



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

SCOPE OF WORK AND TECHNICAL SPECIFICATION

FOR THE BULK DIESEL SUPPLY

AT

UNIVERSITY OF THE WITWATERSRAND

JOHANNESBURG

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Abbreviations

BOQ - Bill of Quantities

BS - British Specification

CPS - Campus Protection Services

SAQCC - South African Qualifications Committee

EN - European Norm

OEM - Original Equipment Manufacturer

OFMD - Operations and Facilities Management Department

SANS - South African National Standards

OHS - Occupational Health and Safety

1. EXECUTIVE SUMMARY

The University of the Witwatersrand, ('the University') through its Operations and Facilities Management Department (OFMD), requires the bulk supply and delivery of diesel fuel for use in standby electrical generators located across its Braamfontein, Parktown, Education, Health Sciences, and associated campuses.

This specification sets out the technical, logistical, quality, statutory and contractual requirements for the bulk diesel supply contract.

The contract shall be executed in accordance with the University's procurement requirements and applicable South African legislation and standards for a period of five years.

For this reason, it is important for the University to procure the services of an accredited and experienced supplier for the bulk diesel supply contract. The purpose of this document is to describe the scope of works required for the Assessment, Validation and Asset Management of bulk diesel supply used in various faculties.

The objective of the works may be summarised as follows:

- Source and supply diesel fuel (≤ 50 ppm sulphur content).
- Transport diesel to all the designated university sites.
- Deliver diesel into specified bulk storage tanks and smaller generator tanks.
- Comply with all safety, environmental and statutory requirements.
- Deliveries shall be made into bulk tanks and directly into smaller generator tanks as required.
- Support safe and reliable supply of diesel through a five-year supply contract.

This document must be read in conjunction with the bill of quantities.

The successful Service Providers must ensure that they are able to meet the program schedule of the University including all set out timelines.

2. SCOPE OF WORKS

2.1. Project Objective

The objectives are to:

- Source and supply diesel fuel (≤ 50 ppm sulphur content).
- Transport diesel to all designated the university sites.
- Deliver diesel into specified bulk storage tanks and smaller generator tanks.
- Comply with all safety, environmental and statutory requirements.
- Deliveries shall be made into bulk tanks and directly into smaller generator tanks as required.
- Support safe and reliable supply of diesel through a five-year supply contract.
- Ensure compliance with applicable health, safety, and operational standards
- Ensure compliance with relevant standards and OEM maintenance requirements
- Provide for validation of equipment.
- Maintain accurate diesel supply records over the contract period.

2.2. Project Scope

2.2.1. Scope Inclusions

The Scope of Works includes, but is not limited to, the following;

1. Source and supply diesel fuel (≤ 50 ppm sulphur content).
2. Transport diesel to all designated the university sites.
3. Deliver diesel into specified bulk storage tanks and smaller generator tanks.
4. Comply with all safety, environmental and statutory requirements.
5. The bulk diesel shall be supplied in the following categories:
 - **Category 1:** Tanker deliveries ($\geq 8,000$ less than 20 000 litre capacity)
 - **Category 2:** Bowser deliveries (≥ 50 less than 2000 litre capacity)

Deliveries shall be made into bulk tanks and directly into smaller generator tanks as specified and as required.

Supply shall be executed under specific Batch Orders issued on an as-required basis, detailing:

- Delivery location
- Delivery time
- Quantity required

Estimated monthly consumption:

20,000 – 25,000 litres, subject to fluctuation depending on generator usage and load shedding requirements.

2.2.2. Scope Exclusions

The following activities do not form part of this contract unless specifically instructed in writing by the University:

- Installation of new equipment.
- Building works and structural modifications.

2.2.3. Scope Assumptions

- All bulk tanks and smaller generator tanks are structurally sound and certified for diesel storage.
- Any anomalies of storage tanks shall be reported in writing to Operations and Facilities Management Department (OFMD).

