

Schedule 5a - Specification

Framework Agreement for the supply of Waste Management and Minimisation Services

Introduction

NHS Shared Business Services Ltd works with its Participating Authorities on the purchase of goods and services, with its primary aim being to work collaboratively with those Participating Authorities who specify the products or services which are appropriate for their requirements.

The objective of this project is to implement a contractual vehicle to facilitate the procurement of quality, value for money products and services by Participating Authorities.

NHS SBS has a track record of running successful collaborative procurement exercises and it is very much envisaged that the new Framework Agreement will become the vehicle through which a large proportion of advice is sought and procured by

Once appointed to the framework contract, Contractor(s) may be invited to submit quotations and proposals for more specific capital work.

NHS SBS invite Contractor(s) to submit any pricing opportunities available for Participating Authorities. This can be opportunities for volume bandings, multi-Participating Authority pricing and commitment discounts. Contractor(s) are to reflect these offerings on Schedule 6 – Offer Schedule.

5 Scope

5.1 The Framework Agreement specification

6 Legislation, Regulation and Guidance

6.1 Contractor(s) must provide full details

Integrated Pollution Prevention and Control (IPPC)

- 8.14 Produce a complete procedure, which covers all the requirements of the Environmental Protection Act 1990, as amended, the Environmental Protection (Duty of Care) Regulations

- 12.3 Contractors shall provide name(s), addresses(s) and contact details of proposed sub-contacted Contractors and/or third parties that may be employed within the contracts derived under this Framework Agreement in their tender proposal together with all relevant licences and requirements as detailed in Section 7.
- 12.4 The Contractor(s) shall

- 13.11 The Contractor(s) shall ensure that mobile phones **or** radio devices will **not** be used within the Participating Authority(s) properties without first securing the permission of the relevant Participating **Authority**the representative(s).
- 13.12 The Participating Authority(s) reserves the right to request the removal of staff who fail to carry out the service **to** the standards required by the Participating Authority(s) as outlined within the Framework Agreement specification.
- 13.13 The Contractor(s) shall fulfill the requirements of ~~the~~ contract resulting under the Framework Agreement **with a**

- 14.2 Contractors are at liberty to nominate a revised collection frequency if this suits the Participating Authority(s) and does not adversely affect the overall cost of the contract. Proposals will be agreed in with the Participating Authority(s) prior to the contract commencing at call off.
- 14.3 The Implementation Plan provided by the successful Contractor is subject to alteration and agreement with the Participating Authority(s).

15 Spillage / Accidents

- 15.1 Spillages and/or accidents must be immediately reported to the Participating Authority(s) contact(s) and confirmed in writing within 48 hours.
- 15.2 Contractors must provide a method statement for dealing with any spillage, burstage or accident within their proposal.
- 15.3 Costs arising to clear spillages, burstages or accidents that occur shall be included within Schedule 6 - Commercial Schedule.

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- 16.1 The Contractor(s) shall ensure that all measures are taken to control the noise levels produced by his operations on the Participating Authority(s) site(s) required under or by virtue of any enactment, regulation or Codess

18.2 Contractors shall provide details at the Mini Competition tender stage of the quality assurance system and/or

22.4 The Contractor(s) will be required to nominate a competent person(s) who can be contacted in the event of an emergency. An out of office and an out of hours phone number will be required.

22.5 The Participating Authority(s) will supply the Contractor(s) with similar out of hours contact names for each of the sites included within the contract.

23 Complaints

23.1 The Contractor shall respond to any complaint, verbal or otherwise, within 48 hours of receipt.

23.2 The Contractor (s) will be expected to provide Participating Authorities with responsive 24/7 Participating Authority service. Emergency out of hours contact names, titles and contact numbers must be provided.

24 Innovations / Equality and Diversity / Sustainability

24.1 Contractors must detail any Equality and Diversity policies and or accreditations (including copies of certified evidence) for your organisation and any sub-contractor you may intend to utilise to deliver the services under the Framework Agreement.

