



U.S. General Services Administration

Professional Services and Human Capital Categories (PSHC)

Hazardous Waste Disposal Services SIN 562112 Ordering Guide

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1. Introduction

With the increased demand for medical and pharmaceutical waste disposal services and ever-changing requirements of need by our customer agencies, the General Services Administration's (GSA) Office of Professional Services and Human Capital Categories (PSHC) has redefined the scope of Special Item Number (SIN) 562112, "Hazardous Waste Disposal Services", on the Multiple Award Schedule (MAS). This guide describes the ordering process for agency users, highlighting procedures specific to SIN 562112. "Hazardous Waste Disposal Services", on the Multiple Award Schedule (MAS).

Under MAS Refresh #7 (effective August 31, 2021), SIN 562112 now includes medical waste and pharmaceutical waste disposal services, including low-level radioactive waste typically associated with medical waste.

2. Audience

This guide describes the ordering process for agency users, highlighting procedures specific to SIN 562112. Written for warranted Federal Ordering Contracting Officers (OCOs) considering or intending to use SIN 562112, this guide addresses contracting issues and concepts unique to this SIN. It does not address general contracting issues or concepts unless necessary for complete understanding. The guide presumes the OCO is familiar with Federal Acquisition Regulation (FAR) 8.405 ordering procedures.

Contact us at professionalservices@gsa.gov to share your feedback on how to improve this guide, as well as to request GSA assistance with your agency procurement requirements.

3. SIN Description (MAS Refresh #7 changes are highlighted in yellow)

Services include but are not limited to: management and oversight of hazardous material (HAZMAT) disposal operations, and management, oversight and recycling of universal waste (e.g., batteries, cell phones, cathode ray tubes (CRTs), and compact fluorescent light bulbs (CFLs)). This includes reuse assessments and inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in Federal Management Regulations 101-42, 102-36, and 102-37 (as applicable).

Examples of types of material waste services include, but are not limited to: solid waste, industrial waste, mining waste, and oilfield waste (e.g., drill cuttings); liquid waste (e.g., wastewater containing less than 1% solids); **medical waste; pharmaceutical waste;** excess inventory; surplus inventory; non-hazardous materials that pose no immediate threat to human health and the environment, excluding household waste (e.g., routine refuse collection and disposal); hazardous materials and/or those that contain leachable toxic components; plastics such as acrylic, nylon, high-density polyethylene (HDPE) and low-density polyethylene (LDPE); confiscated materials; construction debris such as asphalt, drywall and/or metal.

NOTE: Services offered under this scope shall NOT include any transportation / disposal of radioactive waste (other than low-level radioactive waste associated with medical waste), asbestos and/or paint abatement, or radon mitigation.

4. Background

Hazardous waste disposal services have been successfully offered under GSA contracts for at least 20 years, first under the Federal Supply Service (FSS) Program and more recently under Multiple Award Schedule (MAS) Professional Services Category. GSA understands the importance of awarding contracts to experienced vendors that are qualified to provide these services. For example, vendors that currently provide services under SIN 562112 are required to possess liability insurance, workers compensation insurance, pollution liability insurance, detailed explanations for tracking and disposal of materials, and the methods to be used in monitoring the performance of subcontractors.

The collection, handling, and disposal of medical and pharmaceutical waste is heavily regulated by numerous federal agencies including EPA, OSHA, DOT, and DEA, and their state/local counterparts. GSA requires vendors proposing medical and/or pharmaceutical waste disposal services to comply with “Special Requirements for SIN 562112”:

- Offerors proposing medical waste, pharmaceutical waste, and or low-level radioactive waste disposal (associated with medical waste) shall provide a copy of the most recent external audit evaluating the contractor’s compliance with waste collection, transport, and/or disposal processes. If more than one audit has been completed by different sources, provide a copy of each audit. If no external audits have been performed, provide a detailed explanation to address why external audits have not been conducted (e.g., if the state/local environmental protection and/or health departments do not require audits, state so). If internal audits have been completed, provide a copy of the most recent internal audit(s) and the contract information for the personnel responsible for issuing the audit. If no audits have been conducted, provide a detailed explanation addressing how the offeror ensures compliance with regulations at the federal, state, and local level.
- Offerors proposing medical waste, pharmaceutical waste, or low-level radioactive waste disposal services shall provide a copy of all current federal, state, and/or local certifications showing the offeror is qualified to perform disposal services.
- Offerors proposing medical waste, pharmaceutical waste, or low-level radioactive waste (associated with medical waste) disposal services shall provide a detailed description of the offeror’s compliance training programs and training requirements for its personnel, including a description of how the company tracks compliance training to ensure all personnel providing disposal services are properly trained and, as required, certified.