2.3. Site Location

The scope of works applies to the storage facilities across the University's campuses, namely:

- Braamfontein Campus – East and West campus
- Parktown Campus – Health Sciences and Education campus, and surroundings
- Tshimologong Precinct and Braamfontein surroundings
- Sterkfontein
- Chris Baragwanath Hospital

The Service Provider shall make provisions for delivery across the above listed sites. The physical address of the sites is as follows:

Braamfontein Centre	Braamfontein	23 Jorissen St, Braamfontein, Johannesburg
Campus Lodge	Braamfontein	48 De Korte St, Braamfontein, Johannesburg
Noswall Hall	Braamfontein	1 Stiemens St, Braamfontein, Johannesburg
Sterkfontein Caves (Shed/Caves)	Cradle of Humankind	Sterkfontein Caves Rd, Krugersdorp, 1739

Sterkfontein Caves (Visitors Centre)	Cradle of Humankind	Sterkfontein Caves Rd, Krugersdorp, 1739
Gate House	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
Ithemba Labs Schonland Research Centre	East Campus	92 Empire Road, Braamfontein, Johannesburg
Jubilee Hall	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
Main Dinning Hall (Matrix)	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
Oppenheimer Life Sciences	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
Origins Centre	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
Solomon Mahlangu House	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
Highfield Dinning Hall	Education Campus	27 St Andrews Rd, Parktown, Johannesburg
Khanya Ezone	Education Campus	27 St Andrews Rd, Parktown, Johannesburg
Linder Auditorium	Education Campus	27 St Andrews Rd, Parktown, Johannesburg
Medhurst	Education Campus	27 St Andrews Rd, Parktown, Johannesburg
Wits Zylstra Sports Complex	Education Campus	27 St Andrews Rd, Parktown, Johannesburg
Chris Hani Baragwanath Academic Hospital	Health Sciences Campus	Theater Rd, 26 Chris Hani Rd, Diepkloof 319-lq, Soweto

Phillip V Tobias Health Sciences Building	Health Sciences Campus	29 Princess of Wales, Parktown, Johannesburg
13 Jubilee - Savernake	Jubilee Rd	13 Jubilee Rd, Parktown, Johannesburg
3 Jubilee - Gables End	Jubilee Rd	3 Jubilee Rd, Parktown, Johannesburg
9 Jubilee - SBIMB	Jubilee Rd	9 Jubilee Rd, Parktown, Johannesburg
Knockando	Knockando	21 Rockridge Rd, Parktown, Johannesburg
Knockando Dinning Hall	Knockando	21 Rockridge Rd, Parktown, Johannesburg
Albert Wessels	Management Campus	2 St Davids Place, Parktown, Johannesburg
Donald Gordan	Management Campus	2 St Davids Place, Parktown, Johannesburg
Ernest Oppenheimer Hall Dinning Hall	Management Campus	2 St Davids Place, Parktown, Johannesburg
Mwalimu House	Management Campus	2 St Davids Place, Parktown, Johannesburg
Commerce, Law & Management	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Convocation Dinning Hall	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Mobile Unit 1 - 110KVA (Great Hall)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Mobile Unit 2 - 110KVA (Facilities & Services)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Mobile Unit 3 - 100KVA (Hall29)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Mobile Unit 4 - 100KVA (Old Mutal)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Mobile Unit 5 - 200KVA (Flower)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg

Mobile Unit 6 - 200KVA (Bozzoli)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Mobile Unit 7 - 300KVA (Leseding)	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Sturrock Park Sports Admin	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
TW Kambule Mathematical Sciences Building	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg
Wits Junction Block 13 - Languta	Wits Junction	20 Junction Ave, Parktown, Johannesburg
Wits Junction Block 18 - Mohokare	Wits Junction	20 Junction Ave, Parktown, Johannesburg
Wits Junction Block 19 - Kum Saan	Wits Junction	20 Junction Ave, Parktown, Johannesburg
Wits Junction Block 24 - Shosholoza	Wits Junction	20 Junction Ave, Parktown, Johannesburg
Wits Junction Block 26 - Ingolovane	Wits Junction	20 Junction Ave, Parktown, Johannesburg

Bulk Tanks

East Campus Generator Farm - Bulk Tank	East Campus	1 Jan Smuts Avenue, Braamfontein, Johannesburg
WEC Generator Farm - Bulk Tank	Education Campus	27 St Andrews Rd, Parktown, Johannesburg
Medical School - Bulk Tank	Health Sciences Campus	7 York Rd, Parktown, Johannesburg
WMC Generator Farm - Bulk Tank	Management Campus	2 St Davids Place, Parktown, Johannesburg
Tshimologong - Bulk Tank	Off Campus	41 Juta St, Braamfontein, Johannesburg
West Campus Generator Farm - Bulk Tank	West Campus	Enoch Sontonga Ave, Braamfontein, Johannesburg

