MEDICAL WASTE TEMPORARY EVENTS REGISTRATION
Medical Waste Temporary Events
Registration Guidance

California Assembly Bill 333, effective 1/1/2015, authorizes permitted large quantity generators (HSC §117890), and permitted small quantity generators (HSC §117895; SDCC §68.905) of medical waste to register their medical waste temporary events, including health fairs, vaccination clinics, and veteran stand downs without further registration or permitting required to the local enforcement agency.

Registration with the Department of Environmental Health, Hazardous Materials Division (Local Enforcement Agency), requires at least 72 hours notice before the San Diego County event, unless the sponsor of the temporary event previously notified the Hazardous Materials Division of the event.

If you are a permitted large or small quantity medical waste generator in San Diego County, you will register medical waste temporary events by completing the forms online through the Accela Citizen Access portal. Instructions are on the following pages.

If you have any questions, please contact:

hmdutyeh@sdcounty.ca.gov
(858) 505-6880 Duty Specialist
(858) 505-6786 Fax
PO Box 129261, San Diego, CA 92112-9261
Step 1 - Accela Citizen Access Portal

The County of San Diego, Accela Citizen Access portal is accessed online at:

https://publicservices.sdcounty.ca.gov/citizenaccess/

Online ‘Help’ specific to this application can be accessed by using the icon.
Step 2 – User Registration

To create and submit Medical Waste Temporary Events notification to the Department of Environmental Health, you must be a registered user of the Citizen Access Portal.

Select the ‘Register for an Account’ link to register as a user.
Step 2 – User Registration (Continued)

When registering as a user, you must complete all fields with the ‘red’ * asterisk.

Enter the ‘Captcha’ text to verify your registration.

Once your registration is confirmed, select ‘Continue Registration’.
Step 3 – Create an Application

Under DEH, Click on ‘Create an Application’
Step 4 – Select Record Type

Select HMD from the dropdown.

Select Temporary Medical Waste Event from the radio button.
Step 5 – Enter the Location of the Event

Enter the Address of the Event here:
Step 6 – Enter Applicant Information

Enter the Applicant Information.

You must complete all fields that have a ‘red’ * asterisk.

Click ‘Continue Application’ when finished.
Step 7 – Enter Medical Waste Temporary Event Details

Enter your Business Name, Event Information and Event Details.

You must complete all fields that have a ‘red’ * asterisk.

Under ASI Table - Event Details, click ‘Add a Row’ to add your event.

Click ‘Continue Application’ when finished.
Step 8 – Review and Submit the Application

Review the application to ensure the information is correct and accurate.

Select the “Edit” button in each section to update the information.

*Once the application is submitted it cannot be edited.*
Application has been submitted

Please print and retain a copy of your Application Number (Record Number) and this screen for reference, and if requested by a Department of Environmental Health Inspector.

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