



Solicitation No: DCKT-2011-B-0147  
Household Hazardous Waste (HHW) Collection  
and Disposal Services

## SECTION C: SPECIFICATIONS/WORK STATEMENT

### C.1 SCOPE:

The Department of Public Works (DPW) is seeking a qualified Contractor, with experience in household hazardous waste collection or running a permanent HHW collection site, to furnish all labor, materials, equipment and incidental items necessary to provide Household Hazardous Waste (HHW). Collection services which will include receiving Household Hazardous Waste and may include at a later date, Electronic Recycling (E-cycling) from the Ft. Totten Transfer Station. The primary objective would be for the Contractor to provide hazardous waste categorization, identification, collection, packaging, transportation, shipping, disposal, and related services for the District's Household Hazardous Waste Collection Program in the most cost effective manner.

The Contractor will perform a full range of services which will include, but are not limited to: collecting, sorting, recycling, treating, categorizing, packaging, labeling, marking, manifesting, transporting, and disposing of a wide variety of collected household hazardous waste/materials. Also, the Contractor will promptly respond to the processing of all unknown materials, which includes, but is not limited to, sampling and identifying unknown waste/analysis. The unknown materials, after being identified, will then be incorporated into the appropriate waste streams for recycling and/or packing and disposal. Services include the receiving and managing of HHW waste generated by District households. The Contractor shall not dispose as hazardous, any materials that can be managed as non-hazardous waste.



### C.2 DEFINITIONS

**C.2.1 Acceptable HHW** - Acceptable types of HHW include but not limited to Antifreeze, Automotive and Household Batteries, Disinfectants, Waxes and Cleaners, Paints, Solvents, and Thinners, Paint Removers and Strippers, Additives, Gasoline, Flushes, Auto Repair Material, Motor Oil, Diesel Oil, Photo and Pool Chemicals, Glues and Cements, Fluorescent Light Bulbs, Propane Tanks and Other Compressed Gas Cylinders, Mercury Thermostats, Electronics, Kerosene, Home Heating Oil, Gas/Oil Mix and Lighter Fluid, Chemistry Sets, Charcoal Fluid, Inks and Dyes, Oven Cleaners, Degreasers and Spot Removers, Toilet, Drain and Septic Tank Cleaners, Polishes, Chimney Cleaners, Insecticides, Fungicides, Herbicides, and Fertilizers. The Contractor shall collect other household products that are flammable, corrosive, reactive, or toxic including without limitation corrosive acids, hydrochloric acid and hydrofluoric acid, as defined by federal and local laws, rules, and regulations, and would be regulated hazardous waste if they were generated by regulated generators.

**C.2.2 Contributor of HHW** - District Resident that is dropping off HHW

- C.2.3 District's Facility** – Refers to the Fort Totten Transfer Station for monthly collections and other locations selected by the District for one-day events.
- C.2.4 Generator of HHW** – The Contractor.
- C.2.5 Qualified Contractor/Subcontractor** – A contractor with experience in the collection and disposal of household hazardous waste and who has a US Environmental Protection Agency (EPA) ID number and proof of the DC Department of the Environment Hazardous Waste Permit. Contractor and all sub contractors should have DOT transporter # for transporting Hazardous Materials, EPA ID # for all transporters, and EPA ID # for all Treatment, Storage, Disposal (TSD) facility.
- C.2.6 Unacceptable HHW** – Unacceptable HHW includes explosive material (including ammunition, fireworks and flares), radioactive material, PCBs, Shock-sensitive material, canceled or banned products, large pressurized gas cylinders, Solid Waste (household garbage) and Infectious, Biological, Biohazards, Sharps or Medical wastes.

### **C.3 BACKGROUND**

The HHW Program, as designed, will provide an outlet for proper disposal of HHW and E-cycling with year round collection available for selected noxious and special waste. This program is open to all residents of the District of Columbia. The program will offer monthly collection for seven hours per day at the Ft. Totten Transfer Station 4900 Bates Road NE, Washington, DC 20010 with service available rain or shine. However, additional or alternate fixed sites may be established at a later date.

Household Hazardous Waste and or E-cycling includes, without limitations, certain automotive, kitchen, bathroom, hobby/recreational, home maintenance, and miscellaneous household wastes that are flammable, corrosive, reactive, or toxic, with options to manage and remarket (recycle) electronics and mobile phones as well.

