

County of Sacramento • Environmental Management Department • Environmental Health Division	
11080 White Rock Road • Ste 200 • Rancho Cordova, CA 95670	Phone:(916) 875-8440 Fax: (916) 875-8513
OFFSITE EVENT NOTIFICATION FORM	

FA		PR	
Event Information			
Event Name:			
Address:			
Phone:			
Contact Person:			
Event Type: ☐ Vaccine Clinic ☐ Blood Drive ☐ Stand Down Event ☐ Health Fair ☐ Other:			
Event Date(s):			
Participating Facility Information			
Facility Name:			
Address:			
Phone:			
Contact Person:			
Offsite Event Filing Fee Information			
The notification fee for temporary offsite events is \$138.00. Your facility will receive a separate bill for the notification. Do not remit payment with your notification form.			
Signature			
☐ Self-Declaration: I certify that the above information is complete & correct to the best of my knowledge.			
Signature:		Date:	

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Instructions for applicant:

- Fill out the white portions of the notification form. The gray portions will be filled in by Environmental Management Department staff.
- Fax the completed form to (916) 875-8513 Attn: Medical Waste Program, or mail to:

Environmental Management Department
Medical Waste Program
11080 White Rock Road
Rancho Cordova, CA 95670
- Do not remit payment with your application, your facility will be billed separately.
- Keep a copy of the completed notification form(s) for your records and make them available for review by regulatory personnel during your facility's routine inspections.
- For assistance in filling out your notification form, contact a Medical Waste Program staff person at (916) 875-8440.