



January 24, 2022

PMO MEMORANDUM ORDER
No. 001-2022

**FOR : All PMO Employees
Others Concerned**

**FROM : The Port Manager
PMO SOCSARGEN**

**SUBJECT : MATERIALS RECOVERY FACILITY (MRF) OPERATIONAL
GUIDELINES**

In consonance with existing environmental regulations on Solid Waste Management, waste reduction, re-using and recycling, the following operational guidelines on the use of PMO MRF are hereby prescribed:

I. SCOPE

This order shall govern the proper MRF operations in PMO SOCSARGEN for the compliance and guidance of all PMO Employees and others concerned.

II. OBJECTIVES

1. To sustain operation of MRF.
2. To encourage and provide guidance and operations of PMO.
3. To reduce waste generation by waste minimization measures, including recycling, re-use, recovery and others.
4. To maintain environment-friendly and healthy working atmosphere in the entire port community.

III. THE MRF FACILITY

The MRF should have the following structures and facilities:

1. Roofed, gated, well ventilated and equipped with essential utilities.

2. With appropriate signages.
3. Provided with the following spaces:
 - 3.1. Point of Transfer
 - 3.2. Point of Receipt
 - 3.3. Storage Area
 - 3.4. Stations for Checking, Sorting, Disassembly and Cleaning shall be maintained.
 - 3.5. With emergency response equipment corresponding to the wastes being stored and potential emergencies associated with the stored wastes.

IV. MANNING OF THE FACILITY

The MRF shall be manned by MRF Operators who would be under the supervision of the General Services Officer (GSO).

V. PROCEDURES

The following procedures shall be adopted in the operation of the MRF.

A. Receipt

1. All materials shall be first brought to Point of Receipt for checking of dirt, high moisture content and decaying food matter. Materials with any of these shall not be accepted.
2. Material worthy of acceptance shall be weighed and recorded by the MRF Operator (see Annex "A").
3. Only materials that are segregated shall be accepted.
4. Materials shall be transferred to labeled storage compartments using the Ton Pallet / Lifting carts.

B. Storage

1. The MRF Operator shall ensure that only dry items are stored in designated labeled compartments (see Annex "B").
2. Fragile materials shall be kept at a lower height. Materials that are sensitive to moisture shall be kept at a higher place. Materials that could be damaged by rodents shall also be kept at a higher place.
3. The MRF Operator shall ensure that compartments are not stored beyond their capacity.

C. Dispatch

In order to maintain the orderliness and cleanliness of the MRF Facility, regular dispatching shall be conducted.

C.1. When to Dispatch

Dispatching shall be conducted by the MRF Operators under the supervision of the GSO when any of the following circumstances is present:

1. The total weight reaches 70-80% of the intended storage capacity.
2. If the total weight of a particular category reaches 70-80% of the intended storage capacity.

3. In case of high storage space utilization. Priority shall be given to moving material from those storages compartments that are more than 80% full.

C.2. Schedule of dispatch

Dispatching of recyclable materials to the nearest junk shops shall be every first month of the succeeding semester (July and January).

C.3. Procedure in the Conduct of Dispatch

1. The conduct of dispatch shall be approved by the GSO in coordination with the Environmental Specialist (ES).
2. During dispatch, outgoing materials shall be weighed and value shall be recorded (see annex "C").
3. For the dispatch of hazardous wastes, the ES shall ensure that all requirements of DENR-EMB are complied with before the such activity.
4. Compartments are to be cleaned after the dispatch of materials.

D. Sale of Materials

1. Sale of materials shall be under the supervision of MRF Supervisor/ GSO.
2. Unit rate for materials shall be decided by the prescribed rates of the junk shops.
3. Basic information about the purchaser shall be recorded (see Annex D).
4. Cash receipt shall be shared equally by the janitors and MRF Operators.

E. Reporting

1. The MRF Operator shall prepare and submit a monthly report to the GSO copy furnish the ES (see Annex "E"). The quantity of materials received and dispatch (in terms of weight) shall be reported category wise.
2. Feedback on purity and cleanliness of material received shall also be shared with the MRF Supervisor/ GSO.
3. Fire, special occurrences, unauthorized loads, injury and property damage shall be reported to the GSO.

