

POLICY FOR THE
ACCREDITATION OF SERVICE
PROVIDERS OF WASTE
MANAGEMENT SERVICES IN CAPE
TOWN

APPROVED BY COUNCIL : 28 OCTOBER 2009

C 47/10/09

POLICY FOR THE ACCREDITATION OF SERVICE PROVIDERS OF WASTE MANAGEMENT SERVICES IN CAPE TOWN

Preamble

The policy, as set out below, is to be used to enable the City of Cape Town Integrated Waste Management (IWM) By-law's provisions, whether explicit or implicit, and to ensure that all waste management service providers are able to become.

The overall objective is to regulate waste management service providers and their associated activities to reduce potential risks and impacts on health, safety and the environment as well as on resources.

The policy also acts as an information guideline for service providers wishing to register for accreditation purposes. For transporters of waste,, this also gives effect to S.25(b) of the National Environmental Waste Act (Act 59 of 2008), who will be requested by the municipality's Waste Management Officer to provide information.

1. "**accredited service provider**", definition in S.1, IWM By-law: "*means a person or entity accredited by the City in accordance with its guidelines published from time to time and who provides a waste management service in the City and may include, but is not limited to, large and small business, entrepreneurs, community cooperatives, and venture learnerships*";
2. **Per definition** in S.1 of the IWM By-law, "**waste**" means any matter, whether gaseous, liquid or solid or any combination thereof, which is from time to time designated by the National Minister of Environmental Affairs and Tourism by notice in the *Government Gazette* or by the member of the Executive Council of the Province of the Western Cape who is responsible for waste management in the Province of the Western Cape, as an undesirable or superfluous by-product, emission, residue or remainder of any process or activity;
3. **Waste Management Services** are those services usually provided to reduce the impacts of waste in a responsible and sustainable manner – this includes, but is not limited to the clearing, cleaning, cleansing, collecting, removing, chipping of greens from horticultural or arboreal activity, composting, crushing of clean construction or demolition waste and builder's rubble, recovering, separating, sorting, reusing, processing, treating, transporting and disposing, landfarming or landfilling of waste, and the deployment of waste-to-energy mechanisms or systems that include incineration and non-incineration technologies or processes.

These services may also be provided by a waste generator due to the nature of its business in which case the waste generator must also register for accreditation;

4. What does it mean to be accredited as a waste management service provider (in terms of IWM By-law, S.1)?

- a. Be prepared to honour national, provincial and local legislation, policy and regulations and apply and comply with standards and codes of practice that regulate:
 - i. The Environment
 - ii. Waste Management
 - iii. Vehicles and Road Traffic
 - iv. Labour
- b. Compliance with a service undertaking:
 - i. Trading locations,
 - ii. Trading in prohibited locations
 - iii. Cleanliness and housekeeping
 - iv. Vehicle fitness
 - v. Record keeping
 - vi. Submission of reports
 - vii. IWM Plan

5. Who must become accredited?

- a. In terms of S.1 of the IWM By-law the definition of an accredited service provider includes "... but is not limited to, large and small business, entrepreneurs, community cooperatives, and venture learnerships" who provide waste management services in the City of Cape Town. This implies that anyone who is involved in waste management activities or services must register to become accredited.

6. How and where to become accredited?

There are various means that can be used to apply for accreditation. This can be done by completing a form (containing information per **Annexure I**) that will be used to register the application on the Council's information system:

- a. Apply at the offices of the Solid Waste Dept, 19th Floor, Civic Centre; Herzog Boulevard, Cape Town;
- b. Apply by post which will require a request for the applicable forms from, and returned to The City of Cape Town, PO Box 298, Cape Town, 8000, clearly marked "For Attention: Director Solid Waste Management, 19th floor, Civic Centre".
- c. Via the Internet (on-line registration and application submission when available on the city's Website on the Solid Waste webpage);
- d. E-mail to receive and return application documents by e-mail;

The application will be considered by the Council's Waste Management Officer (the Director: Solid Waste Management), after which the applicant will be contacted to arrange for an interview with the mandated representative.

The waste management officer will review all documents that must be supplied as part of the application. Only copies of documents are to be submitted, as these will be kept on record and will not be returned.

The applicant's interview will be followed by a visit and an inspection of premises or of equipment and infrastructure (as applicable) that is being used in connection with waste management services.

The waste management officer will issue proof of accreditation once minimum legal compliance has been met and specific conditions set by the waste management officer have been met.

Provisional or temporary accreditation may be possible if documents requested are delayed by another process (e.g. application for a licence is delayed by a national or provincial department). This will be at the sole discretion of the Director: Solid Waste Management, who will determine the conditions and the period of validity.

Non-submission of documents will result in a follow-up request. Applicants will be afforded 21 calendar days to respond.

7. Conditions for Accreditation: Provision of Information as may reasonably required in accordance with provisions of the City of Cape Town IWM By-law and S.25(b) of the National Environmental Management Act (Act 59 of 2008)

The following are the conditions that must be met before the Council's waste management officer will issue proof of accreditation – where necessary certified copies of certificates or documents must be supplied:

- a. Company registration if a business entity or ID if a natural person.
- b. If a business entity, the ID of the mandated signatory.
- c. If premises are used for storing, handling, processing, treating or recycling waste, a Record of Decision, or as per recent EIA Regulations, an Environmental Authorisation, for an EIA that was submitted to the Western Cape Dept of Environment and Development Planning.
- d. If an EIA was not required, a copy of the Basic Assessment, as per recent EIA Regulations.
- e. A permit or licence issued to operate waste management facilities lawfully.
- f. For vehicles used to transport waste, valid licence and Certificate of Fitness.
- g. If drivers are employed and non-hazardous waste is transported, a valid drivers licence to drive the types of vehicles in use.
- h. If drivers are employed and hazardous waste is transported, a valid drivers licence, medical certificate and Hazchem certificate for each driver involved.
- i. If weighbridges or scales are used for weighing, valid test certificates issued by a competent authority per regulations.

