

 ENVIRONMENTAL MANAGEMENT OF THE QU CONTRACTS	Doc. No	QU-EMS-FGSD-SOP-01
	Revision No	00
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REVISION HISTORY

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1. PURPOSE

The purpose of this procedure is to set up requirements for Bidders/Selected External Providers on prevention / monitoring and control of environmental impacts during the execution of their contractual obligations and to ensure compliance and adherence of Selected External Providers to Qatar environmental protection laws, regulations, guidelines and QU EMS procedures.

2. FIELD OF APPLICATION

The scope of this procedure covers FGSD bidders for the new Contracts with QU and QU Selected External Provider.

3. REFERENCES AND ASSOCIATED DOCUMENTS

The standards or documents listed below are considered as references to this procedure:

Document Code	Document Designation
-	ISO Standard 14001:2015
QU-MNL-01	EMS Manual
-	Qatar Law of the Environment Protection #30, 2002
QU-EMS-PRO-06	Environmental Aspects and Associated Impacts Procedure
QU-EMS-FGSD-SOP-07	Non-Hazardous Solid Waste Management Procedure

4. DEFINITIONS AND ABBREVIATIONS

Abbreviation/Words	Definition
QU	Qatar University
EMS	Environmental Management Systems
ES Specialist	Environmental and Sustainability Specialist
Selected External Provider	The company which was newly awarded the contract for execution of any project for QU

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MECC	Ministry of Environment and Climate Change
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5. RESPONSIBILITY

Title	Responsibilities
Environmental and Sustainability Section Head	<ul style="list-style-type: none"> - evaluate the Planning Section request and assign ES Specialist to fulfil the request to incorporate environmental and sustainability requirements into the Tender Documentation - forward the bidders and tender packages for the assigned ES Specialist for the evaluation
ES Specialist	<ul style="list-style-type: none"> - evaluate the project type, consult the FGSD Project Engineer (if required) for selection of appropriate environmental and sustainability considerations - create a list of requirements that are compatible with the project type and cover all the potential environmental aspects - ensure to incorporate requirements for the Awarded Contract - set the frequency of environmental reporting depending on the project scale and communicate the same to the Project Engineer - review the report and provide comments to the Project Engineer - conduct the evaluation of submitted by bidders documents using “Tender Evaluation Form” - submit the results of bidders evaluation to Environmental and Sustainability Section Head - evaluate the need for Environmental Aspects and Associated Impacts Assessment for the non-FGSD External Providers - review and approve “Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable)

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Project Engineer	<ul style="list-style-type: none"> - take legal actions as per the contract conditions in case of 3 consecutive major environmental and sustainability non-conformances are detected - communicate the reporting frequency to the Selected External Provider to ensure compliance
Selected External Providers	<ul style="list-style-type: none"> - conduct the identification of environmental aspects and associated impacts within the scope of their Project/Services provided - submit “Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable) along with the application for the “Permit to Work” or “Gate Pass” application
Environmental Champion	<ul style="list-style-type: none"> - fill in “External Provider Information Form” and send it by e-mail to ES Specialist within 1 month from the award of contract date - coordinate receipt of Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable) from the External Provider within 10 working days

6. PROCEDURE

6.1. General

- a. Environmental and Sustainability Section has developed the stated below environmental and sustainability considerations which bidders for FGSD projects shall consider incorporating within their Tender Documents. These considerations shall contribute to prevention of adverse impacts on the environment of FGSD project/contract executed within QU boundaries.
- b. Selected External Providers shall ensure compliance to requirements stated within this procedure and other QU EMS procedures during the execution of their contractual obligations.

6.2. General Environmental and Sustainability Considerations for new FGSD Tenders and Contracts

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- a. FGSD Planning Section following the request of new project from any FGSD Section to incorporate environmental and sustainability requirements into the Tender Documentation shall contact Environmental and Sustainability Section Head by e-mail mentioning type of the project.
- b. Environmental and Sustainability Section Head shall evaluate the request and assign ES Specialist to fulfil the request.
- c. ES Specialist shall evaluate the project type, consult the FGSD Project Engineer (if required) for selection of appropriate environmental and sustainability considerations.
- d. ES Specialist shall create a list of requirements that are compatible with the project type and cover all the potential environmental aspects.
- e. The following considerations are the mandatory statements which ES Specialist shall incorporate into the list of requirements despite of the project type:

