

**ANNEX A**

**STATEMENT OF REQUIREMENT  
FOR THE  
COLLECTION, TRANSPORT, AND DISPOSAL  
OF  
HAZARDOUS WASTE**

**1.0 SCOPE**

Canada has a requirement for Transport and Disposal Services as outlined herein. The potential collection locations for the Hazardous Waste are located in the province of Ontario, and are identified at Appendix I to this document.

**1.1. Definitions and Acronyms used in this Document**

<b>Term, Acronym or Abbreviation</b>	<b>Complete Name, Title or Definition</b>
Cross-Docking	Cross Docking means the unloading, loading and sorting of the boxes and pallets for transport.
GOC	Government of Canada
Greater Golden Horseshoe Area	For the purposes of this solicitation, the Greater Golden Horseshoe Area will be understood as the area including the <b>Niagara Region, the Greater Toronto Area (GTA), the Hamilton Region.</b> (Hamilton-Wentworth) and <b>Lambton County.</b>
Hazardous Waste	<p>Environment and Climate Change Canada defined Service Requests and Hazardous Recyclable Material as material that typically exhibits hazardous characteristics such as toxicity, corrosiveness or flammability. They can come in different forms such as solid, liquid, gas, sludge or paste, as well as a plethora of different sources, including residues from industrial operations, manufacturing processing plants, hospitals, or even obsolete materials such as waste lubricants and pesticides. <sup>1</sup></p> <p>In Canada these characteristics are defined by taking into account the hazard criteria established under the following acts and regulations:</p> <p><b>Transportation of Dangerous Goods Act</b> <a href="https://laws-lois.justice.gc.ca/eng/acts/t-19.01/">https://laws-lois.justice.gc.ca/eng/acts/t-19.01/</a></p> <p><b>Transportation of Dangerous Goods Regulations</b> <a href="https://laws-lois.justice.gc.ca/eng/regulations/sor-2001-286/">https://laws-lois.justice.gc.ca/eng/regulations/sor-2001-286/</a></p> <p><b>Export and Import of Service Request and Hazardous Recyclable material regulations</b> <a href="https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-149/index.html">https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-149/index.html</a></p>
HC	Health Canada
PSPC / PWGSC	Public Service and Procurement Canada (formerly known as Public Works and Government Services Canada)
SPMD	Seized Property Management Directorate
SPMA	Seized Property Act
TA	Service Request

**1. Hazardous Waste Disposal Services Supply Arrangement EW479-162880**

## 1.2 Background

Procurement and Public Services Canada (PSPC), under the Seized Property Management Act (SPMA), authorizes the Seized Property Management Directorate (SPMD) to manage seized or restrained property and to dispose of this property when declared forfeit. Seized or Restrained property can be understood as goods or assets confiscated in connection with criminal offences.

The Seized Property Management Directorate (SPMD) of PSPC discharges the responsibilities of the Minister within the purview of the SPMA and is granted the authority to act on the behalf of all Canadian provinces and Territories under defined requirements and conditions.

## 2.0 REQUIREMENT

SPMD has a requirement for the Collection, Transport and Disposal of various Hazardous Waste products and materials located at Government facilities located in Ontario.

The Hazardous Waste for Disposal outlined in this requirement includes a variety of products and materials. Any single Service Request may include multiple types of substances or materials. The general material description will be provided in each request for service.

Each Service Request may include either all Service Request products and materials; or a mixture of hazardous and non-hazardous products and materials. For safety, security and observation of environmental precautions, where the service request includes a combination of hazardous and non-Service Request, the Service Request must be treated as and considered **Hazardous Waste**.

Examples of material and products that may be included in the disposal requests include but are not limited to the following:

- Tobacco
- Paints and Solvents
- Vapes
- Electronics
- Mercury containing Devices
- Alcohol
- Chemical Waste
- Medications and Cosmetics
- Batteries
- Herbicides, Pesticides, Fertilizers
- Aerosols

The types and scope of Hazardous Waste for this requirement must be in accordance with the **EW479-162880** Hazardous Waste Supply Arrangement

## 2.1 Scope of Work

The Contractor must arrange for, co-ordinate and perform collection of the products and materials identified for disposal. The pick-up location(s) will be identified on each service request. The Contractor must be solely responsible for the care, logistics, custody and control of the Service Request from the identified pick-up location to complete disposal at the identified disposal location.

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## 2.1.1 Tasks

### The Contractor must:

- i. Conduct the collection of the materials for transport **including all cross-docking tasks**;
- ii. Provide for the safe loading, transportation, unloading and final disposal of the Service Request identified in each Service Request;
- iii. Provide expert advice upon request by Canada, and support of all activities relating to the assessment, collection, transportation, and disposal of the Service Request;
- iv. Provide all labour, equipment, and tools necessary for the conduct of the work identified herein;
- v. Perform all duties related to documentation and record-keeping for each transport and disposal service request;
- vi. Plan, co-ordinate and make all necessary arrangements with the Disposal Facility for the disposal requirement, including access, any unloading requirements, and observance of all protocols;
- vii. Attend meetings or conferences via teleconference as and when required by the Project Authority. and
- viii. Conduct all work in accordance with Municipal, Provincial and Federal laws and legislation.

