

USED OIL PAYMENT PROGRAM (OPP)

EXPENDITURE CATEGORY DEFINITIONS

ADMINISTRATION CATEGORY:

Expenditure Type	Description
Personnel	<p>Staff and contractor/consultant's time spent on Used Oil Program related to: promotion; collection events; Certified Collection Center (CCC) site visits; community events; school education; development and distribution of advertising; education on prevention of stormwater pollution through the proper management and recycling of used oil and oil byproducts; marking of storm drains; management; administration; and attending CalRecycle sponsored events & trainings.</p> <p>Personnel time should be calculated based on documented actual time spent on OPP-related activities should be based on the actual salary or hourly wage paid, and shall not include vacation or sick leave time. Refer to the Personnel Expenditure Summary (CalRecycle 165 Form).</p>
Indirect / Overhead Costs	<p>The total cost of overhead and indirect costs charged to the grant shall not exceed 10% of grant funds reimbursed. These costs are expenditures not capable of being assigned to or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of overhead and indirect costs. All overhead and indirect costs charged to the grant must be associated with grant-related activities. Costs charged directly to the grant shall not be included in the overhead/indirect cost formula. Supervision performed by Managers and Supervisors can be included in the overhead/indirect cost formula; and therefore, will not be a direct charge to the grant.</p>
Transportation	<p>Expenses related to transportation, such as air flight, rental car, gasoline, parking, tolls, etc. for the Used Oil Program. Department of Human Resources has a Memorandum on the Travel Policy and Reimbursement Rates, which includes Excluded Employees. Jurisdiction employees and their contracted individuals are Excluded Employees.</p>

Expenditure Type	Description
Lodging	Expenses related to overnight lodging for Used Oil Program. The Department of Human Resources has a Memorandum on the Travel Policy and Reimbursement Rates, which includes Excluded Employees. Jurisdiction employees and their contracted individuals are Excluded Employees.
Mileage	Expenses related to use a private vehicle for traveling to a common carrier terminal (airport, bus terminal, or train station) for attending used oil related activities. The Department of Human Resources has a Memorandum on the Travel Policy and Reimbursement Rates, which includes Excluded Employees. Jurisdiction employees and their contracted individuals are Excluded Employees.
Registration	Expenses related to register to CalRecycle sponsored conference/symposium/trainings, Household Hazardous Waste Information Exchange (HHWIE), etc.
HAZWOPER Refresher Training Course	Expenses for taking a HAZWOPER 8-hour Refresher Training Course.
Other	Other expenditures directly related to the management of Used Oil Program but not appropriate for other expense type in this category.

COLLECTION CATEGORY:

Expenditure Type	Description
<ul style="list-style-type: none"> ➤ Antifreeze, Battery, Oil, and Paint (ABOP) ➤ Certified Collection Centers (CCC) ➤ Certified Unified Program Agencies (CUPA) Inspection ➤ Curbside (allow residents to leave properly packaged used oil/used oil filters) 	Expenses related to implementation of a Local Used Oil and Used Oil Filter Collection Programs. Programs are to provide for used lubricating oil/oil filter collection and recycling related activities to the public at no charge; including processing, transportation, recycling, storage of used oil and filters, contamination testing, CUPA permit, etc.
<ul style="list-style-type: none"> ➤ Door-to-Door (from individual residences) 	Expenses related to implementation of a Local Used Oil and Used Oil Filter Collection Programs. Programs are to provide for used lubricating oil/oil filter collection and recycling related activities to the public at no charge; including processing, transportation,

Expenditure Type	Description
<ul style="list-style-type: none"> ➤ Permanent Household Hazardous Waste Facility (PHHWF) ➤ Temporary / Mobile (operates on an intermittent schedule) 	recycling, storage of used oil and filters, contamination testing, CUPA permit, etc.
Other	Expenses related to other collection facilities/services to implement a Local Used Oil and Used Oil Filter Collection Programs.

EDUCATION CATEGORY:

Expenditure Type	Description
<ul style="list-style-type: none"> ➤ Billboards ➤ Booth Rentals ➤ Brochures ➤ DMV Ads ➤ Flyers ➤ Newspaper Ads ➤ Posters ➤ Presentations ➤ Radio Ads ➤ Social Media ➤ Television Ads ➤ Utility Inserts ➤ Vehicle Wraps 	Expenses related to public outreach and educational activities designed to inform the public of the need for and benefits of collecting and recycling used oil and used oil filters; development, printing and distribution of any publicity or educational materials; different media outreach, etc. (purchase of insert devices is not included here, refer to Materials expenditure category).
<ul style="list-style-type: none"> ➤ Educational Materials ➤ School Education 	Expenses related to programs and/or curriculums designed for presentation in a school environment to educate participants on responsible oil collection practices, used oil and used oil filter recycling and related messages.
Other	Other expenditures directly related to used oil and used oil filter collection, outreach, education and other services but not appropriate for other expense types in this category.

MATERIALS/CONSTRUCTION CATEGORY:

Expenditure Type	Description
<ul style="list-style-type: none"> ➤ Catch Basin ➤ Electronic Devices ➤ Equipment ➤ Oil Drums ➤ Oil Filter Crusher ➤ Oil Tanks ➤ Storage Shed ➤ Storm Drain Inlets ➤ Storm Drain Markers or Stencils 	<p>Expenses related to equipment or supply purchases not described in other fiscal categories that are used exclusively for oil collection activities; includes purchase of oil storage containers such as drums, cans, or other receptacles used primarily for the storage or transportation of oil; purchase of equipment/supplies related for stormwater pollution mitigation, including the installation of pollution prevention devices/inserts.</p>
<ul style="list-style-type: none"> ➤ Bilge Pads ➤ Filter Bags ➤ Filter Containers ➤ Filter Wrench or Opener ➤ Oil Absorbent Rags/Socks ➤ Oil Change Kits ➤ Oil Containers ➤ Oil Filters ➤ Oil Funnels ➤ Oil Rags 	<p>Expenses related to eligible promotional materials; incentive items directly related to used oil and used oil filter collection and recycling activities; other materials, premiums and incentives not applicable to other expense categories that are utilized to provide education or elicit a behavior changing response from the public.</p>
<p>Construction</p>	<p>Any construction activity includes but not limited to the planning, permitting, and improvements of facility/building(s)/site(s) directly related to Used Oil. Note: Not applicable to charter cities prohibited by Labor Code section 1782.</p>
<p>Other</p>	<p>Other expenditures directly related to materials for used oil and used oil filter collection but not appropriate for other expense types in this category.</p>