|  |
| --- |
| **Waste Prevention and Management**  **Waste collections and storage**. The Contractor shall advise the Pirbright Institute on the full range of waste container types available and make recommendations for the most appropriate size and type for the service specified by the Pirbright Institute. The Contractor shall provide containers suitable to prevent wastes from escaping or leaking. The Contractor shall ensure that their vehicles are in a good state of repair, regularly maintained, and technically suitable for the type of waste to be disposed of, in order to prevent escape of the waste during transits. |
| **Waste Management options.** On request the Contractor shall provide the Pirbright Institute with details of the waste management option and route to be used for each material. The Contractor should immediately inform the Pirbright Institute in writing of any intended changes in the waste management option or route being used for each material. The Pirbright Institute retains the right to refuse changes to the waste management option or route being used if deemed to have a negative impact to service or security. |
| **Waste Minimisation Plan**  **The Management of waste.** The Contractor shall provide a monthly report which shall include, but not be limited to, the following items: volumes collected, financial breakdown, recommendations and opportunities. The Contractor must ensure that a record-keeping system for the disposal of wastes is in place. As a minimum. this will include the following: 1) Copies of waste transfer notes dating back at least two years. 2) Copies of consignment notes dating back at least three years. The Contractor shall ensure that their tender price includes carriage and disposal of waste. The Contractors insurance arrangements shall comply with the tender requirement and be in force before work can commence. The Contractor shall collect and dispose of the waste at the frequency and in the manner agreed with The Pirbright Institute contract. The Contractor shall provide to The Pirbright Institute such information as it will allow The Pirbright Institute to access the competency and suitability of the Contractor and its operatives appointed to the Contract. |
| **Duty of Care** audits/inspections will be undertaken at all facilities that handle The Pirbright Institute waste. The Contractor must provide The Pirbright Institute with a waste transfer note for all waste disposal transactions, and review transfer notes when appropriate to the nature of the contract, to meet legal requirements, or when the content of the waste changes. The Contractor shall provide details of waste disposal licences and waste management licenses for transfer stations to The Pirbright Institute at submission of tenders and subsequently on request or in the event of any change of status. The Contractor shall inform The Pirbright Institute of the destination of the waste as included on the transfer note. The Contractor must keep copies of all controlled waste tender notes for at least two years, and hazardous waste consignment notes for at least three years. The Contractor must ensure that the destination to which the waste is transferred is licensed to accept it and provide proof of the waste carrier being registered. The Contractor shall transfer waste to its final destination as quickly as possible after collection. The Contractor must maintain status as a Registered Waste Carrier. |
| **Waste Hierarchy and Waste Segregation**  **Collection from Site and site security.** Access to site will be during normal working hours: 0900 – 1600 hrs Monday to Friday. |
| The Contractor must comply with site access and security requirements, Access to site shall be by prior arrangement with on-site contact. Operatives appointed to the contract must be named and are subject to security screening. The site contact has the right to refuse access to any operatives following security screening. ID must be worn by the operatives at all times whilst on site. Operatives may be required to complete a short site induction session with the Site Contact or his representative. |
| **Clinical waste Collections.** Biosafety requires that an enclosed vehicle transports clinical waste directly to a high temperature incinerator with no stops between. It is also required that The Pirbright Institute has notice of all scheduled incinerator shut down periods. Where unplanned shut down occurs then the Institute must be notified immediately and waste stored securely. All leaks and spills of clinical waste must be reported to The Pirbright Institute with immediate effect. |
| **Offensive waste collections.** The Pirbright Institute has its own offensive waste bins. It is required that these bins are for the use of the Institute only and must be returned promptly. |
| **Chemical Waste.** The Pirbright Institute dispose of hazardous substances, mainly waste chemicals and radioactive wastes. |
| Chemical waste from The Pirbright Institute restricted areas must be destroyed by incineration. Chemical waste will be packed into sealed drums and not opened at any stage of the disposal process. DO NOT OPEN Stickers will be placed on all drums. The incinerator site will be contacted before the waste is transported to ensure the plant is operating with no faults. The waste will go directly for incineration and will not be stored at the incinerator site unless an engineering fault occurs. If this happens then the waste will be stored in a secure area until they can be processed. |
| An information sheet on what to do in the event of a spill of chemicals into the outside environment will be provided to the offsite incinerator operators, in addition to an approved disinfectant as part of a spill kit. In the event of damage to a container or spill of a chemical off site then The Pirbright Institute should be contacted. Incinerator staff who deal with any spill may be placed under a 3-day quarantine to susceptible animals if this were to occur. |
| Chemical wastes are stockpiled on site in an appropriate storage area. These wastes are then catalogued and packed by the waste disposal company trained chemist before off-site disposal. In addition, the waste disposal company will supply all packing materials, labelling and documentation that will be required in advance of each consignment. The cost of disposal will be notified in advance of the uplift and include the cost of packing, labelling and supplying paperwork. |
| The usual route for disposal of radioactive waste through the on-site incinerator. Occasionally there may be a need for off-site incineration of low levels of standard laboratory radio chemicals. |
| **Waste Transfer Notes / Certificates of Destruction**  GM Waste is produced on site and therefore the incinerator must be registered to dispose of this waste. A GM site number will be required for The Pirbright Institute to notify HSE. |
| The Pirbright Institute have an HSE derogation regarding the disposal of GM Glass 2 egg waste and GM Class 2 animal bedding and carcasses. The derogation is to send waste off site for incineration rather than autoclaving on site. |
| **Waste Collection**  Your Company and staff must hold or intend to hold at the time of Contract go live, CRB checks, screening for Animal Rights Affiliations, First Aid Certificates, Contractor Scheme Licenses or equivalent and on-going training and development. a) that you hold or intend to hold at the time of Contract go live the relevant level of accreditation required  b) you have provided details of the accreditation that you hold in an attachment to this question |