

MEMORANDUM ORDER

No. 16
Series of 2024

SUBJECT: GUIDELINES IN THE DISPOSAL OF RECYCLABLE WASTE MATERIAL IN THE BUREAU OF ANIMAL INDUSTRY

Republic Act No.9003 “Ecological Solid Waste Management Act of 2000” targets solid waste avoidance and volume reduction through source reduction and waste minimization measures, which includes recycling, re-use, recovery, and others, before collection, treatment and disposal in appropriate and environmentally sound solid waste management facilities.

The Bureau of Animal Industry (BAI) as a National Government Agency (NGA) in support of RA 9003, recognize the importance of establishing a Material Recovery Facility and adopting the practice of recycling to reduce the volume of waste for collection and disposal. Recyclables account for an estimated 27% of the total solid wastes generated daily by BAI offices.

As part of effective waste management measure, recyclable waste materials retrieved from solid waste of BAI offices may be sold to junk dealers, consolidators, buy-back centers/recycling marketplace by BAI employees. Thus, the following guidelines are provided to ensure that only recyclables are disposed, for the information, guidance, and compliance of all concerned BAI employees:

1. Recyclable waste materials that are permitted to be retrieved and disposed must be free from contamination and can still be converted into suitable beneficial use or for other purposes, such as paper including **shredded** draft office paper, scrap metals and plastics, disposable plastic bottles, newspaper, corrugated cardboard, and tin cans.
2. Procedures to take out recyclable waste materials:
 - 2.1 The gate pass request (must indicate the list if plastic, papers etc.) must be approved 1 week ahead prior to schedule of selling and shall be properly coordinated with the Property section.
 - 2.1 Employee requests for a gate pass from their Division/Office head for the recyclables obtained from segregation at source.
 - 2.2 The designated Property Custodian of the Division/Office inspects the items listed in the gate pass.
 - 2.3 The gate pass must be duly signed by the Division/Office Head and authorized personnel of the BAI Property Section confirming the items for disposal are non-records.
 - 2.4 Employee presents the gate pass to the guard on duty for inspection.
 - 2.5 During the schedule of selling of recyclable material, one property personnel must oversee the turn-over of materials.

The schedule of selling of the recyclable materials and factory returnable generated shall only be allowed on **every second Friday of the Month.**

This Memorandum shall take effect immediately.

Done this 4th of July 2024.



HYACINTH G. NAPILOY, DVM, MPS-PA
Officer-in-Charge, Director

