

**Clean Water Act §319(h) Nonpoint Source Grant Program**

*Little Brazos River Tributaries Continued Water Quality Monitoring*

**TSSWCB Project # 23-03**

**Quality Assurance Project Plan**

**Texas State Soil and Water Conservation Board**

Revision #0

prepared by

Texas A&M AgriLife Research  
Texas Water Resources Institute

Effective Period: upon EPA final approval through September 30, 2026

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**Section A1: Approval Sheet**

Quality Assurance Project Plan (QAPP) for *Little Brazos River Tributaries Continued Water Quality Monitoring*

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Title: USEPA Texas Nonpoint Source Project Officer

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Title: TSSWCB Project Manager (PM)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Mitch Conine

Title: TSSWCB Quality Assurance Officer (QAO)

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Marianne Guzman  
Title: ATL QAO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## List of Acronyms and Abbreviations

APHA	American Public Health Association
ATL	Aqua-Tech Laboratories, Inc.
AWRL	Ambient Water Reporting Limits
AWWA	American Water Works Association
CAR	corrective action report
COC	chain of custody
DM	Data Manager
DMRG	data management reference guide
DO	dissolved oxygen
DQO	data quality objectives
LCS	laboratory control sample
LCSD	laboratory control sample duplicate
LDC	load duration curve
LM	Laboratory Manager
LOD	limit of detection
LOQ	limit of quantitation
NELAP	National Environmental Laboratory Accreditation Program
PM	Project Manager
QA	quality assurance
QAO	Quality Assurance Officer
QAPP	quality assurance project plan
QC	quality control
QM	quality manual
QPR	quarterly progress report
RPD	relative percent difference
SM	Standard Methods
SOP	standard operating procedure
SWQM	surface water quality monitoring
SWQMIS	Surface Water Quality Monitoring Information System
TCEQ	Texas Commission on Environmental Quality
TCEQ SOP, V1	TCEQ's Surface Water Quality Monitoring Procedures, Volume 1
TNI	The NELAP Institute
TSSWCB	Texas State Soil and Water Conservation Board
TWRI	Texas AgriLife Research, Texas Water Resources Institute
USEPA	United States Environmental Protection Agency
WEF	Water Environment Federation



### **Section A3: Distribution List**

Organizations, and individuals within, which will receive copies of the approved QAPP, and any subsequent revisions include:

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Bryan, TX 77807

Name: June Brien

Title: ATL LM

Name: Marianne Guzman

Title: ATL QAO

## **Section A4: Project/Task Organization**

The following is a list of individuals and organizations participating in the project with their specific roles and responsibilities:

**USEPA** – United States Environmental Protection Agency, Region VI. Provides project oversight and funding at the federal level.

### Anthony Suttice, USEPA Texas Nonpoint Source Project Officer

Responsible for overall performance and direction of the project at the federal level. Ensures that the project assists in achieving the goals of the Clean Water Act (CWA). Reviews and approves the QAPP, project progress, and deliverables.

**TSSWCB** – Texas State Soil and Water Conservation Board, Temple, Texas. Provide state oversight and management of all project activities and ensure coordination of activities with related projects and TCEQ.

### Jana Lloyd, TSSWCB; PM

Responsible for ensuring that the project delivers data of known quality, quantity, and type on schedule to achieve project objectives. Provides the primary point of contact between TSSWCB and TWRI. Tracks and reviews deliverables to ensure that tasks in the work plan are completed as specified. Reviews and approves QAPP and any amendments or revisions and ensures distribution of approved/revised QAPPs to TSSWCB participants. Notifies TSSWCB QAO of any project non-conformances or corrective actions reported or taken by TWRI.

### Mitch Conine, TSSWCB; QAO

Reviews and approves QAPP and any amendments or revisions. Responsible for verifying that the QAPP is followed by project participants. Monitors implementation of corrective actions. Coordinates or conducts audits of field and laboratory systems and procedures. Determines that the project meets the requirements for planning, quality assessment (QA), quality control (QC), and reporting under the TSSWCB Nonpoint Source Management Program.

**TWRI** – Texas Water Resources Institute, College Station, Texas. Responsible for general project oversight, coordination and administration, project reporting, collection of water quality data, data analysis and assessment, development of data quality objectives (DQOs) and QAPP development.

### Lucas Gregory, TWRI; Project Lead, QAO, & Field Supervisor

The TWRI Project lead is responsible for supporting the development and ensuring the timely delivery of project deliverables, ensuring cooperation between project partners, providing fiscal oversight, and completing project reporting.

The TWRI QAO is responsible for determining that the QAPP meets the requirements for planning, QA, and QC. Conducts audits of field and laboratory systems and

procedures. Responsible for maintaining the official, approved QAPP, as well as conducting quality assurance audits in conjunction with TSSWCB personnel.

The TWRI Field Supervisor is responsible for supervising all aspects of the sampling and measurement of surface waters and other field parameters. Responsible for the collection of water samples and field data measurements in a timely manner that meet the quality objectives specified in Section A7 ([Table A7.1](#)), as well as the requirements of Sections B1 through B8. Responsible for field scheduling, staffing, and ensuring that staff are appropriately trained. Reports status, problems, and progress to TWRI PM.

#### Luna Yang, TWRI; PM & DM

The TWRI PM is responsible for ensuring that tasks and other requirements in the contract are executed on time and comply with the QA/QC requirements in the system as defined by the contract and in the project QAPP; assessing the quality of subcontractor/participant work; and submitting accurate and timely deliverables to the TSSWCB PM.

The TWRI DM is responsible for acquisition, verification, and transfer of data to the TSSWCB PM. Oversees data management for the project. Performs data quality assurances prior to transfer of data to the Texas Commission on Environmental Quality (TCEQ) in the format specified in the most recent version of the Surface Water Quality Monitoring (SWQM) *Data Management Reference Guide* (DMRG; TCEQ 2019). Ensures that the data review checklist is complete, and data is submitted with appropriate codes. Provides the point of contact for the TSSWCB PM to resolve issues related to the data and assumes responsibility for the correction of any data errors.

**ATL** – Aqua-Tech Laboratories, Inc., Bryan, Texas. Responsible for conducting laboratory analysis.

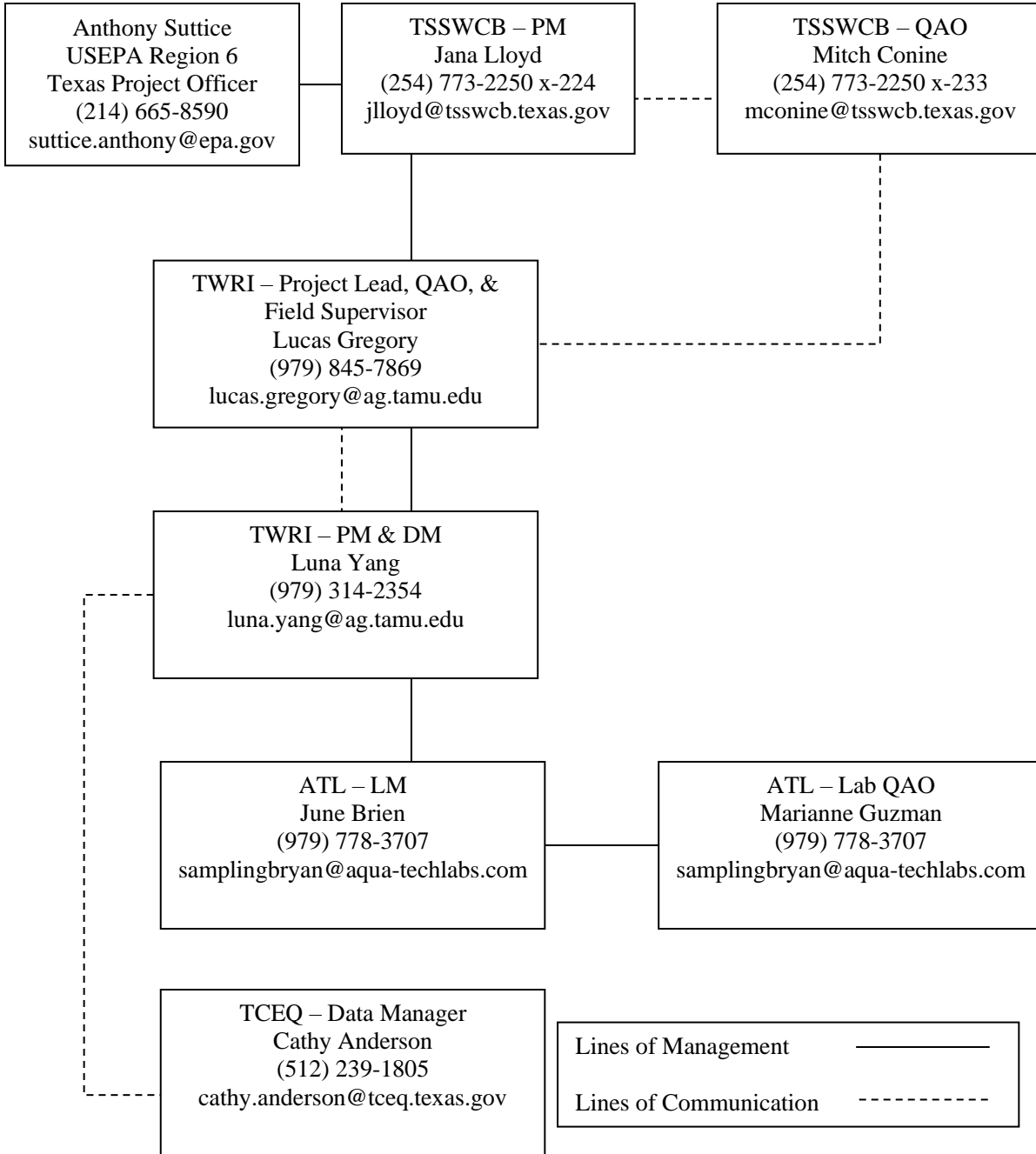
#### June Brien, ATL LM

Responsible for overall performance, administration, and reporting of analyses performed by ATL. Responsible for supervision of laboratory personnel involved in generating analytical data for the project. Ensures that laboratory personnel have adequate training and a thorough knowledge of the QAPP and related SOPs. Responsible for oversight of all laboratory operations ensuring that all QA/QC requirements are met, documentation is complete and adequately maintained, and results are reported accurately. Enforces corrective action, as required. Facilitates monitoring systems audits. Reviews and verifies all laboratory data for integrity and continuity, reasonableness, and conformance to project requirements, and then validates the data against the measurement performance specifications listed in [Table A7.1](#) of the QAPP.

