



**ENVIRONMENTAL
MANAGEMENT CODE (EMC)
May 2018**

*The University
for People
and Nature*

ISABELA STATE UNIVERSITY
**“University for People and
Nature”**

**ENVIRONMENTAL
MANAGEMENT
CODE (EMC)
May 2018**

PREFACE

Dubbed as the “University for People and Nature”, the policies and guidelines of the Environmental Management Code (EMC) of the Isabelia State University, Cabagan Campus were crafted to provide direction on the sustainable management of resources including the proper disposition of wastes within the premises of the Campus. This is anchored to Constitutional provision of having a balanced and healthful ecology in accord with the rhythm and harmony of nature.

It will specifically guide the administrators, faculty and staff, students and other campus constituencies, in abiding on the important provisions thereat. This would further support the initiative of the campus on biodiversity conservation considering the declaration of the campus as a wildlife sanctuary. Further, the implementation of the provisions of this Code would signify the commitment of the campus on environmental conservation, protection, and restoration endeavors.

TABLE OF CONTENTS

No.	Title	Page No.
	Cover page	1
	Title page	2
	Preface	3
	Table of Contents	4
	The EMC Committee	5
I	Rationale	6
II	The Vision, Mission & Objectives	7
III	Definition of Terms	8
IV	Statement of Policy	9
V	Components of the Program	9
VI	General Guidelines	11
VII	Composition and Functions of the EMC Committee	13
VIII	Environmental Sanitation and Maintenance	14
IX	Penalties	16
X	Enforcement	16
XI	Awards	17
XII	Deputation	17
XIII	Monitoring and Evaluation	18
XIV	Public Notification	18
XV	Appropriation	18
XVI	Implementing Rules and Regulations (IRR)	18
XVII	References	19
	Vision	20
	Mission	20
	Quality Policy	20
	ISU Hymn	20

The ENVIRONMENTAL MANAGEMENT CODE (EMC) Committee

EMERSON V. BARCELLANO, PhD
Chairman

BONDEE L. PEÑAFLOR
Member

EDMUNDO C. GUMPAL, PhD
CFEM Dean, Member

DANIEL C. JACINTO, PhD
IBM Dean, Member

AMBROSE HANS G. AGGABAO, PhD
Cluster Executive Officer, Adviser

RICMAR P. AQUINO, PhD
University President, Consultant

THE ENVIRONMENTAL MANAGEMENT CODE (EMC)

I. RATIONALE:

Quality environment is a quest of every Filipino citizen. The Philippine government promulgated several laws/policies to attain sustainable quality environment. To name a few, Section 16, Article II of the 1987 Philippine Constitution provides that the State shall protect and advance the right of the people to a balanced and healthful ecology in accordance with the rhythm and harmony of nature. Relative to this, MC No. 17 series of 2009 of the Civil Service Commission (CSC) adopted and promulgated the 100% smoke free policy and a smoking prohibition in all areas of government premises, buildings and grounds, except for designated open spaces as smoking areas in order to ensure a healthy and productive workforce. Number 7 guidelines of MC 17 also clearly stated the prohibition of no-smoking policy in government vehicles as well as in public vehicles.

RA 8749 otherwise known as the Philippine Clean Air Act of 1999 provides for the creation of a comprehensive air pollution control in the country. Also, Republic Act 3571 prohibits the cutting, destroying or injuring of planted trees, flowering plants and shrubs of scenic value along public roads, in plazas, parks, school premises or in any public ground are some of the numerous policies that State University shall adhere, in order to have a good and wholesome environment. Section 55 of RA 9003 otherwise known as the Ecological Solid Waste Management Act of 2000 provides the role of the academe in the conduct of continuing education and information campaign to develop public awareness of the ill-effects and community-based solutions to solid waste problem like resource conservation and recovery, recycling, segregation at source, re-use, reduction and composting of solid waste; and encourage the general public, accredited NGOs and people's organizations to publicly endorse and patronize environmentally acceptable products and packaging materials.

