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MEMORANDUM CIRCULAR NO. 17
Series of 2023

SUBJECT : POLICY GUIDELINES ON MIAA WASTE MANAGEMENT

GENERAL

1. Pursuant to the Authority's ongoing efforts to optimize its waste disposal operations, the following specific Environmental Laws shall be strictly observed and complied with:
 - a. *Presidential Decree (PD) 1152 - The Philippine Environmental Code,*
 - b. *PD 984 - Pollution Control Law,*
 - c. *PD 1586 - Environmental Impact Assessment System Law,*
 - d. *Republic Act (RA) 8749 - Clean Air Act,*
 - e. *RA 9003 - Ecological Solid Waste Management Act,*
 - f. *RA 6969 - Toxic Substances, Hazardous and Nuclear Wastes Control Act*
 - g. *RA 11058 - An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof, and its*
 - h. *Implementing Rules and Regulations.*
 - i. *DOH Health Care Waste Management Manual*
2. The MIAA commits to protect the environment by having a Waste Management System in place that integrates relevant policies and control measures that will serve as a framework to achieve our environmental goals and improve environmental performance; have appropriate management of sustainable resources to minimize impact to the environment; and measure, monitor and improve of any environmental impacts arising from airport operations to prevent or minimize risks to the environment and public health.

PURPOSE AND SCOPE

3. This MC covers all the activities and actions required to manage waste from its inception to its final disposal: collection, transport, treatment, and disposal of waste (solid, hazardous, and infectious) together with monitoring and regulation. It also encompasses the legal and regulatory framework that relates to waste management including guidance on recycling.
4. The purposes of this MC are:
 - a. Ensure the protection of MIAA employees, stakeholders/ customers' health in particular, and the environment in general.
 - b. Utilize environmentally-sound methods that maximize the utilization of valuable resources and encourage resource conservation and recovery.
 - c. Set guidelines and targets to minimize waste generation including composting, recycling, re-use, recovery, and others, before collection, treatment, and disposal in appropriate and environmentally sound waste management facilities in accordance with ecologically sustainable development principles.

- d. Ensure the proper segregation, collection, transport, storage, treatment, and disposal of waste through the formulation and adoption of the best environmental practice in ecological waste management; and
 - e. Retain primary enforcement and responsibility of waste management with its employees and stakeholders.
 - f. To sustain the Authority's ISO Certification.
5. This MC applies to all MIAA employees such as: organic personnel, outsourced personnel, job order personnel, contract of service personnel, and other stakeholders operating at the NAIA Complex.

DEFINITION OF TERMS

6. For purposes of this MC, the following shall construe to mean:
- a. **Collection** - the act of removing all types of waste from the source or from a communal storage point.
 - b. **Composting** - the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product.
 - c. **Compostable** - a product that can disintegrate into non-toxic, natural elements.
 - d. **Consumer electronics** - special wastes that include worn-out, broken, and other discarded items such as radios, stereos, and TV sets.
 - e. **Disposal** - the discharge, deposit, dumping, spilling, leaking or placing of any waste into any authorized landfill.
 - f. **Disposal Site** - a site where waste is finally discharged and deposited.
 - g. **Ecological Solid Waste Management** - the systematic administration of activities that provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment.
 - h. **Environmentally acceptable** - the quality of being reusable, biodegradable or compostable, recyclable, and not toxic or hazardous to the environment.
 - i. **Environmentally preferable** - products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.
 - j. **General Waste** - also called residual waste, is material from businesses and households that cannot be recycled. It includes materials such as non-recyclable plastics, polythene, some packaging, and kitchen crafts.
 - k. **Generation** - the act or process of producing waste.
 - l. **Generator** - a person, natural or juridical, who last uses a material and makes it available for disposal or recycling.
 - m. **Hazardous Waste** - solid waste or combination of solid waste which because of its quantity, concentration, or physical, chemical, or infectious characteristics may: cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.
 - n. **Infectious Waste** - waste contaminated with blood and other bodily fluids (e.g., from discarded diagnostic samples), cultures and stocks of infectious agents from laboratory work (e.g., waste from autopsies and infected animals from laboratories), or waste from patients in isolation wards and equipment (e.g., swabs, bandages, and disposable medical devices);
 - o. **Materials Recovery Facility (MRF)** - shall include a solid waste transfer station or sorting station, a drop-off center, a composting facility, and a recycling facility.
 - p. **Medical Waste** - includes all the solid and liquid waste generated in the clinic as a result of performing diagnosis, treatment or immunization of human beings.
 - q. **Non-recyclable material** - all those which cannot be used again.