#### Marianne Guzman, ATL QAO

Monitors the implementation of the QAM and the QAPP within the laboratory to ensure complete compliance with QA objectives as defined by the contract and in the QAPP. Conducts internal audits to identify potential problems and ensure compliance with

written SOPs. Responsible for supervising and verifying all aspects of the QA/QC in the laboratory. Performs validation and verification of data before the report is sent to TWRI. Ensures that all QA reviews are conducted in a timely manner from real-time review at the bench during analysis to final submittal of data to TWRI QA officer.



**Figure A4.1. Project Organization Chart**

## **Section A5: Problem Definition/Background**

Several water bodies in the Brazos River Basin are considered as impaired due to elevated *E. coli* concentrations. The Little Brazos River is the receiving water of five such waterbodies in Robertson County: Campbells Creek (1242I), Mud Creek (1242K), Pin Oak Creek (1242L), Spring Creek (1242M), and Walnut Creek (1242O). These creeks, except for Walnut Creek, were first listed as impaired in the *2002 Texas Water Quality Inventory and 303(d) List* (TCEQ 2002), and Walnut Creek was later designated impaired in the *2006 Texas Integrated Report* (TCEQ 2006). Data collected prior to 2010 was used in the *2014 Texas Integrated Report* (TCEQ 2014), and the geometric means of *E. coli* of these creeks range between 609 cfu/100 mL and 1,877 cfu/100 mL, which are well above the applicable water quality standard of 126 cfu/100 mL for primary contact recreation use.

In the *2018 Texas Surface Water Quality Standards* (TCEQ 2018), TCEQ recommended water quality standard changes for these five creeks to a secondary contact recreation one use standard of 630 cfu/100 mL. This recommendation was made based upon the results of the Recreational Use Attainability Analyses (RUAAs) conducted by the Brazos River Authority (BRA) under TSSWCB Project (08-54). USEPA has approved the standards change for Campbells Creek and the State of Texas continues to await decisions on the other four creeks. Regardless, these creeks are still considered impaired in the *2022 Texas Integrated Report* (TCEQ 2022) primarily due to insufficient data.

No water quality data was collected for the five creeks between 2010 and 2021. Data collection resumed in 2021 at five sites, one in each creek; however, sufficient data to fully assess the bacteria impairments will not be available until the *2028 Texas Integrated Report* is developed. Collecting more water quality data will help determine if the five creeks remain impaired for the designated use, and if remedial actions, such as developing a total maximum daily load (TMDL) or a watershed protection plan (WPP), are necessary to address the water quality issue. Both TMDL and WPP require a reasonable amount of water quality and streamflow data to assess the impairment status and to estimate pollutant loading reductions necessary to meet applicable water quality standards. Currently, the amount of water quality data is considered insufficient for any watershed-based planning.

## **Section A6: Project Goals and Task Description**

Through this project, routine water quality monitoring will be conducted in the five water bodies mentioned above with a focus on collecting pairs of instantaneous streamflow and *E. coli* concentration data. Data will be collected monthly at five sites (one per creek) for 30 months ([Figure A6.1](#)). Monthly sampling will include field parameters, streamflow measurements, and *E. coli* grab samples to enable future water quality assessments and watershed-based planning.

The purpose of this QAPP is to clearly delineate the QA policy, management structure, and procedures, which will be used to implement the QA requirements necessary for conducting water quality monitoring under Task 3. [Table A6.1](#) provides specific subtask milestones for this project.

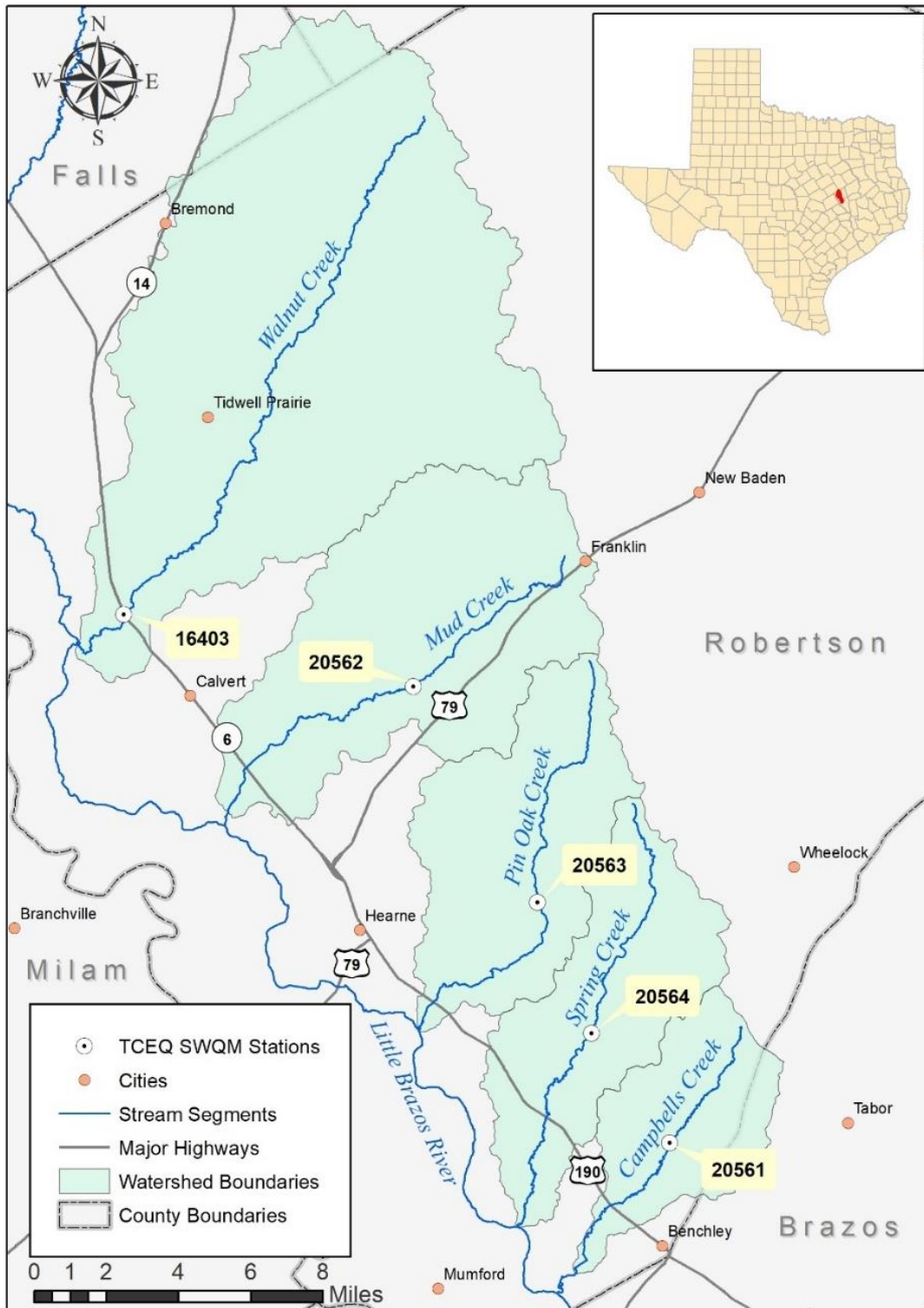


Figure A6.1. Little Brazos Tributaries watersheds and SWQM monitoring stations



**Table A6.1. Project Plan Milestones**

<b>Task</b>	<b>Project Milestones</b>	<b>Agency</b>	<b>Start Month</b>	<b>End Month</b>
3.1	Water Quality Monitoring – Upon QAPP approval, TWRI will conduct monthly ambient water quality monitoring at five sites (one per creek) for 30 months (150 total samples). Sampling will include basic field parameters (temperature, pH, DO, specific conductance, Secchi depth, and flow where conditions allow) and grab sample collection (analyzed for <i>E. coli</i> ). Water samples will be delivered to a National Environmental Laboratory Accreditation Program (NELAP)-accredited laboratory within the appropriate holding time for bacterial analysis.	TWRI/ ATL	5	34
3.2	Water Quality Data Submission – TWRI will maintain a master database of collected water quality data. Data will be submitted for inclusion in SWQMIS on a quarterly basis.	TWRI	9	36

TWRI will be responsible for the collection and transport of all water quality samples to ATL within appropriate sample holding times and in accordance with this QAPP. Sampling will be conducted routinely at the sampling sites designated in [Tables A6.2](#).

ATL will receive water samples and analyze them for *E. coli* enumeration.

**Table A6.2. SWQM Stations on the Little Brazos Tributaries**

TCEQ Station ID	Site Description	Latitude	Longitude	Start Date (Upon QAPP approval)	End Date	Mode of Sampling	Sample Matrix	# of Monitoring Events	Sampling Entity	Monitor Type*
16403	WALNUT CREEK AT SH 6, NW OF CALVERT	31.010351	-96.702422	01/2024	06/2026	Grab	Water	30	TWRI	RT
20562	MUD CREEK AT JACK BREWER RD, ROBERTSON CR 160 2.03 KM N AND 464 M W FROM THE INTERSECTION OF JACK BREWER RD, ROBERTSON CR 160 AND US 79	30.977111	-96.568020	01/2024	06/2026	Grab	Water	30	TWRI	RT
20563	PIN OAK CREEK AT FM 391 103 M N AND 1.61 KM E FROM THE INTERSECTION OF FM 391 AND FM 2549 IN ROBERTSON COUNTY	30.888895	-96.512921	01/2024	06/2026	Grab	Water	30	TWRI	RT
20564	SPRING CREEK AT JACK RABBIT LN 1.02 KM S AND 1.86 KM E FROM THE INTERSECTION OF JACK RABBIT LN AND FM 2549 IN ROBERTSON COUNTY	30.835661	-96.489661	01/2024	06/2026	Grab	Water	30	TWRI	RT
20561	CAMPBELLS CREEK AT JACKRABBIT LN 2.25 KM N AND 1.3 KM W FROM THE INTERSECTION OF JACK RABBIT LN AND E OLD SAN ANTONIO RD, COUNTY LINE RD IN ROBERTSON COUNTY	30.790401	-96.454732	01/2024	06/2026	Grab	Water	30	TWRI	RT

\*Monitor type description can be found in [Table A9.1](#).