24.2 All Contractors are asked to provide their Sustainability Policy, outlining mechanisms for ensuring that processes in place are sustainable and designed to reduce Environmental, Economic and Social impact.

24.3 Contractors must detail the sustainable initiatives their organisation currently has in place and if their organisation has any initiatives that promote green transport. Contractors should also advise any future initiatives you intend to develop.

24.4 Contractors must provide details on what steps their organisation has taken, or is intending to take, to reduce CO2 emissions per tonne.

24.5 Contractors must detail what innovative ideas they can offer to reduce costs on an on-going basis for the Management of

25 Scope of Services

This Section contains the service specifications for each of the individual service Lots applicable to the Waste Management and Minimisation framework agreement, as listed below in Table 1. It details generic descriptions of the services required, however Participating Authorities may specify exact requirements at either Direct Call Off or Mini Competition stage.

Table 1

Specification Reference	Lot Number
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25.1.5 Contractors must advise if their organisation carries out DBS (Disclosure and Barring Service - Replace of CRB checks) checking of directly employed staff and subcontracted staff, if required by the Participating Authority(s).

Healthcare Waste Categories

25.1.6 The Definition of Healthcare waste is set out in the Health Technical Memorandum 07-01.

25.1.7 Contractors must provide a written statement of conformity within their tender proposal on how they comply with current waste regulations/guidance and the Health Technical Memorandum 07-01: Safe Management of Healthcare Waste.

Infectious Waste

25.1.8 Infectious waste is essentially a waste that poses a known or potential risk of infection, regardless of the level of infection posed. Even minor infections are included within the definition of infections.

25.1.9 Healthcare wastes generated from healthcare practices, or produced by healthcare workers in the community are considered to be infectious waste unless assessment has taken place. This assessment is based on item and patient specific clinical assessment by a healthcare practitioner.

25.1.10 Municipal waste from domestic minor first-aid and self-care of a type that does not involve recourse to a health care practitioner is assumed to be non-infectious unless a health care practitioner indicates otherwise. Therefore soiled waste such as nappies, sanitary products and plasters are not considered to be infectious unless a healthcare practitioner gives the producer advice to the contrary.

25.1.11 Similarly, municipal type waste from industrial and commercial premises is assumed to be non-infectious providing that a risk assessment has been conducted. Therefore, soiled waste such as sanitary products and plasters are not considered to be infectious unless a healthcare practitioner gives specific advice to the contrary.

25.1.12 Waste contaminated with non-infectious bodily fluids is capable of causing offence and therefore requires appropriate packaging to alert those in the waste management chain of the contents. The HTM 07-01 document identifies such waste as offensive/hygiene waste.

Medicinal Waste

25.1.13 Medicinal waste includes expired, unused, spilt, and contaminated pharmaceutical products, drugs, vaccines, and sera that are no longer required and need to be disposed of appropriately.

25.1.14 Medicinal waste also includes discarded items contaminated from use in the handling of pharmaceuticals, such as bottles or boxes with residues, gloves, masks, connecting tubing, syringe bodies and drug vials.

25.1.15 Memorandum 07-01 divides medicines into three broad groups:

25.1.15.1 Cytotoxic and cytostatic;

25.1.15.2 Pharmaceutically active, but not cytotoxic and cytostatic; and

25.1.15.3 Not pharmaceutically active and possessing no hazardous properties (examples include saline and glucose).

25.1.16 Medicinal waste is listed in both Chapter 18 and Chapter 20 of the EWC. The term "cytotoxic and cytostatic" relates to the classification of waste medicines in the EWC