- r. **Personal Protective Equipment (PPE)** – specialized clothing or equipment worn for protection against infectious materials.
- s. **Receptacles** - shall refer to individual containers used for the source separation and the collection of recyclable materials.
- t. **Recyclable material** - any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans, plastics, and other materials as may be determined by the Commission.
- u. **Recycling** - treating of used or waste materials through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid waste materials are transformed into new products in such a manner that the original products may lose their identity, and which may be used as raw materials for the production of other goods or services: Provided, that the collection, segregation and re-use of previously used packaging material shall be deemed recycling under the Act
- v. **Segregation** - shall refer to sorting and segregation of different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.
- w. **Segregation at Source** - shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.
- x. **Sharps** – items that could cause cuts or puncture wounds, including hypodermic needles, lancets, syringes, scalpel blades, and broken glass such as ampules.
- y. **Solid Waste** - shall refer to all discarded household, commercial waste, non-hazardous institutional, ports/harbor and industrial waste, street sweepings, construction debris, agriculture waste, and other non-hazardous/non-toxic solid waste. Unless specifically noted otherwise, the term "solid waste" as used in the Act shall not include:
 - i. waste identified or listed as a hazardous waste of a solid, liquid, contained gaseous or semisolid form which may cause or contribute to an increase in mortality or in serious or incapacitating reversible illness, or acute/chronic effect on the health of persons and other organisms.
 - ii. infectious waste from a medical clinic such as equipment, instruments, utensils, and fomites of a disposable nature from patients who are suspected to have or have been diagnosed as having communicable diseases and must therefore be isolated as required by public health agencies, laboratory wastes such as pathological specimens (i.e., all tissues, specimens of blood elements, excreta, and secretions obtained from patients or laboratory animals), and disposable fomites that may harbor or transmit pathogenic organisms, and surgical operating room pathologic specimens and disposable fomites attendant thereto, and similar disposable materials from outpatient areas and emergency rooms; and
 - iii. construction debris or "construction waste" means solid waste resulting from the building or renovation of buildings, roads, and other man-made structures.
- z. **Solid Waste Management** - shall refer to the discipline associated with the control of generation, storage, collection, transfer and transport, processing, and disposal of solid wastes in a manner that is in accord with the best principles of public health, economics, engineering, conservation, aesthetics, and other environmental considerations, and that is also responsive to public attitudes.
- aa. **Special wastes** - household hazardous wastes such as paints, thinners, household batteries, lead-acid batteries, spray canisters, and the like. These

include wastes from residential and commercial sources that comprise bulky wastes, consumer electronics, white goods, yard wastes that are collected separately, batteries, oil, and tires. This waste is usually handled separately from other residential and commercial wastes.

- bb. **Spillage** – incidental release of petroleum-based products at the airport tarmac and other ramp areas that may cause accidents to ramp users and damage to waterways.
- cc. **Waste Diversion** - shall refer to activities that reduce or eliminate the amount of solid waste from waste disposal facilities.
- dd. **Waste Segregation** – the process of sorting waste into categories so that it can be appropriately disposed.

STATEMENT OF POLICY

- 7. The Authority adopts a systematic, comprehensive, and ecological Waste Management System that will provide:
 - a. An orderly system of operation consistent with the needs of the area concerned.
 - b. A provision that the operation will not create pollution of any kind or will constitute a public nuisance.
 - c. A system for the safe and sanitary disposal of waste.
 - d. A provision that existing plans affecting the development, use, and protection of air, water or natural resources is considered.
 - e. Schedules and methods of implementing the development, construction, and operation of the plan together with the estimated costs; and
 - f. A provision for the periodic revision of the program to ensure its effective implementation.

- 8. **Guidelines for Concessionaires**
 - a. No store shall provide plastic carryout bags to customers. Only recyclable paper carryout bags, reusable bags, and compostable plastic bags shall be provided for the purpose of carrying out goods or materials purchased from the store. However, nothing herein prohibits customers from using bags of any type that they bring to the store, or from carrying away goods that are not placed in a bag, in lieu of using bags provided by the store.
 - b. Compostable bags must conform to the Standard Specification on composability set by the Department of Science and Technology (DOST)
 - c. Canteens/cafeteria, restaurant operators are encouraged to utilize ceramic or melaware plates and cups, stainless steel utensils, and glasses for all in-house occasions or dine-ins.
 - d. Canteens/cafeteria, restaurant operators should use paper or bagasse-based meal boxes, bowls, cups, and "sporks" for take-out meals.
 - e. Canteens or cafeterias should encourage employees to bring their own containers for take-out.
 - f. Food and beverage operators are encouraged to sell carbonated juice and other kinds of drinks in glass bottles or aluminum cans. Selling beverages through drink dispensers can be considered provided only paper cups will be used.
 - g. Concessionaires are required to display posters covering the three (3) R's (Reduce, Re-use & Recycle) and the measures employed thereto.
 - h. Prohibit the use of polystyrene (Styrofoam) cups and meal containers.
 - i. Prohibit the use of plastic cups, straws, stirrers, and other plastic utensils.

