

DEPARTMENT USE ONLY	
DEC ACTIVITY #	
DATE VALIDATED	
EXPIRATION DATE	

REGISTRATION FORM FOR A HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Please read instructions (found at the end of this document) before completing this application. Attach all required information to this form and submit to the appropriate [Regional Materials Management Engineer](#) (see below). This is not a UPA permit. Operations at HHW collection events are not authorized until a registration is validated by the Department.

1. REQUEST TYPE (Check applicable box)						
Initial	Renewal	Modification	DEC Activity Number (for renewal or modification only) _____			
2. EVENT SPONSOR INFORMATION (Identify the entity/municipality sponsoring the collection event(s))						
Name		Address		City/Town	Zip Code	
Email			Phone	DEC Region		
3. PREFERRED CONTACT INFORMATION (Identify the person who will be managing the event(s))						
Name		Email		Phone	Recycling Coordinator	Other _____
4. COLLECTION EVENT LOCATIONS & OPERATING DAYS AND HOURS (Add additional pages if necessary)						
	Address	City/Town	Zip Code	NY UTM – E Coordinate	NY UTM-N Coordinate	Event Date
1.						
2.						
3.						
5. VENDOR OR CONTRACTOR INFORMATION (Identify the vendor hired to handle the HHW)						
Vendor/Contractor Name		Address		City/Town	Zip Code	
Email		Phone	Part 364 Permit # _____		Expiration Date _____	
6. SERVICE AREA (List all municipalities within the service area of the event(s), i.e., counties, cities, towns, villages or planning units)						
7. SOLID WASTE HANDLED (Check applicable box)						
Household Hazardous Waste		CESQG (Conditionally Exempt Small Quantity Generators)			Other _____	
8. CERTIFICATION (Must be completed by the event sponsor (registration holder). Retain a copy of this form and all applicable attachments.						
I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority as _____ (title) of _____ (entity) to sign this registration form pursuant to 6 NYCRR Part 360, Section 360.15. By signing this registration form, I affirm that I have read the applicable regulations and will abide by all conditions of the registration requirements under Parts 360, 361, 362, 363, and 365, as applicable. I am aware that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.						
Printed/Typed Name		Signature			Date	

Instructions for completion of a REGISTRATION FORM FOR A HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

GENERAL

This registration form is prescribed by the New York State Department of Environmental Conservation (Department) for household hazardous waste collection events pursuant to the conditions specified in 6 NYCRR Part 360.15 and the requirements of 6 NYCRR Parts 362-4. This is not a Uniform Procedures Act (UPA) Permit. This form serves as notification to the Department of the intention to hold up to 24 household hazardous waste collection events. The registration applicant and holder must be the event sponsor and must comply with the operating, recordkeeping, and reporting criteria detailed in 6 NYCRR Part 362-4. Please note: **this form must be submitted and validated by the Department before commencement of a collection event.** Please complete this form entirely and attach additional sheets as necessary.

Completed applications must be submitted to the Regional Materials Management Engineer in the Regional Office corresponding to the DEC region in which the collection events are proposed to take place.

Department staff may inspect the proposed event(s). During these inspections, staff may take measurements, photographs, videos, and make written documentation.

CHECKLIST

The following must be prepared and available for use and inspection at the collection event:

- Site plan**, which must be specific for each collection event location and must include, but not be limited to
 - Identification of the location of storage and waste handling areas for all waste materials declared as part of the registration application
 - Location of all structures
 - Proposed traffic flow into and exiting the facility. The site plan should demonstrate that the site is adequate for the event and that safe, unobstructed movement of vehicles will be attainable.

- Collection Event Plan**, which must include
 - A description of the operations and waste management practices at the collection event
 - A description of storage dimensions, storage capacity, and waste containment system
 - Procedures that will be used to ensure that all collected waste comes only from households or CESQGs;
 - Procedures for waste determination, handling, and packaging.
 - Procedures for segregation, packaging, labeling, manifesting, and preparation of the waste for shipment based on the chemical and physical properties of the waste
 - Identification of the individuals who will be present during collection event hours and their qualifications
 - Actions to ensure that the personnel involved in the collection event implements all the appropriate procedures
 - Identification of the waste transporter(s) and the facility(ies) that will receive the waste.

