

Part I: General Information

A. Introduction

The Department of Veterans Affairs Richard L. Roudebush Medical Center (RLRVAMC) has a requirement for the collection, pick-up, packaging, transport and disposal services for sharps waste, regulated medical waste, and pathological waste.

B. Definitions

1. Sharps Waste (sharps): Includes all hypodermic needles, syringes, scalpel blades and other sharp items used within the RLRVAMC. The term does not include any hazardous waste, radioactive waste, or pharmaceuticals.
2. Regulated Medical Waste (RMW): The Blood borne Pathogens Standard uses the term, "regulated waste," to refer to the following categories of waste:
 - liquid or semi-liquid blood or other potentially infectious materials (OPIM);
 - items contaminated with blood or OPIM and which would release these substances in a liquid or semi-liquid state if compressed;
 - items that are caked with dried blood or OPIM and are capable of releasing these materials during handling;
 - Pathological and microbiological wastes containing blood or OPIM.
3. Pathological Waste: All human anatomical wastes and all wastes that are human tissues, organs, or body parts removed by trauma, during surgery, autopsy, studies, or another hospital procedure, which is intended for disposal.
4. Hazardous Waste: The contractor shall provide all services necessary for the disposal of the hazardous waste listed in the schedule in accordance with all local, state, and federal Environmental Protection Agency (EPA) solid and hazardous waste laws and regulations, specifically Resource Conservation and Recovery Act (RCRA). All items listed in the schedule, regardless of their condition, are being discarded by the government and are considered to be waste (i.e. hazardous, non-hazardous or universal). Any shipments outside of the United States are prohibited under this contract unless prior approval is received in writing from the COR.

C. Scope

Contractor shall provide all necessary supervision, transportation, labor, equipment, processing, manifest, packaging and packaging supplies, disposal, containers, boxes and other supplies, such as reusable puncture resistant sharps containers and boxes for the collection and packaging and disposing of all sharps waste, RMW and pathological waste for all designated locations within the RLRVAMC (See Attachment D.1 & D.2).

The Contractor shall reference Attachment D.3 for historical, cumulative waste collection data from the facilities listed in Part II, Section A, subsection (1).

D. Applicable Documents

The following EPA and Occupational Safety & Health Administration (OSHA) regulations, laws and rules apply.

- EPA Law
Chapter 16 - Communicable Disease: Treatment of Infectious Waste
IC16-41-16-1-11
<http://iga.in.gov/legislative/laws/2014/ic/titles/16/articles/41/chapters/16/>
- Rule 3. Infectious Waste
410 IAC 1-3-29
- 410 IAC 1-3-22 Appropriate Containment and labeling; effective treatment, transport, or disposal: authority: IC 16-19-3-4; IC 16-41-16-8

Regulated wastes, other than contaminated sharps, must be placed in containers which are: (i) Closable; (ii) Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping; (iii) Labeled or color-coded in accordance with paragraphs (g)(1)(i); (iv) Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping [29 CFR 1910.1030(d)(4)(iii)(B)(1)(i)-(iv)].
- http://www.in.gov/legislative/iac/iac_title?iact=410
Infectious Waste OSHA Regulation
- Blood Born Pathogen
29 CFR 1910.1030
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10051&p_table=STANDARDS
- Handling PPE
29 CFR 1910.132
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9777
- Needle Stick Safety and Prevention Act HR 5178
- Indiana's Hazardous Waste Rules 329 IAC 3.1-6
- Food and Drug Administration (FDA) including but not limited to Title 21 of the Code of Federal Regulations.
- National Fire Protection Agency (NFPA) 101: Life Safety code, 2015
- All work shall be in accordance with 40 CFR, Chapter 1, Subchapter I Solid Wastes (including