2.3.1. Generator fleet across various sites

The University operates a large portfolio of standby generators ranging from 50 kVA to 2500 kVA across multiple campuses including:

- East Campus
- West Campus
- Health Sciences Campus
- Education Campus
- Parktown Campus and surrounds
- Tshimologong Precinct and Bramfontein surroundings
- Sterkfontein
- Chris Baragwanath Hospital
- Mobile generator units

Deliveries shall be made into bulk tanks and directly into smaller generator tanks as required.

2.3.2. Major generator storage facilities

Below is a list of major generator storage facilities and their capacities that form part of the scope;

Campus	Total Storage Capacity
Braamfontein East Campus Generator Farm	25,000 litres
Braamfontein West Campus Generator Farm	25,000 litres
Parktown Education Campus	14,000 litres
Parktown Health Sciences Campus	25,000 litres
Tshimologong Precinct	9,000 litres
Parktown Management Campus	4,500 litres

3. CODES AND STANDARDS

The supply and delivery of diesel for university generators must adhere to stringent workmanship standards to ensure equipment longevity and campus safety. These requirements are primarily governed by the South African National Standards (SANS) and Department of Mineral Resources and Energy.

Delivery and handling of diesel shall conform to the applicable and regulatory SANS Standards.

All works shall be carried out in accordance with applicable local and international standards according to regulations and OEM's requirements, including but not limited to:

3.1. Fuel Quality and Standards

- SANS 342 Compliance: All diesel supplied must meet the specifications of SANS 342:2016.
- Sulphur Content: Unless otherwise specified, the fuel should be 50ppm (Low Sulphur) to prevent engine wear and comply with modern generator emissions standards policies

3.2. Procurement Standards

- SANS 10845-3 – Construction Procurement: Standard Conditions of Tender
- University procurement and preferential procurement policies

3.3. Contractual Framework

- As per the attached draft contract (Annexure D).

3.4. Fuel and Petroleum Regulations

- Petroleum Products Act, 1977 (Act No. 120 of 1977)
- National Energy Act
- Applicable fuel levy and wholesale licensing regulations

3.5. Transportation of Dangerous Goods

- National Road Traffic Act and regulations
- SANS 10228 – Identification and classification of dangerous goods

-
- SANS 10231 – Transport of dangerous goods by road
 - SANS 1518 – Transportable containers for petroleum products

3.6. Occupational Health and Safety

- Occupational Health and Safety Act (Act No. 85 of 1993)
- Hazardous Chemical Agents Regulations
- Compensation for Occupational Injuries and Diseases Act (COIDA)

3.7. Environmental Legislation

- National Environmental Management Act (NEMA)
- National Environmental Management: Waste Act
- Applicable municipal bylaws

3.8. Insurance and Risk

- SASRIA Special Risk Insurance
- Public Liability Insurance as specified in the RFQ.

The latest applicable editions of standards shall apply at the time of execution.

4. LOGISTICS, DELIVERY AND PRICING REQUIREMENTS

4.1. Overview

All bulk diesel supply activities shall be carried out by trained, competent, and accredited personnel in accordance with this Scope of Works, applicable regulatory and compliance standards, and OEM requirements.

The supplier shall meet the following delivery and logistics requirements;

4.2. Depot location

The supplier's logistics depot must be located as specified in the functionality criteria.

4.3. Vehicle Requirements

The supplier shall meet the following vehicle requirements in each category;

All vehicles shall:

-
- Be roadworthy
 - Have valid vehicle licenses
 - Be certified for dangerous goods transport
 - Carry spill kits and fire extinguishers
 - Display correct Hazchem signage

4.4. Delivery Sheets and Reporting

The Service Provider shall develop and provide standardised delivery sheets and checklists for all diesel supply. These delivery sheets shall be aligned with the applicable OEM guidelines, diesel supply procedures, and regulatory and compliance standards.