25.1.17 Only cytotoxic and cytostatic medicines are classified as a hazardous waste, although other medicines

25.1.20 To establish whether a medicinal

- 25.1.30 The Contractor shall grant the Participating Authority(s) access to monitor the process of clinical healthcare waste disposal at any site where waste forming part of the service is being disposed of and at any time during the provision of the services.
- 25.1.31 Pharmaceutical wastes will include pharmaceutical products, drugs, sera and vaccines which may be expired, unused or spilt and which require special disposal including gloves, wipes, packaging etc that may be contaminated with such products or their residue and includes the disposal of controlled drugs.
- 25.1.32 Sharps wastes will include items such as needles, hypodermic

- 25.1.61 The Contractor(s) is required to provide clean, individually numbered (where appropriate), lockable and wheeled (where appropriate) containers at all times for all areas. The purpose is to store bagged healthcare wastes and sharps containers.
- 25.1.62 The containers, subject to the approval of the Participating Authority(s) authorised officer(s), shall minimise the handling of waste and be compatible with both the Participating Authority(s) and the Contractor's transportation systems. Contractors shall fully describe the number of containers to be provided on site/s to store both healthcare and hazardous healthcare waste awaiting collection and shall fully describe the type and size of available bins to service this Framework Agreement. (I.e. One-way burn bins, reusable containers, 1100 Litre Euro Bins etc). The Participating Authority(s) reserves the right to accept or reject any proposals provided by Contractors
- 25.1.63 Containers that become unsuitable for continued use through wear, loss or any other reasonable reason shall be withdrawn immediately from service and replaced as necessary at the Contractor's expense.
- 25.1.64 The containers will remain the property of and be maintained by the Contractor(s) throughout the contract(s) derived under this Framework Agreement. The containers must be promptly removed from the hospital site on the expiry or termination of the contract.
- 25.1.65 The Contractor(s) shall ensure that there are an agreed number of containers available at all times, to meet the requirements of the collection of Healthcare waste across the Participating Authority(s) during the length of the contract(s) derived under the Framework Agreement.
- 25.1.66 The Contractor(s) will be required to provide containers in excess of normal requirements to accommodate

- 25.1.85 The Contractor(s) will be required to strictly adhere to all documentation requirements in relation to the safe and correct disposal of Hazardous Healthcare waste.
- 25.1.86 All Contractors must provide a comprehensive breakdown of costs associated with the disposal of Hazardous Healthcare waste (i.e. cost of bins, transportation, hazardous waste consignment note, disposal etc.) within Section 7: pricing schedule

Storage of Healthcare and Hazardous Waste

- 25.1.87 The Contractor(s) shall collect containers and replace them with cleansed empty containers in accordance with an agreed schedule with each of the authorising officers of the Participating Authority(s).
- 25.1.88 The Contractor(s) must ensure that all replacement empty containers are functional as per relevant legislation prior to their return to the site.
- 25.1.89 Healthcare and Hazardous Healthcare Waste will be delivered to the agreed collection / storage areas on each site by the user in accordance with the schedule provided agreed at the start of the contracts derived under the Framework Agreement. The schedules will be agreed by the Participating Authority(s) and shall reflect the hours of business and needs of the individual Participating Authority(s).
- 25.1.90 Each Participating Authority shall identify a sufficient number and size of containers to be supplied, this shall be agreed with the Participating Authority(s) prior to the commencement of the contract.
- 25.1.91 Contractor(s) will ensure that exact quantities of Healthcare and Hazardous Healthcare Waste generated can be reported to each individual Participating Authority on a monthly basis. Evidence of reporting systems and proposed mechanisms will need to be provided at mini competition stage.
- 25.1.92 The Contractor(s) must provide itemised details of charges on a monthly basis for the disposal of Healthcare and Hazardous Healthcare Waste.
- 25.1.93 Containers supplied by the Contractor(s) (wheeled carts or rigid plastic/steel) must be UN performance tested to meet the appropriate requirements, and packaged in accordance with the ADR (as set out in Section 8 of Health Memorandum 07-01: Safe Management of Healthcare waste, which may be subject to further amendments) It is the Contractors responsibility to adopt any improvements or changes in regulation which may supersede this document and provide details of such in writing to the Participating Authority(s). In the case of UN3291 Clinical Waste, Unspecified, N.O.S., of packaging instructions P621. IBC 520 and LP621.
- 25.1.94 The appointed contractor(s) is to supply a copy of the relevant Test Certificate to the Participating Authority(s) and to comply with the conditions stated within the Certificate.
- 25.1.95 The appointed Contractor(s) is required to correctly mark and label the packaging with the correct Name, UN number and Class 6.2 Danger Label before they are loaded onto a vehicle for the purpose of carriage on public roads.