The Department of Public Work goals and objectives for this contract are:

- a. Safely collect HHW from District Residents, but exclude hazardous waste generated by businesses and institutions.
- b. Minimize waiting time for Residents who line up to drop-off their HHW.
- c. Recycle collected HHW to the maximum extent feasible, and safely dispose of non-recycled HHW.
- d. Reduce the risk of improper disposal and illegal dumping.
- e. Save money and resources.

- f. Provision of periodic Conditionally Exempt Small Quantity Generator CESQG collection to local CESQG, at no cost to the District.

Historical HHW data for District is provided in Attachment J.9. The District currently uses an electronic recycler for such items as computers, TVs and other electronic equipment. However, the District may have the selected HHW contractor collect this waste.

At minimum, the Contractor can expect 200 to over a 1,000 vehicles per event.

#### **C.4 REQUIREMENTS**

##### **C.4.1 Set-Up**

**C.4.1.1** The Contractor shall provide ALL of the necessary equipment and material for setting up and operating at the District's transfer station and any other sites designated for a HHW Collection. With advanced notice to the Contractor, the District may conduct one-day, satellite HHW events at remote locations around the District. However, the District reserves the right to opt to provide some or all of the equipment or materials required for setting up the collection center(s). Should the District exercise this option, the COTR will consult with Contractor prior to collection event.

- a) The contractor shall supply all necessary equipment and supplies including, but not limited to, HHW storage containment units, motor oil and antifreeze collection containers, drums, containers, absorbent, labels, appropriate shipping papers, personal safety equipment, fire extinguishers, secondary containment pallets, forklifts, vehicles, computers, office equipment, and any other equipment necessary to the operation of the monthly collection and one day drop-off events. Storage containers used shall be in full compliance with Federal Regulation 40 CFR-264.175.
- b) The Contractor shall provide set up for monthly events for the residents of the District. The events shall be located at (Ft Totten Transfer Station 4900 Bates Road NE, Washington, DC 20010). The site shall be approved and licensed by the District. The Contractor shall conduct collection activities within a sectioned area of the transfer station. For the convenience of the Contributors of HHW, the assigned site shall be open on Saturday, from 8am to 3pm, once per month.
- c) The Contractor shall provide sorting shelves, a forklift and other equipment to safely and efficiently sort, handle and lab pack the material. Each site shall also have a fire system, an eyewash and

shower, and other equipment and procedures to ensure that the area is safe and secure.

- d) The Contractor shall conduct pre-collection event health and safety meetings and include District personnel as attendees.
- e) For materials that may be stored at Ft. Totten, the Contractor shall provide up to 2 each 8' w x 20'l fire protected, metal storage sheds for installation on District owned property.
- f) For oil and antifreeze drop offs that occur after event hours at Ft. Totten, the Contractor shall provide "Igloo" disposal containers for oil and antifreeze.

**C.4.1.2** The Contractor shall establish a configuration to allow participants to deliver waste materials in a drive through pattern without leaving their vehicle. The traffic layout is to be mutually agreed upon between the Districts Disposal Manager and the Site/Project Manager. Specific legible instructions and traffic control signs shall be provided by the Contractor as required and shall be posted to inform participants of their responsibilities and to ensure the safe and smooth flow of traffic.

**C.4.1.3** The Contractor shall establish a drive up area and a designated drop off area for used motor oil and antifreeze for hours the site is not open. Used oil storage must comply with 20 DCMR 4279 and any subsequent revisions to 20 DCMR. Containers must be in secondary containment, and must be equipped with a self closing mechanism. Used oil containers must be labeled prominently with the words "Used Oil". The Contractor shall provide signage to inform the public of the appropriate contents and use of the storage equipment.

**C.4.1.4** The Contractor shall keep the area clean from spills, trash and leave the site the same way they found it before the event. The HHW collection area, which includes, but is not limited to, the following: drive-through area for unloading, sorting, packaging, and storage of the HHW, and an area dedicated to recycling of collecting used motor oil and antifreeze.

**C.4.1.5** The Contractor shall provide all spill control measures which are necessary to control any type of spill. Additional control measures shall be provided by the Contractor, as necessary. The Contractor is completely responsible for the cleanup and any associated cost of any spill as a result of their activities at the pickup site and during transportation. The Contractor shall clean up spills in accordance with federal, state, and local regulation and verify that the cleanup meets applicable cleanup standards.

**C.4.1.6** The Contractor shall obtain a permanent ID number for Ft. Totten and temporary ID#s for any remote collections for the responsibilities of operating an HHW site. This includes for the collection, storage, transport, handling and disposal of HHW. EPA form 8700-12 must be submitted to the District Department of Environment (DDOE) office located at 1200 1<sup>st</sup> Street, NE., 5<sup>th</sup> Floor Washington, DC 20002, telephone 202-535-2290.

