



## HOUSEHOLD HAZARDOUS WASTE INVOICE SUBMITTAL CHECKLIST



Commissioner's Office/Planning Section/Household Hazardous Waste Program

RSA 147-A Env-Hw 100 – Env-Hw 1000, RSA 147-B:6 Env-Hw 1003

Please include the items below when requesting release of HHW grant funds.

- Cover letter requesting the specific amount of state grant monies and the fiscal year in which the collections were held.
  
- An income expense sheet detailing:
  - a. All sources of revenue for the collection.
  - b. Costs incurred to conduct the collection.
  - c. Costs related to the public education component .
  - d. Advertisement of the event.
  
- Copies of invoices and itemized receipts.
  - a. Hazardous Waste Transporter.
  - b. Universal Waste Hauler.
  - c. Support (such as police and pharmacists).
  - d. Public education and outreach.
  
- Examples of educational materials.  
(May include photographs)
  
- A completed Household Hazardous Waste Report Form.  
(Download at: <http://des.nh.gov/organization/commissioner/p2au/pps/hhwp/categories/forms.htm>)
  
- Readable copies of the completed hazardous waste manifest forms .
  
- Tabulated Participant Survey Results.

Grant funds cannot be released for reimbursement until all of the required items have been received. If you have any questions, please don't hesitate to contact NHDES.