Compulsory	Preferable
1. Bidders shall have an environmental or sustainability policy in place, or under development with a timeline for implementation 2. Bidders should train employees and others who work on behalf of QU about their organization's environmental or sustainability policy	1. ISO 14001 current certification / evidence for the renewal / evidence for implementation
1. Bidders shall comply with the relevant environmental national legislation and world's best practices, e.g. KAHRAMAA-TARSHEED programme, 2. Procedures and requirements embedded in QU EMS based on ISO 14001:2015 standard	1. Bidders should have a publicly available environmental or sustainability policy in place

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f. The following considerations are the optional statements which ES Specialist can use as a reference while preparing the list of requirements to fulfill specific project type:

Compulsory	Preferable
Environmental Management	
<ol style="list-style-type: none"> Bidders shall obtain an Environmental Permit from the Ministry of Environment and Climate Change, if legally required, Bidders shall carry out an Environmental Impact Assessment (EIA) if the project fall under one of the categories regulated by Annex 1 of the Executive By-Law for Environment Protection Law, Issued vide the Decree Law No. 30 for the Year 2002 	
Waste Management	
<ol style="list-style-type: none"> Bidders shall prepare a waste inventory of all waste types expected to be generated from delivering their services to QU. This to include estimated quantities and classification of all solid waste streams. Bidders shall prepare the waste management plan for all waste types (including 3R principal implementation, segregation, collection and disposal) to clarify how different identified waste streams are intended to be handled in accordance with local legislation, QU EMS Procedures and best waste management practices 	

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Non-Hazardous Waste Management	
<ol style="list-style-type: none"> 1. Contractors and suppliers should disclose information about municipal solid waste in terms of types, estimated generation rates and planned modes of disposal upon winning the bid. For this purpose, the QU-EMS-ESS-FRM-31 form shall be used. 2. If any municipal solid waste generated by the contractor falls under one of the key fractions indicated by QU EMS; i.e. paper, plastic, food and green waste, then it shall be continually monitored in accordance to respective QU-EMS-FGSD-SOP-07 Non-Hazardous Solid Waste Management Procedure. 3. All supplied items shall be, when applicable, delivered in bulk instead as individual units; 4. All supplied items, when applicable, must indicate the dosage that should be used in order to avoid overuse. 	<ol style="list-style-type: none"> 1. Bidders should have a strategy/plan in place or under development with a timeline for implementation to achieve waste reduction, reuse and recycling in line with related clauses of QU EMS.
Hazardous Waste Management	
<ol style="list-style-type: none"> 1. Bidders shall submit the License for Hazardous Waste transportation and disposal (their own license, or the license of the company that will be acting as a subcontract for this activity) 2. Bidders shall submit the list of special equipment for all hazardous waste 	<ol style="list-style-type: none"> 1. Employ special hazardous waste team with all necessary equipment, vehicles and documentation to pick up the hazardous waste. 2. Bidders should submit the Curriculum Vitae for each member on the team to ESS for approval.

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<p>handling (e.g. Yellow containers, Yellow bags, special bottles or drums)</p> <p>3. Bidders shall submit employees' certifications related to the hazardous waste handling.</p>	
Construction and Demolition Waste Management	
<p>1. Bidders shall submit the License for Construction and Demolition Waste transportation and disposal (their own license, or the license of the company that will be acting as a subcontract for this activity).</p> <p>2. Bidders shall comply with requirements set within QU "Construction and demolition waste management procedure" about noise and dust controls, in particular.</p>	<p>1. Bidders should provide the qualified team will all related certifications and equipment</p> <p>2. Bidders should submit the Curriculum Vitae for each member on the team to ESS for approval</p>
Energy and Water Conservation	
<p>1. Bidders shall submit the sustainability plan with provision of energy and water conservation</p> <p>2. Bidders shall provide the list of equipment to be used for the project execution mentioning energy consumption levels</p> <p>4. Bidders should install energy efficient lighting and equipment in offices and other work areas where applicable</p>	<p>1. Bidders should install power-saving features on appliances where possible. For example, an appliance could be programmed to enter 'suspend' mode within 15 minutes of becoming inactive</p>
Environmental Emergencies and Preparedness	

