



**Oregon Department of Environmental Quality
Materials Management Program**

Application for Approval of Local Government Household Hazardous Waste Collection Events

Introduction

Oregon Revised Statutes [459.415](#) requires that DEQ approve HHW collection events. To apply for DEQ approval to operate a HHW collection event, please complete the enclosed application and submit all requested documentation.

What events does this apply to?

- Any event conducted by or on behalf of Local Government, including satellite/remote events operated away from permanent, permitted facilities.
- Private entities holding events are also encouraged to follow this approval application process by completing the HHW Event Application and by providing a letter from the local government where the event will be held indicating the event will be conducted on their behalf. If private entities choose not to do this, or they do not get local government consent, they will be required to apply for and obtain a solid waste disposal site permit prior to the event.

How to apply:

- Complete this application form and submit to DEQ at least 4 months prior to each event date.
- Attach the site's Health and Safety Plan and Emergency Response Plan (if you contract for these events, your contractor should be able to provide these to you). Use the Elements link below as a guide for what details should be included in your plans. Applicant can use one application form to apply for multiple event dates and locations as long as all specific site information is submitted. This would include information on each event such as date, time, location and site layout map. If health and safety, and emergency response plans are the same for multiple events, there is no need to submit multiple copies, simply provide one copy, and supplement with just the required site specific information for each event. You will receive approval by letter. It is prudent to not sign a contract or make other financial commitments prior to receiving the approval.
- Applications will be approved for one calendar year. Resubmittal is required by the start of a new calendar year, but are encouraged to be submitted as soon as you begin planning.
- A report of your collection activities is also required. The forms are used for both events and permanent facilities, and can be found on <https://www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/HHW-events.aspx>. These must be submitted by March 31 of the following calendar year.

Local information:

City or County Sponsoring this Event _____

Contact Name _____

Address _____

Telephone _____ Fax _____

Email address _____

Event Operator (if different from Local Government Sponsor above)

Firm Name _____

Contact Name _____

Telephone _____ Fax _____

Email address _____

Hazardous Waste Contractor (if different from Event Operator)

Firm Name _____

Contact Name _____

Telephone _____ Fax _____

Email address _____

Proposed event details (add additional sheets if multiple events):

Site Name _____

Address _____

HHW Event Date and Time _____

Participation Estimate _____

CEG Event Date and Time (if applicable) _____

Include all of the following with your application:

- ✓ **Health and Safety Plan (plus site-specific addendum for each event)**
- ✓ **Emergency Response Plan (plus site-specific addendum if applicable)**
 - Review this [Elements](#) outline to ensure all details are in your Plans
- ✓ **RFP** - A copy of the request for proposals for a contractor to properly manage and recycle or dispose of the waste collected in a manner consistent with the rules. If no RFP was developed, a copy of the contract or other ordering instrument's specifications, conditions and scope of work.
- ✓ **Diagram of the site layout** with traffic flow and location of all site activities.
- ✓ **List of materials to be accepted** at event, by using this [Event Schedule/Information Template](#)

- ✓ **Letter from local government** indicating the event is knowingly being conducted on behalf of their community, if applicant is not a local government.

Special waste activities:

If special waste activities will occur at this event, ensure that the proper management of these materials is addressed in the Health and Safety and Emergency Response Plans.

USABLE PRODUCT GIVEAWAY

NO ☐ YES ☐

(If yes, only redistribute products on Oregon DEQ's [Usable Product List](#). Do not redistribute pesticides or herbicides.)

ASBESTOS COLLECTION

NO ☐ YES ☐

(Small quantities of asbestos will be accepted at the HHW Collection Event, however if large quantities come in, determine where the closest collection site accepting asbestos is located.)

Name of landfill that will accept asbestos: _____

ELECTRONIC WASTE COLLECTION

NO ☐ YES ☐

How will this material be managed and who will manage it? _____

PHARMACUTICAL WASTE COLLECTION

NO ☐ YES ☐

How will this material be managed and who will manage it? _____

RADIOACTIVE WASTE COLLECTION

NO ☐ YES ☐

How will this material be managed and who will manage it? _____

SHARPS COLLECTION

NO ☐ YES ☐

How will this material be managed and who will manage it? _____
