



TEXAS TECH™

Operating Policy and Procedure

OP 72.14: Geophysical Surveys

DATE: June 30, 2025

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policy on granting permits for geophysical surveys on university lands.

REVIEW: This OP will be reviewed every two years after publication by the Assistant Vice President and Chief Procurement Officer with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Policy

It is university policy to grant permits for geophysical surveys on university lands when it is considered in the best interest of the university to do so and when certain conditions are satisfied.

2. Procedure

a. Applications

Persons desiring permits for geophysical surveys on any TTU owned or leased property will make an application in writing to the Assistant Vice President and Chief Procurement Officer, Texas Tech University, Contract Management Office, Box 41094, Lubbock, Texas 79409-1094, or email contracting@ttu.edu, stating the location, nature, and duration of the surveys for which a permit is requested. The Assistant Vice President and Chief Procurement Officer, based on the information provided, will consult with the Associate Vice President for Operations and, if appropriate, the Managing Director of Grounds Maintenance and the Director of Agricultural and Farm Operations to determine the possibility of damage or destruction to streets, utility systems, drainage pipes, wells, irrigation systems, livestock, crops, fixtures, other property, other land improvements, and structures located under, on, and above the surface of university lands. If the likelihood of damage or destruction is determined to entail unacceptable risks, the request for a permit will be denied. If it does not, the permit will be granted if all other provisions of this OP are satisfied.

b. Charges

A charge will be made for each permit requested. The charge is negotiable depending on the character of the terrain, the likelihood of damages, the types of tests involved, and the involvement required by TTU staff, but it will not be less than the following minimums:

- (1) Shooting crews per mile:
 - (a) Initial 15-day permit – \$2,500
 - (b) Each additional 15-day permit – \$1,000
- (2) Seismic weight-dropping, vibrator, and dinoseis operations per mile:
 - (a) Initial 15-day permit – \$1,000
 - (b) Each additional 15-day permit – \$500
- (3) Single shot (reflection or refraction) per shot hole – \$500
- (4) Gravity meter and magnetometer survey operations, per crew, per day – \$500
- (5) Velocity survey per hole – \$1,000
- (6) Experimental work – negotiable

Other fees may be required based on access, easement, and use and will be negotiated by the parties.

c. Operational Restrictions

The permittee will be required to comply with the following restrictions:

- (1) Shot holes will be capped at all times when not in use and, when tests are completed, plugged in accordance with instructions issued by the Associate Vice President for Operations or their representative.
- (2) Paper, cans, wire, flagging, and other refuse shall be collected and removed from university lands.
- (3) Gates shall be closed and fences may not be driven over or taken down.
- (4) No powder charges may be exploded within one-quarter mile of any water well except by specific written permission of the Associate Vice President for Operations or their representative.
- (5) The Assistant Vice President and Chief Procurement Officer will be notified in writing at least five business days in advance of the time that any charges are to be exploded.
- (6) Vehicles will obey posted speed limits on campus and be driven at a reasonable rate of speed in agricultural areas, particularly around livestock. If the speed limit is not posted, vehicles may not exceed 25 mph.

d. Liability/Insurance

The permittee will be obligated to repair and/or compensate the university for damage to or destruction of property and to indemnify and hold the university harmless from any and all

damages and liability caused in conducting explorations with geophysical instruments. The permittee will be required to purchase and maintain insurance covering all equipment/vehicles operated on the university land, workers' compensation insurance as required by state law, and liability insurance for all operations. All insurance shall be submitted to the Assistant Vice President and Chief Procurement Officer at least four days prior to any work taking place.

e. Data Provided

The permittee will be obligated to file the following data with the Assistant Vice President and Chief Procurement Officer:

(1) Within 30 days after the expiration date of this permit:

A certified map identified by county, survey, block, section, and permit number, showing the location of shot holes and/or station points used in each survey made under this permit, the surface elevation of each, the depth of each hole drilled, the water sands encountered, and an estimate of the amount of water, if any, in each hole.

(2) Within 90 days after the expiration date of this permit:

A certified plat identified by county, survey, block, section, and permit number for each horizon investigated under this permit showing the location of each hole and/or station point used and the corrected or adjusted instrument readings recorded for each station point and contoured to represent correctly the permittee's interpretation of geological conditions in the land. This information will be held confidential by the university to the extent permissible under the Texas Public Information Act.

f. Payments

Payment is required prior to permit issuance. Payments will be made by check. Checks will be made payable to Texas Tech University and shall be delivered to the Assistant Vice President and Chief Procurement Officer, 1901 University Avenue, Suite 408, Lubbock, TX 79409 or may be payable by automated clearing house payment to TTU's depository institution.

g. Permits

A standard permit form (see attachment) will be used. Permits will be approved by the President or the Senior Vice President for Administration & Finance and Chief Financial Officer. A report of all permits granted will be made at the next regularly scheduled meeting of the Finance Committee of the Board of Regents. If a permittee fails to comply with the provisions of this OP, the university shall have the right, at its own option, to cancel the permit without a refund.

h. Use of Drones

The use of drones on any TTU leased or owned property shall be governed by all applicable TTU operating policies and requires pre-approval by TTU. Please contact the Assistant Vice President and Chief Procurement Officer to obtain permission.

i. Use of Water

Use of surface water and/or groundwater is prohibited unless expressly approved in writing by Texas Tech University. All requests for water use will be handled on a case-by-case basis.

j. Notification

The Assistant Vice President and Chief Procurement Officer will notify the Chief of Police, the Senior Vice President for Administration & Finance and Chief Financial Officer, the Associate Vice President for Operations, the Managing Director of Grounds Maintenance, and other officials of activities, as appropriate, at least 24 hours in advance of the time any seismic testing activity is to occur.

[Attachment: *Right of Access for Survey*](#)