- Part 260-265). <http://www.gpo.gov/about/>
- All requirements of Part 1910 and Part 1926 of Title 29 of the Code of Federal Regulations apply pursuant to their terms to hazardous waste and emergency response operations whether covered by this section or not. If there is a conflict or overlap, the provision more protective of employee safety and health shall apply without regard to 29 CFR 1910.5(c) (1). 1910.120(a) (2) (i)
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765
- OHSA 3114 – Hazardous Waste Operations and Emergency Response
<https://www.osha.gov/Publications/OSHA3114/osha3114.html>
- DEPARTMENT OF TRANSPORTATION (DOT) REQUIREMENTS: Transportation shall be in accordance with DOT Hazardous Material Regulations 49 CFR 100-199.
- EPA designated items that are listed in EPA procurement guidelines at 40 CFR parts 247
- USDA designated items that are listed by USDA in the procurement guidelines found in 7 CFR parts 2902, Subpart B
- EPA designated items on EPA's list at <http://www.epa.gov/cpg/products/htm>
- RCRA - <http://www2.epa.gov/rcra>

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Part II: Work Requirements

A. Technical Requirements for Sharps, Medical Waste, Hazardous Waste

1. Contractor shall provide all labor, transportation, equipment, and reusable puncture resistant sharps containers to collect, empty, count and complete manifest needed to transport, load, haul and dispose of all sharps containers. The Contractor shall deliver clean sharps containers in the same count/amount that is picked for emptying and disposal. Services shall be coordinated between the Contractor and the Contracting Officer's Representative (COR).

Services are to be provided at the following locations:

Richard L Roudebush VA Medical Center 1481 West 10 th Street Indianapolis, IN 46202-2803	Indianapolis West VA Clinic 3850 Shore Drive, Suite 200 Indianapolis, IN
Coumadin Clinic 2669 Cold Springs Road Indianapolis, IN 46222	Building 7 2669 Cold Springs Road Indianapolis, IN 46222
	Richard L Roudebush VA Domiciliary 9045 East 59 th Street Indianapolis, IN 46216

Services are to be provided at the following locations (1) one time per week:

West Lafayette Community Based Outpatient Clinic 3851 North River Run Road West Lafayette, IN 47906	West Lafayette CBOC 3851 North River Run Road
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Wakeman Community Based Outpatient Clinic Camp Atterbury, Building 1010 3791 10 th Street Edinburgh, IN 46124	Martinsville Community Based Outpatient Mental Health Clinic 2200 John R Wooden Drive Martinsville, IN 46151
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Services are to be provided at the following locations monthly:

Bloomington Community Based Outpatient Clinic 1332 West Arch Haven Avenue Suite A Bloomington, IN 47403	
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2. Contractor shall provide and install all hardware necessary for the proper functioning of the containers in patient rooms, exam rooms, research areas, lab areas, operating rooms, and procedure rooms and other rooms as designated. Installation of all equipment shall be coordinated with the COR.

3. Contractor shall provide the following containers and all necessary accessories to ensure compliance with the Applicable Documents in Section D:

Container Type	Quantity
Two-Gallon Counter	85
Three-Gallon w/ wall mount cabinet	597
Four-Gallon Counter*	75
Eight-Gallon w/ floor carts with casters	142
Seventeen-Gallon w/ floor carts with casters	20

* Four Gallon Counter containers are currently not in use and will have to be placed throughout the facility by the COR with a detailed list provided to the Contractor.

Contractor shall provide carts with casters to hold eight-gallon and 17-gallon sharps required to be on the floor. Contractor shall provide holders for the two-gallon and four-gallon sharps container to be placed on counters. The Contractor shall provide and install lockable cabinets for all wall mounted three-gallon sharps containers.

Contractor shall reference Attachment D.1 – Sharps Waste Container Locations for location and size of each sharps container in the table above.

The estimated number of containers may increase and/or decrease depending on waste. The Contractor shall provide the quantity of containers above but shall also keep a minimum of 10% additional containers on-hand to be installed at the Government's request.

