

## Pre-Event Checklist

Please email back to the HHW Coordinator at [robert.wadley@tn.gov](mailto:robert.wadley@tn.gov) at least one month prior to your scheduled collection date. An electronic version of this form is available at <https://www.tn.gov/environment/sw-mm-household-hazardous-waste-program/sw-mm-household-hazardous-waste-coordinators.html>.

County:

Site Worker Contact Name:

Site Worker Contact Office Number:

Site Worker Contact Cellular Number (or other after hours number):

**The county shall advertise the event and include the following required information.**

- The DATE; the LOCATION; and the HOURS of OPERATION;
- Acknowledgement that costs are paid by the TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION;
- A list of **excluded** items: MEDICAL and INFECTIOUS WASTES (EXCEPT NEEDLES AND SHARPS IN PUNCTURE-PROOF CONTAINERS), AMMUNITION and EXPLOSIVES, RADIOACTIVE WASTES, INCLUDING SMOKE DETECTORS, and ANY EMPTY CONTAINERS.
- Very Small Quantity Generator Waste (i.e. wastes from non-household sources such as businesses, schools, farms, churches, etc.) is acceptable by appointment only. Call 615-643-3170 to request a price quote and schedule an appointment.
- Instructions on how residents are to recycle/dispose of paint and electronics.

Please e-mail proofs of the advertisements prior to submitting to press.

### Site Set Up

The site may be accessed at \_\_\_\_\_ on the morning of the event.

A solid waste receptacle will be available for the contractor's use and have a capacity of \_\_\_\_\_ yds. There should be a contingency plan if the receptacle is filled.

A separate receptacle will be provided for cardboard recycling. (optional) Yes or No.

A forklift is available for the contractor's use. (optional) Yes or No.

A certified scale is available for contractor's use. (optional) Yes or No.

Running water is available for contractor's use. (optional) Yes or No. If yes, describe (ex. water hose, lavatory sink, etc.).

**County Responsibilities.** These items are mandatory - please initial next to the item to indicate that you understand the requirement.

Recycle rechargeable batteries and cell phones. Sign up for the Call2Recycle Program at [www.Call2Recycle.org](http://www.Call2Recycle.org).

Manage the lead-acid batteries collected at the event.

Manage the empty cylinders (propane, freon, helium) that are brought into the collection.

A county representative will be on site for the duration of the collection event and provide volunteers to direct traffic and administer the survey. They should arrive 30 minutes+ before the event starts for a safety briefing.