

User guide for contract to dispose of laboratory waste, chemical waste, chemical special waste and waste solvents – for use by all University Management Units

The University has awarded a contract for the disposal of:

- Chemicals
- Items contaminated with chemicals including paper, HEPA filters and equipment
- Miscellaneous laboratory waste.
- Solvent Waste.

and for the supply of specific types of waste drums to Veolia Environmental Services.

Management Units wishing to make use of this service should follow the guidelines shown below.

A schedule of prices for disposal of waste and for supply of drums is included in Appendix 1.

A. Contacting the Supplier

All contact should be made using the following contact routes:

Telephone: 01324 632144

Email: customerservicescotland@veolia.co.uk

Fax: 01324 612019

Address: 28 Castle Road, Bankside Industrial Estate, Falkirk, FK2 7UY

B. Obtaining a quotation for disposal of waste

Standard pricing for disposal of various wastes is shown in Appendix 1, however it is anticipated that service users will generally wish to contact the Supplier and obtain a quotation for the disposal of their specific waste, in which case the following steps should be followed:

1. A [standard form](#) that should be used to obtain a quotation is available on SEPS web site. This form should be used to prepare a list of all items of waste to be disposed. The list should show the correct chemical name of each item of waste, abbreviations and trade names should not be used. It should also show the physical form of the waste (e.g. solid, liquid etc), the size of the container, the number of containers of this size and the estimated quantity of each type of waste
2. Send the completed form to the Supplier by email, fax or post.
3. The Supplier will generally respond with a price quotation for disposal within three working days. This period may be extended if the Supplier requires more information from the Management Unit.
4. In some cases it will be necessary for the Supplier to visit the location from which the waste is to be uplifted to determine the type of vehicle that is suitable to access the location.
5. Where there are alternative legal disposal routes available and costs differ, the Supplier will provide quotations for each route. Where there is no cost differential

the Supplier will dispose of the waste by the most environmentally sound, legally compliant, route.

6. If, having received the quotation, the Management Unit wishes to proceed with the disposal it should raise a purchase order for the service.
7. If the waste material is an 'unknown' it is necessary for the Management Unit to provide all available detail about the material so as to allow the Supplier to classify it and assess its properties and hazards.
8. To obtain a quotation for disposal of 'unknown' chemical waste the Management Unit should complete the [unknown waste chemical quotation form](#) that is available on SEPS web site. As much information as possible should be provided. The more information that can be provided the lower the cost incurred in identifying it and disposing of it will be. The form should then be submitted to the Supplier by email, fax or post.
9. The Supplier cannot uplift any item of waste that it has been unable to classify. Should the information provided by the Management Unit be insufficient to allow classification it will be necessary for the Supplier to carry out its own inspection, and possibly also some analysis, and a charge will be applied to this service.
10. Once it has been possible to identify the unknown material a disposal cost will be provided by the Supplier and the Management Unit should raise a purchase order for the disposal service.

C. Arranging the waste disposal service

1. On receipt of the purchase order the Supplier will contact the Management Unit to arrange a suitable date and time for verification, packaging, uplift and transport of the waste.
2. The date offered for this step will normally be within five working days of the receipt of the purchase order. The following are exceptions:
 - a. Where this time scale is too short for the Management Unit
 - b. The Supplier will offer the Management Unit the opportunity to delay the uplift process to allow it to co-ordinate the uplift to coincide with other uplifts that are planned within the University. The Supplier will provide information on the estimated timescale within which this may occur. If a Management Unit participates in a co-ordinated uplift then the charge made for the transport of their waste will be reduced. The cost of transport will be shared on a *pro rata* basis amongst all Management Units that participate in that uplift.
 - c. In some circumstances, for example when the number of individual items of waste is large and the content varied, it may be necessary for the verification and packing process to be carried out at a different time to the uplift and transport process. If this is necessary the verification process will take place within 3 working days of the receipt of the order, or within an alternative timescale that has been agreed with the Management Unit.
 - d. Where the information supplied to the Supplier by the Management Unit is insufficient to classify the material resulting in further investigation being required.

3. The Supplier will prepare all statutory paperwork that is necessary for the process of uplift and disposal of the waste. It will also carry out any required pre-notification of enforcing authorities.