#### **C.4.2 Material Handling**

**C.4.2.1** The Contractor shall receive, sort, and package HHW for removal from the Ft. Totten Transfer Station or segregate bulk and pack the materials and store them for shipment within an area designated in the Transfer Station on a monthly basis and remove collected HHW for recycling or disposal on a monthly basis or as otherwise determined by DPW.

**C.4.2.2** The Contractor shall provide on-site identification of all hazardous waste received at the collection events. Identification shall be sufficient to properly package all hazardous waste pursuant to USDOT requirements and to ensure acceptance at an EPA permitted storage, treatment or disposal facility.

**C.4.2.3** The Contractor shall promptly remove all HHW from Contributors' vehicles. Contributors shall not be allowed to remove their own materials.

**C.4.2.4** The Contractor shall accept only waste generated by District residential households. The Contractor shall not accept hazardous wastes from non-residential generators. The Contractor shall not accept any HHW or other wastes generated outside the boundaries of the District of Columbia. The Contractor is afforded the right to refuse to accept material it identifies as non-residential.

**C.4.2.5** Upon receiving waste, the Contractor shall ask the Contributor of HHW to remain until all items delivered have been checked for acceptability. Any container with questionable or non-existent markings will be managed by the following procedures:

- a) The Contributor of HHW shall be questioned for any knowledge about the material, such as where it was stored, how it was used and by whom, and how old it may be.
- b) Contractor's personnel shall determine if they recognize the material from visual observation, and shall compare this for consistency with the HHW Contributor's verbal or written responses.

- c) If the material is still unidentifiable, Contractor's personnel shall conduct a series of "fingerprint" chemical characterization tests to determine proper packaging for storage, shipment and disposal. The chemist shall complete a written summary of the tests which will be submitted along with the invoice. There shall be no charge to District for these tests beyond the labor time required.
- d) When unidentifiable material is brought to the HHW site, the Contractor shall provide a form to the contributor to complete. The forms will record the contributor's name, location, and materials brought to the HHW site.

**C.4.2.6** The Contractor shall identify materials deemed acceptable HHW, which may include addition material not listed in this Scope of Work. The Contractor shall accept all HHW from Contributors that has been identified as acceptable.

- a) Propane cylinders (20 pounds in weight or less) will be handled as recyclable hazardous material.
- b) Fire extinguishers must be accepted, managed and disposed of by the Contractor.
- c) Latex paint is the largest single-volume material received. All water-based (latex) paints delivered in solidified form must be disposed of as trash when received. Any water-based paint must be solidified and then disposed of as trash. The Contractor must, at every opportunity, educate the resident about how to self-manage any water-based paints they have in the future.

**C.4.2.7** Should a Contributor deliver Unacceptable Waste to the District's Facility, the Contractor shall not accept it, and instead shall make a notation on a log entitled Unacceptable Waste.

- a) The Contractor shall provide instructions to Contributor on proper disposal of waste rejected.

**C.4.2.8** In the event that wastes are left anonymously during times other than receiving hours, the Contractor shall assume these wastes are from households and accept them (unless due to permit restriction or policy, the Contractor is not able to accept the abandoned wastes). The Contractor shall record the wastes on survey forms, as received from an unknown Contributor, and process them through the same procedures as for any other identified or unidentified waste, as appropriate.

**C.4.2.9** The Contractor shall segregate and classify by hazard class the HHW brought to the District's Facility.

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- a) The Contractor shall be required to physically and chemically identify unknown chemicals in order to classify, sort and pack unknown HHW in accordance with their proper DOT hazard classes. All other materials at the site must be properly packaged prior to testing of unknown chemicals. If drums or large containers of unknown materials are delivered to the site, the Contractor shall follow the identified procedure (C.4.2.5).
- b) The Contractor shall lab pack HHW.
- c) The Contractor shall consolidate HHW brought to the site.

**C.4.2.10** The Contractor shall perform all end-of-day procedures, including the proper consolidation of all materials requiring consolidation and taking a written inventory, in duplicate, of materials. A copy of the written inventory shall be submitted to the COTR at the end of each work day.

**C.4.2.11** The Contractor shall be responsible for collecting, sorting, recycling, treating, categorizing, packaging, labeling, marking, manifesting, transporting, measuring and disposing of a wide variety of collected household hazardous waste materials. The Contractor shall make sure there are no spills and shall clean up any spills caused as a result of storing the materials. The Contractor shall load the materials on truck to be transported to disposal site.

