

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
OPTIMAL WATER QUALITY PARAMETER MONITORING FORM (OWQPMF) 20955**

<b>COMPLETED BY PWS (OR AGENT)</b>		<b>COMPLETED BY LABORATORY</b>	
<b>PWS Name:</b>		<b>Laboratory Name</b>	
<b>PWS ID:</b>	TX	<b>TCEQ Lab ID #:</b>	
<b>PWS Address:</b>		<b>Laboratory Address:</b>	
<b>PWS Contact:</b>		<b>Laboratory Contact:</b>	
<b>PWS Contact Phone #:</b>		<b>Laboratory Contact Phone #:</b>	

**SAMPLE INFORMATION**

<b>Sample Collector Name:</b>		<b>Sample Collector Organization:</b>	
<b>Sample Collector (√):</b>	<input type="checkbox"/> Public Water System <input type="checkbox"/> Accredited Lab <input type="checkbox"/> Third Party Contractor	<b>LAB ID#:</b>	
<b>Temperature and pH (Y or N)</b>	<input type="checkbox"/> Are temperature and pH included on the sampling entity's Laboratory Approval Form on file at TCEQ?	<input type="checkbox"/> Were temperature and pH measured in the field within 15 minutes of sample collection?	<b>Parameters Requested:</b> Analyses are required for the parameters checked below. *If inhibitors containing phosphate or silica are used, parameters should be analyzed depending on which is used.

Facility ID entry point (PBCU001) or distribution (DS01)	Sample Point ID entry point (EWQP) or distribution (DSTWQP)	Sample Location (address of sample point)	Sample Collection Date (MM/DD/YY)	Sample Collection Time-24 Hr (HHMM)	Sample pH	Sample Temp (°C)	Replacement Indicator (√)	Original Sample ID#	Original Sample Date (MM/DD/YY)	Lab Sample ID	Alkalinity (1927)	Orthophosphate (as P) (1044) *	Silica (1049) *

**Sample Collection Acknowledgement** **Sample Conditions Upon Receipt (√)**

I acknowledge that information on this form is true and correct, and sites selected for sampling follow the instructions in the <i>TCEQ Monitoring and Sample Collection Guidance for Water Quality Parameters</i> . This includes, but is not limited to the measurement of pH and temperature immediately upon collection. Falsification of this form or tampering with water samples is a crime punishable under state or federal law. (Texas Penal Code, Title 8, Chapter 37, Section 37.10)	<input type="checkbox"/>	<b>Samples received unpreserved?</b>	<input type="checkbox"/>	<b>Ambient</b>	<input type="checkbox"/>	<b>Iced</b>
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<b>Name of Authorized PWS Representative (Print)</b>	<b>Signature</b>	<b>Organization</b>	<b>Date (MM/DD/YY)</b>	<b>Rejection Code (if applicable):</b>	<b>Actual/Corrected Sample Temperature (°C):</b>
				<b>Date/Time of Sample Preservation (Acidified):</b>	<b>Thermometer ID #:</b>

<b>CHAIN OF CUSTODY</b>				<b>Laboratory Comments:</b>
Relinquished By Sampler (Signature)	Date/Time:	Relinquished By Courier (Signature)	Date/Time:	
Received By Courier (Signature)	Date/Time:	<b>Received By Lab (Signature)</b>	Date/Time:	