D. Uplift and disposal of waste

1. The Supplier will verify the waste presented for uplift against the quotation list supplied by the Management Unit. If there is any waste type presented that was not on the quotation list the Supplier will decline to uplift it. At the time of uplift the Supplier is legally only permitted a variance of 10% on the quantity of waste that it had quoted for.
2. The Supplier will package the verified items of waste and will uplift these for disposal.
3. At the time of uplift the Supplier will request that the statutory paperwork is signed by a representative of the Management Unit that is disposing of the waste. The Management Unit must ensure that this statutory paperwork is fully completed and that the information contained in it is correct prior to the waste leaving the University.
4. The Supplier will leave a copy of this paperwork with the representative of the Management Unit who must ensure that this is clearly legible. Management Unit copies of statutory paperwork must be retained in such a way that they are readily accessible in the event of an internal audit or audit by the enforcing authority. Further information on [waste producer duty of care](#) is available on SEPS web site.
5. The Supplier will dispose of the waste on behalf of the Management Unit. When all items within the consignment have been disposed the Supplier will send a final disposal certificate to the management Unit. It should be noted that the time between uplift of waste and final disposal can, in some cases, be many months.

E. Disposal of solvent waste *via* the School of Chemistry Store

This service is only available to Management Units located on the Gilmorehill Campus.

It is recognised that there may be some Management Units where disposal of comparatively small volumes of waste solvents is required on a more frequent basis than the disposal of other chemicals. To meet this need the School of Chemistry offers a service for the disposal of these materials. Information on this can be obtained at <http://www.chem.gla.ac.uk/local/stores/index.php?p=solvents.html>. It should be noted, however, that any Management Unit generating larger volumes of this type of waste should arrange disposal on a regular basis directly through the current Supplier of chemical waste disposal services.

F. Supply of drums suitable for waste solvents and similar material

The Supplier is able to offer a range of drums suitable for the collection and disposal of this type of waste. For further information see Table 8 in Appendix 1.

G. Contract management issues

For any minor problems or concerns surrounding the standard of service provided by the supplier that may crop up on a day-to-day basis it is expected that the Management Unit

will address these directly with the Supplier. Should there be any more serious issues, or any of a persistent nature, then the Management Unit must record full details of these, together with copies of any relevant communications with the Supplier and relevant dates. The Management Unit should then contact the contract manager who will progress the matter with the Supplier. The contract manager is Dr Ann Galbraith, Safety & Environmental Protection Services, ann.galbraith@glasgow.ac.uk.

Appendix 1 – Pricing schedule for the disposal of waste chemicals

Table 1 Solid chemical waste (including laboratory chemicals)

Weight	Price (Ex VAT)	Exceptions
Up to 100g	£0.39 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Greater than 100g and up to 500g	£1.69 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Greater than 500g and up to 1 kg	£3.31 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Greater than 1 kg and up to 2.5 kg	£4.25 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Greater than 2.5 kg and up to 5 kg	£6.50 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Greater than 5 kg and up to 10 kg	£9.50 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Greater than 10 kg and up to 25 kg	£18.00 per container – received quantities	This excludes gas cylinders and organic peroxides SADT <50 Deg C.
Transport	£93.60 per load	
SEPA Consignment Note charge	£30.00 each	
Provision of chemist to pack, list and label	£0.00 This is included as part of the collection / disposal service if list is provided by UoG.	
Other charges Additional services of a chemist (eg to list chemicals)	£29.12 per hour	

Table 2 Liquid chemical waste (including laboratory chemicals, excluding solvents)

Volume	Price (Ex VAT)
Up to 100ml	£0.17 per container – received quantities
Greater than 100ml and up to 500ml	£0.32 per container – received quantities
Greater than 500ml and up to 1 litre	£0.58 per container – received quantities
Greater than 1 litre and up to 2.5 litres	£1.09 per container – received quantities
Greater than 2.5 litres and up to 5 litres	£2.62 per container – received quantities
Greater than 5 litres and up to 10 litres	£4.00 per container – received quantities
Greater than 10 litres and up to 25 litres	£6.00 per container – received quantities
Greater than 25 litres	£0.20 per litre – received quantities
Transport	£93.60 per load
SEPA Consignment Note charge	£30.00 each
Provision of chemist to pack, list and label	£0.00 This is included as part of the collection / disposal service if list is provided by UoG.
Other charges Additional services of a chemist (eg to list chemicals)	£29.12 per hour