**C.4.2.12** The Contractor shall label and mark containers prior to storage and transportation. No HHW shall be stored at the Fort Totten Transfer Station for more than ninety (90) days or after the Transfer Station's storage areas reach 80% of capacity, i.e., 3,520 gallons total in the prefabricated HHW storage units, whichever is earlier. No HHW shall be transported off-site until approved by the District for transportation.

- a) For one day events, the Contractor shall remove all waste for disposal at the end of the day. No waste shall remain on site after collection. If the residents drop off HHW after the event is over, the Contractor shall be responsible for proper removal of the material.

**C.4.2.13** The Contractor shall transport the HHW to Federal EPA approved Treatment Storage and Disposal Facilities (TSDFs) for treatment, recycling, incineration or landfilling.

**C.4.2.14** The Contractor shall prepare the shipping documents for approval and signature by the District prior to transporting the waste.

- C.4.2.15** The Contractor shall provide interim and final recycling or disposal of all HHW with the exception of those items the District will disposal of themselves.
- C.4.2.16** Prior to removing the HHW off-site to a Designated Disposal/Recycling Facility, the Contractor shall either weigh the vehicle used to transport the HHW or weigh the HHW containers separately and individually.
- a) If the Contractor weighs the vehicle(s) utilized to remove the HHW, a tare weight of the vehicle(s) shall be determined. After the Contractor loads the vehicle(s) and prepares them for shipment, the vehicles are to be weighed prior to leaving the Transfer Station. All vehicle weighing is to occur at the District's scales on-site at the Ft. Totten Transfer Station and shall be witnessed by the District Site Manager. If the weighing involves a vehicle, the District will issue scale tickets for the tare weight and the gross weight. The tare weight of the drums shall be subtracted from the vehicle's net weight.
- C.4.2.17** The Contractor shall complete a Daily Inspection Report at the end of each work day.
- C.4.2.18** The Contractor shall supply the District with copies of all shipping documents for all HHW accepted during the operation of the site during the Contract Term. Shipping documents include manifests, bills of lading, packing slips, certificates of destruction/disposal/recycling, verifying the methods of transportation, destruction and disposal/recycling of the HHW. The Contractor shall supply the District with manifests signed by representatives of the Designated Recycling/Disposal Facility within thirty-five (35) days of the date of shipment.
- C.4.2.19** The Contractor shall comply with all applicable Federal, State and Local laws, regulations and ordinances pertaining to the environment and shall be responsible for any discharge to the environment that violates applicable laws. In the event that any discharge to the environment or harm to the environment has been caused, the Contractor shall notify the COTR and Homeland Security and Emergency Management Agency (HSEMA) immediately.
- C.4.2.20** If the HHW delivered to the site is not included in one of the categories in the Price Schedule, the Contractor and District shall, in good faith, attempt to correct any improper containerization, marking or labeling to enable Contractor to accept such non-conforming waste materials at a facility. If the parties cannot resolve the same within a reasonable time after Contractor notifies District, or District notifies Contractor, that the waste materials are non-conforming, the Contractor shall make prompt



arrangements for the removal of such non-conforming waste materials from the HHW site to another lawful place of disposition. The Contractor agrees to incur all expenses and other charges with respect to the non-conforming waste materials.

### **C.4.3 Waste Disposal**

- C.4.3.1** The Contractor shall follow the disposal hierarchy established by the District as much as possible. If recycling is not an option, fuel incineration is preferred over destructive incineration and incineration is preferred over landfill disposal. The Contractor shall work with the District to select appropriate recycling and disposal options for all hazardous materials collected by the program.
- C.4.3.2** The Contractor shall provide for transportation of the packaged wastes (hazardous and/or non-hazardous) from all HHW Collection Events to the disposal and recycling facilities identified for use. The Contractor shall provide all material, packaging, equipment and properly licensed labor necessary to transport the wastes. After loading of the vehicle(s) by Contractor's personnel, the Contractor shall be required to secure the load for transport.
- C.4.3.3** All vehicles used by the Contractor to transport waste shall be properly registered and have all necessary permits required by each State through which the vehicle must travel to reach the disposal facility. The Contractor shall provide, to the COTR, the EPA I.D. Number of the transporter prior to contract award, as well as documentation to satisfy that the transporter meets the requirements of 49 CFR Subpart 172.700. If the transporter changes at any time during the contract term, the Contractor shall provide the EPA I.D. number to the COTR. The Contractor shall also demonstrate that the transporter(s) is in compliance with the U.S. Department of Transportation Rules and Regulations regarding handling and transportation of hazardous materials and all CDL licenses and hazardous endorsements.
- C.4.3.4** The District reserves the right to require the Contractor to cease use of a subcontractor which has been cited for substantial or repetitive violations of laws concerning permits, transportation or operations.
- C.4.3.5** The Contractor shall minimize the actual number of drums or containers that will be disposed of at a permitted treatment, storage, or disposal facility where hazardous waste is taken and appropriately managed, or a Class I hazardous waste landfill. The Contractor is expected to work to reduce program costs wherever possible through efforts including, but not

limited to, through utilization of recycling and re-use, bulking, exploring competitive transportation, treatment and disposal options.