## 2.2 Constraints

### 2.2.1 Work Permits, Licenses and Reports

For the performance of all work under the contract, The Contractor must:

- i. Obtain and maintain all necessary permits, licenses and certificates of approval required under any applicable federal, provincial or municipal legislation. The Contractor is solely responsible for the observance of any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license, or certificate to Canada;
- ii. Identify in writing to the Project Authority (CA), **within three (3) business days of contract award**, the government licensed facility location to be used for the Hazardous Chemical Waste Disposal; and
- iii. Provide a disposal certificate **within 30 days of the pick-up and disposal service date**. The certificate must demonstrate that the disposition of materials has been conducted in accordance with current Federal, Provincial and Municipal Regulations and Legislation and must include proof of product weights at disposal.

### 2.2.2 Material Handling Equipment and Capability

The Service Request products and materials for disposal will be packaged in individual boxes, drums, containers, or secured on pallets sized approximately two feet by four feet (2'x4') or four feet by four feet (4'x4'). The method of containment will be described in each Service Request including the type of container(s), the number of boxes, drums, containers or pallets, and the estimated total weights and approximate dimensions of the containers.

The Contractor must provide all material handling equipment required for the collection, transport and disposal of the Service Request, including as required, **front end loader or forklift, hand truck, dollies etc. Such equipment is not available at the GOC facilities and will not be supplied by Canada**

### 2.2.2.1 Material Handling – Re-packaging

The Project Authority will make every effort to assess any products or substances that require re-packaging prior to transport and notify the Supplier of this in the Service Request. In some cases, pictures of the items to be collected are available and will be provided to the Supplier with the Service Request.

If upon receipt of the Service Request, or upon arrival at the pick-up site, the Contractor identifies materials, products or substances that require immediate re-packaging for health and work safety or safe transport, the Contractor must notify the Project Authority immediately. The Contractor must provide the required containers and supplies necessary for the repackaging and safe transport as negotiated with the Project Authority. The cost of the additional packaging must be invoiced as a separate line item on the invoice. The re-packaging must be conducted either on the Contractor's Transport vehicle or at the Contractor's premises and not inside the GOC facility.

### 2.2.3 Time Constraints – Service Requests

The SPMD Project Authority will, for each Service Request, specify the service category as follows:

- i. **Category I – Routine** Pick-up; or
- ii. **Category II – Urgent** Pick-up.

**Note:** An example of when Canada may determine that a Service Request would be considered urgent, includes when the quantity of Hazardous Waste contravenes GOC facility safety considerations as follows:

1. The Hazardous Waste requires immediate removal from the premises due to the nature of product or substance;
2. The integrity of the Hazardous Waste container appears to be compromised; OR
3. If Canada has taken custody of a quantity of Hazardous Waste that exceeds safe limitation of the storage facility and therefore must be removed from government premises immediately.

#### 2.2.3.1 Category I - Routine Pick-up Service Requests

The estimated Hazardous Waste Pick-up date will be identified on each Service Request.

##### 2.2.3.1.1 Lead Time (Routine)

For all **Type I – Routine Pick-ups**, The SPMD Project Authority will provide the Contractor with a **minimum of five (5) business days advance notice** for the required Pick-up date effective from the date the Service Request is issued.

##### 2.2.3.1.2 Turnaround Time (Routine)

- i. The Contractor must identify any issues or limitations with the task within one (1) **business day** of receiving the Service Request.
- ii. The Contractor must confirm a pick-up date in writing, to the Project Authority within **two (2) business days** of receiving the Service Request.
- iii. Type I Routine Pick-ups must be completed **within ten (10) business days** of the pick-up date identified on the Service Request or upon written agreement by the SPMD Project Authority identified on the Service Request.

#### 2.2.3.2 Category II - Urgent Pick-up Service Requests

The required Hazardous Waste Pick-up date will be identified on each Service Request.

##### 2.2.3.2.1 Lead Time (Urgent)

For all **Type II – Urgent Pick-ups**, The SPMD Project Authority will provide the Contractor with a

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minimum of **three (3) business days advance notice** for the required pick-up date effective from the date the Service Request is issued.

**2.2.3.2.2 Turnaround Time (Urgent)**

- i. The Contractor identify any issues or limitations with the task and pick-up date in writing (e-mail) to the Project Authority (CA), **within one (1) business day** of receiving the Service Request.
- ii. Type II Urgent Pick-ups must be completed **within three (3) business days** of the pick-up date identified on the Service Request or upon written agreement by the SPMD Project Authority identified on the Service Request.

#### **2.2.4 Risk Management Plan**

The Contractor and the Contractor Resources at the Hazardous Chemical Waste Facility must have in place a risk management plan to prevent and manage any potential loss, and mitigation strategies in the event of a Hazardous chemical waste Incident. The plan must meet compliance with the minimum standards of the [Canadian Environmental Protection Act](#)

The Contractor must provide a copy of the Risk Management Plan immediately upon request of the Project Authority.

#### **2.2.5 Handling of Dangerous Goods**

- i. The Contractor must ensure proper labelling and packaging in the supply and transport of dangerous goods/hazardous products under the scope of the contract.
- ii. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- iii. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.

#### **2.2.6 Disposal Certificate/ Attestation**

The Contractor must **within 30 days of completion of processing or destruction**, provide in writing to the Project Authority, a declaration attesting to the destruction of the Service Request as outlined in the requirement of the contract.

**The Attestation must include at minimum, the following information:**

- i. The name of the Hazardous Waste or chemical, and description of the chemical composition;
- ii. The quantity;
- iii. The date and method of destruction; and
- iv. The names and signatures of two (2) witnesses to the destruction of the Service Request.