Per past findings from OIG inspections and Environmental Rounds inspections, the Government's requirement for Sharps containers have changed to incorporate the containers that will pass all inspections. We require having the following containers: Daniels Sharpsmart S14, S22, S32, and S64 and to include the Access Mark II Trolley that allows hands-free opening. If contractor is unable to have the exact make and model, the containers must have the following

features: Swing Action safety tray that restricts hand access and provides a large opening for sharps disposal. Device must have at minimum a leak-proof seal, automatic shutoff device to prevent overfilling of the container, with two visible “full” indicators on the front of the device. Contractor to provide electronic scanning system for inventory control and usage patterns to be provided to the government. Contractor to provide government staff education on proper use of their devices. Device must be reusable, sanitation of the reusable devices must adhere to use of environmentally-friendly detergent and provide the opportunity for water recovery in the rinse cycle. Once sanitized quality control checks must be documented for both the cleanliness and functionality of each device and must be available upon request to the government. The containers must come **preassembled**, able to mount or be on dolly. To open container, the containers will have a sliding opening horizontal opening that allows for butterflies and other large sharp needles. The containers should be able to be activated manually. Containers have a window to see when container is full, and lid remains in upright position when the container has reached the level of full. The containers must be stackable to reduce space when preparing for transport.

4. Each special function item such as, traps, enclosed, lockable wall cabinets, rolling foot pedal carts, mounting hardware, and all other related hardware, shall be supplied by the contractor at no additional cost to the Government.

5. Contractor shall collect, and reprocess containers and dispose of waste in compliance of all applicable Federal, State and Local regulations including the following standards: (1) Occupational Safety and Health Administration (OSHA), including Blood Borne pathogens Standard 29 CFR 1910.1030 and the Needle Stick Safety and Prevention Act HR 5178 as it specifically relates to reusable containers, (2) Indiana’s Hazardous Waste Rules 329 IAC 3.1-6, (3) Food and Drug Administration (FDA) including Title 21 of the Code of Federal Regulations (CFR) and Quality Systems Regulation (QSR) with regards to reprocessing, validation, reporting and annual registering for all equipment used to release medical equipment into commerce. The VA reserves the right to thoroughly inspect the Contractor’s facility and treatment plant to ensure acceptable standard of performance.

6. Contractor shall provide additional pick-up and disposal service within two (2) hours of a call from the COR for all emergency pick-ups.

7. The Contractor shall ensure that vehicles used for transportation of hazardous materials are stocked with sufficient supplies to handle hazardous materials that require special packaging, spills, leaking drums or other conditions that could occur while performing a routine pick-up.

8. The Contractor shall supply replacement containers that meet all federal, state and local regulations for hazardous and universal waste streams (i.e. 5, 16, 30 and 55 gallon open head poly drums; 55 gallon metal closed head drums; 55 gallon metal open head drums; and other size drums as needed by the medical center).

B. Technical Requirements for RMW, Pathological Waste, and Hazardous Waste

1. Contractor shall provide all the necessary reusable sanitized containers used for transporting the RMW and pathological medical waste to a disposal site. Contractor shall provide all necessary personnel to unload clean sanitized containers used for packaging all RMW and pathological waste. Contractor shall remove full containers and replace them with an equal number of empty containers. The containers shall be leak-proof, stackable, transportable, foot pedal type, and shall display the universal biohazard symbol. Contractor shall sanitize containers before leaving them at VA for use. Sanitizing shall be completed off VA grounds. All containers shall be damage-free and in good working order at all times. Contractor shall also supply material and equipment for packaging of RMW, pathological waste. Packaging materials consist of shipping tape, shipping labels, corrugated boxes and red bags.

2. Contractor shall provide the number of containers, specified by color and size, in the table below for the use of RMW and pathological waste disposal at the Richard L Roudebush VA Medical Center in Indianapolis, IN. Contractor shall provide the following containers and all necessary accessories to ensure compliance with the Applicable Documents in Section D:

Container Type	Quantity
Large Red 55 Gallon w/ Closable Lid	44
Small Red 33 Gallon w/ Closable Lid	46
Grey "Tote" 12 Gallon w/ Closable Lid	171

Contractor shall reference Attachment D.2 – RMW/Pathological Waste Container Locations for specific locations of each container.

The estimated number of containers may increase and/or decrease depending on waste. The Contractor shall provide the quantity of containers above but shall also keep a minimum of 10% additional containers on-hand to be installed at the Government's request.

3. Contractor shall dispose of all RMW and pathological waste in accordance with all applicable Federal, State, and Local regulations, and laws. (See Applicable Documents Section)

4. Contractor shall provide additional emergency pick up and container exchange services within two (2) hours of a call from the COR requesting such services.

