

**State of California  
State Water Resources Control Board  
Division of Clean Water Programs  
Underground Storage Tank Cleanup Fund Program**

# **Recommended Minimum Invoice Cost Breakdown**

## **(USTCF RMICB)**

### **I. Personnel**

- Name or initials of staff performing the work.
- Job classification or title and hourly rate.
- Date and description of work performed.
  - The reasons for meeting with governmental agencies should be stated on the invoice.
- Hours charged for each task per day.

### **II. Contractor-owned Equipment**

- Description of equipment and purpose of use.
- Hourly or daily rate plus mobilization costs.
- Dates of use and number of hours/days charged.
- Purchase price if bought specifically the for project. Provide cost justification for purchase over rental/lease.

### **III. Travel**

- Vehicle use.
  - Rate per vehicle mile.
  - Number of vehicle miles.
- Name of individuals plus per-diem and other travel expenses if any.
- Date and purpose of travel.

### **IV. Materials**

- Major items such as well installation materials, pumps, treatment systems etc. should be listed by cost per item.
- Minor items which are bulked together in a lump sum should be listed also.

## **V. Subcontractors, Rentals or Services Purchased by Contractor**

- Name and type of business.
- Tasks performed and purpose of task.
- Equipment used.
- Subcontractor, rental or purchase invoice.
- Surcharges should be explained if any.

Note: For drilling work, the invoice should show the subcontractors equipment and manpower mobilization costs, and either the hourly or per foot rate. For excavation work, the invoice should show mobilization costs and hourly rates for equipment and manpower. For soil disposal, include the name, location, and landfill fees if disposed of at a landfill. For laboratory samples and analyses include the number of samples, type of analyses, and cost per sample/analysis. All invoices should show date work performed.

## **VI. Permits**

- Type and date of permit.
- Actual cost charged by regulatory agency.
- Personnel time used to obtain permit (broken down as in (I) above).
- Total cost as charged to claimant.