Table 3 Waste solvents and oil

	Price per litre (Ex VAT)
Flammable solvents	£0.18 – received quantities
Non-flammable solvents (chlorinated)	£0.25 – received quantities
Oil	£0.05 – received quantities
Transport	£93.60 per load
SEPA Consignment Note charge	£30.00 each
Provision of chemist to pack, list and label	£0.00 This is included as part of the collection / disposal service if list is provided by UoG.
Other charges Additional services of a chemist (eg to list chemicals)	£29.12 per hour

Table 4 Transition metals

Quantity	Price (Ex VAT)
Transition Metal Solutions	£2.62 per 2.5 Ltr container – received quantities
Transition Metal Solutions	£3.28 per 5 Ltr container – received quantities
Transport	£93.60 per load
SEPA Consignment Note charge	£30.00 each
Provision of chemist to pack, list and label	£0.00 This is included as part of the collection / disposal service if list is provided by UoG.
Other charges Additional services of a chemist (eg to list chemicals)	£29.12 per hour

Table 5 Other waste

	Price (Ex VAT)	Alternate treatment/disposal options	Price of alternate treatment/disposal options (Ex VAT)
Flammable silica	£12.26 per 10Kg container – received quantities	Incineration with heat recovery (technical approval required)	£3.64 per 10Kg
Ethidium Bromide Agarose Gels that at not Special Waste	£4.29 per 25Kg container – received quantities	Incineration with heat recovery (technical approval required)	£5.60 per 25Kg
Ethidium Bromide Agarose Gels that at not Special Waste	£4.29 per 25Kg container – received quantities	Incineration with heat recovery (technical approval required)	£5.60 per 25Kg
Acrylamide gels	£12.26 per 10Kg container – received quantities	Incineration with heat recovery (technical approval required)	£3.64 per 10Kg
Used embalming fluid containing formaldehyde	£6.15 per 25Ltr container – received quantities		
HEPA filters contaminated with chemicals	£6.66 Per 5Kg bag – received quantities	Incineration with heat recovery (technical approval required)	£2.75 per 5Kg
Paper and clothing contaminated with chemicals	£6.66 Per 5Kg bag – received quantities	Incineration with heat recovery (technical approval required)	£2.75 per 5Kg

Sharps (non-clinical) contaminated with chemicals	£6.66 Per 5Kg container – received quantities	Incineration with heat recovery (technical approval required)	£2.75 per 5Kg
Equipment contaminated with chemicals	£0.90 per Kg		
Soda lime	£12.26 per 10kg container – received quantities		
Gas cylinders	£10.00 per cylinder CO2 up to 2 feet – others POA		
'Lecture theatre' gas bottles	£20.00 per cylinder CO2 up – others POA		
Transport	£93.60 per load		
SEPA Consignment Note charge	£30.00 each		
Provision of chemist to pack, list and label	£0.00 This is included as part of the collection / disposal service if list is provided by UoG.		
Other charges Provision of Chemist to list, pack and label	£29.12 per hour		

Table 6 Unknown waste chemicals, including services to identify and dispose of the material and the pricing structure that would apply.

Description of service	Price (Ex VAT)
Provision of Chemist to list, assess items – following this process these items would be classified and categorised and disposed of in accordance with the pricing matrixes Table 1 and 2 above.	£29.12 per hour

Table 7 Categories of chemical waste that are not included in the pricing shown in tables 1 – 6 above.

Description of waste	Price (Ex VAT)
Organic Peroxide	POA
Photographic Fixers	£0.00 (FOC)

Table 8 Supply of drums. Price per drum, recycling and reuse

Drum Type	Price (Ex VAT)
Metal drums as described in 5.2 above	£10.73 each
Plastic drums as described in 5.2 above	£5.59 each
Other drums types available (please describe)	POA
Delivery charge	£0
Other charges	£0

Table 9 Added value services and innovation

Service	Price (Ex VAT)
Advice with regards to packing of waste	£0
Advice in relation to classification, methods of containment and disposal of waste	£0
Advice and training of personnel relating to compiling information for disposal	£0
Return Solvent & Oil Containers for Re-use	£0