# INSTRUCTIONS FOR COMPLETING THE OPTIMAL WATER QUALITY PARAMETER MONITORING FORM 20955

<b>The PWS (or agent) completes the following fields.<sup>1</sup></b>	
<b>PWS Name:</b>	Name of the public water system (PWS)
<b>PWS ID:</b>	PWS identification number (seven digits preceded by the letters "TX")
<b>PWS Address:</b>	PWS address
<b>PWS Contact Name:</b>	PWS contact person (or agent) responsible for the samples
<b>PWS Contact #:</b>	PWS contact (or agent) phone number
<b>Sample Collector Name:</b>	Name of actual sample collector
<b>Sample Collector Organization:</b>	Name of sample collector's organization
<b>Sample Collector (✓):</b>	Check if samples are collected by the PWS, your accredited lab or a 3rd party/contractor (include 3rd party's Lab ID number). Include sample collector's Lab ID number from <b>Form 10450</b> .
<b>Are temperature and pH included on the sampling entity's laboratory approval form on file at the TCEQ? (Y or N)</b>	Yes (Y) or No (N). Sampling entity must complete a <b>Laboratory Approval Form 10450</b> and submit to TCEQ for approval prior to sampling. EPA allowed methods must be used to measure pH and temperature in the field.
<b>Were temperature and pH measured in the field upon sample collection (i.e., within 15 minutes of sample collection)? (Y or N)</b>	Yes (Y) or No (N). Field measurements must be completed as soon as possible but no more than 15 minutes after sample collection.
<b>Facility ID #:</b>	Facility ID number found in Texas Drinking Water Watch (DWW). "DS01" for distribution, "PBCU001", etc. for entry points. Refer to "Sample Points" link on the DWW webpage at <a href="http://dww2.tceq.texas.gov/DWWW/">http://dww2.tceq.texas.gov/DWWW/</a>
<b>Sample Point ID #:</b>	Sample point ID number found in Texas DWW (e.g., "DSTWQP" for distribution, "EWQP" for entry points). Refer to "Sample Points" link on the DWW webpage at <a href="http://dww2.tceq.texas.gov/DWWW/">http://dww2.tceq.texas.gov/DWWW/</a>
<b>Sample Location:</b>	Address of sample point. For example, 123 Main Street
<b>Sample Collection Date:</b>	The date of sample collection by PWS (or agent) in MM/DD/YY format.
<b>Sample Collection Time:</b>	The time of sample collection by PWS (or agent) in 24-hour clock, HHMM format.
<b>Sample pH:</b>	Record the sample pH at time of collection in the field.
<b>Sample Temp:</b>	Record the sample temperature at time of collection in °C in the field.
<b>Replacement Indicator (✓):</b>	Check (✓) if the sample replaces a previously rejected sample. Otherwise, leave blank.
<b>Original Sample ID #:</b>	If the "Replacement Indicator" box is checked, fill out the "Original Sample ID #" column. Otherwise leave blank. Can be added by the laboratory.
<b>Original Collection Date:</b>	If the "Replacement Indicator" box is checked, fill out the "Original Sample Collection Date" column. Otherwise leave blank. Can be added by the laboratory.
<b>Sample collection acknowledgement:</b>	Responsible PWS representative (or agent) who vouches for correct sample collection procedure and documentation. Fill out name, signature, organization, and date.
<b>Chain of Custody (COC):</b>	Indicate sample transfer by signature and date if the form is used to document COC. Several lines are provided for multiple transfers.
<b>The Laboratory completes the following fields.<sup>2</sup></b>	
<b>Lab Name:</b>	Laboratory name
<b>TCEQ Lab ID #</b>	Laboratory ID number, unique to the Safe Drinking Water Information System (SDWIS). Usually, the first ten digits of the accreditation ID
<b>Lab Address:</b>	Laboratory address
<b>Lab Contact:</b>	Laboratory contact name
<b>Lab Contact Phone #:</b>	Laboratory phone number
<b>Lab Sample ID:</b>	Laboratory generated sample ID number
<b>Parameters Requested:</b>	Check analyses to be performed. Orthophosphate or silica may be required depending on the inhibitor used.
<b>Sample Conditions Upon Receipt:</b>	Check boxes that apply. Record the actual and corrected sample temperature separated by a "/". Provide the serial number of the thermometer. Provide rejection code(s) as applicable. Additional rejection information can be provided under laboratory comments.
<b>Rejection Code:</b>	If sample is rejected, fill in the code for the reason. See <a href="#">QAPP Addendum 3</a> for codes. Additional information can be provided under laboratory comments.
<b>Actual/corrected sample temperature:</b>	Record the actual and corrected sample temperature separated by a "/".
<b>Thermometer ID#:</b>	Record the serial number or other unique identifier of thermometer used to measure temperature.
<b>Date/time of sample preservation (acidification):</b>	Provide the date and time that the portion of the sample that requires preservation was acidified in the laboratory.
<b>Laboratory Comments:</b>	Optional. Any comments the laboratory may want to document.
<b>Received by Lab:</b>	Indicate sample receipt by signature and date if the form is used to document COC.

**If you have questions on how to fill out this form or about the Lead and Copper Rule program, please contact the Water Supply Division at 512-239-4691**

<sup>1</sup> See additional information at [tceq.texas.gov/drinkingwater/chemicals/lead\\_copper/lead-copper.html](http://tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html) under "Water Quality Parameter Sampling."

<sup>2</sup> See additional information in the QAPP Addendum 3 - *Guidance for the Analysis and Reporting of Water Quality Parameters under the Lead and Copper Rule* at [tceq.texas.gov/drinkingwater/pwss.html#QAPP](http://tceq.texas.gov/drinkingwater/pwss.html#QAPP)