## Section A7: Quality Objectives and Criteria for Data Quality

Personnel at TWRI will conduct water quality monitoring on stations 16403, 20562, 20563, 20564 and 20561. The objectives of the water quality sampling for this project are as follows:

1. Provide water quality and quantity data collection that meets TCEQ requirements for data to be included in the SWQMIS that is acceptable for use in future waterbody assessments.
2. Reinstate water quality and quantity data collection in the five project watersheds to generate a data set sufficient for the State of Texas to assess water quality relative to applicable water quality standards and to begin building a data set for future planning activity if deemed necessary.
3. Describe recent water quality findings and short-term temporal trends in final project report along with an assessment of whether water quality will meet designated standards and what appropriate next steps are for evaluated watersheds.

**Surface Water Quality Monitoring (SWQM)** – The goal of this section is to ensure that data collected meets the Data Quality Objectives (DQOs) of the project. The objective of this project is to gather water quality data from Walnut Creek, Mud Creek, Pin Oak Creek, Spring Creek, and Campbells Creek.

Following are actions that will be undertaken by this project to assess bacteria concentrations within the Walnut Creek, Mud Creek, Pin Oak Creek, Spring Creek, and Campbells Creek watersheds:

- Monitor water quality as related to bacteria.

The measurement performance criteria to support the project objectives are specified in [Table A7-1](#).

Consistent with the most recent version of the TCEQ *Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods* (TCEQ SOP, V1; [TCEQ 2012](#)), routine grab samples will be collected monthly. During routine sampling events, measurements of DO, specific conductance, Secchi depth, pH, stream flow, and water temperature will be obtained *in situ*. This data will be logged onto field data sheets and incorporated into a computer-based database maintained by TWRI.

Water samples collected will be transported to ATL for bacteria enumeration. TWRI will deliver water samples to ATL within designated holding times for respective analysis; ATL will use designated methods outlined in [Tables A7.1](#), and [B2.1](#). Appropriate DQOs and QA/QC requirements for this analysis are also reported in [Tables A7.1](#) and [B2.1](#).

### Ambient Water Reporting Limits (AWRLs)

The AWRL establishes the reporting specification at or below which data for a parameter must be reported to be compared with freshwater screening criteria. The AWRLs specified in [Table A7.1](#) are the program-defined reporting specifications for bacteria and yield data

acceptable for the TCEQ's water quality assessment. A full listing of AWRLs can be found at <https://www.tceq.texas.gov/assets/public/waterquality/crp/QA/awrlmaster.pdf>.

The limit of quantitation (LOQ) is the minimum level, concentration, or quantity of a target variable (e.g., target analyte) that can be reported with a specified degree of confidence by the laboratory analyzing the sample. Analytical results shall be reported down to the laboratory's LOQ (i.e., the laboratory's LOQ for a given parameter is its reporting limit).

The following requirements must be met in order to report results to TCEQ for inclusion in SWQMIS:

- The laboratory's LOQ for bacteria must be at or below the AWRL as a matter of routine practice.

Laboratory Measurement Quality Control Requirements and Acceptability Criteria are provided in Section B5.

### **Precision**

Precision is the degree to which a set of observations or measurements of the same property, obtained under similar conditions, conform to themselves. It is a measure of agreement among replicate measurements of the same property, under prescribed similar conditions, and is an indication of random error.

Laboratory precision is assessed by comparing replicate analyses of laboratory control samples (LCS) in the sample matrix (e.g., deionized water, sand, commercially available tissue) or sample/duplicate pairs in the case of bacterial analysis. Precision results are compared against measurement performance specifications and used during evaluation of analytical performance. Program-defined measurement performance specifications for precision are defined in Table A7.1.

### **Representativeness**

Site selection, the appropriate sampling regime, the sampling of all pertinent media according to TCEQ SOP, V1 (TCEQ 2012), and use of only approved analytical methods will assure that the measurement data represents the conditions at the site. Routine data collected for water quality assessment are considered spatially and temporally representative of routine water quality conditions. Water quality data are collected on a routine frequency and are separated by approximately even time intervals. For this project, monthly sampling will be conducted. Although data may be collected during varying regimes of weather and flow, the data sets will not be biased toward unusual conditions of flow, runoff, or season. The goal for meeting total representation of the water body will be tempered by the potential funding for complete representativeness.

### **Comparability**

Confidence in the comparability of routine data sets for this project and for water quality assessments is based on the commitment of project staff to use only approved sampling and analysis methods and QA/QC protocols in accordance with quality system requirements and

as described in this QAPP and in TCEQ SOP, V1 (TCEQ 2012). Comparability is also guaranteed by reporting data in standard units, by using accepted rules for rounding figures, and by reporting data in a standard format as specified in the Data Management Plan Section B10.

**Completeness**

The completeness of the data is basically a relationship of how much of the data is available for use compared to the total potential data. Ideally, 100% of the data should be available; however, the possibility of unavailable data due to accidents, insufficient sample volume, broken or lost samples, etc., is to be expected. Therefore, it will be a general goal of the project(s) that 90% data completion is achieved.

**Limit of Quantitation**

AWRLs ([Table A7.1](#)) are used in this project as the *limit of quantitation specification*, so data collected under this QAPP can be compared against the Texas Surface Water Quality Standards. Laboratory *limits of quantitation* ([Table A7.1](#)) must be at or below the AWRL for each applicable parameter.

Laboratory Measurement Quality Control Requirements and Acceptability Criteria are provided in [Section B5](#).

**Table A7.1. Measurement Performance Specifications**

Bacteriological Parameters in Water												
Parameter	Units	Matrix	Method	Parameter Code	Hold Time (hours)	AWRL	LOQ	LOQ Check Sample %Rec	Precision (RPD of LCS/LCSD)	Bias %Rec. of LCS	Lab	Completeness (%)
<i>E. coli</i> , IDEXX	MPN/100 mL	Water	9223 B	31699	8	1	1	NA	≤0.5*	NA	ATL	90
<i>E. coli</i> holding time IDEXX Colilert	Hours	Water	NA	31704	NA	NA	NA	NA	NA	NA	ATL	90

\*This value is not expressed as a relative percent difference. It represents the maximum allowable difference between the logarithm of the result of a sample and the logarithm of the duplicate result.

References:

United States Environmental Protection Agency (USEPA). Methods for Chemical Analysis of Water and Wastes, Manual #EPA-600/4-79-020. American Public Health Association (APHA), American Water Works Association (AWWA), and Water Environment Federation (WEF). 2022. Standard Methods for the Examination of Water and Wastewater, 24<sup>th</sup> Edition. (Note: The 25<sup>th</sup> edition may be cited if it becomes available.) Texas Commission on Environmental Quality (TCEQ). 2012. Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415). Revised August 2012.

**Table A7.2. Measurement Performance Specifications for Field Parameters**

Parameter	Units	Matrix	Method	Parameter Code	AWRL*	Limit of Quantitation (LOQ)	Recovery at LOQ (%)	PRECISION (RPD of LCS/LCSD)	BIAS %Rec. of LCS	Completeness (%)
pH (standard units)	s.u.	water	SM 4500 H <sup>+</sup> B and TCEQ SOP V1	00400	NA	NA	NA	NA	NA	90
Oxygen, dissolved	mg/L	water	SM 4500 O G and TCEQ SOP V1	00300	NA	NA	NA	NA	NA	90
specific conductance, field (us/cm @ 25c)	uS/cm	water	SM 2510 B and TCEQ SOP V1	00094	NA	NA	NA	NA	NA	90
Temperature	°C	water	SM 2550 B and TCEQ SOP V1	00010	NA	NA	NA	NA	NA	90
FLOW STREAM, INSTANTANEOUS (CUBIC FEET PER SEC)*	cfs	water	TCEQ SOP V1	00061	NA*	NA	NA	NA	NA	90
FLOW SEVERITY: 1=No Flow, 2=Low, 3=Normal, 4=Flood, 5=High, 6=Dry	NU	water	TCEQ SOP V1	01351	NA	NA	NA	NA	NA	90
STREAM FLOW ESTIMATE (CFS)	cfs	water	TCEQ SOP V1	74069	NA*	NA	NA	NA	NA	90
FLOW MTH 1=GAGE 2=ELEC 3=MECH 4=WEIR/FLU 5=DOPLER	NU	other	TCEQ SOP V1	89835	NA	NA	NA	NA	NA	90
Secchi Depth	meters	water	TCEQ SOP V1	00078	NA	NA	NA	NA	NA	90
Days since last significant rainfall	days	other	TCEQ SOP V1	72053	NA	NA	NA	NA	NA	90
Depth of bottom of water body at sample site	meters	water	TCEQ SOP V1	82903	NA	NA	NA	NA	NA	90
Maximum pool width <sup>1</sup>	meters	water	TCEQ SOP V1	89864	NA	NA	NA	NA	NA	90
Maximum pool depth <sup>1</sup>	meters	water	TCEQ SOP V1	89865	NA	NA	NA	NA	NA	90
Pool length in meters <sup>1</sup>	meters	water	TCEQ SOP V1	89869	NA	NA	NA	NA	NA	90
Percentage the pool covers within a 500-meter reach <sup>1</sup>	meters	water	TCEQ SOP V1	89870	NA	NA	NA	NA	NA	90

<sup>1</sup> Parameters for pools to be reported only if pooled conditions are sampled as outlined under the TCEQ Interim Guidance for Routine Surface Water Quality Monitoring During Extended Drought.