5. An EPA-approved manifest shall be provided by the Contractor to the COR and/or COR designee. The manifest shall be signed by the COR and/or COR designee along with the Contractor when the waste is picked up.

- Within 20 calendar days of pick-up, the Contractor shall submit a written report certifying the waste was processed in accordance with EPA regulations. The report shall be submitted to Chief of EMS (137) or the Contracting Officers Representative (COR) RLRVAMC, 1481 W. 10th Street, Indianapolis, IN 46202.
- Contractor shall provide a manifest to the COR and/or COR designee for each pick-up. Contractor shall properly complete and verify the manifest paperwork at the time of pickup with the COR and/or COR designee. Contractor shall return signed manifest to the COR and/or COR designee as a tracking document for transporting and disposing of sharps, RMW, all pathological waste or electronic access to said manifest.

6. The Contractor shall arrange with the COR a routine (non-emergency) service for the facility based upon volume. A pick-up schedule shall be established with the RLRVAMC for a weekly service or on an on-call basis, as needed. If an unscheduled pick up is called in, contractor shall respond and complete pick-up within 2 hours after initial call is made. Contractor shall be notified when an extra pick-up or changes in pick-up days are required. Coordination for pick-up shall be made with the COR. Contractor shall submit to the COR a weekly schedule of services.

7. All hazardous and non-hazardous materials generated by RLRVAMC shall be disposed of by the Contractor in accordance with current Federal, State and local guidelines governing regulated hazardous and non-hazardous chemical wastes.

8. Contractor shall dispose of hazardous waste in a manner that leaves no future expense potential to the VA or the federal government.

9. Mere acceptance of the hazardous property at a properly permitted Treatment, Storage, Disposal, and Facility (TSDF) does not meet the definition of disposal under this contract; or,

- It is the contractor's responsibility to obtain all necessary documentation to prove that the disposal of all items has been accomplished. This documentation shall be attached to the certificate of disposal and submitted with, or prior to, the invoices.

C. SAFETY & SECURITY

1. **SAFETY REQUIRMENTS:** The contractor shall perform all operations in a prudent, conscientious, safe and professional manner. At a minimum, contractor personnel and equipment shall comply with all safety requirements set forth in applicable State, Federal, and local laws and regulations and shall further ensure that its agents and employees perform work in a safe manner. The contractor shall ensure that all personnel involved in handling and packaging hazardous waste be trained for the level of expertise required of the proper performance of the task and, in particular, in the areas of chemical incompatibility, general first aid procedures, and spill. Contractor shall ensure that its employees use proper handling and personal protective equipment while collecting, transporting, and disposing of hazardous

waste from the RLRVAMC. All contractor employees present at the work site shall be trained to use all protective equipment.

The Contractor shall be responsible for properly containerizing all lab-packs and for assuming all safety measures to prevent harm or injury to VA patients, visitors, employees, contractor employees (example: PPE) and the environment (example: storm drain covers).

2. The VA reserves the right to inspect contractor facilities before approving its use or at any time during or after contract period while VA wastes are present.
3. **SPILL RESPONSIBILITY:** The contractor shall be solely responsible for any and all spills or leaks during the performance of the contract utilizing their own equipment. The contractor shall agree to clean up such spills or leaks to the satisfaction of the Government in a manner which satisfies the applicable state, federal and local laws and regulations, at no cost to the Government.
4. **SPILL REPORTING REQUIRMENTS:** The contractor shall be responsible for reporting by telephone (i.e. within 2 hours) to the COR all spills, regardless of quantity, and all personnel exposures and shall be followed up in writing no later than seven (7) days after the initial telephone report. If the COR is not available (317-988-2101 office or 317-789-5971 cell) the contractor should report the spill to the VA Medical Center Safety Officer (317-988-4203 office or 317-408-8699). Spills or leaks that occur during the transportation of the materials shall be reported to the medical center COR within (2) hours of the occurrence. If any spills occur during contract performance, these shall be briefly described in a summary of spills report and include the following information:
 - a. Item spilled (identification, quantity, and manifest numbers)
 - b. Whether amount spilled is EPA/state reportable, and if reported, a copy of the report shall be provided to the COR;
 - c. Exact location of spill;
 - d. Containment procedures initiated;
 - e. Anticipated clean-up and disposal procedures;
 - f. Disposal location of spill residue;
 - g. If personal injury involved was assistance required;
 - h. Names and telephone numbers of all state and federal officials contacted,
 - i. Narrative summarizing all on-scene visits made by local, state, or federal officials.