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<p>1. The Bidders shall submit the Emergency Preparedness plan, including spill response with provision of spill prevention methodology and equipment to be used in case of spill (e.g. secondary containers, spill kit)</p> <p>2. The bidders shall submit the transportation method inside the QU campus;</p>	<p>1. The bidders should provide emergency training certificates for qualified team</p> <p>2. Bidders should submit the Curriculum Vitae for each member on the team to ESS for approval.</p>
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g. ES Specialist shall ensure to incorporate requirements for the Awarded Contract. Depends on the project type ES Specialist shall set the frequency of environmental reporting, for example, big projects, such as refurbishment projects with minimum duration of 1 year, shall report quarterly on their environmental performance. ES Specialist shall communicate the same by e-mail to the Project Engineer for the further communication with Selected External Provider to ensure compliance. The appointed ES Specialist shall have a responsibility to review the report and provide comments to the Project Engineer (if any) and in case of 3 consecutive major non-conformances are detected, the Project Engineer will have to take legal actions as per the contract conditions.

6.3. Evaluation of Tender Submittals

- a. Once the request for evaluation of the bidders and tender packages received, Environmental and Sustainability Section Head shall forward the same for the assigned ES Specialist for the evaluation.
- b. Based on the considerations incorporated within the tender documents, assigned ES Specialist shall conduct the evaluation of submitted by bidders documents using “Tender Evaluation Form” (QU-EMS-ESS-FRM-29) and shall provide points to rank the bidders from 0 to 5. 5 – shall be considered as a highest point and reflect the major compliance of the bidder to

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established considerations, 0 – shall be considered as the lowest point and reflect the least compliance of the bidders.

- c. Upon completion of evaluation, ES Specialist shall submit the results to Environmental and Sustainability Section Head by e-mail for the further communication with the Planning Section.

6.4. Prerequisites for the FGSD Selected External Providers

- a. FGSD Selected External Providers shall conduct the identification of environmental aspects and associated impacts within the scope of their Project/Services provided as stipulated in “Environmental Aspects and Associated Impacts Procedure” (QU-EMS-PRO-06).
- b. FGSD Selected External Providers whose activities require to obtain the “Permit to Work” shall submit “Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable) along with the application.
- c. FGSD Selected External Providers whose activities does not require to obtain the “Permit to Work” shall submit “Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable) along with the “Gate Pass” application.

6.5. Prerequisites for the QU Selected External Providers

- a. Upon selection of External Providers by any QU Departments/Colleges/Centers, Environmental Champion is responsible to fill in “External Provider Information Form” (QU-EMS-ESS-FRM-30) and send it by e-mail to ES Specialist within 1 month from the award of contract date.
- b. Once “External Provider Information Form” (QU-EMS-ESS-FRM-30) is received, within 5 working days ES Specialist shall evaluate the need for Environmental Aspects and Associated Impacts Assessment and communicate back to Environmental Champion stating the requirements for submission of “Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable) or informing of exempting of the selected External Provider from the Environmental Aspects and Associated Impacts Assessment.
- c. Environmental Champion shall communicate requirements received from ES Specialist to the External Provider and if submission of the “Environmental Aspects and Associated Impacts

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Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable) is required, Environmental Champion shall coordinate receipt of the same from the External Provider within 10 working days.

- d. Upon receipt of the “Environmental Aspects and Associated Impacts Assessment Register” and “Significant Environmental Aspect Mitigation Plan” (if applicable), Environmental Champion shall send the same to ES Specialist for the review and approval.
- e. ES Specialist shall review and approve forms within 5 working days, or, otherwise provide comments to the External Provider for rectification.
- f. External provider shall incorporate comments and resubmit forms within 5 working days.

7. RECORD:

S. No.	Record Name	Reference	Custodian
01	Environmental Aspects and Associated Impacts Assessment Register	QU-EMS-ESS-FRM-14	ES Specialist
02	Significant Environmental Aspect Mitigation Plan	QU-EMS-ESS-FRM-15	ES Specialist
03	Tender Evaluation Form	QU-EMS-ESS-FRM-29	ES Specialist
04	External Provider Information Form	QU-EMS-ESS-FRM-30	ES Specialist
05	Project Initial Waste Inventory Form	QU-EMS-ESS-FRM-31	ES Specialist