

INSTRUCTIONS

October 1, 2010

Hazardous Waste Disposal Services Contracts

Contract Period: October 1, 2010 through September 30, 2011

This contract is available to all state agencies and other public bodies.

- Six Contractors:
- Care Environmental (Small Business) Contract No. E194-346-VP
 - Clean Harbors Contract No. E194-344-VP
 - Heritage Environmental Contract No. E194-343-VP
 - Pollution Control Industries Contract No. E194-345-VP
 - Potomac Environmental (Small Business) Contract No. E194-342-VP
 - Veolia ES Technical Solutions, L.L.C. Contract No. E194-383-VP

- Contract documents:
- Instruction Sheet (how to use contract)
 - Master Agreements (one for each contractor with terms and conditions)
 - Service Rate Schedule (pricing, disposal and other information)
 - Table of Contents for the Service Rate Schedule
 - Contract Modification Request form (to add items not listed on contract)

- Placing Orders:
- Take an inventory of the waste items you want to dispose of.
 - Find these items on the Service Rate Schedule (SRS) by using the Table of Contents document. If you're not sure what type of waste you have, see SRS starting on page 259 for analyst fees. Some contractors will come in and identify the waste for you.
 - ***If your waste item is not listed in the SRS, it must be added to the contract by DPS prior to pickup by the contractor.*** Use the Contract Modification Request form to request additional items not listed on the SRS.
 - For each waste item on the SRS, the prices for all contractors are shown all on one page. If a price is not listed, that contractor does not handle that waste item. Determine the contractor(s) that best meets the needs of your agency and contact that contractor(s) to arrange for a pick up.
 - Once you and/or the contractor have identified the waste items for disposal, create an order in the eVA email. Use the "Create Non-catalog Item" button to create your order. In the item description, include the Contract Rate ID for each waste item. The Contract Rate ID is found in the upper right corner of the SRS pricing sheet for each waste item. For example, Paint, Oil Based has a Contract Rate ID of L&G-2.
 - The Contractor shall pick-up materials no later than fourteen (14) days after initial contact by the agency, unless an alternate date is mutually agreed to by the agency and the Contractor.

- Follow-up:
- The Contractor shall notify your agency within thirty-five (35) days of pickup that the material has been received by the treatment, storage, or disposal facility (TSDF), via a Hazardous Waste Manifest. The Contractor shall provide the certificate(s) of disposal within thirty (30) days of final waste recycling or disposal, showing that the material has been properly treated or disposed of, via a Certificate of Treatment, Disposal or Recycling, *unless an alternate format is mutually agreed to in writing by the agency and the Contractor prior to any waste being picked up.* The final treatment or disposal of the waste must occur within 180 days from the date of shipment from your agency.