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**DEPARTMENT OF ENVIRONMENTAL PROTECTION
WORLD TRADE CENTER EMERGENCY EXPENDITURES
ANTICIPATED DOCUMENTATION REQUIREMENTS**

Labor: Daily records of regular and overtime by employee name and title. Provide straight & overtime hours, rate of pay, type of work performed (e.g., debris removal; protection of life, property, or health; infrastructure repair) and worksite.

Equipment: Make, model, size, capacity, horsepower; usage dates and hours the equipment was used each day; type of work performed (e.g., debris removal) and worksite.

Materials: Document all materials and supplies purchased or taken from stock used for the emergency effort. Provide invoices, receipts, purchase orders, paid vouchers, etc., showing the purchase and the price of the materials used for disaster work. Purchased materials will require vendor name, quantity, description, unit price, total price, date used, date of purchase. Inventory materials will require most of the same information showing date of purchase prior to the disaster date.

Contracts: Name of vendor; description of activity; contract number; dates of the contract; costs of the contract. Copies of the contract will also be required.