**Section 740.305 Recordkeeping for Agency Services**

a) Costs incurred by the Agency shall be tracked within the Agency by the use of site-specific codes. The following types of costs shall be documented as applicable:

1) Personal services costs and indirect costs;

2) Agency travel costs;

3) Professional and artistic services contractual costs;

4) Laboratory costs;

5) Other contractual costs; and

6) Other costs as agreed.

b) Vouchers associated with review and evaluation services for sites under this Part shall be identified by the assigned site-specific codes.

c) All Agency personnel performing review and evaluation services or other support services for a site under this Part shall allocate their time to that site using the assigned site-specific codes.