PROCEDURAL GUIDELINES

9. SOLID WASTE

a. Segregation of Solid Waste

- i. All NAIA Terminals including the International Cargo Terminal must have a designated area or Material Recovery Facility (MRF) and containers in which to accumulate source-separated recyclable materials to be collected by MIAA Garbage Hauling Contractors. MRF shall be designed to receive, sort, process, and store compostable and recyclable material efficiently and in an environmentally sound manner. The facility shall address the following considerations:
 - 1) The building and/or land layout and equipment must be designed to accommodate efficient and safe materials processing, movement, and storage.
 - 2) The building must be designed to allow efficient and safe external access and to accommodate internal flow.
 - 3) The following records shall be kept and maintained; such records shall be submitted to the General Services Division (GSD):
 - Records of weights or volumes of waste received, processed, and removed from the site; and
 - Daily logbook or file of the following information shall be maintained: fire incidents, special occurrences, unauthorized loads, injury, and property damage.

- ii. Must be in different colored plastic bag when brought to the MRF.

COLOR CODING	WASTE
Green	Biodegradable (papers)
Blue	Non-biodegradable (plastics bottles)
Black	Non-biodegradable (cans /bottles)

- iii. Personnel in the MRF shall arrange the trash to facilitate the hauling; and
- iii. The solid waste container depending on its use shall be properly marked or identified for on-site collection labelled as "compostable", "non-recyclable", "recyclable" or "special waste", or any other classification as may be determined by the Authority.

b. Collection, Transportation and Handling of Solid Wastes

- i. All collectors and other personnel directly working in the collection of solid waste must wear Personal Protective Equipment (PPE) and paraphernalia to reduce the risks of injury or infection due to hazards caused by the solid waste.
- ii. All MIAA tenants/concessionaires shall transport their segregated waste to the designated MRF/dumpsters cautiously or at inconspicuous times.

AREAS	DESIGNATED MRF/ DUMPSTERS
NAIA Terminal 1	Parking C
NAIA Terminal 2	Nayong Pilipino Site near Car Park 2 entrance
NAIA Terminal 3	North Loading Dock Area
NAIA Terminal 4	1) Parking A 2) Near Pumping Station Airside Area
ICT Cargo	Inner Gate 4
MIAA Admin Building	Beside SMPP Office
Outside Areas	1) APD Compound 2) AIMHEC Compound

AREAS	DESIGNATED MRF/ DUMPSTERS
Aircraft Movement Areas (AMA)	1) T2 Ramp (FOD Bins) 2) T1 Ramp (FOD Bins) 3) ATSS-COBUS Base 4) DNATA Motor Pool/ULD Yard 5) All Security Guard Outposts 6) Rescue & Fire Fighting Bldg. 7) PNP SOU & AVSECOM 8) PCO/Crash Gate 1 (SLEX) 9) AGES Hangar 10) Electrical Sub Station Balagbag 11) T3 Ramp (FOD Bins)/ 112/120 12) T4 Trash Depot 13) T4 Ramp (FOD Bins) @ Perimeter Road 14) North Gen. Ave 15) South Gen. Ave.

- iii. The equipment of 3rd party contractors such as dumpsters, bins, and vehicles shall be maintained in good condition and kept clean to prevent the attraction of viruses and vectors.
- iv. For the purpose of identification, vehicles should bear the body number, name, and telephone number of the contractor/agency collecting solid waste.

c. Disposal of Solid Waste

- i. The Authority engages the services of a qualified 3rd party contractor for the disposal of waste following the provisions stipulated in the Terms of Reference prepared by the GSD.
- ii. To lessen concerns on waste generation and disposal regarding construction/ engineering works in the complex, the Terms of Reference must include the provision that contractors are solely responsible for the hauling of wastes generated during project implementation and completion.
- iii. Disposal of unserviceable Supplies, Spare Parts, Materials, Property, Plant, and Equipment (SSMPPE) must be in accordance with established Memorandum Circular No. 31, s. 2020. The following are the mode of disposal referred to in the IMS Policy Guidelines (I-IMS-S-002):
 - 1) Public Auction
 - 2) Sale Thru Negotiation
 - 3) Donation
 - 4) Destruction/Condemnation
 - 5) Barter
 - 6) Transfer of Disposable Property