References:

\*Reporting to be consistent with SWQM guidance and based on measurement capability.  
American Public Health Association (APHA), American Water Works Association (AWWA), and Water Environment Federation (WEF). 2022. Standard Methods for the Examination of Water and Wastewater, 24<sup>th</sup> Edition. (Note: The 25<sup>th</sup> edition may be cited if it becomes available.)  
Texas Commission on Environmental Quality (TCEQ). 2012. Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods. RG-415. Revised August 2012.  
TCEQ. 2014 Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data. RG-416. Revised May 2014.

## **Section A8: Special Training Requirements/Certification**

### ***Surface Water Quality Monitoring (SWQM)***

Work conducted for this project is covered under and documented in this QAPP. Personnel conducting work associated with this project are deemed qualified to perform their work through educational credentials, specific job/task training, required demonstrations of competency, and internal and external assessments. Laboratories are NELAP-accredited as required. Records of educational credentials, training, demonstrations of competency, assessments, and corrective actions are retained by project management and are available for review.

Staff responsible for operating the field-use multi-parameter sondes and flow loggers will undergo training by a qualified trainer (the equipment manufacturer, TCEQ SWQM personnel, an experienced field sampler, or the QAO). Training may also occur at set statewide training events, such as the annual SWQM Workshop.

Field personnel will receive training in proper sampling and field analysis. Before actual sampling or field analysis occurs, they will demonstrate to the QAO (in the field), their ability to properly operate the field-use multi-parameter sondes and retrieve the samples. The QAO will sign off each field staff in their field logbooks. Field personnel training is documented and retained in the personnel file and will be available during a monitoring systems audit.

## **Section A9: Documentation and Records**

**SWQM** - Hard copies of general maintenance records, all field data sheets, chain of custody (COC) forms, laboratory data entry sheets, calibration logs, and corrective action reports (CARs) will be archived for at least five years. In addition, TWRI will archive electronic forms of all project data for at least five years. All electronic data are backed up on an external networked server. A blank CAR form is presented in [Appendix A](#), a blank field data reporting forms are presented in [Appendix B](#), and a blank COC form is presented in [Appendix C](#).

### **Laboratory Documentation**

Test/data reports from the laboratory must document the test results clearly and accurately. Routine data reports should be consistent with the 2016 *The NELAC Institute (TNI) Volume 1, Module 2, Section 5.10.2 Test Reports* (TNI 2016) and include the information necessary for the interpretation and validation of data. The requirements for reporting data and the procedures are provided.

Reports of results of analytical tests performed by the laboratory contain the following elements:

- Title of report
- Name and address of the laboratory
- Name and address of the client
- A clear identification of the sample(s) analyzed (unique identifiers)
- Identification of method used
- Identification of samples that did not meet QA requirements (by use of data qualifiers)
- Sample results
- Units of measurement
- Sample matrix
- Station information
- Date and time of collection
- LOQ and limit of detection (LOD) (formerly referred to as the reporting limit and the method detection limit, respectively), and qualification of results outside the working range (if applicable)
- Certification of NELAP compliance
- Clearly identified subcontract laboratory results (as applicable)
- A name and title of the person accepting responsibility for the report
- Project-specific QC results

Upon completion of all analyses, ATL generates a Report Cover Page, a Laboratory Analysis Report, and a Quality Control Data Report. The chain of custody documentation, field data sheets, and subcontract laboratory reports (if applicable) are attached to form the final report. ATL reviews the report and submits it to the TWRI QAO for additional review. Upon final review by the TWRI QAO, the report is submitted to the TWRI PM for electronic submittal to SWQMIS.



**Electronic Data**

Data will be submitted to the TCEQ by TWRI in the event/result format specified in the most current version of the TCEQ DMRG for upload to SWQMIS (TCEQ 2019). The DMRG can be found at [https://www.tceq.texas.gov/waterquality/data-management/dmrg\\_index.html](https://www.tceq.texas.gov/waterquality/data-management/dmrg_index.html). The Data Review Checklist and Summary as contained in Appendix D of this document will be submitted with the data.

All reported Events will have a unique TagID (see DMRG). TagIDs used in this project will be seven-character alphanumeric codes with the structure of the two-letter Tag prefix followed by a six-digit number: for example – TX012345, TX012346, etc.

Submitting Entity, Collecting Entity, and Monitoring Type codes will reflect the project organization and monitoring type in accordance with the DMRG (TCEQ 2019). The proper coding of Monitoring Type is essential to accurately capture any bias toward certain environmental conditions (for example, high flow events), and intent of sample collection.

**Table A9.1. SWQMIS Data Entry Codes**

Sample Description	Tag Prefix	Submitting Entity	Collecting Entity	Monitoring Type
Routine Monitoring	TX <sup>1</sup>	TX <sup>1</sup>	WR <sup>2</sup>	RT*

<sup>1</sup>TX: code for the Texas State Soil and Water Conservation Board

<sup>2</sup>WR: code for the Texas Water Resources Institute

\*RT: samples are scheduled in advance without intentionally trying to target any certain environmental condition. The sample is collected regardless of the conditions encountered.

Water quality monitoring data which are determined to meet spatial, temporal, and other sample collection and quality requirements necessary for 305(b)/303(d) assessment should be coded “RT”. Additional details about the sampling considerations for the 305(b)/303(d) assessment are included in the *Guidance for Assessing and Reporting Surface Water Quality in Texas*. Data which do not meet applicable requirements should be coded “RTWD”.

**Combined Project Documentation**

QPRs disseminated to the individuals listed in Section A3 will note activities conducted in connection with the water quality modeling project, items or areas identified as potential problems, and any variations or supplements to the QAPP. Final reports on the LDC analysis will be developed.

CARs will be utilized when necessary ([Appendix A](#)). CARs will be maintained in an accessible location for reference at TWRI and will be disseminated to the individuals listed in Section A3. CARs resulting in any changes or variations from the QAPP will be made known to pertinent project personnel and documented in updates or amendments to the QAPP.

All electronic data are backed up routinely. A blank CAR is presented in Appendix A and a blank COC form is presented in [Appendix C](#).

The TSSWCB may elect to take possession of records at the conclusion of the specified retention period.

**Table A9.2. Project Documents and Records**

Document/Record	Location	Retention	Form
QAPP, amendments, and appendices	TWRI	5 years	Electronic

QAPP distribution documentation	TWRI	5 years	Paper/Electronic
Corrective Action Reports (CARs)	TWRI/ATL	5 years	Paper/Electronic
Training Records	TWRI	5 years	Paper/Electronic
Field notebooks or field data sheets	TWRI	5 years	Paper/Electronic
Field equipment calibration/maintenance	TWRI	5 years	Paper/Electronic
Chain of custody records	TWRI/ATL	5 years	Paper/Electronic
Laboratory QA manuals	ATL	5 years	Paper/Electronic
Laboratory SOPs	ATL	5 years	Paper/Electronic
Laboratory procedures	ATL	5 years	Paper/Electronic
Instrument raw data files	ATL	5 years	Paper/Electronic
Instrument readings/printouts	ATL	5 years	Paper/Electronic
Laboratory data reports/results	ATL	5 years	Paper/Electronic
Laboratory equipment maintenance logs	ATL	5 years	Paper/Electronic
Laboratory calibration records	ATL	5 years	Paper/Electronic
Progress Reports (PRs)/Final Reports	TWRI/TSSWCB	3 years	Electronic

### **Data Transfer between Entities**

Data transfer between entities occurs via electronic means. The specific format of the data transferred depends on the specific data and includes ESRI ArcGIS, Microsoft Office, and Adobe PDF formats.

### **QAPP Revision and Amendments**

Until the work described is completed, this QAPP shall be revised as necessary and reissued annually on the anniversary date or revised and reissued within 120 days of significant changes, whichever is sooner. The last approved versions of QAPPs shall remain in effect until revised versions have been fully approved; the revision must be submitted to the TSSWCB for approval before the last approved version has expired. If the entire QAPP is current, valid, and accurately reflects the project goals and the organization’s policy, the annual re-issuance may be done by certifying that the plan is current. This can be accomplished by submitting a cover letter stating the status of the QAPP and a copy of new, signed approval pages for the QAPP.

Amendments to the QAPP may be necessary to reflect changes in project organization, tasks, schedules, objectives, and methods; address deficiencies and non-conformances; improve operational efficiency; and/or accommodate unique or unanticipated circumstances. Requests or amendments are directed from the TWRI Project Lead to the TSSWCB PM in writing. The changes are effective immediately upon approval by the TSSWCB PM and QAO, or their designees. Amendments to the QAPP and the reasons for the changes will be documented, and copies of the approved QAPP Expedited Amendment form will be distributed to all individuals on the QAPP distribution list by the TWRI QAO. Amendments shall be reviewed, approved, and incorporated into a revised QAPP during the annual revision process.

## **Section B1: Sampling Process Design (Experimental Design)**

**SWQM** - The sampling conducted for this project is intended to assess water quality in the Walnut Creek, Mud Creek, Pin Oak Creek, Spring Creek, and Campbells Creek watersheds. Sampling will be conducted monthly at one station per creek for all five creeks as directed by TCEQ SOP, V1 (TCEQ 2012). Sampling types, frequencies and locations are described in [Table A6.2](#). Physical parameters that will be measured *in-situ* through routine sampling include flow, specific conductance, DO, pH, and water temperature; other noted items will include flow severity, days since last significant rainfall, and present weather conditions. Water quality samples collected as part of the routine sampling schedule will be analyzed for *E. coli* as outlined in [Table A7.1](#).

To obtain representative results, ambient water sampling will occur on a routine schedule over the course of 30 months, capturing dry and runoff-influenced events at their natural frequency. There will be no prejudice against rainfall or high flow events, except that the safety of the sampling crew will not be compromised in case of lightning or flooding; this is left up to the discretion of the sampling crew. In the instance that a sampling site is inaccessible, no sample will be taken and will be documented in the field notebook and the event will be made up at a later date when safe conditions return.

### **Site Descriptions**

Monitoring will be conducted at one station per watershed.

**Station 16403, Walnut Creek at SH 6**, located on segment 1242O, is northwest of Calvert.

**Station 20562, Mud Creek at Jack Brewer Road**, located on segment 1242K, is 2.03 kilometers north on Robertson CR 160 and 464 meters west from the intersection of Jack Brewer Road.

