

**Guidelines & Criteria for reimbursement to  
Districts of lab analysis, training and equipment funds  
(These guidelines/criteria apply to the allocation of funds to each district of \$4,264/per district)**

**Effective July 1, 2008**

**Training**

Reimbursement of per diem, mileage, registration fees, etc. to attend and host watershed, water quality and related training.

**Lab Analysis, supplies, etc.**

Includes lab fees, supplies, postage, solutions, and bottles.

**Equipment**

Includes standard equipment for water quality monitoring, including but not limited to:

Probes	Digital cameras/cases
Flow meters	Depth integrated samplers
Gloves, waders, boots	Sieve Buckets, tubs, etc
Surber samplers	Software
Tape measurers	Clinometers/case
Scrub brushes	Data storage & management devices
Plexi glass	Staff gages and wiers
Survey rods/cases	Incubators
GPS units/cases	

Other items that are not standard equipment for water quality monitoring, such as laptops and ATV's will be determined for eligibility for reimbursement on a case-by case basis considering demonstrated need and justification and will require a preauthorization prior to purchase.

Criteria for determining whether this equipment is a valid use of funds will include a demonstration of the following factors:

1. Financial need – inability to use alternative sources of funds or alternative funds not available.
2. Location and need for item requested. An example: A need for ATV to reach monitoring locations, potential resource damage if vehicles are used, inaccessible by other means, transportation issues related to meeting holding times.

Vehicles such as pick-ups are not reimbursable. However, mileage costs are reimbursable.

**Technical assistance**

Technical assistance for water quality monitoring, data analysis and interpretation costs including personnel time, consultants; contracts for technical assistance can be reimbursed. This could include cooperative agreements and contracts with agencies such as USGS.

**Additional guideline for 11-12 Biennium – effect July 1, 2010:**

1. Receipts for expenditures eligible for lab funds reimbursement between June 1, 2010 and June 30, 2010 may be turned in between July 1, 2010 and August 30, 2010 and will be paid from 11-12 biennium funds.

Approved by WACD: June 9, 2010

Approved by BOA: July 14, 2010