10. HAZARDOUS WASTES

The Authority encourages proper management of hazardous wastes generated within the NAIA Complex by promoting, in order of preference; minimizing the generation of hazardous waste; recycling and reuse of hazardous waste; and treatment of hazardous waste to render it harmless.

a. Requirements for Proper Hazardous Waste Management

- i. Designation of a Pollution Control Officer.
- ii. Offices generating hazardous waste shall comply with the packaging and labeling requirements as provided for in RA 6969.
- iii. Offices generating hazardous waste whose wastes are transported outside their premises shall comply with the packaging and labeling requirements as provided for in the Implementing Rules and Regulations of RA 6969 and prepare a spill response plan to be handed to the designated waste transporter. The spill response plan includes the following instructions to the waste transporter in the event of an accident:

- 1) immediate reporting to the EMB-DENR
 - 2) securing or containing the affected area
 - 3) cleaning up spilled or leaked hazardous waste.
- iv. Use of authorized transporters. The Authority shall engage the services of a qualified 3rd party contractor for the transport, treatment and disposal of hazardous wastes following the provisions stipulated in the Terms of Reference prepared by the PCO. A waste generator is required to avail of the services of waste transporters who meet the following criteria:
 - 1) a waste transporter who is registered with the DENR; and
 - 2) a transporter who has an approved Manifest Form to convey the hazardous waste from the waste generator's premises to the designated TSD facility.
 - v. Compliance with Waste Transport or Manifest System. A waste generator whose hazardous wastes are transported outside the waste generator's premises is required to comply with the Manifest system.
 - vi. Use of recognized treaters. A waste generator is required to avail itself of the services of a waste treater who has a valid Facility Permit from the EMB Central Office to recycle, reprocess, treat, or dispose of the hazardous waste generated or produced at the generator's premises.
 - vii. Confirmation of completion of treatment/disposal. A waste generator who designates a waste treater to recycle, reprocess, treat, or dispose of his hazardous wastes, shall require the said waste treater to issue a Certificate of Treatment. The certification shall be accompanied by a photocopy of the last page of the waste transport record, signed by all the parties involved.
- b. Storage Facilities**
- i. Responsibilities of Generators and Treatment, Storage and Disposal (TSD) Facilities
 - 1) The Pollution Control Officer/Environmental Officer designated by the hazardous waste generator or TSD facility shall be responsible for the management of the storage facility.
 - 2) The Hazardous Waste Generator/TSD facility shall ensure that all movement of hazardous wastes, toxic substances, and treated materials in and out of the storage facility shall be properly documented.
 - 3) The Hazardous Waste Generator/TSD facility shall ensure that the requirements of classification, packaging and labeling of hazardous wastes, toxic substances and treated materials are complied with.
 - ii. Minimum Requirement for Hazardous Waste Storage Facilities/Area
 - 1) It must be accessible in cases of emergency and for purposes of inspection and monitoring.
 - 2) The facility should be enclosed but adequately ventilated.
 - 3) The floors should be impermeable to liquids and resistant to attack by chemicals, not slippery and should be constructed to retain spillages.
 - 4) The facility should be properly secured and not easily accessed by unauthorized persons.
 - 5) Drums should preferably be stored upright on pallets and stacked no more than four (4) drums high.
 - 6) Drums should be raised on pallets or similar structures to allow passage of water and circulation of air.
 - 7) All containers should be labelled with their contents and checked regularly for leaks.
 - 8) There should be segregation of acids from bases and other hazardous wastes; and
 - 9) There should also be segregation of non-treated from treated hazardous wastes.

- iii. Types of vessels, containers, tanks, and containment buildings used for storage of hazardous waste. Vessels, containers, tanks and buildings used for storage of hazardous waste may include:
 - 1) metal drum (with a lid or a cap)
 - 2) plastic container
 - 3) metal container
 - 4) cloth container
 - 5) container van
 - 6) tanker truck
 - 7) built tank
 - 8) containment building/warehouse (completely enclosed structure with four walls, a roof, and a floor used to store non-containerized waste, such as bulky and high volume non-liquid waste)
 - 9) settling ponds not used as treatment of wastewater.

c. **Labelling Requirements**

All storage facilities should be labeled as specified below:

- i. The size of the label is minimum 20cm x 30cm.
- ii. The color of the label is yellow for background and black for letters conspicuously marked in paint or other permanent form of marking.
- iii. The material of the label should be scratch proof and resistant to tampering and weathering.
- iv. The label is accompanied by a symbol corresponding to characteristics of the hazardous waste contained in the vessel, container, or tank.

