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**Standard Contract for Goods and/or Services - Order Form**

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| 1. **Purchase Order Number** | To be confirmed | |
| 1. **Customer** | Environment Agency,  Horizon House,  Deanery Road Bristol BS1 5AH | |
| 1. **Contractor(s)** |  | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Environment Agency | |
| 1. **The Agreement** | This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | None |
| **Services** | Description: as set out in Appendix 2 – Specification / Description  To be performed at the Contractor’s premises and/or a third party’s premises and in each case the address.  Date(s) of Delivery: TBC |
| 1. **Start Date** | *TBC* | |
| 1. **Expiry Date** | *TBC* | |
| 1. **Charges** | The Charges for the Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made to  *TBC* | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000 | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Amy Furniss  [amy.furniss@environment-agency.gov.uk](mailto:amy.furniss@environment-agency.gov.uk)  or, in their absence,  Rob Allott  [rob.allott@environment-agency.gov.uk](mailto:rob.allott@environment-agency.gov.uk) | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  or, in their absence, | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option **B** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. | |
| 1. **Progress Meetings and Progress Reports** | * The Contractor shall attend progress meetings with the Customer every 2 weeks. * The Contractor shall provide the Customer with progress reports following each task. | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:**  **Environment Agency**  **Horizon House, Deanery Road Bristol BS1 5AH United Kingdom** | **Contractor:** | | Attention: Amy Furniss  Email: amy.furniss@environment-agency.gov.uk | Attention:  Email: | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | |  | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement: The Customer’s Staff Vetting Procedures are:*The Customer may require the Contractor to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Contractor shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "Relevant Conviction"), or is found by the Contractor to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise), is employed or engaged in the provision of any part of the Deliverables.* The Customer’s security / data security requirements are:  *None in addition to Standard Goods & Services Terms and Conditions (EA).*  The Customer’s additional sustainability requirements are:  *For the purposes of the Contract the Sustainability Requirements are provided in* [*EA2025 creating a better place*](https://www.gov.uk/government/publications/environment-agency-ea2025-creating-a-better-place) *and the commitment to reach* [*net zero*](https://www.gov.uk/government/publications/environment-agency-reaching-net-zero)*.*  The Customer’s equality and diversity policy/requirements and instructions related to equality Law and environmental policy are:  *None in addition to Standard Goods & Services Terms and Conditions (EA).*  The Customer’s health and safety policy is:  *Copy provided.* | |
| 1. **Special Terms** | ***N/A*** | |
| 1. **Additional Insurance** |  | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

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| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name: | Name: |
| Date: | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fenvironment-agency%2Fabout%2Fprocurement%23conditions-of-contract&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=unzkH5WPQYjTjWw3SjQNZshbWnx2ajnZZ0TwQcK7Wxo%3D&reserved=0) and which are called ‘[Standard Goods & Services Terms and Conditions (EA)](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000#staff-and-key-personnel)’

**Appendix 2: Specification/Description**

Environment Agency radioactive substances regulation is seeking a contractor to review permit requirements of Near Surface Disposal facilities for radioactive waste.

The Environment Agency is an independent environment regulator and as such require independence from operators in the work we complete. We therefore looking for suitable independence from our contractors who work on this project.

The UK Government has published a revised policy on managing radioactive substances and nuclear decommissioning [[[1]](#footnote-2)]. As part of the revised policy there is the intention to enable near surface disposal facilities to dispose of lower hazard Intermediate Level radioactive Waste (ILW). There are already near-surface facilities internationally that dispose of ILW.

The project will collate national and international knowledge and practices on appropriate radioactive substance regulation permit requirements (e.g. relating to facility design, waste inventory, waste activity concentration, heterogeneity) for different near surface disposal facilities and settings to assist in making informed decisions on permit requirements. Project completion is scheduled for the end of August 2025.

Task 1 – Identification of Case Studies (10-14 days)

A set of country-specific case studies should be developed to enable the information availability for subsequent use in Task 2 to be determined. For each case study, as a minimum, the following information should be collated.

* Disposal facility/ies: name, geographical location, status (e.g. construction/operational/closed)
* Design: near surface/subsurface, host geology, engineered structures
* Inventory: waste categories, wasteforms
* Accessibility of information: policy on radioactive waste management/disposal, operator permit/licence, WAC, long-term safety case, availability of the reporting of detailed safety assessments, regulatory guidance

The contractor should allow for 8-10 case studies including both surface and sub-surface waste disposal facilities in Belgium, Canada, France, Japan, South Africa, Spain, Sweden and the USA as a minimum. The contractor should use their experience to propose additional case studies for consideration. The long-list of case studies shall be agreed at the commencement of the contract.

Task 2 – Analysis of Case Studies (20-24 days)

For each case study a review should be undertaken to cover limits, controls and conditions related to the following:

* waste mixing and dilution.
* waste heterogeneity.
* waste activity concentrations.
* waste package limits.
* waste inventory limits; both annual limits and lifetime limits (i.e. site radiological capacity).
* nuclear criticality
* consideration of non-radioactive chemo-toxic contaminants.

The review should include consideration of the nature of the assessments (e.g. type of scenario, level of conservatism) that were used develop the limits, controls and conditions. It should identify the principal factors used in decision-making, particularly identifying the use of risk-informed approaches, and identifying where specific national or regulatory requirements have been specified for assessments.

The review of approaches taken in other countries could be informed by use of a questionnaire and or virtual meetings with national regulators to gain further insight into current practices and decision making on near surface disposal. If the contractor does not have their own links with national regulators or other contractors with such links then they should notify the Environment Agency and we may be able to facilitate such links, as required.

The contractor should allow for the analysis of 4-5 case studies. The short-list of case studies shall be agreed at the end of Task 1.

Based on their experience of near-surface radioactive waste disposal performance / environmental safety assessments and using examples from analysis of the case studies, the contractor should provide a written discussion of the relevant factors that the Environment Agency should consider when regulating the risk-informed operation of radioactive waste disposal facilities.

Task 3 – Management and reporting (6-8 days)

A start-up meeting shall be arranged at the outset of the contract to discuss the general work activities and to confirm the long list of case studies. Routine progress meetings shall be arranged through the contract to monitor progress and discuss any matters affecting the work.

Following the completion of Task 1 a meeting shall be held with the Environment to discuss to outcomes, and to confirm the case studies to be taken into Task 2.

Following the completion of Task 2 a report should be produced summarising all the work activities. A contractor-approved draft final report shall be provided to the Environment Agency for review and a meeting shall be held to discuss feedback. A contractor-approved final report which addresses the feedback and discussions shall then be provided to the Environment Agency.

Following submission of the final report the contractor shall be invited to present the contract to relevant colleagues in the Environment Agency to encourage wider awareness and dissemination of the work.

**Appendix 3: Charges**

**Appendix 4: Processing Personal Data**

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| **Contract:** |
| **Date:** |  |
| **Description of authorised processing** | **Details** |
| Identity of Controller and Processor for each category of Personal Data |  |
| Subject matter of the processing |  |
| Duration of the processing |  |
| Nature and purposes of the processing |  |
| Type of Personal Data |  |
| Categories of Data Subject |  |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data |  |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement |  |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach |  |

1. [Managing Radioactive Substances and Nuclear Decommissioning: UK policy framework (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/6632371769098ded31fca7c1/managing-radioactive-substances-and-nuclear-decommissioning-uk-policy-framework.pdf) [↑](#footnote-ref-2)