Other laws/policies related to the attainment of healthy environment is PD 1153 of 1976 otherwise known as the Tree Planting Decree where it requires all able-bodied Filipinos 10 years old and above to plant a tree per month for 5 consecutive years. The Memo Circular Number 5 of 1992 or the Clean and Green Program is similar to Memo Order Number 198 of 1988 was also issued to insure a healthy environment. The Memo Order Number 199 or the Hardin ng Bayan Program of 1988 was also promulgated with the objective of planting 2 million trees to achieve a desired 1:4 tree-man ratio.

The academe just like the Isabela State University Cagayan campus, plays an important role in helping the government to attain quality environment. However, every

semester, the University population increases which could probably verbalize to the yearly increase of human population that leads to urbanization. The urbanization of any area showed that there is booming of economy. As noticed, as the development of an area progresses, the qualities of the air, water and the surroundings decreases dramatically due to the greater amount of CO₂ emitted in the atmosphere, polluted water bodies and littering bulk of solid and liquid waste. It is very evident that the quality of air that surrounds us becomes polluted and warm. This scenario is brought about by the possession of greater number of vehicles, erection of big factories and industries to name a few. It is in this aspect that this environmental management code is proposed to have better quality environment for the populace.

II. THE VISION, MISSION & OBJECTIVES

A. VISION

To protect life, property and natural resources geared towards the preservation of the campus' wildlife sanctuary.

B. MISSION

The Isabela State University-College of Forestry and Environmental Management (ISU-CFEM), Cabagan campus shall be the front liner in promoting a clean and healthy environment. It motivates and actualizes the faculty, staff and students for the sustainable conservation and management of environmental resources.

C. OBJECTIVES:

1. Initiate and nurture the value of environmental sustainability among students, faculty and staff, including private residents within the campus;
2. Contain and manage campus wastes generated within its premises, practice reduce, re-use and re-cycling of waste and residuals be disposed ecologically;
3. Have a healthy working environment by strict implementation of the no smoking, no burning, no littering, no urinating elsewhere, and no beetle nut spitting policies in the campus; and
4. Establish a model sustainable environmental management program in the province.

III. DEFINITION OF TERMS:

Biodegradable waste - refers to compostable waste such as food waste, grass and tree trimmings and the like.

Biodiversity – refers to the variability among living organisms from all sources, including terrestrial, marine, and other aquatic ecosystems and the ecological complexes of which they are part. Biodiversity includes diversity within species, between species, and between ecosystems.

Carbon sequestration - The process of increasing the carbon content of a reservoir other than the atmosphere.

Compost - Organic residues or a mixture of organic residues and other materials (e.g., sawdust combined with nitrogen fertilizer or sewage sludge) that have been piled and allowed to undergo biological decomposition.

Decomposition - The ecological process carried out primarily by microbes that leads to a transformation of dead organic matter into inorganic matter.

Ecological niche - is the place where an animal or organism lives, including the physical

Ecology - The study of the totality or patterns of relations between organisms and their environment.

Ecosystem – This refers to the entire system of life and its environmental and geographical factors that influence all life, including the plants, the animals and the environmental factors.

Humus - the most stable product of decomposition.

Law – refers to the statement precisely of an order that is invariable under given conditions. It is a rigid statement-providing framework for policy formulation.

Materials Recovery Facility (MRF) – includes a solid waste transfer station or sorting station, drop-off center, and a composting and a recycling facility.

Mitigation - An anthropogenic intervention to reduce negative or unsustainable uses of ecosystems or to enhance sustainable practices.

Parks - refer to all Student Organization parks inside the campus.

Receptacles - refer to individual containers used for the source separation of solid wastes that shall be provided by the campus.

Recyclable material - refers to any waste material that can be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, office paper, exam paper, scrap metal, corrugated cardboard/cartons, aluminum, glass, plastics, tin cans and other materials with market value.

Residual waste - refers to waste materials that are not biodegradable, recyclable or special waste. These are waste materials destined to the disposal facility such as “sando” bags, composites, straws, Styrofoam and the like.

Special wastes - refer to hazardous wastes such as paints, thinners, lead-acid batteries, spray canisters and the like.

Units - refers to all offices inside the University such as the Research and Development, Extension and Training, Guardhouse, Administration offices, all the different Colleges and Departments, student center, library, canteens, dormitories and residential areas.