**Station 20563, Pin Oak Creek at FM 391**, located on segment 1242L, is 103 meters north and 1.61 kilometers east from the intersection of FM 391 and FM 2549 in Robertson County.

**Station 20564, Spring Creek at Jack Rabbit Lane**, located on segment 1242M, is 1.02 kilometers south and 1.86 kilometers east from the intersection of Jack Rabbit Lane and FM 2549 in Robertson County.

**Station 20561, Campbells Creek at Jack Rabbit Lane**, located on segment 1242I, is 2.25 kilometers north and 1.3 kilometers west from the intersection of Jack Rabbit Lane and east of Old San Antonio Road.

The monitoring stations are included in [Table A6.2](#). Detailed site location maps are in [Section A6](#).

**Section B2: Sampling Method Requirements/Data Collection Method**

**SWQM**

**Field Sampling Procedures**

Field sampling will be conducted according to procedures documented in the latest version of the TCEQ SOP, V1 (TCEQ 2012). Additional aspects outlined below reflect specific requirements for sampling. Field sampling activities are documented on field data reporting forms as presented in [Appendix B](#).

All sample information will be logged into a field log. The following will be recorded for all water sampling:

- station ID
- location
- sampling time
- water depth
- date
- flow rate
- sample collector’s name/signature

Detailed observational data are recorded including water appearance, weather, biological activity, stream uses, unusual odors, specific sample information, days since last significant rainfall, estimated hours since rainfall began (if applicable), and flow severity. Perennial pool measurements will also be recorded with observations such as maximum pool width, maximum pool depth, pool length, and percent pool coverage in 500-meter reach.

Typically, water samples will be collected directly from the stream (midway in the stream channel) into approved sample containers.

Care will be exercised to avoid the surface microlayer of water, which may be enriched with bacteria and not representative of the water column. In cases where, for safety reasons, it is inadvisable to enter the stream bed, and boat access is not practical, staff will use a clean bucket and rope from a bridge to collect the samples from the stream. If a bucket is used, care will be taken to avoid contaminating the sample. Specifically, technicians must exert care to ensure that the bucket and rope do not come into contact with the bridge. The bucket must be thoroughly rinsed three times between stations. Samples are collected from subsequent buckets of water. This type of sampling will be noted in the field records.

Water temperature, pH, specific conductance, and DO will be measured and recorded *in-situ* with a multi-probe whenever samples are collected. Flow is measured with an electronic flow meter as described in the TCEQ SOP, V1 (TCEQ 2012). All samples will be transported in an iced container to the laboratory for analysis.

**Table B2.1. Storage, Preservation and Handling Requirements**

Parameter	Matrix	Container**	Preservation	Sample Volume	Holding Time
<i>E. coli</i> *	Water	SPS	< 6°C (but not frozen); sodium thiosulfate	100 ml (minimum); up to 290 ml (duplicates)	8 hours

\**E. coli* samples should always be processed as soon as possible and within 8 hours. When transport conditions necessitate delays in delivery longer than 8 hours, the holding time may be extended, and samples must be processed as soon as possible and within 30 hours.

\*\*Container Types: SPS = Sterile Polyethylene

### **Sample Containers**

The preferred bacteriological sample containers are the 120- and 290-mL bottles from QEC or IDEXX (or equivalent). The bottles contain sufficient sodium thiosulfate to remove 10 mg/L or 15 mg/L total chlorine, respectively. ATL will provide sealed, sterile glass and/or plastic bottles for bacteria samples. Certificates from sample container manufacturers are maintained by ATL.

### **Sample Labeling**

All sample containers will be labeled with the following information using an indelible, waterproof marker:

- collection date
- collection time
- site identification and short description
- and sampler's initials

### **Processes to Prevent Contamination**

The most recent version of the TCEQ SOP, V1 (TCEQ 2012) outlines the necessary steps to prevent contamination of samples. These include direct collection into sample containers, when possible. Field QC samples as discussed in [Section B5](#) are collected to verify that contamination has not occurred.

### **Failures in Sampling Methods Requirements and/or Deviations from Sample Design and Corrective Action**

Examples of failures in sampling methods and/or deviations from sample design requirements include but are not limited to such things as sample container problems, sample site considerations, etc. Failures or deviations from the QAPP are documented on the field data reporting form and reported to the TWRI PM. The project managers in consultation will determine if the deviation from the QAPP compromises the validity of the resulting data. The project managers, in consultation with the TWRI and TSSWCB PM and QAO, will decide to accept or reject data associated with the sampling event, based on best professional judgment. The resolution of the situation will be reported to the TSSWCB in the Quarterly Progress Report (QPR).

## **Section B3: Sample Handling and Custody Requirements**

### ***SWQM***

#### **Chain-of-Custody (COC)**

Proper sample handling and custody procedures ensure the custody and integrity of samples beginning at the time of sampling and continuing through transport, sample receipt, preparation, and analysis.

A sample is in custody if it is in actual physical possession or in a secured area that is restricted to authorized personnel. The COC form is a record that documents the possession of the samples from the time of collection to receipt in the laboratory. The list of items below is included on the COC form (See [Appendix C](#) for sample form).

1. Date and time of sample collection, shipping and receiving
2. Site identification
3. Sample matrix
4. Number of containers
5. Preservative used
6. Analyses required
7. Name of collector
8. Custody transfer signatures and dates and time of transfer
9. Bill of lading (*if applicable*)

#### **Sample Handling**

Field data sheets ([Appendix B](#)) are supplied to all field personnel prior to initiation of collection procedures. The field data sheets have spaces dedicated to recording all pertinent field observations and water quality parameters. The field staff has the prime responsibility to ensure that all pertinent information is recorded correctly and in the proper units.

Upon collection, sealing of the sample and following proper labeling, water samples are placed in an insulated cooler on ice and transported to the designated lab along with appropriate COCs within prescribed holding times. Routine samples will be delivered to ATL for processing. Once at the lab, samples and COCs are transferred to lab staff, are logged into the lab and analysis/bench sheets specific to the respective laboratory are established for each sample. Samples are placed in a refrigerated cooler dedicated to sample storage until sample processing begins. The LM has the responsibility to ensure that holding times are met with water samples. The holding time is documented on the COC.

#### **Sample Tracking Procedure Deficiencies and Corrective Action**

All failures associated with COC procedures as described in this QAPP are immediately reported to the TWRI PM. These include such items as delays in transfer, resulting in holding time violations; violations of sample preservation requirements; incomplete documentation, including signatures; possible tampering of samples; broken or spilled samples, etc. The TWRI PM, in consultation with the TWRI QAO, will determine if the procedural violation may have compromised the validity of the resulting data. Any failures that have reasonable

potential to compromise data validity will invalidate data, and the sampling event should be repeated. The resolution of the situation will be reported to the TSSWCB PM in the project progress report. CARs will be prepared by the TWRI QAO and submitted to the TSSWCB PM along with project progress reports.

## **Section B4: Analytical Methods**

**SWQM** - The analytical methods are listed in [Table A7.1](#) of Section A7. Laboratories must be accredited in accordance with NELAP requirements for the matrix, method, and parameter combinations listed in Table A7.1 of the QAPP. Procedures for laboratory analysis will be in accordance with the most recently published or online edition of *Standard Methods for the Examination of Water and Wastewater* (APHA, AWWA, and WEF 2022), the latest version of the TCEQ SOP, V1 (TCEQ 2012) or other reliable procedures acceptable to TCEQ.

Laboratories that produce analytical data under this QAPP must be NELAP accredited. Copies of laboratory quality manuals (QMs) and SOPs are available for review by the TCEQ.

### **Standards Traceability**

All standards used in the field and laboratory are traceable to certified reference materials. Standards and reagent preparation is fully documented and maintained in a standard logbook. Each documentation includes information concerning the standard or reagent identification, starting materials, including concentration, amount used and lot number; date prepared, expiration date and preparer's initials/signature. The bottle is labeled in a way that will trace the standard or reagent back to preparation. Standards or reagents used are documented each day samples are prepared or analyzed.

### **Analytical Method Deficiencies and Corrective Actions**

Deficiencies in field and laboratory measurement systems involve, but are not limited to, such things as instrument malfunctions, failures in calibration, blank contamination, quality control samples outside QAPP defined limits, etc. In many cases, the field technician or lab analyst will be able to correct the problem. If the problem is resolvable by the field technician or lab analyst, then they will document the problem on the field data sheet or laboratory record and complete the analysis. If the problem is not resolvable, then it is conveyed to ATL LM, who will make the determination and notify the TWRI QAO. If the analytical system failure may compromise the sample results, the resulting data will not be reported to the TCEQ SWQMIS database. The nature and disposition of the problem is reported on the data report. The TWRI PM/QAO will include this information in the CAR and submit it with the QPR, which is sent to the TSSWCB PM.

The definition of and process for handling deficiencies and deficiencies, non-conformances, and corrective action are defined in [Section C1](#).

The TCEQ has determined that analyses associated with the qualifier codes (e.g., "holding time exceedance", "sample received unpreserved", "estimated value", etc.) may have unacceptable measurement uncertainty associated with them. Therefore, data with these types of problems should not be reported to the TCEQ. Additionally, any data collected or analyzed by means other than those stated in the QAPP must have an appropriate data qualifier assigned which can be found in the most recent version of the SWQM DMRG.



**Section B5: Quality Control Requirements**

**SWQM**

**Sampling Quality Control Requirements and Acceptability Criteria**

The minimum field QC Requirements are outlined in the TCEQ SOP, V1 (TCEQ 2012). Specific requirements are outlined below. These procedures were revised in 2014 to eliminate the requirement for a field split. Field blanks are also not required for bacteriological samples.

**Table B5.1. Required Quality Control Analyses**

Parameter	Matrix	LCS	Lab Dup.	Field Blank	Method Blank
<i>E. coli</i>	<i>Water</i>	NA	√	NA	√

**Laboratory Measurement Quality Control Requirements and Acceptability Criteria**

**Batch**

A batch is defined as environmental samples that are prepared and/or analyzed together with the same process and personnel, using the same lot(s) of reagents. A **preparation batch** is composed of one to 20 environmental samples of the same NELAP-defined matrix, meeting the above-mentioned criteria and with a maximum time between the start of processing of the first and last sample in the batch to be 24 hours. An **analytical batch** is composed of prepared environmental samples (extract, digestate, or concentrates) which are analyzed together as a group. An analytical batch can include prepared samples originating from various environmental matrices and can exceed 20 samples.

