



## Cosponsoring a 1-Day Household Hazardous Waste (HHW) Event

HHW is Household generated Hazardous Waste. This category of waste would be environmentally hazardous if disposed of through conventional garbage methods. Agricultural, business, and industrial generated hazardous wastes are not accepted at an [HHW event](#).

### How do I apply to Illinois EPA to cosponsor an HHW event?

1. Fill out the HHW application on the HHW [page](#) and then submit the completed application as an email attachment to [EPA.Recycling@Illinois.Gov](mailto:EPA.Recycling@Illinois.Gov) .
- or-
2. Submit the application [online](#).

### What costs are involved in cosponsoring an HHW event?

The cost of each event varies. Cost factors to consider include advertising, venue fee (if any), registration system, mobility, and disposal.

### What is the Cosponsor's role?

The cosponsor is *required* to provide the following for the HHW event:

- *Venue*: The cosponsor must provide a location for the collection event. An open area with large traffic flow capability and a hardened surface, such as a large open parking lot or fairground area, is ideal.
- *Advertising*: The cosponsor is responsible for providing all local advertising for the event. All Illinois residents can attend any Illinois EPA cosponsored event. However, local advertising outreach is only expected for 30-45 miles from the event location.
- *Registration*: All events require the use of a registration system. There are many online options typically ranging from \$10-\$25 per month of operation. Anticipated subscription length will typically span 3-4 months. The cosponsor is responsible for setting up and paying for this system.
- *Volunteers*: Local volunteers are necessary to greet people as they arrive, check-in participants per appointments made via the scheduling system, and administer a short 2-question survey. **The cosponsor-provided volunteers will not be handling any hazardous materials.**

## **What is the contractor's role during the HHW event?**

The contractor is responsible for the following:

- All loading, unloading, sorting, repacking, and any other handling associated with the hazardous materials.
- Issuing a certificate of insurance to cover the event, location, and associated groups.

## **What is Illinois EPA's role?**

Illinois EPA is responsible for the following:

- Providing a contractor to operate the event.
- Assisting with coordination and general planning of the event.
- Announcing the event on Illinois EPA media outlets.
- Answer what questions are presented by the general public or cosponsor.
- Pay for the mobilization, transportation, and proper disposal of all accepted materials collected during the event.

## **How will I know if my application is accepted?**

Once the application is submitted, Illinois EPA will respond with an email to the email address provided with the application acknowledging receipt of the application. Once Illinois EPA reviews the application, the potential cosponsor will be contacted through the contact information provided.

## **What are the next steps if my application is accepted?**

When an application is accepted, Illinois EPA will contact the cosponsor to begin planning the event. HHW events occur in Spring (April- June) and Fall (August- October) seasons. The event occurs on a Saturday from 8am thru 3pm. The contractor will setup their equipment the Friday before the event.

For further information see the [HHW website](#) or contact Illinois EPA at [EPA.Recycling@Illinois.gov](mailto:EPA.Recycling@Illinois.gov)