Proper labeling should be done at the waste generator's facility and should be retained up to the TSD facility.

d. **Disposal of Oil from Motor Vehicle**

- i. Used motor and gear oil must be collected using a 50-liter waste oil collector or other suitable container vessel. Contents can be transferred to a 55-gallon steel drum for turn-over to the hazardous waste depository. Drums being filled must be placed in dry areas away from heat, direct sunlight, and rain.
- ii. Other fluids such as hydraulic fluids, coolants, transmission fluids are collected and stored in spill-proof plastic containers separately from motor/gear oil and similarly endorsed to the hazardous waste depository.
- iii. Oil filters, rags, saw dusts used as oil absorbents are to be collected and placed in a plastic bag for disposal as hazardous wastes.
- iv. Vehicles past their warranty period can be installed with bypass oil filters and/or use synthetic motor oil to extend motor oil drain intervals.

e. **Handling and Disposal of Oil Spillage from Oil-type Transformer**

- i. Transfer collected oil spillage to a container drum and put it in a safe and secured area/space.
- ii. Hand over properly all used transformer oil to PCO with all necessary documents.
- iii. Frequent monitoring if there is some oil spillage, bloated battery cell, or capacitor cell and conduct immediate replacement.
- iv. For storing transformer/mineral oil on site, the following control measures must be observed.
 - 1) Drums must be stored indoors, dried location, and must be properly sealed. Where the circumstances require, the drums must be placed above the ground with a wooden pallet.
 - 2) Use / open drums should properly seal to prevent contamination.
 - 3) Drums must be non-corrosive.
 - 4) Drums must be in an area where there are minimum risks of being hit by vehicles or other equipment. It must also be protected against damage from motor vehicles by the use of collision barriers.
 - 5) Smoking will not be permitted around the storage facility and "NO SMOKING" signage should be posted.

- 6) Areas around the storage area should be kept free of weeds, trash, or other unnecessary materials.

f. **Oil Spillage at the Aircraft Movement Area**

- i. Reports pertaining to spillage will be recorded on the Oil/Fuel Spillage Report with concurrence by the representative from the airline and/or ground handler/service provider. To facilitate this process, the Apron Management Service (AMS), General Aviation Operations Division (GAOD) or Airport Ground Operations Safety Division (AGOSD) gathers information. Upon receipt of the report, the AMS, GAOD or AGOSD inspects, evaluates, and reviews the report. The result is forwarded to the section responsible for billing.
 - 1) Aircraft Vehicle / Equipment involved.
 - 2) Spill substances (e.g., hydraulic oil, Jet A-1 fuel, engine oil etc.)
 - 3) Estimated area of spillage
 - 4) Date and approximate time of spill
 - 5) Exact location
 - 6) Any clean-up undertaken, and materials used.
- ii. If safe to do so, take immediate action to prevent the spread of spill or leak. Ground Handlers, in coordination with AMS, GAOD or AGOSD, initiates spill clean-up by using appropriate absorbent products/materials and use of personal protective equipment (goggles, safety boots, safety gloves, safety clothing materials, etc.)
- iii. All ground equipment and aircraft spillage on the apron area are recorded and reported by the airline representative to the AMS or GAOD for immediate clearing of the area.
- iv. For fuel spill, the following actions are to be implemented.
 - 1) Fueling operations must STOP immediately and notify the Rescue and Firefighting Division (RFD), AMS, and GAOD.
 - 2) Each fuel spill should be treated as a potential fire source. Firefighting equipment is placed on standby until the time that RFD personnel arrive in the area.
 - 3) Restrict all activities within the spill area and control the movement of unauthorized personnel and equipment.
 - 4) All electrical equipment in use during fueling operation must be switched off immediately.
 - 5) If fuel is spilled on any baggage, such items should not be loaded into the aircraft.
 - 6) Normal operations should not resume on the aircraft, nor any engines start until the spill has been completely removed.