Waste paper - This refers to paper and paperboard which has been used for its original purposes or residues from paper conversion, which could be re-used as a raw material for the manufacture of paper, paperboard, panels, molded products, etc. and for wrapping, packaging or other purpose with or without further processing

IV. STATEMENT OF POLICY

The Isabela State University Cabagan campus shall support and promote an integrated environmental management program in line with the goals and objectives of the Philippine Environmental Code, the Provincial Government of Isabela and the Municipality of Cabagan as stipulated in Executive Order No. ____Series of ____ and Municipal Ordinance No. ____ series of ____ otherwise known as the “Provincial Environment Code and the Municipal Environment Code”, respectively.

V. COMPONENTS OF THE PROGRAM

A. ENVIRONMENTAL SANITATION

Each unit in the campus will be given an area to maintain for the application of the best management practices to attain quality and sustainable environment. “No urinating elsewhere policy” in the campus shall be promulgated. The EMC committee in collaboration with the Office of the Cluster Executive Officer will monitor the implementation of approved policies for the interest of healthy environment.

B. WASTE MANAGEMENT/COLLECTION AND DISPOSAL

Proper garbage management and disposal must be strictly followed to minimize if not totally eradicate wastes in the school surroundings. The containment of such wastes is everybody's tasks. Waste must be properly segregated in a closed receptacle bin. The collection and disposal of such wastes will be done every Friday afternoon. Collected waste shall be brought to the centralized MRF for waste recovery. Residuals shall be brought accordingly final disposal facilities *i.e.* Cabagan SLF. **The use of plastic and Styrofoam (not part of industrial packaging) in the school canteen and offices is strictly prohibited.**

C. ENVIRONMENTAL PROTECTION

The cutting of trees and burning of wastes within or near the campus is totally banned. Also, the **use of pesticides, chemicals, commercial feeds and fertilizers** within the premises of the campus should be minimized. **The use of air conditions, refrigerator and the like must also be minimized. Smoke belching vehicles shall be banned from entering the school premises.**

D. IEC

Each unit through the EMC committee shall do Advocacy, Communications and Education (ACE) on the proper care and maintenance of ISU Cabagan campus environment. IEC activities must be done every start and end of a term.

E. MONITORING AND EVALUATION

The EMC committee will evaluate every last week of a quarter year the compliance of each unit as to implementation and/or compliance to sound practice of environmental management protection and conservation.

F. RESEARCH, EXTENSION AND PRODUCTION

The EMC committee spearheads the conduct of Research and Development, Extension, Training and Production of the best practices to attain sustainable environmental management programs.

VI. GENERAL GUIDELINES

1. The reduction and segregation of solid wastes shall be mandatory in all units in the campus. Segregation shall primarily be conducted at the source to include offices, conference rooms, canteens, guesthouse, dormitories, and student organization parks;
2. Non-usage of throw away materials such as straws, Styrofoam, plastic, etc within the canteen and offices;
3. The solid waste generated within the campus shall be segregated into the following categories:
 - a. Compostable/biodegradable wastes (food waste, tree trimmings, grass cuttings, wet paper, animal dung, etc.);
 - b. Paper wastes (dry newspaper, used bond papers, magazines and other types of papers except carbon paper);
 - c. Other recyclable and reusable wastes (bottles, hard plastics, metals and other non biodegradable wastes with market value); and
 - d. Special wastes (container of paints, thinners, batteries, etc.)
4. Receptacle requirements of solid wastes. The solid waste receptacle depending on its use, shall be properly marked or identified for on-site collection such as biodegradable other recyclable, special waste, and residual waste. The receptacles with prescribed color of plastic bag liner shall be properly covered, secured or protected to prevent spillage or scattering of the waste and to ensure its proper containment;
5. Materials Recovery Facility. Through the EMC, a centralized MRF shall be established in the campus. It will have four components a) composting facility; b) storage facility for recyclables; c) temporary containment of residuals; and d) Production area.
6. Collection. Segregation, collection and transport of solid waste shall be mandatory and shall be undertaken in accordance with the guidelines. The information and schedule, types of waste to be collected and other relevant information shall be disseminated by the EMC committee to the different offices/colleges and canteens;