Delivery sheets shall clearly record the following as a minimum: Supply shall be executed under specific Batch Orders issued on an as-required basis, detailing:

- Delivery location
- Delivery time
- Quantity required
- Picture of meter reading before and after delivery
- Name and signature of the person receiving the delivery
- Name and signature of the person performing the delivery

Estimated monthly consumption:

The quantity of litres required are subject to fluctuation depending on generator usage and load shedding requirements, based on stage 6 load shedding.

Hard copies of the completed delivery sheets shall be retained on site, and copies shall be submitted to the University via email on a weekly basis. The University shall review all completed sheets, follow up on any reported observations.

4.5. Response times

The required response time for Call Outs and other events and shall be based on two categories which are bulk deliveries and bowser deliveries. They shall be as follows:

4.5.1. Category 1: Bulk Deliveries

- Priority 1 (Emergencies) – within 3 hours. The requirement is that the Supplier is on site within 3 hours of an emergency condition to provide supply. This would typically entail a scenario where a system is not available, or a condition which is life threatening.
- Priority 2 (Urgent) – within 6 hours.
- Priority 3 (General) – within 12 hours.

4.5.2. Category 2: Bowser Deliveries

- Priority 1 (Emergencies) – within 1,5 hours. The requirement is that the Supplier is on site within 1,5 hours of an emergency condition to provide supply. This would typically entail a scenario where there is no power at the university and generators are running fulltime.
- Priority 2 (Urgent) – within 3 hours.
- Priority 3 (General) – within 6 hours.

Failure to deliver penalties will apply. These priorities apply during and after- hours including public holidays.

4.6. Personnel requirements

The Supplier shall be in possession of and provide:

- Valid PrDP licenses
- Dangerous Goods certification

All personnel must:

- Wear appropriate PPE
- Be trained in spill response
- Comply with University access protocols

4.7. QUALITY CONTROL AND MEASUREMENT

- All deliveries shall be metered.
- Temperature-compensated volume readings shall apply.
- The university reserves the right to conduct random sampling.

- Any contaminated or non-compliant fuel shall be removed at Supplier's cost.

4.8. DELIVERY ADMINISTRATION

- Deliveries shall be coordinated with OFMD representatives.
- Access shall comply with the university security requirements.
- No communication outside appointed contact persons.
- Electronic submissions must comply with the university protocol.

4.9. PRICING METHODOLOGY

As part of the fuel supply pricing methodology, the FuelSA index will be used to determine the price of fuel. This index is meticulously compiled and published monthly, serving as a reliable benchmark for establishing the base price of fuel. This pricing methodology aims to enhance transparency and accuracy in the tender pricing strategy by aligning with an established market indicator.

In addition to the base price derived from the FuelSA index, a fixed delivery fee will be applied per litre of fuel. It is important to note that this delivery fee will remain consistent and unchanged for the entire duration of the contractual agreement. The total price per litre will be a combined figure that includes the monthly adjusted base price from the FuelSA index and the fixed delivery fee, providing a comprehensive cost that covers delivery.

5. FUEL SPECIFICATION

The diesel supplied shall comply to the following specifications:

1. Be Automotive Gas Oil (AGO) Diesel
2. Have sulphur content ≤ 50 ppm
3. Comply with:
 - SANS 342 – Automotive Diesel Fuel Specification

- Latest Department of Mineral Resources and Energy fuel regulations
- 4. Be free of water, sediment, and contaminants.
- 5. Be suitable for standby generator use.

5.1. Applicable documentation

The Supplier shall provide the following documents to the University:

- Certificate of Analysis (CoA)
- Batch traceability documentation
- Delivery notes reflecting volume, density, and temperature correction

6. SAFETY AND ENVIRONMENTAL REQUIREMENTS

To comply with safety and environmental specifications, the Supplier shall:

1. Submit Method Statements for diesel offloading.
2. Implement spill prevention and emergency response procedures.
3. Immediately report any spill, contamination, or incident.
4. Ensure safe decanting into the university's storage vessels.
5. Comply with the university's Occupational Health and Safety Environmental Specification.

No overfilling of tanks shall be permitted.

6.1. Health and safety

The Supplier must submit to the University's authorized representative and maintain a health and safety file every year for the duration of the contract.

The Supplier must ensure that:

- A second person present during supply and logistics activities in the event of an accident, to ensure the emergency will be detected and help will take place.
- Its personnel wear personal protective clothing and safety equipment.
- Suitably trained personnel perform the Services.