Note: For evacuation of passengers from the aircraft in the event of fuel spillage, airline procedure applies.
- v. In case wherein the Air Carrier for aircraft / Ground handler and Fixed Based Operator for the equipment and Refueller for fuel service provider failed to report the spillage to the AMS, AGOSD, or GAOD, the Air Carrier or Ground Handler/ Fixed Based Operator and Refueller as determined by the Authority are penalized in accordance with prescribed rates.
- vi. The AMS, AGOSD, or GAOD closes parking bays and apron areas affected by severe spillage. A consequential penalty is imposed on top of the regular cleaning/degreasing charges and a penalty to the Air Carrier / Ground handler / Fixed Based Operator and Refueller.
- vii. The AMS, AGOSD, or GAOD notifies the Pavements and Grounds Division (PGD) regarding the reported spillage for cleaning and degreasing. 4.8 The degreasing unit of the PGD shall be on standby to ensure the safety of the equipment and aircraft that utilizes the Aircraft Movement Area (AMA).
- viii. MIAA, its representative, and accredited contractors shall be the sole agent in cleaning/degreasing incidental spillage.

- g. **Disposal of other Hazardous Waste**
 - i. Disposal of supplies and materials (e.g., batteries, toner cartridges etc.) that have become dangerous to use because of long storage or use of which is determined to be hazardous is through the Disposal Committee. A duly accomplished report of unserviceable, condemnable supplies, materials, and/or equipment form (RUCSME) with required documents must be submitted to PMD for record purposes.
 - ii. Classified hazardous waste is brought to the Authority's Hazardous Waste Depository at the Aviation Support Industrial Area (ASIA) 2, formerly Nayong Pilipino Complex, for storage and proper disposition.

11. INFECTIOUS WASTE

- a. The Authority has established a Waste Management Plan (I-IMS-S-005) prepared by the Medical Division that must be strictly implemented at all terminals.
- b. All health care waste generated in the management and treatment of patients including suspect, probable and confirmed COVID-19 patients and dental patients should be considered as infectious waste.
- c. Appropriate personal protective equipment (PPE) and shoe cover, apron, long-sleeved gown, thick gloves, face mask, and goggles or a face shield) must be used by the medical personnel designated in collecting, segregating, handling, transporting, and processing health care waste. Hand hygiene must also be done after removing the PPEs.
- d. Only personnel trained in the risk and safety procedures for handling healthcare waste must be designated to handle infectious waste.
- e. Storage of infectious waste must follow safe retention until it is treated or collected for transport to off-site treatment facilities by a third-party hauler. Infectious waste must be separated from other generated wastes and have a dedicated area or space.
 - i. **Waste Generation**
 - 1) Infectious waste generated includes, but is not limited to, the following:
 - Solid wastes (e.g., used PPEs, dressings, swabs, blood bags, urine bags, sputum cups, syringes, test tubes, histopathological waste, etc.); and
 - Liquid wastes (e.g., urine, blood, and other body fluids, etc.).
 - 2) All medical clinic personnel must ensure that waste generated is properly segregated at waste generation points in each terminal.
 - 3) Wastes generated from COVID-19 care may be mixed with other infectious wastes after proper disinfection.
 - ii. **Segregation and Collection**
 - 1) All medical personnel must follow the proper infectious waste segregation protocols for health care wastes.
 - 2) Appropriate labeling and signage of plastic bags and waste bin containers must be done. Posters showing the type of waste that should be disposed of in each type of receptacle must be placed near the bins to guide the staff and patients in waste segregation.
 - 3) Appropriate waste receptacles (yellow plastic bags, waste bins, sharp containers) should be available for use by the health care personnel.
 - 4) Waste bins and sharps containers must be collected when they are three-quarters (%) full of waste. They must be properly sealed prior to their transport.
 - 5) Infectious wastes, which include COVID-19-related wastes, should not be mixed with other wastes during handling and collection.
 - 6) Transport of the collected infectious waste must be done using wheeled trolleys or wheeled bins.
 - 7) Routes for transport of infectious waste from clinic areas to storage

should be established by the health facility.