AFFIRMATIVE PROCUREMENT

1. The contractor shall be required to have a written affirmative procurement program that requires preference for the following materials used at VA sites:
 - a. EPA designated items that are listed in EPA procurement guidelines at 40 CFR parts 247
 - b. USDA designated items that are listed by USDA in the procurement guidelines found in 7 CFR parts 2902, Subpart B
EPA designated items on EPA's list at <http://www.epa.gov/cpg/products/htm>

D. . Deliverables

The Contractor shall, without additional costs to the Government, provide and maintain all

licenses and permits for personnel, containers, vehicles and any other resources required for proper removal of sharps, RMW and pathological waste in accordance with all Federal, State, Municipal and local regulations (e.g. OSHA, EPA, DEP, DOT, etc.). If licenses are not maintained in accordance with Federal and State requirements, the VA shall terminate the contract effective upon discovery. The VA reserves the right to halt work if the Contracting Officer and/or the COR determine work is being done in an unsafe/unhealthy manner or that could harm the environment. VA shall not incur additional cost for failure of the Contractor to perform in accordance with the terms and conditions of the contract.

Part III: Additional General Requirements

1. The Contractor shall ensure staff servicing the Medical Center shall be in company uniform with a name badge identifying both contractor and employee.
2. Contractor shall provide all safety equipment for their employees in the performance of the resulting contract while on government property and shall abide by safe working standards.
3. In the performance of this contract, the Contractor shall take the safety precautions as necessary to protect the lives and health of occupants of the building.
4. The Contractor shall immediately correct any fire and safety deficiencies caused by his/her employee(s) and/or equipment. If the Contractor fails or refuses to correct deficiencies promptly, the Contracting Officer (CO) may issue an order stopping all or any part of the work and hold the Contractor in default of the contract.
5. The Contractor shall comply with applicable Federal, State and local safety and fire regulations and codes, which are in effect at the beginning of the contract period. The Contractor shall keep abreast of, and comply with, changes in these regulations and any codes applicable to the contract. (See Applicable Documents)
6. **Spill Reporting Requirements:** The contractor shall be responsible for reporting to the COR all spills, regardless of quantity, and all personnel exposures. Such reports shall first be reported by telephone immediately following the incident and shall be followed up in writing no later than seven (7) days after the initial report. When reporting a spill(s), the following information shall be furnished: (1) Quantity spilled; (2) Exact location of spill; (3) Containment procedures initiated; and (4) Clean-up and disposal procedures. If any spills occur during contract performance these shall be briefly summarized. Include: quantity spilled, personal injury involved, assistance required, and a narrative summarizing all on-scene visits made by local, state or federal officials. The Contractor shall be solely responsible for any and all spills or leaks during the performance of the contract. The contractor agrees to clean up such spills or leaks to the satisfaction of the Government in a manner which satisfies the applicable state, federal and local laws and regulations, at no cost to the Government.
7. **Safety Requirements:** Contractor personnel and equipment shall comply with all applicable state, federal and local regulations. The contractor agrees that his personnel and equipment

are subject to safety inspections by Government personnel while on Federal property. The contractor shall ensure that all personnel involved in the handling, repackaging, and transportation of the items listed herein shall be trained in the areas of spills, and general first aid procedures.