7. Maintenance of collection vehicles. To ensure proper maintenance and to avoid unnecessary breakdowns that eventually disrupt the collection system, collection vehicle shall undergo regular cleaning and maintenance. For this purpose, the Cluster Executive Officer will assign a vehicle to be used and a driver for the purpose, upon the recommendation of the EMC committee;
8. Transport. The collected biodegradable wastes shall be directly transported and dump in to the bio-organic/vermiculture area project as an input for the operation of the said project. The non-biodegradable waste shall be disposed in the Municipal landfill area in coordination with the Municipal Environmental Board;
9. Training. All personnel directly involved with the collection and management of solid wastes shall be provided with the necessary training by the EMC Committee to ensure proper handling and management of wastes,
10. Information, Education and Communication. An IEC program shall be implemented by the EMC Committee pursuant to the strategies, mechanisms and guidelines contained in the EMC program;
11. No cutting, destroying, or injuring of plants of scenic value along the premises of the campus. Cutting of such shall only be allowed subject to pertinent rules, policies and guidelines in coordination with the EMC Committee and the College of Forestry and Environmental Management of the campus;
12. Smoking Regulations. Smoking shall be prohibited in the campus premises and on government vehicles. However, the EMC in coordination with the University President/Cluster Executive Officer will designate a "Smoking areas" for this purpose;
13. Minimize the use of air conditions in the offices;
14. Promotion on the use of fuel free ride (i.e. riding a bicycle; carpooling; etc.) in the school campus to help minimize carbon emission;
15. Strict implementation of ISUC-SSC Resolution No. ____ for the “No Smoking”, and ISUC-SSC Resolution No. ____ for the “No Urinating elsewhere policy”;
16. Littering and throwing of garbage in the campus premises other than designated receptacles;
17. The bringing out of solid wastes for collection from offices, canteens and other sources outside the scheduled collection time;

18. Burning and dumping of wastes in areas other than the designated places within the premises of the ISU Cabagan campus;
19. The dumping of residual/special waste to areas or facilities not authorized under RA 9003;
20. Cutting, removal of plants inside the campus without permission from the EMC;
21. Annual water testing shall be conducted to all water outlet of the campus to ensure the safety of its clientele.
22. Annual tree planting activities for all students, faculty and staff of the campus;
23. Urinating elsewhere other than designated areas within the school premises is strictly prohibited;
24. Astray animals roaming around the school premises is strictly prohibited and when caught, they shall be brought to the custody of the campus security group until settlement is made; and
25. Avoid/Minimize the use of chemicals in the experimental and production areas.

VII. COMPOSITION AND FUNCTIONS OF THE ENVIRONMENTAL MANAGEMENT CODE (EMC) COMMITTEE

A. COMPOSITION

The Environmental Management Code (EMC) committee shall be composed of the following:

- 1. EMC Chairman**
- 2. Campus/Center Directors (Research, Extension, Sports, ARA, QA, CVPED, URDC, FPIC, EIC, etc.);**
- 3. Campus Coordinators (Chief student affairs with all the coordinators, Administration, Security services); and**
- 4. Deans/Unit Heads**

B. FUNCTIONS

EMC Chairman:

1. Acts as the over-all Environmental Management Officer of the campus;
2. Guide the Campus/Center Directors, Campus coordinators, Deans/Unit Heads in carrying out their duties and responsibilities relative to the implementation of the EMC;
3. Ensure campus, inter-office/college/unit coordination pertaining to the environmental management program of the University;
4. Act as liaison officer of the EMC to the City, Provincial and Municipal Environment and Natural Resource Boards;
5. Update the office of the ISU President and the CEO of the EMC development in the University.

Campus/Center Directors and Campus Coordinators:

1. Facilitate the implementation of the EMC in the campus;
2. Ensure the implementation of functions and responsibilities of the EMC Unit heads;
3. Facilitate the conduct of regular meetings;
4. Submit reports to the EMC Committee Chairman;
5. Provide/facilitate technical expertise and other capability building assistance to the program in implementing the EMC of the University.