- 8) Dedicated trolleys and carts should be used in collecting and transporting infectious waste.

iii. **Storage**

- 1) Infectious waste generated in the clinic may be stored in a temporary storage area, away from patients and public spaces.
- 2) The temporary storage area of infectious waste at Terminal 1 must be identifiable by using a biohazard symbol.
- 3) Floors and walls should be sealed or tiled to allow easy cleaning and disinfection.
- 4) Unless properly treated, Infectious waste storage time should not exceed the following periods:
 - 48 hours during cool season
 - 24 hours during hot season
- 5) The compacting of untreated infectious waste, or waste with a high content of blood or other body fluids destined for off-site disposal, is not permitted.
- 6) Disinfection of storage areas must be done regularly.

iv. **Treatment**

- 1) Wear PPE and clean gloves before disinfecting waste.
- 2) Disinfect the yellow bag with bleach solutions or 70% Alcohol.
- 3) After disinfection, place it into another yellow plastic bag.
- 4) Secure the bag by tying a knot on top.
- 5) Weigh the collected medical waste and record.
- 6) Label the collected yellow plastic bag with the date of collection.
- 7) Place the yellow plastic bag in the temporary storage area where medical wastes from other terminals are being collected.
- 8) Remove PPE and gloves.
- 9) Dispose used PPE and gloves properly.
- 10) Wash hands.

v. **Transport and Disposal**

- 1) Transportation of infectious waste within the facility must take place during less busy times of the day (e.g., in the evenings or very early in the morning).
- 2) MIAA-medical clinic in all terminals must conform to the rules and regulations mandated by the Environmental Management Bureau - Department of Environment and Natural Resources (EMB-DENR).
- 3) All infectious waste should be transported using designated wheeled trolleys that are not used for any other purpose. A spare trolley should be readily available in case of breakdowns and maintenance. To avoid infection, transmission trolleys from the third-party hauler must be replaced after every use. A trolley should have the following characteristics:
 - Safe to load, unload, and appropriately sized according to the volume of waste generated at the health care facility, easy to push and to pull, and not too high (to avoid restricting the view of personnel transporting the waste).
 - No sharp edges that could damage waste bags or containers during loading and unloading.
 - Easy to clean and, if enclosed, fitted with a drainage hole and plug; and
 - Labelled and dedicated to a particular waste type and secured with a lock if used for hazardous waste.
- 4) All infectious waste generated in the facilities catering to possible, suspected, probable and confirmed COVID-19 patients, whether built or converted, must be properly treated with the applicable technology as allowed and approved by law.
- 5) The infectious waste at Terminal 1's temporary storage area will be

collected by third-party hauler, certified/accredited by DENR and following the provisions stipulated in the Terms of Reference prepared by GSD such as:

- Register with EMB Central Office as a healthcare waste transporter.
 - Secure Transport Permit from the DENR-EMB Regional Office.
 - Comply with the DENR Manifest System; and
 - Comply with other requirements specified in the Implementing Rules and Regulations of RA 6969.
- 6) Following the collection of infectious waste, the temporary storage area must be disinfected.

STATEMENT OF RESPONSIBILITIES

12. MIAA Responsibilities for Waste Management and Reduction Program.

a. GENERAL SERVICES DIVISION

- i. Monitor trash collection and garbage hauling services.
- ii. Manage waste generation and proper disposal and/or use of yard waste as soil enhancers.
- iii. Manage waste generation and proper disposal of automotive service waste from motor pool operations.
- iv. The Service Provider shall maintain overall administrative control and supervision over the personnel deployed at MIAA but shall authorize the MIAA, through the GSD, to give direct instructions to said personnel during their term of duty in their respective area of coverage.
- v. Oversee personnel, supply and equipment deployment, delivery, distribution, and evaluation, including the issuance of Certificate of Performance of the Service Provider.
- vi. Consolidation of required reports from the Service Provider

b. PROPERTY MANAGEMENT DIVISION

- i. Accept waste materials except hazardous wastes surrendered from projects and works of all MIAA offices.
- ii. Facilitate the maintenance of storage facilities and disposal of waste materials.
- iii. Organize the scrap materials buying and facilitate the requirements of buyers.
 - 1) DENR accreditation for hazardous waste transporter.
 - 2) DENR accreditation for hazardous waste treatment facility.

c. ELECTRO-MECHANICAL/ CIVIL WORKS DEPARTMENT

Notify/ coordinate with PMD of oil/diesel, transformer oil, deep cycle batteries, mercury-infused light bulbs other supplies or wastes which may fall under hazardous categories for storage in the hazardous waste depository prior to disposal. This is for the purpose of canceling accountabilities of MR'd items and documentation.

d. MECHANICAL DIVISION

- i. Operate, monitor, and maintain Sewage Treatment Plant (STP) operations for the processing and disposal of sludge.
- ii. Operate and maintain a Hazardous Waste Depository that houses all hazardous wastes turned over by all offices for disposal in coordination with PMD.

e. TERMINAL MANAGEMENT/ADMIN./ALL OFFICES, DIV., DEPARTMENTS

- i. Oversee the production and storage of waste in all areas of the building.
- ii. Exercise control and supervision of housekeeping activities which includes collection and segregation of NAIA office-generated wastes, operation, and maintenance of the terminal Material recovery facility.
- iii. Maintain order and proper organization upon implementation of such projects or works that will generate waste.
- iv. Properly endorse all waste materials to Property Management Division, with the waste material report.