5. Resources

The following websites are helpful Federal resources for agency ordering officials:

- [GSA Multiple Award Schedule Ordering Guide](#), which sets forth standard procedures for issuing orders against GSA Schedule contracts through the GSA MAS Program.
- [GSA eLibrary website for SIN 562112](#)
 - Presents a (downloadable) listing of Contractors, including their points of contact, socio-economic status, contract terms/conditions, and pricing.
- [GSA Environmental Services Acquisition Planning Package \(APP\) website](#):
 - Market Research Template
 - [Market Research as a Service \(MRAS\)](#), a value-added service provided by GSA at no additional cost to customer agencies.
 - RFI Template
 - RFQ Task Order Template
 - RFQ BPA Template
 - Sample RFQ Evaluation Factors
 - Sample SOW/PWS.
- U.S. EPA
 - [Hazardous Waste Transportation website](#)
 - [Medical Waste website](#)
 - [Management of Hazardous Waste Pharmaceuticals website](#)
- [U.S. Nuclear Regulatory Commission website](#)
 - Low-Level Radioactive Waste (typically associated with medical waste)

Some states may have their own hazardous waste disposal regulations that augment and go above the layer of protection provided by federal regulations. Ordering officials should look for these location-specific resources and factor them into their requirements development process.

6. Roles and Responsibilities

Presented below is a high-level overview of GSA and ordering agency roles and responsibilities:

a. GSA roles and responsibilities:

- Administer and manage SIN 562112 and the GSA Schedule contracts, including exclusive, non-delegable rights to modify the SIN and the Schedule contracts.

- Provide advice and guidance to ordering/requiring activities and OCOs regarding procurement-related matters.
- Monitor and evaluate performance against the Hazardous Waste Disposal Service SIN 562112 requirements.
- Conduct meetings with contractors as necessary.

b. Ordering Agency roles and responsibilities:

- Define the task order requirements.
- Prepare the Statement of Work (SOW)/Performance Work Statement (PWS) for the task order.
- Issue the Request for Quote (RFQ).
- Fund the requirements.
- Apply regulatory and statutory requirements applicable to the ordering agency.
- Appoint a certified Contracting Officer's Representative (COR) to support the agency's pre-award and post-award activities.

7. Authorized Users

Any warranted Contracting Officer from [authorized users of the Schedules program](#), within the scope of their delegated procurement authorities, may place orders against the Program Evaluation Subgroup.

8. Task Order Terms and Conditions

In the event of any conflict between the Schedule contract and the task order, the terms and conditions of the contractor's Schedule contract shall prevail over the agency task order. Ordering activities may add non-conflicting terms and conditions to individual orders, to include specific agency terms and conditions.

Additionally, any clauses incorporated at the task order level required for small business set-aside orders shall be applicable to that order even if those clauses have not been incorporated to the Schedule contract.

9. General Ordering Procedures

For more information please reference the [GSA Multiple Award Schedule Ordering Guide](#), which sets forth standard procedures for issuing orders against GSA Schedule contracts through the GSA MAS Program.

Step 1 – Acquisition Planning

Orders against Schedule contracts and BPAs are not exempt from Acquisition Planning as prescribed in [FAR Part 7](#). Conduct market research for your requirement in accordance with regulation as you would do with any procurement. As part of sound market research, the Schedule contract terms and conditions, Schedule contract

holders, and Schedule contract pricing shall be reviewed. Important considerations in developing your acquisition plan include:

