



Agricultural Chemical and Household Hazardous Waste Clean Sweep Collection Grants

Wisconsin Department of Agriculture, Trade and Consumer Protection

Final Report Guidelines

Key Points

- The final report guidelines apply to both Agricultural Chemical (Ag) and Household Hazardous Waste (HHW) collection grants.
- Incomplete reports will cause a delay in evaluation and reimbursement. Coordinators may be asked to amend or modify report sections if necessary.
- You can mail, email or fax your final report to:
Clean Sweep Program Coordinator
DATCP Clean Sweep Program
PO Box 8911
Madison WI 53708-8911
Email: DATCPcswp@Wisconsin.gov
Fax: 608-224-4545

Clean Sweep coordinators must submit a final report to DATCP **within 60 days of project completion. If you cannot meet this deadline, contact me. We cannot process your grant payment until we receive and approve your final report. Submittal delays may result in loss of grant funds.**

Process

The final report for your Ag and/or HHW grant includes four key items:

- Written project narrative
- Summary sheet of collected waste(s)
- Expense reimbursement and match documentation
- Waste contractor invoice(s)

To begin, gather all invoices and financial documents. Review and complete all required worksheets then prepare your written narrative. The forms you will need are:

- Ag and HHW Expense Reimbursement and Match Documentation Worksheet (*ARM-ACM-389*)
- Ag and HHW Waste Summary Sheet (*ARM- ACM-390*)
- Ag Chemical Tracking Sheet (*ARM-ACM-534*) (For Ag collections only)
- Agricultural Pesticide Disposal Subsidy (*ARM-ACM-508*) (For Ag collections only)
- (Optional) Labor Worksheet (*ARM-ACM-392*)
- (Optional) Local Expense Worksheet (*ARM-ACM-395*)

LARGE COLLECTIONS: Some clean sweeps have large numbers of participants and large amounts of collected waste but the grant covers just a small portion of the total costs. Please include information **on the entire event** including all participants, all wastes collected, all costs, etc. This gives a complete picture of the program costs.

Written Project Narrative

The written portion can be a short summary. If you have an agricultural waste (Ag) grant and a household hazardous waste (HHW) grant, *you can combine both project evaluations into one report.*

A.) Project Overview: Give a brief description of your project(s) such as multiple collection events, a permanent collection site, one-day event, a combination of permanent site and satellite events, etc. Include dates, times and location information or you can include promotional materials with this information.

B.) Participation: Summarize program participation by grant type: HHW and/or Ag. You can reference the waste summary sheet in this section. For each grant, *if known*, describe the number of participants, types of participants, (e.g. active vs. abandoned farms, rural vs. urban residents). If participant surveys were done, please provide a summary of the results. Did the collection meet your expectations in terms of participant interest or attendance? Why or why not? What may have contributed to the success or less than success?

C.) Very Small Quantity Generators (VSQG) services: If you collected waste from VSQGs, provide a brief overview of your business collection performance. Provide information on the number of businesses that used program services and whether or not they received a DATCP subsidy. Note: You must submit the **Ag Qualification Form** (or your own form) for all VSQGs that received the DATCP subsidy for agricultural pesticides. How was the business turnout? Waste contractors and/or municipalities may use a spreadsheet to track VSQG participation and payments for disposal costs. Please submit a copy of the spreadsheet if available.

D.) Public Information: Provide a statement about the public information program used to inform the public and target audiences about your clean sweep. You can address both grant types with this section. If any special or community-wide events were held in association with the clean sweep, (e.g. mercury thermometer exchange, city-wide cleanup day, an unwanted drug collection), comment on the impact of these events in terms of attendance. *You may include examples of posters, advertisements or text for radio ads.* Did you try anything new this year? What were the results? **What efforts did you take, if any, to provide information to the public on reducing their amount of hazardous waste used?**

E.) Overall Project Evaluation: Your evaluation should cover items such as:

- Did your collection program meet expectations or goals?
- Describe how you measure success for your collection.
- Did your waste contractor's service and support meet expectations?
- What worked well and what didn't?
- What changes, if any, will you consider making for future collections?
- What administrative, technical, or educational things can DATCP do to better serve your future needs?

F.) Waste Summary: If waste amounts were above or below expectations, what factors may have accounted for this? (e.g., satellite site use, new people using program, a number of large drop-offs, too many previous collections.) Any collection day observations of old or unique wastes are always appreciated.

Include the completed **Waste Summary Sheet (ARM-ACM-390)**. List amounts collected for both Ag and HHW on this form.

1.) For Ag Grants:

- Submit any completed **Ag Subsidy Qualification forms (ARM-ACM-508)** if you haven't previously done so.
- Submit a **cancelled/banned chemical list (ARM-ACM-534)**. The lists are usually created by the waste contractor and track the amounts collected of items such as 2,4,5-T; 2,4,5-TP (Silvex); 2,4-D; aldicarb, atrazine, arsenic, chlordane, creosote, DDT family. A copy is available on the [DATCP website](#).
- VSQG spreadsheet from waste contractor showing disposal costs and payments by businesses *not* receiving DATCP subsidy.

2.) For HHW Grants:

- Sometimes household collections will accept business waste. If your collection did this, note it on your **Waste Summary Sheet (ARM-ACM-390)** and provide what the each businesses paid in disposal costs *if available*.

G.) Expenses/Project Costs: There are two **required** items to include in this section and the forms can be used for both Ag and HHW grants:

- **Expense Reimbursement and Match Documentation form (ARM-ACM-389)**
- **Invoice(s) for all reimbursable expenses**

The waste contractor invoice as well as invoices that relate to items recorded as “reimbursable” by the municipality are the only invoices you must submit. Invoices for staff time/labor hours are not required. Retain all other invoices and receipts for six years in case of audit.

If the amounts of labor or local expenses are greater than the space provided on the **Expense Reimbursement and Match Documentation form (ARM-ACM-389)**, optional worksheets are available to list these costs. You may also submit your own spreadsheets or worksheets.

- **Optional Labor Worksheet (ARM-ACM-392)** available on the [DATCP website](#).
- **Optional Local Expense Worksheet (ARM-ACM-395)** available on the [DATCP website](#).

Transfer Funds: For counties with both Ag and HHW Grants and you transfer up to 50% of the funds from the Ag to HHW grant or vice versa. Show this transfer in the space on the Expense Reimbursement and Match Documentation form (ARM-ACM-389).

Unused Unwanted Prescription Drug Grant Funds: If you are *also* the grant coordinator for an unwanted prescription drug grant, you may apply these unused funds toward household hazardous waste expenses. For example, the county solid waste department is coordinating the Ag, HHW and Unwanted Prescription Drug grants. The transfer is allowable. However, if the county sheriff holds the unwanted prescription drug grant, and the solid waste department holds the Ag and HHW grant, unused unwanted prescription drug funds *cannot* be transferred from the sheriff’s department to the solid waste department. The reason being, in the second example, they are two different entities holding the grants.

Finally, many of the final report forms are fillable, meaning you can type your responses directly onto the form. If you prefer a blank word document that you can complete by hand, contact me for a non-fillable form or remove the text fields as the forms are not protected.

Questions? Contact the Clean Sweep Program Coordinator at (608) 224-4545 or email DATCPcswp@Wisconsin.gov.