- v. Oversee business concession operations to ensure compliance to SWM provisions on proper waste segregation and disposal among others.
- f. **MEDICAL DIVISION**
Ensure the proper collection of infectious waste from all clinics for appropriate treatment and disposal. This may include the use of an autoclave, microwave disinfection, or similar devices for the destruction and sterilization of wastes prior to turn-over to the waste collector for disposal as regular wastes.
- g. **POLLUTION CONTROL OFFICER**
 - i. Monitor activities pertaining to compliance with the air, noise, and water quality standards.
 - ii. Supervise the proper operation and maintenance of pollution control facilities including the hazardous waste depository.
 - iii. Submit a report for disposal and management of waste.
 - iv. Facilitate compliance with the requirements that may from time to time be prescribed by the Department or any local agencies.
 - v. Handle other materials of environmental concern as required by law.
- h. **CONCESSIONAIRES/AIRLINES AND OTHER STAKEHOLDERS**
 - i. Waste segregation shall be the duty and responsibility of concessionaires with leased spaces and the housekeeping contractors for the terminals' general areas.
 - ii. Concessionaire-generated special wastes (Annex A) are to be disposed of on their account and in accordance with Republic Act Nos. 9003, otherwise known as the "Ecological Solid Waste Management Act of 2000" and 6969, or the "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990".
 - iii. Airline operators are to ensure that cabin waste (cleaning and galley) is properly collected, transported, and disposed of by their contracted waste collector in accordance with the environmental and health standards and laws on waste disposal. Airline cabin waste is not to be deposited in FOD bins.

PENALTY CLAUSE

- 13. Any person found in violation of these guidelines shall be subjected to applicable penalties or sanctions imposed by the DENR and other governing bodies.
- 14. For MIAA tenants and concessionaires - Non-compliance with this policy guidelines shall affect the evaluation of the renewal or extension of their contract and shall be subjected to the applicable penalty or sanctions imposed by the DENR and other governing bodies.

SUPERSESSON CLAUSE

- 15. All memorandum circulars, orders, or issuances in conflict herewith are hereby superseded.

EFFECTIVITY

- 16. This Memorandum Circular shall take effect immediately.

For strict compliance.

BRYAN ANDERSEN Y. CO
OIC, MIAA



MCAO-CUY55G

ANNEX A

These special wastes are not allowed to be brought, collected, or dumped in the MRFs:

Hazardous	Infectious	Bulky/ Consumer Electronics/ white Goods	Aircraft Cabin Wastes
<ol style="list-style-type: none"> 1) Paints 2) Thinners 3) Cleaning chemicals, coolants 4) Pesticides including their empty containers. 5) Solvent 6) Oil or paint contaminated sorbents or used rollers/brushes. 7) Household/ Rechargeable/ Lead Acid batteries 8) Spray cans 9) Empty one-time use refrigerant tanks 10) Busted fluorescent tubes and compact fluorescent lamps. 11) Metal halide 12) Mercury vapor lamps 13) Used engine. 14) Transmission 15) transformer oil 	<ol style="list-style-type: none"> 1) Used Face Masks 2) Personal Protective Equipment 3) Syringes 4) Needles 5) Scalpel 6) body fluid contaminated swabs cotton or gauzes 	<ol style="list-style-type: none"> 1) Broken furniture 2) Appliances (TVs, monitors, radios, computers, refrigerators, ovens, etc.) 3) Construction debris 4) Used carpeting 5) Underlays 6) Waterproofing membrane 7) Bitumen/asphalt membrane 8) Plywood 9) Form lumber 10) Drywall 11) Ceiling panels 12) Vinyl tiles 13) Toilet fixtures 14) Pallets 15) Tires 16) Etc. 	<ol style="list-style-type: none"> 1) Cleaning waste or leftover rubbish from items given to passengers on the aircraft such as: <ul style="list-style-type: none"> • Newspapers • paper towels • plastic bottles • food dropped on the floor • amenity kits • plastic wrapping from blankets, pillows and headsets, contents of washroom bins 2) Catering (galley) wastes such as: unconsumed or leftover food, drinks and packaging which is placed back in the trolleys, in static or compactor bins.