



**PROMOTIONAL /EDUCATIONAL MATERIAL APPROVAL**  
 SC DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL  
 OFFICE OF SOLID WASTE REDUCTION AND RECYCLING  
 2600 Bull St., Columbia, SC 29201  
 Fax: 803-896-4001

**FOR USE BY GRANTEE**

Please fill out sections A and B and submit to this Office. Please attach a copy of the material for which you are requesting approval.

<b>SECTION A</b>	Grantee:	Grant Number:
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Contact Name:

Grant (please check):                       Solid Waste                       Used Oil                       Waste Tire/AD

Phone:	Fax:
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E-Mail:

<b>SECTION B</b>	Description of item submitted for approval (including how it will be used):
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Estimated amount to be spent on this item:

Submitted by:	Date:
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**FOR GRANT OFFICE USE ONLY**

Approved                       Approved pending changes (see below)                       Denied (see below)

Comments:

Reviewed by:

## PROMOTIONAL /EDUCATIONAL MATERIAL APPROVAL FORM INSTRUCTIONS

**Purpose:** This form must be completed by all grantees prior to the purchase, design, printing and distribution of informational materials as approved by DHEC's Office of Solid Waste Reduction and Recycling grant staff.

### Instructions:

#### Section A

1. **Grantee:** Fill in the name the name of the local government (grantee.)
2. **Grant Number:** Fill in the number assigned to the grant for which you are requesting approval. The number is listed on the grant agreement.
3. **Contact Name:** Include the name of the person listed as the contact person on the grant agreement.
4. **Grant (Please check):**  **Solid Waste**       **Used Oil**       **Waste Tire:** Check the box of the grant for which you are requesting approval.
5. **Phone:** Include a phone number for the contact person.
6. **Fax:** Include a fax number for the contact person.
7. **E-Mail:** Include an e-mail address for the contact person.

#### Section B

8. **Description of item submitted for approval (including how it will be used):** Include a description of the item(s) and how it will be used. Attach a copy of the material for which you are requesting approval.
9. **Estimated amount to be spent on this item:** Include a dollar estimate.
10. **Submitted by:** Include the name of the person completing the form.
11. **Date:** Include the date the form was completed.