

**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.

Approved by WACD: June 9, 2010

Approved by BOA: July 14, 2010