**Method Specific QC Requirements**

QC samples, other than those specified later this section, are run (e.g., sample duplicates, surrogates, internal standards, continuing calibration samples, interference check samples, positive control, negative control, and media blank) as specified in the methods. The requirements for these samples, their acceptance criteria, or instructions for establishing criteria, and corrective actions are method specific.

Detailed laboratory QC requirements and corrective action procedures are contained within the individual laboratory QMs. The minimum requirements that all participants abide by are stated below.

**Laboratory Duplicates**

A laboratory duplicate is prepared by taking aliquots of a sample from the same container under laboratory conditions and processed and analyzed independently. For bacteriological parameters, precision is evaluated using the results from laboratory duplicates. Bacteriological duplicates are collected on a 10% frequency (or once per sampling run, whichever is more frequent). These duplicates will be collected in sufficient volume (200 mL or more) for analysis of the sample and its laboratory duplicate from the same container.

The base-10 logarithms of the result from the original sample and the result from its duplicate will be calculated. The absolute value of the difference between the two logarithms will be calculated, and that difference will be compared to the precision criterion in [Table A7.1](#).

If the difference in logarithms is greater than the precision criterion, the data are not acceptable for use under this project and will not be reported to TCEQ. Results from all samples associated with that failed duplicate (usually a maximum of 10 samples) will be considered to have excessive analytical variability and will be qualified as not meeting project QC requirements.

The precision criterion in [Table A7.1](#) for bacteriological duplicates applies only to samples with concentrations > 10 MPN/100mL. Field splits will not be collected for bacteriological analyses.

### **Quality Control or Acceptability Requirement Deficiencies and Corrective Actions**

Sampling QC excursions are evaluated by the TWRI PM, in consultation with the TWRI QAO. In that differences in sample results are used to assess the entire sampling process, including environmental variability, the rejection of results based on pre-determined limits may not be necessary for project purposes. Therefore, the professional judgment of the TWRI PM and QAO will be relied upon in evaluating results.

Laboratory measurement quality control failures are evaluated by the laboratory staff. The disposition of such failures and the nature and disposition of the problem is reported to the ATL QAO. The ATL QAO will discuss with the TWRI PM. If applicable, the TWRI PM will include this information in the CAR and submit it with the Progress Report, which is sent to the TSSWCB PM.

The definition of and process for handling deficiencies, nonconformance, and corrective action are defined in [Section C1](#).

**Section B6: Equipment Testing, Inspection, & Maintenance Requirements**

*SWQM* - All sampling equipment testing, and maintenance requirements are detailed in the most recent version of the TCEQ SOP, V1 (TCEQ 2012). Sampling equipment is inspected and tested upon receipt and is assured appropriate for use. Equipment records are kept on all field equipment and a supply of critical spare parts is maintained.

All laboratory tools, gauges, instrument, and equipment testing, and maintenance requirements are contained within laboratory QM(s).

## **Section B7: Instrument Calibration and Frequency**

*SWQM* - Field equipment calibration requirements are contained in the most recent version of the TCEQ SOP, V1 (TCEQ 2012) or manufacturers manuals. Equipment will be tested, maintained, inspected, and calibrated according to these procedures. Post calibration error limits and the disposition resulting from error are adhered to. Data not meeting post-error limit requirements invalidates associated data collected subsequent to the pre-calibration and are not submitted to the TCEQ.

Detailed laboratory calibrations are contained within the laboratory QM(s), SOPs, and manufacturers manuals as appropriate and will be tested, maintained, inspected, and calibrated according to these procedures.

**Section B8: Inspection/Acceptance Requirements for Supplies and Consumables**

*SWQM* - New batches of supplies are tested before use to verify that they function properly and are not contaminated. The ATL QM provides additional details on acceptance requirements for laboratory supplies and consumables.

**Section B9: Data Acquisition Requirements (Non-direct Measurements)**

**SWQM** - Water quality data available in TCEQ’s SWQMIS will be used as historical references for instream water quality and conditions.

Any non-direct measurements will comply with all requirements under this QAPP. Monitoring data collected by other entities and made available in TCEQ’s SWQMIS are not covered under this QAPP and will not be reported to the TSSWCB PM by the TWRI. However, data that meet the data quality objectives of this project will be useful in satisfying the data and informational needs of the project. The collection and qualification of the SWQM data are addressed in the TCEQ SWQM QAPP. Parameters utilized will include instantaneous streamflow, temperature, pH, specific conductance, Secchi depth, DO, and *E. coli*. Potential sources where data will be acquired from are included in [Table B9.1](#). No limitations will be placed on these data as they have been vetted by the TCEQ SWQM Data Management and Assessment Team and were collected under a TCEQ approved QAPP.

Only data collected directly under this QAPP will be submitted to the TCEQ for storage in SWQMIS. This project will not submit any acquired or non-direct measurement data to SWQMIS that has been or is going to be collected under another QAPP. All data collected under this QAPP, and any acquired or non-direct measurements will comply with all requirements/guidance of the project.

**Table B9.1. Monitoring Data Sources**

<b>Data Type</b>	<b>Monitoring Project/Program</b>	<b>Collecting Entity</b>	<b>Dates of Collection</b>	<b>QA Information</b>	<b>Data Use(s)</b>
Monitoring Data	TCEQ SWQM Program	TCEQ	9/1/1990 - Current at stations historically monitored by TCEQ in <a href="#">Table A6.2</a>	TCEQ SWQM QAPP; SWQMIS database	Summary statistics

## **Section B10: Data Management**

### **Data Management Process**

Samples are collected by field staff and delivered to the laboratory for analyses as described in Sections B1 and B2. Sampling information (e.g., site location, date, time, sampling depth, etc.) and measurement results from the field data sheets are manually entered by field personnel into the TWRI database for their corresponding event and are checked for errors.

Data generated by the lab are entered onto the lab data sheets, which are then transferred to TWRI. TWRI staff will enter these lab data into their database for the corresponding event. Customized data entry forms facilitate accurate data entry.

Following data verification and validation by the TWRI DM, the data are exported from the TWRI database into the pipe delimited Event/Result format required for submission to the TCEQ SWQMIS (as described in the SWQM DMRG July 2019 or a later version). Once TCEQ's approval of the data is obtained, the data is loaded into SWQMIS by the TCEQ DM.

### **Personnel**

Dr. Lucas Gregory is the TWRI Project Lead and Field Supervisor. Dr. Gregory is responsible for overseeing and supervising the project as well as the rest of the project team at TWRI; meanwhile, Dr. Gregory is the TWRI QAO and is responsible for ensuring that project data are scientifically valid, legally defensible, of known precision, accuracy, and integrity, meet the data quality objectives of the project, and are reportable to TSSWCB. Additionally, Dr. Gregory is responsible for ensuring the use of appropriate data collection techniques in the field, its proper documentation on field data sheets and the timely delivery of samples to the appropriate lab.

Ms. Luna Yang is the TWRI PM and DM. Ms. Yang will provide overall project management for TWRI, and she is also responsible for ensuring that the data are managed according to the data management plan and QAPP. Ms. Yang is also responsible for data storage, processing, and delivery to TSSWCB.

### **Hardware and Software Requirements**

Data are processed using the Microsoft Office 2019 or newer suite of tools and applications and are stored in TWRI's internal water quality database. Data integrity is maintained by the implementation of password protections which control access to the database and by limiting update rights to a select user group. No data from external sources are maintained in the database. The database administrator is responsible for assigning user rights and assuring database integrity.

Information Technology (IT) staff are responsible for assuring hardware configurations meet the requirements for running current and future data management/database software as well as providing technical support. Software development and database administration are also the responsibility of the IT department.

The types of TWRI computer equipment, hardware, and software to be used on the project are provided below. Data for this project will be submitted to TSSWCB using Microsoft Excel workbooks, Microsoft Word documents, and ESRI ArcGIS files both in a format and using media compatible with TSSWCB systems.

**Table B10.1. Listing of Project Hardware and Software**

<b>Equipment &amp; software name</b>	<b>Type</b>	<b>Specification</b>	<b>Use</b>
Dell and/or HP Computers and/or Desktops	Hardware	Intel Core Processor, 8 GB Ram or more, Windows 10 or Windows 11	Support data gathering, data analysis, and report generation.
Microsoft Teams and OneDrive	Software	Enterprise managed software	Project file management and data backup.
ArcGIS Pro 2.0 or higher and/or ArcMap 10.0 or higher	Software	Window interface	Development of project maps and spatial analyses
R 3.3.0 or higher and RStudio 2023.03.0 or higher	Software	Window interface	Analysis of historical water quality data; creation of water quality trend plots
Microsoft Office 365 Software (Excel, Word, PowerPoint, Access, etc.)	Software	Windows platform	Data preparation, report writing, presentations

**Data Handling**

Data is processed using Microsoft Office and RStudio. Data integrity is maintained by the implementation of password protections which control access to the database and by limiting update rights to a select user group. No data from external sources are maintained in the database. The database administrator is responsible for assigning user rights and assuring database integrity.

**Data Dictionary**

Terminology and field descriptions are included in the most recent version of the *SWQM* DMRG (TCEQ 2019). For the purposes of verifying which entity codes are included in this QAPP, the following will be used when submitting data under this QAPP:

**Tag Prefix:** TX - Texas State Soil and Water Conservation Board

**Submitting Entity:** TX - Texas State Soil and Water Conservation Board

**Collecting Entity:** WR - Texas Water Resources Institute

**Data Errors and Loss**

To prevent loss of data and minimize errors, all data generated under this QAPP are verified against the appropriate quality assurance checks as defined in the QAPP, including but not



limited to chain of custody procedures, field sampling documentation, laboratory analysis results, and quality control data.