Deans/Unit Heads:

1. Ensure the implementation and provision of sustainable environmental management program in their respective colleges/units; and
2. Craft and recommend programs, projects and activities relevant to sustainable environmental management of the campus.

VIII. ENVIRONMENTAL SANITATION AND MAINTENANCE

a. The EMC Committee

For proper guidance and implementation, the EMC committee in coordination with the office of the University President/Cluster Executive Officer shall initiate and nurture the value of environmental sustainability among students, faculty and staff, including private

residents; contain and manage campus wastes generated within the University premises, implement the “No smoking and Urinating elsewhere policy”, provide receptacle bins and sign boards in the various units of the University and conduct IEC and dissemination. The committee also monitors the strict implementation of this said Environmental Management Code.

b. Faculty and Staff

The faculty and staff shall attend series of seminar-workshop on sustainable environmental management program to be handled by EMC committee in collaboration with concerned technical person/groups, the Provincial and Municipal Environment and Natural Resources Boards of the province/municipality. The first batch will be composed of those who are directly handling environment management in their respective offices, and units.

The office of the General services shall be the primary actor in the day-to-day implementation/operation of the EMC.

c. Students living in and outside the school campuses

All students shall be properly oriented about the EMC concerns and strategies by involving them to participate in the series of seminar-workshop. The Student Supreme Council (SSC) will be directly involved in the implementation of the EMC. The SSC officers, student workers and assistants shall be officially encouraged to participate in the strict implementation, monitoring and evaluation of the said EMC.

d. Managers of Canteen/Restaurant Catering Service

1. Ensure the implementation of not using throwaway materials such as plastic, straws for beverages, plastic forks and spoons, Styrofoam and the likes;
2. Ensure proper waste segregation;
3. Responsible in bringing the generated wastes in its proper destination (MRF);
4. Ensure the cleanliness of the venue before and after any activities in the campus.

e. Residents inside the University

All residents inside the campus shall be properly notified about the EMC and shall be included in the trainings and workshops to be conducted by the EMC committee to be aware of the guidelines on proper integrated environmental management program of the University.

IX. PENALTIES

All violations of these provisions shall render the offender liable for violation of reasonable environmental management program of the University without prejudice to the filing of other existing laws and ordinances. The following procedure shall be observed in case of violation of these provisions:

1. Apprehension;
2. Filing of report at EMC office;
3. Issuance of citation statement and announcement of violation during Monday flag raising ceremonies;
4. Application of prescribed fines and penalties as stipulated in the University Student Handbook; and
5. Filing of case in court, if necessary.

X. ENFORCEMENT

This **EMC** rules and regulations shall be enforced by the EMC Chairman, heads of offices, canteen managers, members of the EMC and the deputized enforcers. The deputized EMC enforcers shall consist of two groups, namely: a) regular enforcers, and b) auxiliary enforcers.

A. Composition and Functions of Regular Enforcers:

The regular enforcers will consist of the following EMC enforcement personnel:

- a. Campus/Center Directors;
- b. Campus Chief/Coordinators; and
- c. Deans/Unit Heads

Among the functions to be performed by the regular enforcers are the following:

1. Coordinate the actions and activities of the auxiliary enforcers and deputized volunteers;
2. Apprehend violators of this EMC rules and regulations and issue citation statement;
3. Prepare and submit weekly reports to the EMC office; and
4. Perform other related functions as may be assigned.

B. Composition and Functions of Auxiliary Enforcers.

The auxiliary enforcers consist of the security guards, utility workers and the student leaders of the campus. They will be tasked to enforce specific EMC regulations in their areas of jurisdiction. The functions to be performed by the auxiliary enforcers are the following:

1. Apprehend violators of this EMC rules and regulations within the areas of jurisdiction and issue citation statement;
2. Immediately announcement of citation statement during flag raising ceremonies every Monday morning; and
3. Prepare and submit weekly reports to the EMC Committee.

XI. AWARDS

The EMC Committee shall device evaluation tools for the giving of recognition annually to units who have the BEST PRACTICES on sustainable environmental management. All offices/units (Colleges, *et al*) will be given specific area to maintain for the whole year round. A committee on Awards will be formed to search for the “CLEANEST UNIT, MOST ENVIRONMENT FRIENDLY UNIT, *et al*.”