The collection event plan should also include each of the following:

- *Spill Prevention and Control Plan;*
This plan must be designed to minimize the risk from spills or unplanned release of waste or hazardous materials to the air, soil or surface water. The plan should include the steps for preventing spills, and a contingency plan in the event of a spill or unplanned release of HHW or CESQG waste.
- *Emergency Response Plan (*);*
This plan must include a description of the actions that event personnel would take in response to emergencies, such as but not be limited to fires and explosions. Also, the plan must identify the personnel, equipment, and protocols to be utilized in response to each type of emergency and include contact information for designated emergency contacts and emergency services such as fire and police.
- *Security Plan (*);*
This plan must identify all entrances and exits at the collection event location and the means to control access to the portions of the facility where HHW is managed or stored.

* If collection events are held at different locations more than one emergency response and security plan might be necessary.

REGIONAL OFFICES

Please send all applications to the attention of the NYSDEC Regional Materials Management Engineer.

DEC Region	Address	Phone	Counties Served
1	SUNY Stony Brook 50 Circle Road Stony Brook, NY 11790	(631) 444- 0375	Nassau, Suffolk
2	1 Hunters Point Plaza 47-40 21 st Street Long Island City, NY 11101	(718) 482- 4896	Bronx, Kings, New York, Queens, Richmond
3	21 South Putt Corners Road New Paltz, NY 12561	(845) 256- 3000	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
4	1130 North Westcott Road Schenectady, NY 12306	(518) 357- 2243	Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie
5	232 Golf Course Road Warrensburg, NY 12885	(518) 623- 1233	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington
6	317 Washington Street Watertown, NY 13601	(315) 785- 2584	Herkimer, Jefferson, Lewis, Oneida, St. Lawrence
7	615 Erie Boulevard West Syracuse, NY 13204	(315) 426- 7535	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins
8	6274 East Avon-Lima Road Avon, NY 14414	(585) 226- 5408	Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates
9	270 Michigan Avenue Buffalo, NY 14203-2999	(716) 851- 7220	Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming

ADDITIONAL INFORMATION FOR HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENTS

At the event...

The collection event plan should be available for use and inspection collection hours.

After the event...

The event sponsor is required to report annually the amounts of household hazardous waste and CESQG waste collected, therefore tracking of the waste at each collection event is crucial. The annual report form is available at http://www.dec.ny.gov/docs/materials_minerals_pdf/hhwfacform.pdf and is due by March 1 for all collection events held during the prior calendar year.

You must know that...

- ✓ Registrations are valid for one year and should cover all the collection events planned for the calendar year.
- ✓ Commencement of the collection event must not occur until the event sponsor receives a validated copy of the registration from the department.
- ✓ Renewal of the registration must be received by the department at least 60 days prior to its expiration date.
- ✓ New York State offers funding for HHW programs. An application and additional information are available at <http://www.dec.ny.gov/chemical/8778.html>.

An HHW collection event registration allows you to...

- ✓ Obtain approval for up to 24 events in a calendar year. Events can be a one-time occurrence or recurring at the same or different locations.
- ✓ Collection events should not be held for more than two consecutive days.
- ✓ Waste must be removed from the collection site within three days, and the collection event location must be returned to its original condition at the end of each event.

Transporting HHW waste from the collection event...

- ✓ Transportation of aggregated HHW waste from the collection event site must be performed by a Part 364 permitted transporter and be accompanied by shipping documents or manifests.
- ✓ The shipping documents must identify the program sponsor, date(s) of collection, intended receiving facility, volume, type, and hazard class of the waste being transported.
- ✓ All waste must be properly packaged to prevent reactions, spills or leaks and must be labeled as “Household Hazardous Waste” or “CESQG Waste”, as applicable.

Regulations which set the requirements for HHW collection can be found at the following location:

[https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=Id8619b30d45a11e78486f898b5edec9f&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=Id8619b30d45a11e78486f898b5edec9f&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))