Automated and manual Data Reviews are performed prior to data transmittal to TCEQ. Examples of checks that are used to review for data errors and data loss include:

- Parameter codes are contained in the QAPP
- Sites are in the QAPP Coordinated Monitoring Schedule
- Transcription or input errors
- Count of reported analytes (ex: # pH = # DO = # Temperature)
- Significant figures
- Values are at or above the LOQs
- Values are below the highest standard of the calibration curve, and appropriate dilutions (if necessary) have been used
- Check for outliers
- Use of correct reporting units
- Flows should have a flow method associated with the data
- If flow severity = 1, then flow = 0
- If flow severity = 6, then no value is reported for flow
- Depth of surface sample is reported
- Data not meeting post-cal requirements
- Post-calibration error limits for multiprobe instrumentation (Table 8.3 in TCEQ SOP, V1, Chapter 8; TCEQ 2012)

Data exceeding holding times, improperly preserved samples, and estimated concentrations have unacceptable measurement uncertainty associated with them. This uncertainty will immediately disqualify analyses for submittal to SWQMIS. Therefore, data with these types of issues are not reported to the TCEQ and will be noted in the Data Summary Report.

All data is uploaded to the SWQMIS User Acceptance Test environment, and a validator report is generated. The validator report is reviewed, and any issues are corrected prior to the data being transmitted to the TCEQ.

### **Archives/Data Retention**

Complete original data sets are archived on permanent paper and electronic media and retained on-site by TWRI for a retention period specified in Section A9.

### **Record-Keeping and Data Storage**

TWRI record keeping, and document control procedures are contained in the water quality sampling, SOPs, and this QAPP. Original field and laboratory data sheets are stored in the TWRI offices in accordance with the record-retention schedule in Section A9. Electronic copies of the data sheets are also maintained on network servers, external drives, and personal computers. The database backed up following each data entry event on network servers,

external drives and personal computers. If necessary, disaster recovery will be accomplished by information resources staff using the backup database.

### **Backup/Disaster Recovery**

TWRI utilizes Microsoft Teams, OneDrive, and SharePoint for enterprise file services. The enterprise file system utilizes the Microsoft Cloud to ensure secure data storage of critical operational and project files, automated and distributed data backup that meets AgriLife system policies, and automated file versioning. Microsoft Cloud services utilize multiple geographic redundancies that ensure 99.99% data availability in the event of data loss. Any information deleted is also recoverable within 93 days of deletion. File versioning is enabled to automatically save the previous 25 versions of a file so they can be rolled back in the event of file corruption or unintended changes. Microsoft Enterprise Cloud services are described in detail at: <https://docs.microsoft.com/en-us/office365/Enterprise/office-365-data-resiliency-overview>.

### **Data Verification/Validation**

The control mechanisms for detecting and correcting errors and for preventing loss of data during data reduction, data reporting, and data entry are contained in Sections D1, D2, and D3.

### **Forms and Checklists**

See [Appendix B](#) for the Field Data Reporting Form.

See [Appendix C](#) for the Chain-of-Custody Form

See [Appendix D](#) for the Data Review Checklist and Summary.

### **Data Dissemination**

At the conclusion of the project, the TWRI Project Leader will provide a copy of the complete project electronic spreadsheet via recordable media to the TSSWCB PM, along with the final report. The TSSWCB may elect to take possession of all project records. However, summaries of the data will be presented in the final project report.

**Section C1: Assessments and Response Actions**

The following table presents types of assessments and response actions for data collection and analysis activities applicable to the QAPP and all facets of the project.

**Table C1.1. Assessments and Response Actions**

<b>Assessment Activity</b>	<b>Approximate Schedule</b>	<b>Responsible Party</b>	<b>Scope</b>	<b>Response Requirements</b>
Status Monitoring Oversight, etc.	Continuous	TWRI	Monitor project status and records to ensure requirements are being fulfilled. Monitoring & review performance & data quality	Report to TSSWCB in QPR
Equipment testing	As needed	ATL/TWRI	Pass/Fail equipment testing	Repair or replace
Data completeness	As needed	ATL/TWRI	Assess samples analyzed vs. planned analysis	Reanalyze or amend objectives
Laboratory Inspections	TBD by TSSWCB	TSSWCB	Analytical and QC procedures in the laboratory	45 days to respond to TSSWCB with corrective actions
Technical systems audit	As needed	TSSWCB	Assess compliance with QAPP; review facility and data management as they relate to the project	45 days to respond to TSSWCB with corrective actions
Monitoring Systems Audit	Once per life of project	TSSWCB	Assess compliance with QAPP; review field sampling and data management as they relate to the project	45 days to respond to TSSWCB with corrective actions

In-house review of data quality and staff performance to assure that work is being performed in compliance with the QAPP will be conducted by all entities. If review shows that the work is not being performed according to standards, immediate corrective action will be implemented. CARs will be submitted to TSSWCB and documented in the project QPRs.

The TSSWCB QAO (or designee) will conduct an audit of the field or technical systems activities for this project as needed. Each entity will have the responsibility for initiating and implementing response actions associated with findings identified during the on-site audit. Once the response actions have been implemented, the TSSWCB QAO (or designee) may perform a follow-up audit to verify and document that the response actions were implemented effectively. Records of audit findings and corrective actions are maintained by the TSSWCB PM and TWRI QAO. Corrective action documentation will be submitted to the TSSWCB PM with the progress report. If audit findings and corrective actions cannot be resolved, then the authority and responsibility for terminating work is specified in agreements or contracts between participating organizations.

### **Corrective Action Process for Deficiencies**

Deficiencies are any deviation from the QAPP, TCEQ SOP, V1 (TCEQ 2012), DMRG (TCEQ 2019), lab QMs, or lab SOPs. Deficiencies may invalidate resulting data and may require corrective action. Corrective action may require samples to be discarded and re-collected. Deficiencies are documented in logbooks, field data sheets, etc. by field or laboratory staff. It is the responsibility of each respective entity's Project Leader or PM, in consultation with the TWRI QAO, to ensure that the actions and resolutions to the problems are documented and that records are maintained in accordance with this QAPP. In addition, these actions and resolutions will be conveyed to the TSSWCB PM both verbally and in writing in the project progress reports and by completion of a CAR. All deficiencies identified by each entity will trigger a CAR.

### **CARs should**

- Identify the problem, nonconformity, or undesirable situation
- Identify immediate remedial actions if possible
- Identify the underlying cause(s) of the problem
- Identify whether the problem is likely to recur, or occur in other areas
- Evaluate the need for Corrective Action
- Use problem-solving techniques to verify causes, determine solution, and develop an action plan
- Identify personnel responsible for action
- Establish timelines and provide a schedule
- Document the corrective action
- Evaluate the need for qualification or exclusion of data

The status of CARs will be included with QPRs. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the validity or integrity of data) will be reported to the TSSWCB immediately.

The TWRI Project Lead, PM, or each respective entity is responsible for implementing and tracking corrective actions. Records of audit findings and corrective actions are maintained by the TWRI Project Lead or PM of each respective entity. Audit reports and corrective action documentation will be submitted to the TSSWCB with the QPR.

## **Section C2: Reports to Management**

QPRs developed by the TWRI PM and/or Project Lead will note activities conducted in connection with the project, items or areas identified as potential problems, and any variations or supplements to the QAPP. CAR forms will be utilized when necessary ([Appendix A](#)). CARs will be maintained in an accessible location for reference by all project personnel and at TWRI and disseminated to individuals listed in Section A3. CARs that result in any changes or variations from the QAPP will be made known to pertinent project personnel and documented in an update or amendment to the QAPP.

If the procedures and guidelines established in this QAPP are not successful, corrective action is required to ensure that conditions adverse to quality data are identified promptly and corrected as soon as possible. Corrective actions include identification of root causes of problems and successful correction of identified problems. CARs will be filled out to document the problems and the remedial action taken. Copies of CARs will be included with the project's QPRs. These reports will discuss any problems encountered and solutions made. These reports are the responsibility of the QAO and the PM and will be disseminated to individuals listed in Section A3.

The final report for this project will summarize the activities completed and conclusions reached during the project and discuss the extent to which project goals and measures of success have been achieved. Data collected under this QAPP will be summarized in the final report. Items in this report will include a very brief description of methodologies utilized and implications of these findings.

## **Section D1: Data Review, Validation, and Verification**

For the purposes of this document, data verification is a systematic process for evaluating performance and compliance of a set of data to ascertain its completeness, correctness, and consistency using the methods and criteria defined in the QAPP. Validation means those processes taken independently of the data-generation processes to evaluate the technical usability of the verified data with respect to the planned objectives or intention of the project. Additionally, validation can provide a level of overall confidence in the reporting of the data based on the methods used.

All data obtained from field and laboratory measurements will be reviewed and verified for conformance to project requirements, and then validated against the data quality objectives which are listed in Section A7. Only those data which are supported by appropriate quality control data and meet the measurement performance specification defined for this project will be considered acceptable and submitted to the TCEQ for entry into SWQMIS.

The procedures for verification and validation of data are described in Section D2, below. The ATL LM and ATL QAO are responsible for ensuring that laboratory data are scientifically valid, defensible, of acceptable precision and bias, and reviewed for integrity. The TWRI DM will be responsible for ensuring that all data are properly reviewed, verified, and submitted in the required format to be loaded into SWQMIS. The ATL QAO is responsible for validating a minimum of 10% of the data produced in each task. Finally, ATL QAO is responsible for validating that all data to be reported meet the objectives of the project and are suitable for reporting to TCEQ.

## **Section D2: Validation Methods**

### ***SWQM***

Field and laboratory data will be reviewed, verified, and validated to ensure conformance with project specifications and adherence to end use as described in Section A7 of this document.

Data review, verification, and validation will be performed using self-assessments and peer and management review as appropriate to the project task. The data review tasks to be performed by field and laboratory staff are listed in the first column of [Table D2.1](#). Potential errors are identified by examination of documentation and by manual or computer-assisted examination of corollary or unreasonable data. If a question arises or an error is identified, the manager of the task responsible for generating the data is contacted to resolve the issue. Issues which can be corrected are corrected and documented. If an issue cannot be corrected, the task manager consults with the higher-level project management to establish the appropriate course of action, or the data associated with the issue are rejected and not reported to the TSSWCB for submission to TCEQ for storage in SWQMIS. Field and laboratory reviews, verifications, and validations are documented.

