
KDHE PRE-AUTHORIZATION SECTION (to be completed by KDHE prior to waste disposal by HHW)

Received by:	
Date initially contacted about waste::	
Date Received form for Pre-Authorization:	

KDHE APPROVALS FOR EXPENDITURES:

TITLE	SIGNATURE	DATE
Orphan Waste Coordinator		
Unit Chief		
Section Chief		
Bureau Chief		

Once this section is completed, return the completed form to the HHW so that the waste can be disposed.

2. PAYMENT REQUEST SECTION

After completing section 1 and receiving KDHE approval, then arrange for disposal of the waste. After waste has been shipped off-site for disposal, the HHW should complete this section and return the form along with a copy of the Hazardous Waste Manifest and the Invoice documenting the actual disposal costs, to:

Orphan Waste Coordinator
Bureau of Waste Management, KDHE
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366

Please be sure to highlight the orphan waste on the manifest and the invoice if it is shipped or invoiced with other waste.

Complete the following table with the actual disposal costs shown on the invoice:

A. Actual Disposal Cost	
B. Administrative/Overhead Cost (10% of A, not to exceed \$500.00)	
C. Transportation Cost (if applicable)	
D. Equipment/Drums/Supplies	
E. Total (A+B+C+D)	
F. Uniform HW Manifest Number	
G. Invoice Number	

To be completed by KDHE:

Date received for payment:	
Date approved for payment:	
Signature of person approving for payment:	
PO or Voucher (tracking) number	
Date Check sent to HHW	