wear your laboratory gown.

b. Clean you're working area/table, sink, and floor.

c. Set all your personal belongings on the shelves under the working tables:

No other things should be placed on top the working table except those materials needed in the experiment.

Secure all personal belongings (money, calculators, cellphones etc.) in your pockets.

d. Accomplish completely the requisition slip as to necessary materials from the stockroom.

- Double check your list before going to the stockroom counter.
- Request for additional equipment or chemicals will not be entertained at the stock room.
- Double check the quantity and condition of the material needed for a particular experiment upon issuance from the stockroom counter.
- Bring out your material from the class locker.
- Prepare the list and labels of the reagents needed for the experiment.
- Prepare the apparatuses needed.
- Get the reagents from the dispensing section.

2. During the Experiment

a. Set all the materials (chemicals, apparatus and others) on the working table

b. Position yourself around the working table where you can visualize and observe the experiment procedures and results.

c. Perform the experiment systematically.

d. Record significant observations.

e. Double check whether you have obtained the required data in the experiment.

3. After the experiment

a. All the leaders must present their notebooks/manuals signed by the faculty.

b. Leaders collect checked manuals of members and affix their signature/date.

*They must make sure that:*

- Materials are returned to the stockroom.
- Wastes and unused reagents must be disposed properly.
- Glassware are washed and wiped dry.

Working tables or working areas are cleaned.

c. Class materials must returned in lockers.

d. Faculty must inspect group area.