

## ATTENTION PUBLIC WATER SYSTEMS:

### Instructions for Completing the TCPH NTRL Drinking Water (P/A) Coliform Submission/Report Form; Revision 6/1/2018

The TCPH NTRL Drinking Water (P/A) Coliform Submission/Report Form is required when reporting sample results to TCEQ for compliance with the Revised Total Coliform Rule (RTCR) and Ground Water Rule (GWR). Use of this form is mandatory for Public Water Systems.

1. Fill in the Public Water System (PWS) ID number, PWS Name and County just as it is found in Drinking Water Watch. (<http://dww2.tceq.texas.gov/DWW/>)
2. Complete the Name, Mailing Address, Phone Number and Additional Contact Information, if needed, of the person to whom the sample results should be reported.
3. Complete the Sampler name and signature sections. Submissions will be rejected by TCPH NTRL if the form is not signed by the sampler. Please read the required acknowledgement statement now included on the form below the sampler signature line.
4. PWSs must complete the "Sampler Association with PWS" section. If other is marked, please indicate in what capacity the sampler is associated with the system. **Community and Non-Transient Non-Community** PWSs should also fill in the operator's license number.
5. All PWSs submitting samples must indicate "Public" for System Type. Note: If an independent contractor submits construction samples for a PWS and includes the system's PWS Name and ID # on the submission form, the sample should be marked Public and chlorine residual documentation is required.
6. Complete all required **Sample Identification** information for each sample.
  - a. Under **Sample Identification/Location**, document the sample sites as listed in the Revised Total Coliform Rule (RTCR) Sample Siting Plan. Use specific addresses or locations; DO NOT use generic site numbers. For raw well samples, ensure the appropriate Source ID (e.g. G1234567A) is documented to avoid sample/data rejection. If you do not know the Source ID please contact TCEQ or visit the Drinking Water Watch (DWW) website under "Facilities". DWW link: <http://dww2.tceq.texas.gov/DWW/> to obtain the correct information prior to bringing samples into the lab.
  - b. If the sample collected replaces a previously rejected sample, check the box under "Replacement".
  - c. Fill in the **Date** the sample was collected. Fill in the **Time** of sample collection and indicate AM or PM. Date and time are mandatory.
  - d. Check the appropriate box for **Sample Type**. *Check only one box.* (Mandatory)
    - i. Compliance sample types include Distribution, Repeat or Raw Well.
    - ii. Non-Compliance sample types are Construction and Special. These types of samples are for water systems to use after construction work or for special investigation purposes and will not be used for TCEQ compliance.
    - iii. Repeat, replacement, and triggered raw samples must have the sample ID# and collection date of the originating sample completed next to the sample type indicator boxes.

- iv. **New as of 6/1/2018:** Repeat Samples must also have the repeat location...Use "OR" for Originating, use "UP" for upstream, and use "DN" for downstream repeat locations.
  - e. A **Chlorine Residual** must be measured and recorded for each sample collected in the field to prevent sample/data rejection. Fill in the measured residual in mg/L. Indicate the type of residual measured by circling "F" for Free or "T" for Total (Chloramines). Samples without a chlorine residual measured in the field at the time of collection will be rejected.
7. After collection, transport the sample(s) on ice to the laboratory. Chain of Custody (COC) signatures are now included on the submission/report form. Complete the Chain of Custody area by filling in the appropriate "Relinquished By" field(s) and date(s). The laboratory should complete the "Received By (Lab)" fields. The COC area of the form requires signatures; initials **are not** acceptable.
    - a. In the event the water system uses a courier, or someone other than the sampler delivers the water samples to the lab, the sampler will **sign** and date in the "Relinquished By" fields when turning over the samples to that courier who will **sign** and date the "Received By" field at the same time. The sampler or courier should complete the "Relinquished By" fields upon delivery of the samples to the laboratory.
    - b. All signatures/dates must be completed at the time of collection and/or sample transfer. Only relinquishing signatures to the lab are completed at the lab facility. Please "NA" (Not Applicable) the courier signature lines if the sampler collects and delivers samples to the lab.
  8. The laboratory must document the representative sample temperature of each group of samples submitted (e.g. per cooler). TCEQ has not established an acceptable temperature range for samples. The lab has been instructed to "consider the condition of transported samples and question their validity where temperatures are such that they may not be representative of conditions where they were collected". In other words, samples must arrive at the laboratory in coolers with ice for temperature preservation. In warmer weather, samples should arrive at the laboratory colder than when they were collected and in colder weather, samples should arrive at the laboratory cold but above freezing.
  9. **New as of 6/1/2018:** There is an additional lab result column for the lab's chlorine residual check (the post-collection chlorine residual must be 0 or "absent" for testing to be performed). The Lab will complete this column. An acceptable sample result on the report will have all three lab results (lab chlorine check, total coliform and *E. coli*) marked "Absent". If you have any other combination of results, you will need to complete additional testing per TCEQ requirements. Please call TCEQ if you have questions related to the repeat process; the lab does not have specific information on your system or sampling plans.
  10. **New as of 6/1/2018:** Due to the frequent changes required to this report form due to regulatory updates, TCPH NTRL has created a fillable PDF version of this form that can be found on the Tarrant County website at <http://www.tarrantcounty.com/en/public-health/north-texas-regional-laboratory.html> . We will no longer be using the duplicate carbon report forms. The single page submission/report form will be submitted with your sample and the lab will make yellow copies of the completed original reports to return to you. Hard copies of the form will still be available at the lab for your convenience as well as a printable version on the website if you want to continue to handwrite your submission form.

Thank you for selecting our laboratory for your testing needs. Our goal is to ensure that we stay current with regulations and requirements so your test data is acceptable for compliance with the RTCR and TCEQ.