

INSTRUCTIONS FOR COMPLETING THE WATER QUALITY PARAMETER MONITORING FORM 20679

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

¹ See additional information at www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html under "Water Quality Parameter Sampling."

² 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 <https://www.tceq.texas.gov/drinkingwater/pwss.html#QAPP>

For Water Quality Parameter questions, contact the TCEQ Water Supply Division Lead and Copper Monitoring Team at PWSLCR@tceq.texas.gov or (512) 239-4691.