#### **C.4.4 Emergency Supplies and Services**

When called by the District, the Contractor shall provide equipment and supplies in the event of an emergency such as an act of God, epidemic, lightning, earthquake, fire, explosion, storm, hurricane, flood or similar occurrence, strike, an act of a public enemy, blockade, insurrection, riot, general arrest or restraint of government and people, civil disturbance or similar occurrence.

#### **C.4.5 Community Outreach**

The District promotes the reduction in use of hazardous materials through education. The Contractor shall also assist the District in developing and distributing educational materials and making other reasonable efforts to educate residents in safe use and storage of products.

- a) The Contractor shall provide the District with the latest up-to-date information on proper disposal, storage and materials that are no longer considered HHW.
- b) The Contractor may be asked to develop flyers on HHW.
- c) The Contractor shall hand out educational materials to the public at the Ft. Totten HHW site and display educational materials at satellite collection sites.

#### **C.4.6 Hours and Days of Operation**

**C.4.6.1** The monthly HHW collection is scheduled to be open to the public from 8:00 am to 3:00 pm. The typical operating day will be one day Saturday of each month. The first Saturday of each month except when delayed by a Holiday. The collection site will observe the same holidays as the District government (Martin Luther King Jr Day, Washington's Birthday, DC Emancipation Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, thanksgiving Day and Christmas Day). The Contractor shall mobilize at the collection site at least one hour prior to the site opening to set up and perform the work described herein for HHW a collection day scheduled by the District.

**C.4.6.2** The District reserves the right to cancel or reduce the hours of operation of any scheduled collection due to inclement weather, reduced participation, funding shortfalls, or other reasons.

#### **C.4.7 Inclement Weather**

The monthly and one day events will occur regardless of weather, unless the weather poses a safety concern (e.g. lighting or high winds). If the District Government is closed the HHW collection site will be closed. The COTR or designated representative may cancel a scheduled HHW collection event in case of exceptionally inclement weather. Weather conditions (which may result in the cancellation of a collection event) include heavy snow accumulation, heavy rains, lightning, strong winds, flooding, extreme high or low temperatures and hazardous road conditions. The decision to cancel a collection event may be based on existing inclement weather conditions or forecasts of inclement weather conditions.

#### **C.4.8 Generator Status**

For this contract, the Contractor is considered the *generator* of the HHW it accepts. As the *generator*, the Contractor shall be wholly responsible for complying with all local, state and federal hazardous waste regulations regarding the generation, transport and disposal of HHW, including all manifest requirements.

#### **C.4.9 Personnel**

- C.4.9.1** The Contractor shall provide a minimum of four (4) trained personnel per collection site on collections days unless alternate arrangements with the District have been pre-approved, to include as follows: One (1) site/project manager, One (1) chemist, and Two (2) technicians, having at least one year experience in Household Hazardous Waste (HHW) field operations, including the identification, characterization, and handling of HHW.
- C.4.9.2** The Contractor shall provide sufficient personnel to fully staff Collection Events. Required staffing levels will be set for each Collection Event based on historic participation data and as mutually agreed upon by the District and the Contractor.
- C.4.9.3** The Contractor is and shall perform this agreement as an Independent Contractor and, as such, shall have and maintain complete control over all of its personnel and operations. Neither the Contractor nor anyone employed by the Contractor shall represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the District.
- C.4.9.4** All staff shall have required OSHA 40 hour HAZWOPER (Hazardous Waste Operations and Emergency Response) training.
- C.4.9.5** The Contractor shall designate a Site/Project Manager responsible for directing Contractor supplied personnel for the purposes of conducting

monthly collection and one day HHW Drop-Off Events. The Contractor's Site/Project Manager shall give efficient and continuous supervision to the work, using his best skill and attention.