- Market Research: GSA recommends agencies use [GSA eLibrary to identify vendors who are awarded the SIN 562112](#). Another powerful acquisition tool for ordering officials is [GSA eBuy](#). Ordering agencies can use it to issue a Request for Information (RFI) to identify vendors qualified to perform the required hazardous waste disposal services. GSA eBuy is used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant.
- Whether to Issue a Task Order or a Blanket Purchase Agreement (BPA): If your agency does not have a recurring requirement for hazardous waste disposal services, then a task order is the most appropriate option. If your agency has a recurring requirement for these services (particularly in multiple locations), then a BPA is more appropriate.
- Pricing: Vendors under SIN 562112 are allowed to propose their commercial pricing and the pricing practices vary widely. Labor category or service mappings (where a vendor maps what is awarded on contract to something the customer requires) are very common. GSA recommends ordering agencies state in their RFQ that the vendor's price quote must explain in detail how the awarded items/services can meet the RFQ requirements, provide price build worksheets to explain the pricing methodology, and have an evaluation factor that explains how the evaluation will be handled. Where labor categories are proposed, the labor category descriptions must show functional requirements consistent with the work being required in the RFQ. Any order not issued on a firm fixed price basis must be justified in accordance with FAR [8.404\(h\)\(3\)](#).
- NAICS Code: The services under the MAS SIN 562112 are aligned with the North American Industrial Classification System (NAICS) code 562112 – Hazardous Waste Collection. [NAICS 562112](#) is composed of organizations primarily engaged in collecting and/or hauling hazardous waste within a local area and/or operating hazardous waste transfer stations. Hazardous waste collection establishments may be responsible for the identification, treatment, packaging, and labeling of waste for the purposes of transport.
- Task Order Funding and Funding Limitations: All task orders are subject to any agency funding appropriation limitations.
- Task Order Duration: The period of performance for each task order awarded under SIN 562112 shall be specified in the task order by the ordering activity. Orders issued will have their own period of performance. Orders issued prior to but not completed before the Schedule contract expires shall be completed (including any order options exercised) in accordance with the Schedule contract FAR Clause [52.216-22](#), Indefinite Quantity.

- **Minimum and Maximum Order Limitations:** Each Schedule contract contains FAR Clause [52.216-19](#), Order Limitations. The minimum order limitation dollar value may vary depending on the contract. The minimum order limitation is posted on each contractor's Schedule price list. The maximum order limitation dollar value is \$1 million.

Step 2 – Define the Requirements and Develop the RFQ

The ordering activity must follow the ordering procedures at FAR [8.405](#) for orders under Federal Supply Schedules. Best practices include the following:

- Develop a SOW in accordance with (IAW) FAR [8.405-2](#) if a SOW is required. The SOW must include a description of the work to be performed, location of work, period of performance, deliverable schedule, applicable performance standards, and any special requirements (e.g., security clearances, travel, etc.).
- Ensure the ordering agency requirements fit within the scope of SIN 562112.
- Require the contractor to have the requested services awarded on their GSA MAS contract and identified in their GSA price list/catalog at the time their quote is submitted.
- Identify any technical or certification requirements specific to the type of hazardous waste disposal services required by the ordering agency. Require contractors to provide relevant certifications (as needed) with their quote.
- Include any agency-specific regulations/terms and conditions in the task order that do not conflict with the Schedule contract.
- Ensure all internal reviews (e.g., legal review) have been completed as required by ordering agency policies and procedures.
- Use the FAR Part 51 deviation for T&M/LH orders (see the [MAS Ordering Guide](#) for details on utilizing the FAR Part 51 Deviation).
- Use the RFQ form and format normally prescribed and used by your agency for task order RFQs, consistent with FAR [8.405](#).

Step 3 – Issue the RFQ

To ensure fair opportunity, the suggested method for issuing the task order RFQ is to utilize [GSA eBuy](#).

Step 4 – Evaluate Quotes

OCOs must evaluate all responses received based on the methodology stated in the task order RFQ to maintain fairness in the ordering process and mitigate protest risk. Place the order with the Schedule contractor that represents the best value.

Step 5 – Award the Task Order / Reporting Requirements

Document your task order award in accordance with regulation and local policy. At a minimum, all orders shall include the following information:

- Complete shipping and billing addresses
- Task order / BPA number
- Agency order number
- Discount terms (if applicable)
- Period of performance
- SIN 562112
- SOW (if required)
- Number of units (if applicable)
- Unit price (if applicable)
- Total price of order

Step 6 – Administer the Order/Execute the Work/Close-Out the Order

The ordering activity is responsible for administering the resulting task order.

The ordering activity is responsible for ensuring that the contractor's performance on each order is reported in CPARS in accordance with the policies in FAR Subpart [42.15](#). Follow your agency procedures for preparation, review, and submission of performance reports.

Task order files shall be closed out in accordance with FAR Subpart [4.804-1](#) or, if the task order is administered by another office, [4.804-2](#). The procedures prescribed in FAR Subpart 4.804-5 shall be used except when it is appropriate to use the quick closeout procedures in FAR Subpart [42.708](#).

GSA Point of Contact: professionalservices@gsa.gov
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