

## UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from  
Environmental Health and Safety Office, University of Hawaii at Manoa (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:  
Services to pick-up, transport, and dispose of hazardous waste material generated by the University of Hawaii at  
Manoa departments.

**Vendor:** To be determined  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	From: July 1, 2024	To: June 30, 2025	Cost: \$470,000.00 (est.)
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<b>Direct any inquiries to:</b> Department: Environmental Health & Safety Office, University of Hawaii at Manoa  Contact Name/Title: Lori Takara, Administrative Assistant  Address: 2040 East-West Road, EHS Honolulu, Hawaii 96822	<b>Phone Number:</b> 808-956-8660  <b>Fax Number:</b> 808-956-3205
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Date Posted: March 27, 2024

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Office of Procurement Management  
1400 Lower Campus Road, Room 15  
Honolulu, Hawai'i 96822  
email: OPM@hawaii.edu

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

**TO:** OFFICE OF PROCUREMENT MANAGEMENT

**FROM:** EMMA KENNEDY, Director, Env Health & Safety Office, UH Manoa  
(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

see attached

Estimated Cost: \$ see attached

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

see attached

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

see attached

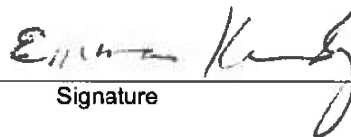
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and  
see attached

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:  
see attached

Direct questions to: Lori Takara, Admin Asst Phone: 956-8660

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

EMMA KENNEDY  
Full Name of Principal Investigator, Department Head, or Administrator

 12/27/23  
Signature Date

LIANNE KAMEI-CHOW  
Full Name of Fiscal Administrator

Lianne Kamei-Chow Digitally signed by Lianne Kamei-Chow  
Date: 2024.01.09 09:34:26 -10'00'  
Signature Date

APPROVED:

ALEXANDRA FRENCH, CHIEF BUSINESS OFF  
Full Name of Vice President or Chancellor


 01/11/2024  
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

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\_\_\_\_\_  
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APPROVED  DENIED

 Digitally signed by David Lassner  
Date: 2024.04.16 10:00:14 -10'00' 4/16/24  
PRESIDENT, UNIVERSITY OF HAWAII DATE

## Request for Exemption from 103D, HRS

### Description of goods, services, or construction:

Services to pick up, transport, and dispose of hazardous waste material generated by University of Hawaii at Manoa (UH Manoa) departments. Various waste materials are packed in drums by the University's Hazardous Materials Management Program personnel based on Department of Transportation (DOT) classification. The cost per drum for these services are generally contingent upon the classification of the hazardous waste material to be disposed of.

This exemption is requested for the acquisition of these hazardous waste disposal services for the period commencing upon approval (July 2024) through June 30, 2025.

**Estimated Cost:** \$470,000.00 for the period July 2024 through June 30, 2025

(1) **Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University**

The Environmental Protection Agency (EPA) requires UH Manoa to dispose of hazardous waste materials generated at the UH Manoa campus every ninety days. Materials to be disposed of may include but are not limited to flammable, corrosive and/or toxic gases in cylinders, pyrophoric chemicals (chemicals sensitive to air and water), and highly reactive chemicals that must be handled with extreme caution.

UH Manoa Environmental Health & Safety Office, Hazardous Materials Management Section, is unable to predict the specific types of hazardous waste materials that may be generated by UH Manoa and the specific number of drums that will require disposal at any given time.

In addition, due to this uncertainty it is not possible to estimate what the total cost may be at any given time and whether the small purchase method of procurement or the Invitation for Bids method should be utilized. As such, because of the unpredictability of hazardous waste disposal and the time limits required for disposal, procurement by standard competitive means is not practicable or advantageous to be able to comply with EPA requirements.

(2) **Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable**

Based on past experience, there are a limited number of vendors that can provide the services to pick up, transport and dispose of the hazardous waste materials. As a reasonable alternative when the need arises, the program will prepare informal request for quotations to a minimum of two vendors. The information in the request for quotations will include the number of drums and the specific hazardous materials to be disposed of. Award will be made to the vendor that provides the lowest quotation for each solicitation that can meet all of the requirements set forth in the request for quotation. In addition, the awarded vendor will be required to provide a certificate of liability insurance and create waste manifests.

(3) **A description of the Department's internal controls and approval requirements for the exempted procurement**

All quotations will be reviewed by the Hazardous Materials Program Manager and the Environmental Health and Safety Director. A requisition will then be created for each award and all other required documentation would be obtained from the awarded vendor. The requisition/purchase order will be reviewed by the Office of the Vice Provost for Research and Scholarship (OVPRS) administrative officer. The purchase may be reviewed further by the Office of Procurement Management if required.

On the rare occasion, departments/colleges may process a purchase order directly with the vendor if unique disposals are requested. On these occasions, the Hazardous Materials Program Manager will work with specific department personnel and assist in obtaining quotes from a minimum of 2 qualified vendors. The quotes will be reviewed by the Hazardous Materials Program manager and the EHSO director. However in these situations, the requisition and supporting documents will be reviewed by the department's fiscal administrator and the Office of Procurement Management if required.

(4) **A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract**

Carolyn Oki-Idouchi, Hazardous Materials Program Manager  
Emma Kennedy, Director, Environmental Health and Safety Office  
Lori Takara, Administrative Assistant, Environmental Health and Safety Office  
Lianne Kamei-Chow, Fiscal Administrator, OVPRS  
Office of Procurement Management (for purchases over \$25,000)

For direct department purchases, review for DOT/EPA compliance will be done by Haz Mat Program Manager and EHSO director. Documents will be sent to the specific department and reviewed by their respective FA and the Office of Procurement (for purchases over \$25,000)