**C.4.9.6** The Contractor's employees must be competent in their work, and if any person employed shall appear incompetent or disorderly, the District shall notify the Contractor and specify how the employee is incompetent or disorderly, and the Contractor shall take the steps to correct and remedy the situation, including disciplinary action, if necessary. Any employee who drives or will drive a vehicle in the course of the employee's employment pursuant to the Contract must possess a valid driver's license for the type of vehicle operated.

**C.4.9.7** During the operation of the collection, and as long as Contractor's employees remain on the site, no alcoholic beverages or illegal drugs shall be possessed or consumed at any time. If it is determined that this directive has been violated, law enforcement officials will be immediately contacted. Any violation of this directive shall be grounds for Contract rescission. The Contractor's employees shall at all times provide excellent customer service i.e. politeness, courteousness, and refrain from use of profanity.

**C.4.9.8** The Contractor's employees shall be uniformed and shall wear proper personal protective equipment, especially when handling any chemicals.

#### **C.4.10 Inspection and Maintenance**

**C.4.10.1** The Contractor shall inspect Ft. Totten Transfer Station often enough to identify problems in time to prevent harm to human or the environment, and otherwise to address any leaks or spills, and to ensure that the cleanliness of each site is properly maintained.

**C.4.10.2** The Contractor shall ensure that equipment is properly maintained. Some examples of maintenance that may be required are to keep ventilation equipment working, eye wash and shower tested monthly, fire protection system working, fire extinguishers are to be serviced annually, maintain plastic sheeting on ground/floor/roll-offs and replace/re-tape as necessary and maintenance logs shall be kept and available for inspection. Other equipment that should be properly maintained include forklifts, trucks.

#### **C.4.11 Record Keeping, Documentation and Reporting**

**C.4.11.1** The Contractor shall submit on a monthly basis detailed records of the categories and amount of waste collected; chemical and generic terms by percentages; number of vehicles; total cost to the District; a comprehensive list to support invoices to the District. The monthly report

shall include an itemized list of each commodity collected, the type of container, the number of containers by size, per category, as well as per unit size, i.e. gallons or pounds that was processed. The Contractor shall also include in the report the number of vehicles services at each event.

- C.4.11.2** The Contractor shall provide the District with two (2) copies of the appropriate Hazardous Waste Manifest(s) for the state in which the disposal facility is located along with any required Hazardous Waste container labels with proper waste codes and waste descriptions completed. The Contractor must provide the District with signed copies of the Hazardous Waste Manifest (s) upon receipt of the waste.
- C.4.11.3** The Contractor shall supply all appropriate DOT shipping container labels for packages shipped affixed to the Contractor's containers and vehicles.
- C.4.11.4** The Contractor shall provide an original copy of the Certificate of Disposal, Treatment or Recycling for all household hazardous waste collected upon shipment to a Primary, Secondary or Emergency Facility.
- C.4.11.5** The Contractor shall provide an annual project report which shows household hazardous wastes collected during each event, disposition of all hazardous waste collected, and the total cost to the District. The annual report should show the cumulative total of waste collected by category.
- C.4.11.6** All reports produced by the Contractor during this project shall become the property of the District without restrictions or limitations upon their use.
- C.4.11.7** The Contractor must provide calendar year and fiscal year (October 1 through September 31) data concerning weights and material upon request by the COTR.
- C.4.11.8** The Contractor shall provide to the District a copy of any regulatory notices or citations issued at any transfer, treatment, or disposal facility that is or has been used for District household hazardous waste within ten (10) working days of issue.
- C.4.11.9** The Contractor shall keep maintenance logs to demonstrate compliance with monthly testing and/or operation requirements. Records of annual maintenance shall be kept available for inspection.
- C.4.12 Training**
- C.4.12.1** The Contractor shall provide training either through their facility or through another entity, which will enable District employees to perform all work-

related activities with the fully staffed monthly Household Hazardous Waste drop-off site. Training must comply with all Federal and Local requirements, as well as instruct employees on proper hazardous waste packing procedures, including filling out all required documents such as manifests, content identification sheets, and container labeling.

- a) Within 60 days after the contract is awarded, the Contractor and COTR will set up a date for the District employees to receive the training. Subsequently, prior to the beginning of each year of the contract, the Contractor and COTR will set up a date for District employees to be trained. The Contractor shall train a minimum of three employees each year. Such training shall occur on-site during waste removal operations and during the packaging and manifesting periods following the collection events.

**C.4.12.2** The Contractor shall provide all 29 CFR 1910, 120 and other appropriate training for up to two (2) staff members of the Department of Public Works Solid Waste Management Administration, including all costs incurred, lodging travel per diem per each year of the contract.

