

## **WHITE GOODS GRANT PROGRAM**

### **INSTRUCTIONS FOR COMPLETING DATA TRACKING FORM**

Please see the headings on the left side of the White Goods Grant Program, Data Tracking Form. Instructions, guidance and examples are given to assist you in completing this form. Please enter the data under each corresponding month. The information will automatically be summarized for you. If you need further assistance, please send your inquiry to [whitegoodsgrantprogram@co.wake.nc.us](mailto:whitegoodsgrantprogram@co.wake.nc.us)

#### **FISCAL YEAR:**

Please indicate the fiscal year applicable to the reimbursement funds requested using the drop-down menu provided (place mouse over cell and select year).

#### **LOCAL GOVERNMENT:**

Please indicate your local government using the drop-down-menu provided (place mouse over cell and select your local government).

#### **TOTAL REIMBURSEMENT FUNDS REQUESTED:**

Total white goods funds requested for reimbursement is automatically summed in the Data Tracking Form, Balance Total. Program expenses are subtracted from program revenues to arrive at a net reimbursement request.

#### **WHITE GOODS POUNDS COLLECTED:**

White goods are defined as inoperative and discarded refrigerators, ranges, water heaters, freezers, and other similar domestic and commercial large appliances (see the White Goods Definition Sheet for further white goods descriptions).

Local governments should enter the white goods pounds collected, by month, on the White Goods Pounds Collected line. Total white goods pounds collected are automatically summarized by quarter and total and will appear in the top portion of the Data Tracking Form.

White good pound information can come from scale tickets or weight estimates. To estimate weight, count the number of units collected and multiply this number by 100 (this is the estimated average weight of appliances as provided by a local scrap metal processor).

#### **WHITE GOODS COLLECTION SERVICE IS PROVIDED BY:**

Indicate who is providing white goods collection services. Place the mouse over the attached cell and select either local government, if providing own service, or the name of

a local waste hauler as shown in the drop-down menu (if your hauler is not listed in the menu, please send the hauler's name to the e-mail address provided above).

### **REVENUES:**

Any revenues received from the sale of white goods, motors, freon, etc. should be reported. If a fee is charged to households that request white goods collection, this fee also needs to be reported as revenue.

### **EXPENSES (COLLECTION):**

Collection costs will generally include labor and equipment. These costs are related to curbside or drop-off site collection of white goods. Labor costs should be allocated based on the weight of white goods collected and does include benefits paid as part of labor. Example: If 8% of the total weight of materials that moves through a collection program is white goods and the staff member provides assistance in this collection, then 8% of his/her time is labor attributed to white goods management. The cost of operating and maintaining equipment used for the collection of white goods should be reported. This includes roll-offs, dump trucks, flatbed trucks, or other vehicles used to collect white goods. As with labor costs, the allocation of costs associated with split-duty equipment should be determined based on weight. These costs may include parts, maintenance, fuel, etc. If your municipality contracts for white goods collection, enter the portion of the contract costs that can be attributed to white goods collection.

### **EXPENSES (HAULING):**

Municipalities may incur hauling costs at various stages. Most likely there will be costs associated with moving white goods from the curb, drop-off location or staging facility to the County Multi-Material Recycling Facility or a local scrap metal recycler. Labor costs should be determined based on the labor cost per haul for white goods and the number of hauls made in a given time period. Calculate hauling equipment operation and maintenance in the same manner it was calculated for collection. If hauling is contracted, enter the portion of the contract cost that can be attributed to hauling white goods.

### **EXPENSES (DISPOSAL):**

If market conditions or other circumstances arise that require local governments to pay for white goods disposal, enter that amount. For example: If a market does not accept the electric motors from white goods and they must be disposed of, include these costs. Also, if a local scrap recycler requires payment to accept white goods, these costs should be reported.

### **EXPENSES (OTHER):**

Determine and describe any other daily operational costs associated with white goods management that were not previously included. Use the same principals provided under

collection to determine the actual cost incurred. Such costs might include white goods equipment purchases, illegal white goods clean-up costs (1), etc.

- (1) Two criteria regulate the reportable costs for illegal disposal clean-up under the white goods management program. 1) If a visual inspection indicates that the illegal disposal site is at least 50% white goods, then 100% of the clean-up cost for that site may be reported; 2) if a visual inspection indicates less than 50% of the illegal disposal site is white goods, then the clean-up cost may be allocated to white goods management cost based on the percentage of white goods. For example: If the site is 25% white goods, 25% of the cost may be reported.

**BALANCE:**

In order to determine white goods funds requested for reimbursement, expenses are subtracted from revenues to arrive at a net funding request. This is done automatically in the Data Tracking Form and is summarized at the top left portion of the form.