7. DIESEL SPILLAGE HANDLING (at no cost to the university)

Handling diesel spills at a university or any South African institution is governed by the Occupational Health and Safety Act (OHSA) and the National Environmental Management Act (NEMA). Under NEMA's "Duty of Care," institutions must take reasonable measures to prevent and remediate environmental pollution. All spillage that the supplier is responsible for shall be managed should be at no cost to the university

7.1. Immediate Spill Response Procedure

1. Safety & Isolation: Cordon off the area with signage and restrict foot traffic to prevent slips and exposure to toxic fumes.
2. Personal Protection (PPE): Responders must wear diesel-resistant gloves, safety goggles, and high-visibility vests before beginning cleanup.
3. Source Control: Stop the leak at the source if safe to do so (e.g., closing a valve).
4. Containment:
 1. Solid Surfaces: Use absorbent booms or "sausages" to surround the spill and prevent it from reaching stormwater drains.
 2. Soil Surfaces: Apply bio-remediation agents according to product instructions to treat the soil.
5. Clean-up: Use absorbent pads or scatter material to soak up the liquid. For major spills, industrial vacuum cleaners or high-pressure cleaning with degreasers may be required.

7.2. Regulatory & Reporting Requirements

- Minor Spills (<5 Litres): Clean immediately using an on-site spill kit, record in the site log, and report to the university Safety Officer.
- Disaster Spills: Significant spills that threaten life, property, or the environment must be reported to the Department of Forestry, Fisheries and the Environment (DFFE) and local authorities.

- Disposal: All contaminated materials (rags, absorbents) are classified as hazardous waste and must be disposed of via an approved contractor at a registered landfill.

7.3. Recommended Preventative Measures

- Drip Trays: Place drip trays under all equipment and connection points to catch slow leaks.
- Spill Kits: Maintain fully stocked spill kits within easy reach of the generator, containing absorbent pads, disposal bags, and PPE.
- Training: All personnel involved in refuelling must receive formal training on spill control and emergency measures

7.4. Spillage penalties

- Non-compliance to proper spillage handling shall result in application of penalties, contract termination, or recovery of damages from the Supplier.

7.4.1. Failure to comply

The Services will be monitored, and penalties will be imposed. Failure to comply with any of the following provisions:

- SANS standards
- Environmental legislation
- Dangerous goods regulations
- Insurance requirements
- Quality standards

The University reserves the right to levy a penalty fee against the services provider (in line with university policy). Continuous violation of these provisions will result in the contract being terminated. The penalties shall be as follows:

Contract Deviation (late delivery or non-delivery)	Proposed Penalty	Comments
1 st deviation	A penalty of 2% per day of the order value, capped at 30% of the total order value.	Issue first warning
2 nd	A penalty of 2% per day of the order value, capped at 30% of the total order value.	Issue second warning
3 rd	A penalty of 2% per day of the order value, capped at 30% of the total order value.	Issue third and final warning
4 th and final deviation	Cancellation	Cancellation

8. Working Hours

The Service Provider shall be available 24 hrs a day, 7 days a week including holidays. All planned work shall be carried out during normal working hours (7:00 am to 5:00pm) on days and times agreed with the University.

The University shall issue the Service Provider with the Academic Calendar for each year. This document shall contain key dates that may limit the nature of the work that may take place.

8.1. Site Coordination and Access

The Service Provider shall coordinate all supply and deliveries with the OFMD.

No work affecting services, access, or operations shall proceed without prior notification and approval from OFMD where required.

All delivery/supply callouts shall be formally initiated and authorised by OFMD. The Service Provider shall not respond to direct requests from maintenance personnel or other departments. All requests are to be officially logged and approved through OFMD.

9. ASSET INSPECTION

9.1. Asset Assessment and Inspection

A once-off assessment of all equipment (storage tanks and generators) within the scope shall be undertaken to verify location. This shall include, but not be limited to:

- Inspection of asset existence and location
- Confirmation of operational status

Verified asset data shall be captured in the prescribed template by the Service Provider

10. SUBCONTRACTING

The University prefers to contract directly with all Service Providers, and the Service Provider must not subcontract any of its responsibilities or obligations.