Recording of Waste Collection and Disposal

- 25.1.96 All waste collected will be covered by a Waste Transfer Note in accordance with the Environmental Protection Act 1990. Details of applicable charges for the provision of Waste Transfer Notes must be stated in Schedule 6: Commercial Schedule
- 25.1.97 All Hazardous waste collected must be covered by a Waste Transfer Note in accordance with the Environmental Protection Act 1990 and the Hazardous Waste (England and Wales) Regulations

- 25.1.100 A consignment note system is to be used for each collection. The Contractor(s) shall provide a receipt recording the time and date of collection, the identification of bags/containers collected, the registration number of the vehicle and the final destination of the waste.
- 25.1.101 A copy of this consignment note will be provided on a monthly basis to the Participating Authority(s) representative(s) unless otherwise agreed at call-off.
- 25.1.102 After the delivery of each load the operator of the waste treatment facility shall issue to the Contractor(s) a receipt recording the time, date and disposal method/point of the load and the weight of the individual containers. A copy of the previous month's receipts shall be forwarded together with the monthly invoices to the Participating Authority(s) representative(s)
- 25.1.103 Contractor(s) will provide to the Participating Authority(s) on a monthly basis agreed reports in electronic format.
- 25.1.104 All consignment and receipt notes shall be consecutively numbered.

Transport of Waste

- 25.1.105 Contractor(s) shall at all times maintain a comprehensive Transportation Plan giving details of routes, collection points, timetables, vehicles and driver details. The Transportation Plan should allow sufficient flexibility to accommodate any reasonable special needs that the Participating Authority(s) may have. The Contractor(s) shall consult the Participating Authority(s) regarding any alterations.
- 25.1.106 Contractors must provide details within their written proposal details of how they propose to transport waste from collection points to waste treatment facilities and if applicable how treated waste is transported to final disposal sites with details of the technology and processes you may have in place to accommodate GPS tracking of vehi000/F2 9.96 Tf1 0 0 1 246 reW*017 Tm0 G[(h)-4(av)-8(e)] T#TQ.

25.1.126 All waste management operations must be carried out in accordance with all current relevant legislation. Evidence to this must be auditable and available on demand by the authorised offi

25.1.141 Contractors

minimise the handling of sharps waste and be compatible with both the Authority's and the Contractor's transportation systems. Contractors shall fully describe, at the time of tendering, the type, size and estimated number of containers to be

- 25.2.32 Each container must be uniquely identified by a number/code, as part of the Contractor(s) recording system.
- 25.2.33 The Contractor(s) is to provide the agreed number of hooks, towing bars etc. (where applicable) to enable the containers to be towed. The Contractor(s) is also required to provide replacements as required throughout

25.2.31 Contractors are to provide details of the initiatives undertaken to minimise the environmental impact of their organisation.

25.2.32 Contractors are to provide proposals of how they intend to work with the trust to deliver its commitments to becoming a 'low carbon organisation'.