**C.4.12.3** Any personnel assigned by the Contractor to this contract shall have successfully completed a training program that teaches them to perform their duties in a way that ensures the HHW collection is operated in a manner that protects them and the public from potential health and safety hazards at the site and is protective of the environment.

- a) The Contractor's training program shall be taught by a person trained in hazardous waste management procedures, and will include instruction that teaches facility personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed. The person providing the training should have no less than 40 hours training in appropriate aspects of hazardous waste/material management including selection of protective clothing and equipment and emergency response.
- b) At a minimum, the training program shall be designed to ensure that facility personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including where applicable:
  - i. Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
  - ii. Communications or alarm systems;
  - iii. Response to fires or explosions;
  - iv. Response to discharges to the land surface; incidents; and
  - v. Shutdown of operations.

- c) All personnel who handle hazardous waste (or items which would be hazardous waste if regulated) should be trained in sorting materials by hazard class and compatibility group.
- d) Personnel will successfully complete the program required above within six months after the date of their employment or assignment to a site/facility. New employees should not work in unsupervised positions until they have completed the training requirements.
- e) The Contractor's personnel shall take part in an annual review of the initial training required.

### **C.4.13 Health and Safety**

#### **C.4.13.1 Security**

- a) The Contractor shall secure the operational sites daily at the close of each day by locking all samples, packaged chemicals, site materials, emergency equipment in the appropriate storage buildings/areas.
- b) The District's Disposal Supervisor will have the authority to remove anyone from the site, and prohibit their re-entry, should the COTR or Contractor's site/project manager determines that the person threatens site safety and/or security.

#### **C.4.13.2 Safety**

- a) Contractor and District staff shall be required to follow basic protection guidelines which include but are not limited to the following:
  - i. Wearing of work uniform, safety glasses, and safety shoes.
  - ii. Wearing chemical gloves when working in the receiving area accepting waste materials shall be required.
  - iii. Lab packaging of chemical waste shall require the same level of protective gear as worn in the receiving area with the addition of a protective over suit.
  - iv. An individual air-purifying respirator, (equipped with organic vapor/acid gas/high efficiency combination cartridges) shall be available within reach of all personnel.
  - v. Each individual shall have a pair of chemical splash goggles available.
  - vi. Segregation and packaging of liquid waste shall require hazmat coveralls/apron, chemical gloves, chemical boots, or boot covers. Additionally, respiratory protection, and chemical goggles and face shield (if not using a full-face respirator) may

be required by the District or Contractor's Site/Project Manager.

- b) The Contractor shall provide safety equipment including fire extinguishers, a pressurized eye wash station, shower and any other safety equipment that is necessary to prevent and reduce injury to workers.
- c) The on-site District supervisor and the Site/Project Manager may upgrade or downgrade protection requirements, depending on the associated hazards, volume of traffic, and weather conditions.
- d) The Contractor shall allow periodic inspections that the District will conduct to determine if storage containers or storage structures are leaking or deteriorating.
- e) The Contractor shall have established health and safety, spill prevention and control, contingency, emergency and security measures that the Contractor employ at each Site, to adequately protect human health, safety, and the environment to the fullest extent possible from hazards associated with the operations of each HHW collection site.
- f) The Contractor shall utilize measures to protect equipment and supplies from potential property damage and theft.
- g) The Contractor shall provide a utilize measures to protect the health and safety of the Residents that may arrive at the Sites on foot or by bicycle.
- h) Upon award, the Contractor shall provide a copy of general Site layout that includes HHW handling and storage areas locating the waste types that would be managed in each area, the location of emergency and spill cleanup equipment, and traffic flow on each Site and on adjacent roadways.
- i) The entire collection area shall be designated a non-smoking area and be clearly marked by the District with "No Smoking" signs.

#### **C.4.13.3 Spill Contingency Plan**

- a) The Site/Project Manager shall notify and advise local emergency groups and agencies of collection events prior to public participation. A list of these agencies and services shall be maintained at the facility and shall include but not be limited to phone numbers and addresses of the nearest hospital, emergency medical transport, fire and police



departments. Directions to the nearest hospital shall be available to all personnel at each site.

- b) In addition, the Contractor shall provide, to the COTR before the first collection to the District, a written description of a safety and contingency plan in case highly reactive materials are delivered to the program.
- c) The Contractor shall have procedures in place that will contain any potential spills including spills in customer's vehicle or to their person.