11. APPLICABLE CHECKLISTS

The following documents and checklists must be maintained on-site by both the Supplier and the University to ensure compliance and smooth operations. The OEM can propose to use similar checklists in their possession.

11.1. The University Bulk Diesel Delivery Checklists

11.1.1. General Delivery Information

- Delivery Location (Campus/Building): _____
- Batch Order Number: _____
- Date: //20____ | Arrival Time: _____ | Departure Time: _____
- Vehicle Category: Category 1 (Tanker) Category 2 (Bowser)
- Vehicle Registration: _____

11.1.2. Safety & Compliance (Pre-Offloading)

- Driver has valid PrDP and Dangerous Goods Certification.

-
- Vehicle displays correct Hazchem signage.
 - On-board spill kit and fire extinguishers are present and accessible.
 - PPE (gloves, goggles, high-viz) is worn by all personnel.
 - **Visual Inspection:** Bund walls are clear of debris/water (for non-bulk).
 - Area cordoned off/safety signage in place.

11.1.3. Quality & Quantity Verification

- **Fuel Type:** Automotive Gas Oil (AGO) $\leq$ 50 ppm Sulphur.
- **Meter Reading (Start):** _____ | **Meter Reading (End):** _____
(including pictures)
- **Total Quantity Delivered (Litres):** _____
- **Temperature-Compensated Volume Applied?** Yes No
- **Certificate of Analysis (CoA) Attached?** Yes No
- **Batch Traceability Documents Attached?** Yes No

11.1.4. Site Assets & Environmental

- **Asset Tag/ID Number:** _____
- **Current Tank Capacity After Delivery:** _____ %
- **Spillage Check:** No leaks/spills occurred during decanting.
- Drip trays used at all connection points.

11.1.5. Authorisation & Sign-off

- **Supplier Name:** _____ **Signature:** _____
- **University Representative (OFMD):** _____
Signature: _____

11.1.6. Notice Of Non-Conformance (NNC)

To: (Supplier Name / Project Manager)

From: WITS Operations and Facilities Management Department (OFMD)

Date of Issue: //20____

Reference Delivery Note #: _____

1. Type Of Non-Conformance (Check applicable)

- **Short Delivery:** "Required Quantity" was not met (10% Shortfall Penalty applies).
- **Response Time Failure:** Arrival exceeded priority timelines (Emergency/Urgent/General)
- **Safety/Environmental Violation:** Failure to use PPE, drip trays, or handle a spill correctly.
- **Quality Breach:** Fuel failed random sampling or lacked a Certificate of Analysis (CoA).
- **Administrative Breach:** No valid delivery sheet, driver certification, or metered printout.

2. Description Of Incident

- **Campus/Site:** _____
- **Asset ID:** _____
- **Incident Details:** _____

11.1.7. Diesel Spillage Incident Report

Note: *All spillage managed by the supplier must be at no cost to the University.*

1: Incident Summary

- **Campus/Site:** _____ **Specific Location (e.g., Gate House):**

- **Date of Spill:** //20____ **Time of Spill:** _____
- **Estimated Volume:**
 - **Minor (< 5 Litres):** Report to University Safety Officer & record in site log.
 - **Major/Disaster (> 5 Litres):** Requires notification to DFFE/Local Authorities.

2: Immediate Response Checklist

- **Safety & Isolation:** Area cordoned off? Signage placed?
- **PPE:** Responders wearing diesel-resistant gloves, goggles, and high-viz?
- **Source Control:** Was the leak stopped (e.g., valve closed)?
- **Containment:**
 - **Solid Surface:** Used absorbent booms/"sausages" to protect stormwater drains?
 - **Soil Surface:** Bio-remediation agents applied?

3: Clean-Up And Disposal

- **Method Used:** Absorbent Pads Industrial Vacuum High-pressure/Degreaser
- **Waste Management:** All contaminated rags/absorbents must be disposed of as Hazardous Waste.
- **Appointed Waste Contractor:** _____
- **Disposal Site(RegisteredLandfill):** _____

4: Preventative Measures Status

- **Drip Trays:** Were they in place at the time of the spill?
- **Spill Kit:** Was a fully stocked kit within reach of the generator?