VI. Handling of Hazardous Wastes

Hazardous wastes are harmful to the environment. As such the following should be observed:

1. Hazardous wastes such as used oil/lubricants, scrap batteries, scrap lighting fixtures, used computer accessories, paint containers, disinfectant spray, bleaching agents' canisters should be recorded and stored properly to avoid spillage. The ES shall ensure that all hazardous waste containers are properly marked and labeled to comply with the requirements set by the DENR-EMB.
2. The containers of hazardous wastes should be maintained in good condition, properly secured and not easily accessed by unauthorized persons. If a container becomes damaged or begins to leak, the waste must be transferred to another container.

3. The containers should be kept closed, except when adding or removing wastes and must not be opened, handled, or stored in a manner which may rupture the containers or cause them to leak.
4. Drums should be stored in upright position and raised on pallets or similar structures to allow passage of water and circulation of air and should stack no more than (2) drums high.
5. Inspection should be conducted at least weekly. Leaks and deterioration caused by corrosion should be checked.
6. Secondary containment should be checked for cracks and gaps, and must be sufficiently impervious to contain leaks, spills, and accumulated precipitation. In case of observed cracks and gaps on the facility or leaks and spill, the same shall be immediately reported by the MRF Operator to the GSO.

VII. Maintenance of the Facility

1. Premises of the facility, both inside & outside, should be cleaned on a daily basis. The floor shall be cleared of debris. Compartments shall be checked for impurities.
2. Storage compartments shall be cleaned after dispatch.
3. The structural strength/integrity of the MRF including labels and signage shall be checked and the necessary requests for repairs shall be forwarded to the MRF Supervisor/GSO for endorsement to the Port Manager for approval.


VIII. Health and Safety Protocols

1. The MRF Operator shall wear appropriate PPEs such as face masks, rubber gloves and boots.
2. Health protocols such as frequent hand washing, changing into working clothes before performing tasks in the MRF Facility, and changing into streets clothes after working time should be observed.

This guidelines shall take effect immediately.

For information and guidance.

ATTY. CESAR M. DATAYA
Port Manager


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ANNEXES

ANNEX A

MATERIAL RECEIPT

| SI NO | NAME (OF DEPOSITOR) | DATE | MATERIAL | WEIGHT (IN KG) | SIGNATURE |
|--------------|--------------------------------|-------------|-----------------|---------------------------|------------------|
| 1 | | | | | |
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**EXAMPLES OF CATEGORIES FOR
SEGREGATED STORAGE AREA**

| Sl | Category | Sub Category |
|-----|------------------|--|
| 1.a | Paper | Newspaper |
| 1.b | | Magazines |
| 1.c | | White Paper (office paper, continuous paper and the likes) |
| 1.d | | Other Paper (receipts, tickets, etc |
| 2 | Cardboard | Corrugated carton/boxes |
| 3.a | Plastic | PET (Polyethylene Terephthalate) |
| 3.b | | HDPE (High-Density Polyethylene) |
| 3.c | | Other Hard Plastics (PVC & PP) |
| 4 | Hazardous Wastes | Used Oil |
| 4.a | | PCB Oil |
| 4.b | | |
| 4.c | | Scrap batteries |
| 4.d | | Scrap lighting fixtures |
| 4.e | | Scrap computer accessories |
| 4.d | | Others |

MATERIAL DISPATCH

| Sl No | Name <i>(of receiver/ junk shop)</i> | Date | Material | Weight <i>(in kg)</i> | Signature |
|-------|---|------|----------|--------------------------|-----------|
| 1 | | | | | |
| 2 | | | | | |

MATERIAL SALE

| SI NO | NAME (OF BUYER/ JUNK SHOP) | DATE | MATERIAL | UNIT RATE | WEIGHT (IN KG) | AMOUNT |
|-------|-------------------------------|------|----------|-----------|-------------------|--------|
| 1 | | | | | | |
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MONTHLY REPORT

| SI NO | MATERIAL | MONTH | RECEIVED (IN KG) | DISPATCH (IN KG) | IN STOCK (IN KG) |
|--------------|-----------------|--------------|-----------------------------|-----------------------------|---------------------------------|
| 1 | | | | | |
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