How to Make an HHW Appointment Online

**Step 1:** Got to [https://www.recyclestuff.org/index](https://www.recyclestuff.org/index) homepage.

**Step 2:** On the homepage, scroll down to the section “Schedule an HHW Appointment.” Click on the green button to schedule an appointment (for Santa Clara County residents only).
**Step 3.** You will be redirected to the county HHW website.

![County of Santa Clara Recycling and Waste Reduction Division](image)

**Step 4.** On the homepage, scroll down until you find the big, green button “Make an Appointment”.

![Sunnyvale Public Library](image)
**Step 5.** The calendar will show the available appointments. Select your preferred date.

![Calendar Image]

**Step 6.** Pick an appointment time that works best for you and click “Next”.

![Schedule Appointment Image]
**Step 7.** Enter all required information. When all fields are complete click “Next”. (*HINT: Street Number and Street Name are separate fields, do not type full address in the Street Number field).

**Step 8.** Enter the amount of waste per item. If the item is not listed, enter in “other products”.
Step 9. Verify that all information is correct.

Step 10. On the same page, scroll down and click “Confirm” to finish appointment.
Step 11. Congratulations! You have completed making your appointment. An email confirmation will be sent to you from HHW Staff. Click on the blue link to return to the HHW homepage.

Special Public Health and Safety Guidelines:

- Face coverings will be worn by all staff and will be required for all residents dropping off waste. Please note, residents may be turned away if they arrive without a face covering.
- For the safety and well-being of the public and our staff, have all of the waste in the rear of the vehicle and not in the passenger areas. For regular vehicles place the waste in the trunk, for trucks place the waste in the bed and for SUVs/hatchbacks place the waste at the rear of the vehicle.
  - Do not have any non-waste items in or around the waste in order for the waste being disposed to be easily identifiable
  - Have the waste in disposable containers as no containers will be returned (totes, boxes, crates, etc…)

Reminders:

1. Arrive at the site with identification, such as a driver’s license or utility bill, and a check-in technician will verify your city of residence.
2. A vehicle may bring a MAXIMUM of 125 – Pounds or 15-GALLONS of household hazardous waste, as permitted by the United States Department of Transportation laws.
3. NO container larger than 5 gallons will be accepted.
4. Bring waste in their original, labeled, and sealed containers when possible. Never mix chemicals together or consolidate waste.
5. NO containers will be returned. Do NOT bring waste in containers you want to keep. Place all waste in disposable boxes, bags, or buckets for quick removal.
6. For your safety, transport waste in your trunk or the back of a pick-up, away from the passenger area.
7. You will need to stay in your vehicle at all times. So remove valuables away from your waste.
8. DO NOT BRING PETS to the drop-off.