XII. DEPUTATION

The process of deputation will start with the training of regular enforcers and auxiliary enforcers. EMC Committee shall organize the training/s to be conducted and may seek the assistance of the concerned individuals/groups, or engage the services of qualified persons or organizations in developing the training module/s, training materials and evaluation criteria as well as in conducting the actual training/s. The training/s shall, at the minimum, cover the following topics:

1. Key components of the EMC;
2. The provisions of this guidelines, rules and regulations;
3. Roles and functions of the enforcers;
4. Procedure for apprehension and issuance of citation statement; and
5. Reporting requirements.

XIII. MONITORING AND EVALUATION

Enforcement activities will undergo periodic monitoring and evaluation. The extent of compliance of the EMC to include this rules and regulation will then be determined from such reports and from regular “feed backing” sessions among enforcers. The EMC Committee will also consult with various offices to get their assessment and to identify with them areas of improvement. The campus through the EMC Committee shall give commendation to enforcers for Incentives and/or Rewards

XIV. PUBLIC NOTIFICATION

The faculty, staff and students of the University shall be regularly informed of acts performed and activities undertaken in connection with the implementation of the **EMC** including enforcement of this rules and regulation. For this purpose, notices of such acts and activities shall be posted regularly in a bulletin board at the entrance of the University and other areas frequently visited by the students and University employees.

XV. APPROPRIATIONS

For the initial operating expenses of the committee to carry out the mandate of this Code, the amount of One Hundred Thousand pesos (P100,000.00) is hereby requested for appropriation on the year this Code be approved. Thereafter, it shall have a fund amounting to Fifty Thousand pesos annually (P50,000.00) subject to usual accounting and auditing rules and procedures.

XVI. IMPLEMENTING RULES AND REGULATIONS (IRR)

The Committee in coordination with the office of the University President/Cluster Executive Officer shall promulgate the implementing rules and regulations of this Code, six (6) months after its approval from the Board of Regents: *Provided* that rules and regulations issued by other government agencies and instrumentalities not consistent with this Code shall supplement the rules and regulations issued by the Committee, pursuant to the provisions of this Code. The draft of the IRR shall be published and be the subject of public consultations with affected sectors. It shall be submitted to the Office of the University President/Cluster Executive Officer for review before approval by the Board of Regents.

XVII. REFERENCE

Bohol Environment Code of 1998. Provincial Ordinance No. 98-01, Series of 1998

Civil Service Commission (2009). MC 17 series of 2009

Code of Ordinances of the City of Tabuk, Kalinga (2010)

VISION

The Isabela State University, as a leading, vibrant, comprehensive and research University in the country and ASEAN region.

MISSION

The Isabela State University is committed to develop highly trained and globally competent professionals; generate innovative and cutting-edge knowledge and technologies for people empowerment and sustainable development; engage in viable resource generation programs; and maintain and enhance stronger partnerships under good governance to advance the interest of national and international communities.

QUALITY POLICY

The ISABELA STATE UNIVERSITY endeavours to be a lead University in instruction, research, extension and resource generation through continual improvement of services. To uphold this commitment, ISU shall attain the following quality objectives:

1. Sustain academic excellence and quality in instruction;
2. Generate research breakthroughs;
3. Engage in sectoral activities for community development;
4. Develop products for glocalization;
5. Support students' participation to local and international for a to enhance their potentialities;
6. Comply with the standards set by statutory, regulatory and accrediting bodies; and
7. Review on periodic basis, the Quality Management System (QMS) and gather feedbacks on the level of client satisfaction as basis for continual improvement.

ISU HYMN

O glorious seat of learning, In our valley dear
We praise her name, Isabela State University
With rays ever so clear, In graceful strides we bear
Thy standards high that to our quest,
For knowledge does strive thy youth grow excelling
In cities fields and mountain high
We'll sing and cheer for our dear ISU

Beloved Alma Mater, Whose name we hold so dear;
Molder of our future leaders,
Who build our country's glory and fame,
To thee we all pledge, Our loyalty, faith and love,
And always to cherish and honor thee
Throughout eternity.