8. The Contractor shall comply with the policies of the Medical Center to include compliance with the standards of The Joint Commission, OSHA and the EPA. (See Applicable Documents)
9. Within 15 days of award, the contractor shall provide a list of names, titles, addresses, telephone numbers (including cellular), pager/beeper numbers, facsimile numbers and e-mail addresses of key managers, supervisors, customer service and field service personnel performing under this contract. Prior to commencement of work on this contract, the contractor shall provide the Contracting Officer Representative (COR) the name and telephone number of at least one (1) responsible individual who shall respond to problems and/or emergencies on a 24-hour basis.
10. Twenty four hour Spill Response Services - Contractor shall have the capability to provide twenty-four (24) hour per day, seven (7) days per week of emergency response services for spills of hazardous materials and/or wastes, and universal wastes. The contractor shall respond within two (2) hours to spill incidents to conduct spill mitigation activities, neutralize spilled products, and provide expert advice concerning products and their potential impacts on people and the environment. Response shall include spill cleanup and the handling and disposing of products or product residuals generated as a result of a spill and to prepare required documentation on behalf of the facility. The contractor shall also possess the capability to respond within this two (2) hour on-site framework to assess any potentially unstable/reactive hazardous substance identified, and to affect on-site remote opening and stabilization as appropriate within twenty-four (24) hours. This service shall be provided on a 24-7 basis and shall be provided on-site within 2 hours of after being notified by the medical centers point of contact. The contractor shall be responsible for providing emergency first responder services in the event of a spill of hazardous materials/wastes, radiological wastes and universal wastes. This service shall be available 24 hours per day, 7 days per week and be available with personnel on the scene within 2 hours. If Contractor fails to respond within two (2) hours, VA reserves the right to obtain the required service from another source capable of full performance of these contract requirements, and to charge the contractor with any excess cost which may result there from. The contractor shall be able to identify spilled product, conduct spill mitigation activities (e.g., containment, diversion from storm drains), neutralize spilled product, provide expert advice concerning products and their potential impacts, undertake spill cleanup activities, handle and dispose of spilled product and residuals, and prepare appropriate documentation on behalf of the facility. The contractor shall provide their spill procedures for integration into facility level SPCC or contingency plans. The contractor shall provide their billing procedure that would be used for spill and emergency response activity. **A separate purchase order will be issued for emergency services at the time of the emergency.**
11. Transportation and Disposal of Highly Hazardous Chemicals – Contractor shall have the capability to provide services to safely prepare highly hazardous chemicals for transportation and disposal. Examples of highly hazardous chemicals: organic chemicals that form peroxides through exposure to air or light, hydrated picric acid or other tri-nitro and di-nitro compounds that become dry or become contaminated with metals that form explosive metal salts, sodium amide that reacts with air or moisture to forms superoxides (as evidenced by yellow or brown discoloration), certain alkyl nitrates

(e.g. butyl nitrate or propyl nitrate) that become contaminated with nitrogen oxides and certain normally stable perchlorates (e.g. pyridium perchlorate or tetraethylammonium perchlorate) that become unstable at elevated temperatures

1. 12.A uniform hazardous waste manifest (i.e. EPA Form 8700-22) shall be completed by the contractor and furnished to the COR of the medical center when the waste is picked up for disposal. All waste picked up shall be listed on the manifest. **13.** Prior to the removal and transport of hazardous, universal and non-hazardous chemical waste generated by the VA, the Contractor shall obtain approval and signature for each manifest generated from the COR or his/her designee verifying that the Contractor has accepted the waste and that the waste is properly shipped for treatment or disposal. Manifests not signed by the COR or his/her designee shall not be deemed valid.

14.The Contractor shall supply replacement containers that meet all federal, state and local regulations for hazardous and universal waste streams (i.e. 5, 16, 30 and 55 gallon open head poly drums; 55 gallon metal closed head drums; 55 gallon metal open head drums; and other size drums as needed by the medical center).

Part IV: Supporting Information

A. Government Responsibility

1. It is the responsibility of the RLRVAMC to see that all sharps, RMW and pathological waste shall be disposed of in the appropriate containers, and that the containers are accessible for pick-up on the pick-up dates.
2. The RLRVAMC shall be responsible for the segregation of all RMW and pathological waste in accordance with Federal, State and Local requirements.

B. Hours of Work

Business hours at the RLRVAMC are Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding Federal holidays. Should the date for pick up fall on a holiday, contractor shall work out an alternate date for pick up during the same week. It will be the Contractor's responsibility to ensure that they are aware of the federal holiday schedule that is listed below.

The 10 holidays observed by the Federal Government are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day and any other date declared by the President of the United States to be a national holiday.