



State of Wisconsin  
Governor Tony Evers

**Department of Agriculture, Trade and Consumer Protection**  
Secretary-designee Randy Romanski

March 19, 2021

Senator Robert Cowles, Co-Chair  
Joint Legislative Audit Committee  
Room 118 South, State Capitol  
Madison, WI 53702

Representative Samantha Kerkman, Co-Chair  
Joint Legislative Audit Committee  
Room 315 North, State Capitol  
Madison, WI 53702

Dear Senator Cowles and Representative Kerkman:

The Department of Agriculture, Trade and Consumer Protection (DATCP) submits this report to the Joint Legislative Audit Bureau Committee to document our response to the recommendations identified by the Legislative Audit Bureau (LAB) for the Clean Sweep Program in report 20-21 "State Recycling Programs". On February 2, 2021 I appeared before the Joint Legislative Audit Committee to discuss this audit and our response to the LAB's recommendations for improvement. Below we restate the LAB's Audit Report Recommendations and provide DATCP's Response.

**LAB Recommendation:** Require recipients of Clean Sweep program grants to submit documentation to verify all expenditures for which they request reimbursement.

**DATCP's Response:** Beginning with 2021 Clean Sweep grants, recipients are required to submit documentation for all expenses as a part of the final reporting process prior to any funds being disbursed. This must include all supporting documentation, including itemized invoicing for the transportation and disposal of chemical waste and unwanted prescription drugs, as well as itemized invoices/receipts for any and all expenses. DATCP notified all grant recipients of the updates in expense documentation requirements with the 2021 grant award announcement and contract emails, and they will continue to be notified with website updates. In addition, multiple staff will review and verify that complete documentation has been received before funds are disbursed. DATCP has updated appropriate Standard Operating Procedures to reflect these changes.

The LAB report also noted that an overpayment of approximately \$400 had occurred. DATCP immediately corrected the error in the program spreadsheet when found during the audit process to avoid over or under payment of grant awards. These corrected calculations will continue to be used in future grant years.

DATCP believes the Clean Sweep program is operated efficiently, and we value the role our agency has to assist with properly disposing of unwanted prescription drugs, household hazardous waste, and agricultural pesticides. The Clean Sweep program is

*Wisconsin - America's Dairyland*

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • [Wisconsin.gov](http://Wisconsin.gov)

An equal opportunity employer

an important funding tool for counties and local municipalities to provide this essential service to the citizens of Wisconsin.

We appreciate the valuable input we received through this audit and we believe that this audit report is a way to continue to improve the services we provide.

Sincerely,

A handwritten signature in black ink that reads "Randy Romanski". The signature is written in a cursive, slightly slanted style.

Randy Romanski  
Secretary-designee