

## Pre-Event Checklist

Please email or fax back to the HHW Coordinator at (615) 532-0886 at least one month prior to your scheduled collection date. An electronic version of this form is available for download at [www.tdec.net/swm/hhw/coordinator.shtml](http://www.tdec.net/swm/hhw/coordinator.shtml). The items in **bold** are mandatory items-- **please initial next to the item to indicate that you understand the requirement.**

County:

Event Times:

Event Location:

Site Contact Name:

Contact Office Number:

Contact Cellular Number:

(or other after hours number)

### **The county advertised the event and provided 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, AMMUNITION and EXPLOSIVES, RADIOACTIVE WASTES, INCLUDING SMOKE DETECTORS, ANY EMPTY CONTAINERS, and WASTES FROM NON-HOUSEHOLD SOURCES SUCH AS BUSINESSES, SCHOOLS, FARMS, CHURCHES, ETC., and
- Instructions on how residents are to recycle/dispose of paint and electronics.

Please e-mail or fax copies of the advertisements prior to submitting to press.

### **The site will be accessible for the HHW Contractor to set up.**

The site may be accessed at \_\_\_\_\_ on the morning of the event. (At minimum the site should be accessible at 6:00 am local time.)

### **A receptacle for solid waste will be placed at site for the contractor's use.**

The receptacle will have a capacity of \_\_\_\_\_ yds.

There is a contingency plan if the receptacle is filled. Yes or No

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

**The county has signed up for the RBRC program and will manage all small batteries and cell phones at the event (or direct residents to an alternate site for collection).**

Alkaline batteries may be thrown away in the trash. All other small batteries and cell phones can be handled FREE through the Rechargeable Battery Recycling Corporation. Sign up at [www.RBRC.org](http://www.RBRC.org).

Will small batteries and cell phones be collected at the HHW event, or will residents be directed elsewhere?

If residents will be directed to an alternate location for collection of small batteries and cell phones, please list the location.

**The county will manage the lead-acid batteries collected at the event (or direct residents to an alternate site for collection).**

Will lead-acid batteries be collected at the HHW event, or will residents be directed elsewhere?

If lead-acid batteries are collected at the HHW event, please list how you want them gathered (e.g. palletized and secured with shrink wrap, placed directly on trailer, etc.)

If residents will be directed to an alternate location for collection of lead-acid batteries, please list the location.

**The county will manage the empty cylinders (propane, freon, helium) that are brought in to the collection (or direct residents to an alternate site for collection).**

Will empty cylinders be collected at the HHW event, or will residents be directed elsewhere?

If empty cylinders are collected at the HHW event, please list how want them gathered (e.g. palletized and secured with shrink wrap, placed directly on trailer, land filled, etc.)

If residents will be directed to an alternate location for collection of cylinders, please list the location.

**A county representative will be on site for the duration of the collection event.**

**The county will provide volunteers to direct traffic and gather survey information. They should arrive a minimum of 30 minutes prior to the start time of the event for a safety briefing.**