

# Texas Commission on Environmental Quality

## INTEROFFICE MEMORANDUM

**To:** PST Reimbursement Section- Standard Operating Procedures File  
**Date:** Revised: June 13,2008

**From:** Frederick Meyers, Manager, PST Reimbursement Section

**Subject:** Monitor Well Permit/License Fee

**Objective:** To establish guidelines on the reimbursement of costs associated with permit/license fees for the installation of monitor wells on property owned by a municipality or governmental agency.

**Background:** Though most municipalities do not charge a permit fee, the Texas Commission on Environmental Quality (TCEQ) will pre-approve up to \$500 per well per event, as specified by the permit, for the installation of monitor wells and/or borings on property owned by a municipality or governmental agency. The cost for a permit/license fee must be documented in the proposal that such monitor wells and/or boring locations are necessary and that a permit/license is required by the governmental entity. This cost is in addition to the \$320 per property for offsite access negotiations. Recurring permit/license costs, such as annual fees will not be eligible for reimbursement. (Note: mark-up is not allowed on permit/license fees.)

### **REIMBURSEMENT POLICY:**

To be eligible for reimbursement of the \$500 per well permit/license, the requested costs must be supported by a copy of the permit and receipt showing payment of fees. A portion of the \$500.00 allowance may be utilized for payment of a bond required by the governmental entity and also for project management time to acquire the permit. However, total payment for acquiring the governmental permit will not exceed \$500 per well.

### **EXAMPLE:**

It is required that three monitor wells be installed along the right-of-way owned by a city. Pre-approval is given for \$1,500 (three wells x \$500) for this event. The city charges \$750 for permitting the three wells and requires a posting of a bond which costs \$250.00. Project management costs for three hours totaling \$240 are accrued in acquiring the permit. Total reimbursable amount is \$1,240 (\$750 + \$250 + \$240).

### **EFFECTIVE DATE OF IMPLEMENTATION:**

This Standard Operating Procedure replaces the one dated April 7, 2004.