

Annexure 2: Scope of work (Hazardous Waste) Fully Outsourced Service

(Hazardous Waste Collection and Disposal Agreement)

1. University's Objectives

The purpose of the University acquiring the Total Hazardous Waste Management Services is to satisfy the following objectives:

- The University requires Waste collection and removal services to be conducted as such sites
- The University will hire 1 X Light Duty Vehicle from the contractor as part of contract agreement and the vehicle should not be more than three years old.
- The contractor should provide a driver and two hazardous waste assistances and manage all administrative duties in relation to Hazardous Waste Collection and Disposal.
- The Contractor must have expertise in the area of Hazardous Waste collection and removal and the University appoints the Contractor to provide the Services detailed more specifically in the Contract and the Annexures hereto (Must include Medical school and Chemistry). The Contractor shall hereby accept such appointment.
- Without limiting the generality of the services to be performed by the Contractor, the Contractor must provide those Services which include all steps reasonably necessary and taking into account all relevant circumstances, to provide cost effective, efficient, diligent, skilful and economical management of the total Hazardous Waste collection and disposal operation encompassing all categories of Hazardous Waste and all related ancillary and complementary functions, including collection and disposals.
- Special and Hazardous Waste from designated sites according to agreed procedures with best practice and sustainability in mind.

2. Overview of the Services

- The Contractor will take the overall responsibility for Hazardous Waste management services at the laboratories within the University Premises, with a particular focus on Hazardous Waste minimization and disposal. The Contractor is required to manage the total Hazardous Waste management Service by collect, transport and safely dispose of all Hazardous Waste.
- The Contractor will be required to perform all tasks in strict compliance to the National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and all applicable

government legislation pertaining to Hazardous Waste management Services

- On University request, the Contractor will collect unknown Hazardous Waste from the University, analyse it, recommend the means of disposal, and appropriately dispose of it.

3. Specifications and Service Levels

- **The Contractor will comply with and be measured on the Key Performance Indicators (“KPIs”) set out in Annexure... Such KPIs** may be reasonably adjusted in accordance with University requirements.
- **On University request, the Contractor will provide the Services during special occasions** (and emergencies), **after hours, over weekends and public holidays**. The Services, shall be provided according to the frequencies set out.

4. Services Specifications and Scope

- It must be noted that the University places a high premium on educational research. The description and scope of the Total Hazardous Waste Management Services are:
- The Contractor will:
 - Collect, transport and dispose of all categories of Hazardous Waste at the University facilities, including Hazardous and bio-Hazardous Waste generated as part of its operational activities,
 - Alert clients regarding the procedures need to be followed by the department when they request hazardous waste collection within the University facilities.
 - Ensuring all Hazardous Waste management operations comply with statutory requirements and ensuring that proper and comprehensive record keeping is done.
 - Safely dispose of all Hazardous Waste streams.
 - Provision and maintenance of receptacles and any containers of Hazardous Waste,
 - Use SABS approved chemicals to sanitize all receptacles,
 - Comply with to the National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and all applicable legislation pertaining to Waste and any changes thereafter.
- The Contractor will ensure that:

- All vehicles must be suited to the task, kept clean and sanitized.
- All skips suited are always available and exchanged as frequently as possible for the purpose of safe collection, management and removal of such waste.
- All Hazardous waste are contained and well-sealed.
- Hazardous Waste must be transported and disposed of in an acceptable legal manner.
- The “cradle to cradle” principle must be followed in disposing of Hazardous Waste correctly i.e. the contractor is responsible for the correct and safe disposal of Hazardous Waste right up to the end of the Hazardous Waste stream.
- All Hazardous and bio-Hazardous Waste, including chemical Waste, must be disposed ensuring that safe operating procedures are in place at all times.
- Proper records and statistical data recording hazardous waste collection, disposal and incidents/accidents and any spillage thereof must be kept up to date and provided to the client weekly-monthly and/or for inspection on demand.
- Cleaning of chemical spillage resulting from the client should be done on special request.
- The layout and width of some roads on the University Precincts are able to accommodate the size of specific vehicles that are needed to perform the Service and must be used accordingly.
- Keeps statistics, minutes and other records required by legislation on file and available for inspection by the University’s appointed administrator or auditor.

5. Hazardous Waste Removal

- The Contractor must make sure that Waste chemicals are collected in individual, leak proof and sealed containers.
- The chemicals must be compatible with container material (e.g. acids must not be placed in a metal container).
- All containers must be clearly identified and labelled with the proper chemical name(s) of the substance(s) at the start of collection.
- The contractor must make sure that Hazardous Waste Manifest Form is utilized for each shipment and the returned copies from the Disposal or Transfer Site.
- The contractor should comply with the National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and all applicable legislation pertaining to Waste and any

changes thereafter.