Lifecycle CO2 Assessment (where single use containers are being replaced)

25.2.33 Bidders are required to provide a detailed CO2 equivalent lifecycle assessment of the benefits of their respective systems detailing CO2 generation across the following phases in relation to the existing single-use systems:

- 25.2.33.1 Extraction and transport of raw materials
- 25.2.33.2 Transport of goods to warehouse
- 25.2.33.3 Transport of goods to hospital site
- 25.2.33.4 Transport and cleaning associated with reusable sharps containers
- 25.2.33.5 Disposal of sharps waste

25.3 Lot 3 Sanitary and Washroom Services

25.3.1 This national framework is for the provision of Washroom Services. The services that are available under the framework are the collection and disposal of sanitary waste.

25.3.2 The aim of the framework is to provide washroom visitors with a discreet and hygienic way to dispose of sanitary waste this is vital consideration for the provision of a clean and pleasant washroom environment.

25.3.3 The service Contractor(s) will be required to manage all hygiene waste in accordance adhering to sanitary waste disposal regulations ensuring that participating authority complies with the safe disposal of sanitary waste complying with The Workplace (Health, Safety and Welfare) Regulations 1992, The Water Industries Act 1991, and the Environmental Protection Act.

25.3.4 The Contractor(s) are to issue Duty of Care Waste Transfer Notes no charge.

Duties

25.3.5 The duties required of the Contractor(s) include but are not limited to:

- 25.3.5.1 Collection and disposal of sanitary hygiene units from Sites
- 25.3.5.2 It is important that schedules are kept to and scheduled collection days are met and not missed, as there is a hazard to health. A detailed emergency plan must be in place if sanitary units become to full and need emptying in-between scheduled collections days.
- 25.3.5.3 A Participating Authority may in the course of the contract close units or sites and open or redevelop sites notification will be given and a variation

25.3.12 The contractor shall p
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ng identify

25.4.7

25.4.14 Hazardous Health Care waste included within this Framework Agreement is that defined by current and any future legislation .

25.4.15 Specific categories of Hazardous Health Care Waste included within the Framework Agreement include but are not limited to:

25.4.15.1 Healthcare waste contaminated with radioactive material

25.4.15.2 Infectious waste contaminated with cytotoxic and/or cytostatic medicinal products

25.4.15.3

25.4.37 The colour coding adopted by the Participating Authority(s) for containers, is that recommended by Health Technical Memorandum 07-01: Safe Management of healthcare waste.

25.4.38 The Contractor will supply an agreed number of bins at the commencement of the contract(s) derived under this Framework Agreement and these will fully conform to the Health Technical Memorandum 07-01 as clause 25.4.37 above and be fit for the purpose of use with locking lids, keys, towing bars etc. as required by the Participating Authority(s).

25.4.39 Existing containers should be replaced as stocks become worn / depleted by new colour coded waste receptacles in line with the colour coding set out in Memorandum 07-01.

25.4.40 All hazardous healthcare waste bags/containers must be sealed with a numbered tag or label for

25.4.52

25.4.70 Contractor(s) will ensure that exact quantities of Hazardous Waste generated can be reported to each individual Participating Authority on a monthly

Transport of Waste

25.4.87 Contractor(s) shall at all times maintain a comprehensive Transportation Plan giving details of routes, collection points, timetables, vehicles and driver details. The Transportation Plan should allow sufficient flexibility to accommodate any reasonable special needs that the Participating Authority(s) may have. The Contractor(s) shall consult the Participating Authority(s) regarding any alterations.

25.4.88 Contractors m

- 25.4.113 The Contractor is to allow for the collection of domestic, general and Offensive wastes and provide suitable disposal systems to ensure their safe disposal, details to be included in the tender.
- 25.4.114 Contractors must confirm within their tender proposal full details of the where domestic, general

25.4.140.4 Full cost details of any costs for additional secret equipment to be included within Schedule 6 – Commercial Schedule (under Additional Costs).

25.5 Lot 5 Confidential

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25.6.9.9 Recommendations on the

25.6.16.4 The Contractor shall hand over to the Participating Authority all documents g0 G[()] TIT@.000008866 0 594.

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