- j. If scrap metals are received as second hand goods, a valid certificate of registration as a recycler issued by the National Commissioner of the SA Police Services, and a register must be made available (as required by the Second Hand Goods Act).
- k. Proof of a system to record the types, mass or volumes of waste being handled, treated, processed, separated, recycled, stored or disposed of at premises or facilities, or transported on behalf of clients.
- l. Records of transactions or weighbridge records for disposal at a permitted or licensed landfill site.
- m. A lay-out plan of premises where waste management services are provided (if applicable).
- n. An Integrated Waste Management Plan, which conforms to the minimum requirements of the National Environmental Management Waste Act.
- o. A description of waste management services provided, including a summary of operations, and a description of measures for the storage and transportation of waste per the City of Cape Town Integrated Waste Management By-law.

8. Proof of Accreditation

- a. Proof of accreditation is a valid registration number and certificate signed by the City's Waste Management Officer, which must bear an official logo and rubber stamp of the City of Cape Town.
- b. It is issued directly to person or company involved in waste management and related activities (see **Annexure II**).
- c. Accreditation is not transferable – when an entity or individual ceases to provide waste management services, or when the ownership of a company changes, or when processes and equipment change fundamentally or introduce new waste management services, accreditation must be reapplied for.

9. Revoking Accreditation/ Non-accreditation

If a business or person who is accredited by the City commits an offence that leads to successful prosecution in terms of national legislation or City of Cape Town by-laws, the accreditation will be revoked in writing by the waste management officer. Non-accredited entities or persons may not be involved in waste management in the municipal area of Cape Town.

10. Penalties

A non-accredited person or entity involved in waste management activities is in breach of the City of Cape Town Integrated Waste Management (IWM) By-law, 2009 (C15/03/09). This will lead to sanctions allowed for in the IWM By-law with associated penalties.

APPLICATION TO REGISTER AS AN ACCREDITED SERVICE PROVIDER PER THE CITY OF CAPE TOWN INTEGRATED WASTE MANAGEMENT BY-LAW (C15/03/09)

WHERE APPLICABLE, PROVISION OF THE FOLLOWING INFORMATION IS COMPULSARY:

1. Business Details
2. Contact Details of Authorised Company Representative
3. Integrated Waste Management Plan
4. Licences for Waste Treatment Activities/Facilities
5. Licences for Waste Transport Activities
6. Scrap Metal Dealer Certificate of Registration
7. Confirmation by Company Representative

Reference Number:.....

1. BUSINESS INFORMATION

Name of Company:

For Office Purposes			
Received		Verified	
Y	N	Y	N

Company Registration No.:

For Office Purposes			
Received		Verified	
Y	N	Y	N

Company Physical Address:

.....
.....

For Office Purposes			
Received		Verified	
Y	N	Y	N

Company Postal Address:

.....
.....

For Office Purposes			
Received		Verified	
Y	N	Y	N

Business Tel No: Business Fax No:

For Office Purposes			
Received		Verified	
Y	N	Y	N

Nature of Business (*recycler, collector, etc*):

Tick preferred means of communication: Email Post Fax

For Office Purposes			
Received		Verified	
Y	N	Y	N

2. CONTACT DETAILS OF AUTHORISED COMPANY REPRESENTATIVE

Full name of person signing this form and mandated to represent the company:

.....

For Office Purposes			
Received		Verified	
Y	N	Y	N

Identity No:

For Office Purposes			
Received		Verified	
Y	N	Y	N

Contact Tel No: Cell No:

Contact Email:

For Office Purposes			
Received		Verified	
Y	N	Y	N

3. INTEGRATED WASTE MANAGEMENT PLAN

Attach company's Integrated Waste Management Plan.

.....
.....
.....
.....

For Office Purposes			
Received		Verified	
Y	N	Y	N

4. LICENCES FOR WASTE TREATMENT ACTIVITIES/FACILITIES

Attach certified copies of all permits or licences issued in terms of legislation by the Provincial or National authority to operate waste management activities or facilities.

.....
.....
.....

For Office Purposes			
Received		Verified	
Y	N	Y	N

5. LICENCES FOR WASTE TRANSPORT FACILITIES

Does your business transport waste for profit? Yes No

(If no, skip to next section)

For Office Purposes			
Received		Verified	
Y	N	Y	N

Number of vehicles used for waste transport:

(Attach certified copies of vehicle licences and certificates of fitness)

For Office Purposes			
Received		Verified	
Y	N	Y	N

Number of employees transporting general waste:

(Attach certified copies of driver's licences and PrDP's)

For Office Purposes			
Received		Verified	
Y	N	Y	N

Number of employees transporting hazardous waste:

(Attach certified copies of driver's licences, medical and Hazchem certificates, and PrDP's)

For Office Purposes			
Received		Verified	
Y	N	Y	N

6. SCRAP METAL DEALER CERTIFICATE OF REGISTRATION

Does your business deal in scrap metals profit? Yes No

(If no, skip to next section)

(If yes, attach certified copy of a valid certificate of registration as issued by the National Commissioner of the SA Police Services)

For Office Purposes			
Received		Verified	
Y	N	Y	N

7. CONFIRMATION BY COMPANY REPRESENTATIVE

I,, authorised company representative for

....., hereby declare that all the information provided in this application is valid and correct.

.....

Signature

.....

Date

PLEASE NOTE: CERTIFIED COPIES OF ALL SUPPORTING DOCUMENTS TO BE PROVIDED WITH THIS APPLICATION