5: Sign-Off

- Supplier Responder: _____ Signature: _____
- WITS Safety Officer: _____ Signature: _____

12. Annexure C – Diesel supply storage asset register

(This is for information purposes only and should not be used for pricing)

Building	Campus	Diesel Tank (L)	Tank
Braamfontein Centre	Braamfontein	1400	Day Tank
Campus Lodge	Braamfontein	1000	Day Tank
Noswall Hall	Braamfontein	550	Day Tank
Sterkfontein Caves (Shed/Caves)	Cradle of Humankind	350	Day Tank
Sterkfontein Caves (Visitors Centre)	Cradle of Humankind	600	Day Tank
Gate House	East Campus	110	Day Tank
Ithemba Labs Schonland Research Centre	East Campus	220	Day Tank
Jubilee Hall	East Campus	670	Day Tank
Main Dining Hall (Matrix)	East Campus	670	Day Tank
Oppenheimer Life Sciences	East Campus	230	Day Tank
Origins Centre	East Campus	330	Day Tank
Solomon Mahlangu House	East Campus	2360	Day Tank
Highfield Dinning Hall	Education Campus	480	Day Tank
Khanya Ezone	Education Campus	150	Day Tank
Linder Auditorium	Education Campus	720	Day Tank
Medhurst	Education Campus	1200	Day Tank
Wits Zylstra Sports Complex	Education Campus	1000	Day Tank
Chris Hani Baragwanath Academic Hospital	Health Sciences Campus	490	Day Tank
Phillip V Tobias Health Sciences Building	Health Sciences Campus	650	Day Tank
13 Jubilee - Savernake	Jubilee Rd	270	Day Tank
3 Jubilee - Gables End	Jubilee Rd	270	Day Tank
9 Jubilee - SBIMB	Jubilee Rd	500	Day Tank
Knockando	Knockando	1000	Day Tank
Knockando Dinning Hall	Knockando	480	Day Tank

Albert Wessels	Management Campus	920	Day Tank
Donald Gordan	Management Campus	520	Day Tank
Ernest Oppenheimer Hall Dinning Hall	Management Campus	480	Day Tank
Mwalimu House	Management Campus	560	Day Tank
Commerce, Law & Management	West Campus	1000	Day Tank
Convocation Dinning Hall	West Campus	300	Day Tank
Mobile Unit 1 - 110KVA (Great Hall) FD91LWGP	West Campus	240	Day Tank
Mobile Unit 2 - 110KVA (Facilities & Services) FG09JPGP	West Campus	240	Day Tank
Mobile Unit 3 - 100KVA (Hall29)	West Campus		Day Tank
Mobile Unit 4 - 100KVA (Old Mutal)	West Campus		Day Tank
Mobile Unit 5 - 200KVA (Flower)	West Campus	650	Day Tank
Mobile Unit 6 - 200KVA (Bozzoli)	West Campus	650	Day Tank
Mobile Unit 7 - 300KVA (Leseding)	West Campus	650	Day Tank
Sturrock Park Sports Admin	West Campus	1000	Day Tank
TW Kambule Mathematical Sciences Building	West Campus	320	Day Tank
Wits Junction Block 13 - Languta	Wits Junction	1400	Day Tank
Wits Junction Block 18 - Mohokare	Wits Junction	1000	Day Tank
Wits Junction Block 19 - Kum Saan	Wits Junction	1000	Day Tank
Wits Junction Block 24 - Shosholoza	Wits Junction	1300	Day Tank
Wits Junction Block 26 - Ingolovane	Wits Junction	1000	Day Tank
Noswall Hall (NEW Generator)	Braamfontein	900	Day Tank
BULK TANKS			
East Campus Generator Farm - Bulk Tank	East Campus	25000	Bulk Tank
WEC Generator Farm - Bulk Tank	Education Campus	14000	Bulk Tank
WMC Generator Farm - Bulk Tank	Management Campus	4500	Bulk Tank
Tshimologong - Bulk Tank	Off Campus	9000	Bulk Tank
West Campus Generator Farm - Bulk Tank	West Campus	25000	Bulk Tank
Medical School - Bulk Tank	Health Sciences Campus	25000	Bulk Tank

MOBILE BOWSERS			
Mobile Diesel Bowser - 1000L MM01GHGP	Management Campus	1000	Mobile Tank
Mobile Diesel Bowser - 1000L MM01GMGP	Management Campus	1000	Mobile Tank