#### **C.4.13.4 Emergency Response Plan**

- a) The Contractor's Site/Project Manager and the District's supervisor have the authority to activate the District's Emergency Plan. Under emergency conditions the Site/Project Manager will support and advise the District's supervisor or Designee.
- b) Emergency response guidelines include but shall not be limited to:
  - i. Worker Related – The Contractor shall maintain a first aid kit with sufficient supplies to care for minor injuries, heat stress problems.
  - ii. The Contractor shall provide an on-site emergency personal deluge shower station at the main location at 4900 Bates Road, NE.
  - iii. The Contractor shall provide a portable eye wash at alternate collection locations. In situations of inhalation of a toxic compound, the affected individual(s) shall be removed to fresh air and transported to an emergency medical facility, and other personnel will be evacuated if necessary. If transportation/evacuation by Contractor is not feasible, the ambulance or rescue squad should be contacted and site personnel shall continue first aid treatment until medical personnel arrive.
  - iv. Waste Related - Waste related incidents shall include but not be limited to, spill, fire, explosion, chemical reaction or release of toxic gases or vapors. In an emergency waste related situation the Disposal Supervisor shall be responsible for assessing the situation and shall initiate action. The Contractor shall have a medical surveillance program for personnel involved in the direct handling or exposure to the chemical waste or the primary containers to detect and correct job related injuries or conditions.
  - v. Training sessions for volunteers shall be provided by the Contractor's Safety Officer prior to any collection event occurring at this facility.
  - vi. The Contractor and District staff shall restrict public access to the site as appropriate.

- vii. The Contractor shall assist contributor's by removing chemical waste from their vehicles to the receiving area.
- viii. An emergency air horn provided by the Contractor shall be placed in the active work location.
- c) Notification of emergency agencies will be the responsibility of the Site/Project manager and Disposal supervisor.
- d) Emergencies may arise during the progress of the work that may require special effort or require extra shifts of men to continue the work beyond normal working hours. The Contractor shall be prepared in case of such emergencies, from whatever cause, to do all necessary work promptly in accordance with the Contract Documents, and the District shall be notified immediately of all such emergencies.
- e) The Contractor shall file with the District the names, addresses, and telephone numbers/cell phone numbers and e-mail of his agents who can be contacted at any time in case of emergency. These representatives must be fully authorized and equipped to correct unsafe or excessively inconvenient conditions on short notice.

#### **C.4.13.5 Site Supervision**

- a) The Contractor shall repair any and all damage or injury to any part or portion of the buildings, roadways and parking areas, equipment, site improvements, facilities, devices and vehicles, caused by Contractor, its agents, servants and employees or by any other parties.
- b) Contractor shall maintain the buildings, roadways, parking areas, and all essential systems in good working order and free of litter and debris and shall surrender the buildings, roadways, parking areas, and all essential systems at the end of each HHW collection Day, during the term of the Contract, in a broom-clean condition, reasonable wear and tear excepted.
- c) The Contractor shall provide unrestricted access to all portions of the HHW Collection Program Site during each HHW Collection Day event to representatives of the District at all times, provided, however, that such representatives of District shall obey all safety precautions established by Contractor and shall not reasonably interfere with the performance by Contractor of its obligations as contained herein.
- d) The Contractor shall establish operating procedures to prevent and control fires and to minimize litter and odors during loading, transportation, and off-loading of the HHW.

- e) The Contractor shall be responsible for the cleanliness of the streets and lands adjacent to and in close proximity to the HHW Collection Program Site. This shall be limited to the collection of litter caused by the existence of the HHW Collection Program.

#### **C.4.14 Liquidated Damages**

**C.4.14.1** The District may assess liquidated damages in the event that the Contractor does not fulfill their requirements. The parties further agree that the damages set forth below are fair and reasonable compensation to the District for the Contractor's failure to perform. These damages include:

- a. Failure to remove container(s)/equipment after **satellite event** \$350 to \$400 per container for outside contractor to remove container(s)
- b. Failure to secure open containers with tarps at the end of the day \$150 - \$2,000 per container
- c. Failure to keep hazardous waste site clean and neat \$500 per day
- d. Failure to keep compliant with environmental and safety (ex DC fire, OSHA, EPA, DDOE) regulations \$1,000 per citation, if not corrected within 10 days
- e. Failure to not complete set-up prior to 8:00 AM on the day of collection \$3,000 per incident
- f. Failure to not service collection event site \$25,000 per incident and limit 2 no shows before termination of the contract
- g. Failure to provide the minimum required number of staff for each collection event \$200 will be assessed per absent staff member

**C.4.14.2** In addition to the above, if the District is forced to contract with another firm to perform the duties under this contract, the cost must be paid by the Contractor and could result in the District requiring performance under the Contractor's Performance Bond.