**Table D2.1. Data Review Tasks**

<b>Data to be Verified</b>	<b>Field</b>	<b>Lab</b>	<b>Lead Organization Data Manager</b>
Sample documentation complete; samples labeled, sites identified	Y	Y	
Field QC samples collected for all analytes as prescribed in the TCEQ <i>SWQM Procedures Manual</i>	Y		
Standards and reagents traceable	Y	Y	
Chain of custody complete/acceptable	Y	Y	
NELAP Accreditation is current		Y	
Sample preservation and handling acceptable	Y	Y	
Holding times not exceeded	Y	Y	
Collection, preparation, and analysis consistent with SOPs and QAPP	Y	Y	Y
Field documentation (e.g., biological, stream habitat) complete	Y		Y
Instrument calibration data complete	Y	Y	Y
Bacteriological records complete	Y	Y	
QC samples analyzed at required frequency	Y	Y	Y
QC results meet performance and program specifications	Y	Y	Y
Analytical sensitivity (LOQ/AWRL) consistent with QAPP	Y	Y	Y
Results, calculations, transcriptions checked	Y	Y	Y
Laboratory bench-level review performed		Y	
All laboratory samples analyzed for all scheduled parameters	Y	Y	Y
Corollary data agree	Y	Y	Y
Nonconforming activities documented	Y	Y	Y
Outliers confirmed and documented; reasonableness check performed		Y	Y
Time based on 24-hour clock			Y
Absence of transcription error confirmed	Y	Y	Y
Absence of electronic errors confirmed	Y	Y	Y
Sampling and analytical data gaps checked	Y	Y	Y
Field instrument pre and post calibration results within limits	Y		Y
10% of data manually reviewed	Y	Y	Y

After the field and laboratory data are reviewed, another level of review is performed once the data are combined into a data set. This review step as specified in [Table D2.1](#) is performed by the TWRI DM and QAO. Data review, verification, and validation tasks to be performed on the data set include, but are not limited to, the confirmation of laboratory and field data review, evaluation of field QC results, additional evaluation of anomalies and outliers, analysis of sampling and analytical gaps, and confirmation that all parameters and sampling sites are included in the QAPP.

The Data Review Checklist (see [Appendix D](#)) covers three main types of review: data format and structure, data quality review, and documentation review. The Data Review Checklist is transferred with the water quality data submitted to the TSSWCB to ensure that the review process is being performed.



Another element of the data validation process is consideration of any findings identified during the monitoring systems audit conducted by the TSSWCB QAO. Any issues requiring corrective action must be addressed, and the potential impact of these issues on previously collected data will be assessed. After the data are reviewed and documented, the TWRI PM verifies that the data meet the data quality objectives of the project and are suitable for reporting to TSSWCB and subsequently TCEQ.

If any requirements or specifications of the QAPP are not met, based on any part of the data review, the responsible party should document the nonconforming activities and submit the information to the TWRI DM with the data. This information is communicated to the TSSWCB by the TWRI in the Data Summary (See [Appendix D](#)).

### **Section D3: Reconciliation with User Requirements**

#### ***SWQM***

Data produced in this project, and data collected by other organizations will be analyzed and used in the development of water quality restoration plans. Data that do not meet requirements described in this QAPP will not be submitted to SWQMIS nor will it be considered appropriate for any of the uses noted above.

Data collected from this project will be analyzed by TWRI to document the current state of water quality in Little River. Data will be used to augment the existing geometric means that will be compared to the water quality standard.

Data produced in this project will be analyzed and reconciled with project data quality requirements. Data meeting project requirements may be used for TMDL development, water quality standards development, and permit decisions as appropriate. Data that do not meet data quality objectives outlined in this document will not be submitted to SWQMIS.

## References

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- TCEQ. 2022. 2022 Texas Integrated Report of Surface Water Quality for the Clean Water Act Sections 305(b) and 303(d).  
<https://www.tceq.texas.gov/waterquality/assessment/22twqi/22txir>
- United States Environmental Protection Agency (USEPA). Methods for Chemical Analysis of Water and Wastes. [Manual #EPA-600/4-79-020](#)

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**Appendix A: Corrective Action Report**

**SOP-QA-001**

**CAR #:** \_\_\_\_\_

Date: \_\_\_\_\_

Area/Location: \_\_\_\_\_

Reported by: \_\_\_\_\_

Activity: \_\_\_\_\_

State the nature of the problem, nonconformance or out-of-control situation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Possible causes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Corrective Actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAR routed to: \_\_\_\_\_

Received by: \_\_\_\_\_

Corrective Actions taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has problem been corrected?:                      YES                      NO

Immediate Supervisor: \_\_\_\_\_

Program Manager: \_\_\_\_\_

TWRI Quality Assurance Officer: \_\_\_\_\_

TSSWCB Quality Assurance Officer: \_\_\_\_\_

**Appendix B: Field Data Reporting Form**

**Little Brazos Tributaries Watersheds Monitoring Field Data Form**

PLEASE PRINT (Black, Indelible Ink)

Monitor's Name:		Station ID #:																																	
Sample Location:		Sample Type: Routine																																	
Date:	Sample Time (6 hr):	Sample Depth (Meters):																																	
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<b>Field Measurements</b>																																			
Code	Data	Descriptor																																	
00400		pH (Standard Units)																																	
00010		Water Temperature (Celsius)																																	
00300		Dissolved Oxygen (mg/L)																																	
00094		Specific Conductance (micro S/cm)																																	
00061		Instantaneous Stream Flow (cfs)																																	
00078		Secchi Depth (meters)																																	
31699		E. coli IDEXX Method MPN/100mL																																	
82903		Depth to water bottom at sample site (Meters)																																	
31704		E. coli, IDEXX, Holding Time (hrs)																																	
74069		Steamflow estimate (cfs)																																	
<b>Field Observations</b>																																			
01351		Flow Severity (1-no flow, 2-low, 3-normal, 4-flood, 5-high, 6-dry)																																	
89835		Flow Measurement Method (1-gage, 2-electric, 3-mechanical, 4-wier/flume, 5-doppler)																																	
72053		Days since last significant rainfall																																	
<i>If sampling from an perennial pool (isolated pool)</i>																																			
89864		Maximum pool width (Meters)																																	
89865		Maximum pool depth (Meters)																																	
89869		Pool length (Meters)																																	
89870		Percentage the pool covers within a 500 meter reach																																	
<b>Parameters Collected</b> (Circle Appropriate):     E. coli (IDEXX) 9223 B																																			
<b>Other Observations:</b>																																			
<b>Comments:</b>																																			
I CERTIFY THAT ALL PROCEDURES HAVE BEEN FOLLOWED AND THIS INFORMATION IS ACCURATE TO THE BEST OF MY ABILITY.																																			
CERTIFIED MONITOR'S SIGNATURE	DATE	DATA MANAGER'S SIGNATURE	DATE																																



**Appendix C: Chain of Custody Record**

<b>Chain-of-Custody and Analysis Request</b>				<b>Aqua-Tech Laboratories, Inc.</b> <b>Austin</b> <b>Bryan</b> <small>7500 Hwy 71 W Suite 105                      635 Phil Gramm Blvd.        Austin, TX 78735                                      Bryan, TX 77807        512.301.9559    979.776.3707</small>		Work Order / C-O-C  Page      of											
<b>Client /Project:</b> Name _____ Address _____ City _____ State _____ ZIP _____ Phone / Email _____		<b>Definitions</b> DW - Drinking Water NP - Non-Potable Water S - Solid  CM - Custody Maintained CTU - Custody Transfer Unbroken CT - Corrected Temperature SUB - Subcontracted Analysis		(+) Container Type P - Plastic G - Glass T - Teflon®		T104704371 TX239  Test results meet all accreditation/certification requirements unless stated otherwise.		V-0023 R03									
<b>Sample Custody</b>																	
Relinquished by (print & sign)		<input type="checkbox"/> Sampler <input type="checkbox"/> Client <input type="checkbox"/> ATL Field		Date _____ Time _____		<input type="checkbox"/> Load / Refrig <input type="checkbox"/> Custody Sealed											
Received by (print & sign)		<input type="checkbox"/> Client <input type="checkbox"/> ATL Field		Date _____ Time _____		<input type="checkbox"/> Load / Refrig <input type="checkbox"/> CM / CTU											
Relinquished by (print & sign)		<input type="checkbox"/> Client <input type="checkbox"/> ATL Field		Date _____ Time _____		<input type="checkbox"/> Load / Refrig <input type="checkbox"/> CM / CTU											
Received by (print & sign)		<input type="checkbox"/> Client <input type="checkbox"/> ATL Field		Date _____ Time _____		<input type="checkbox"/> Load / Refrig <input type="checkbox"/> CM / CTU											
Relinquished by (print & sign)		<input type="checkbox"/> Client <input type="checkbox"/> ATL Field		Date _____ Time _____		<input type="checkbox"/> Load / Refrig <input type="checkbox"/> CM / CTU / Sealed											
Received by (print & sign)		<input type="checkbox"/> Lab		Date _____ Time _____		<input type="checkbox"/> Cond Good <input type="checkbox"/> Load / Refrig <input type="checkbox"/> CM / CTU											
<b>Client Comments:</b>		<b>* Preservatives</b>		<b>Receipt in Lab</b>													
		1 < 6 °C (unfrozen)		Cooler ID :													
		2 H2SO4		Temperature (°C) : read / CT													
		3 HCl															
		4 HNO3		Preservation Correct ?		YES	NO	YES	NO								
		5 Na2S2O3		Post Preservatives ?		YES	NO	YES	NO								
		6 NaOH		Thermometer ID :													
		7		pH Paper ID :													
Lab Comments																	
Field Sample ID <small>(record field data for each sample in space below)</small>		Start		End		Composite Type	Sample Matrix	Container(s)				LAB USE ONLY BELOW (initials)					
		Date	Time	Date	Time			Bottle Count	Volume (Size in L)	Type (+)	Preservative(s) *	Cooler ID	pH Check	CM	CTU	WORK ORDER	
Analysis Requested & Comments:																	Sample
Analysis Requested & Comments:																	Sample
Analysis Requested & Comments:																	Sample
Analysis Requested & Comments:																	Sample
Analysis Requested & Comments:																	Sample

**Appendix D: Data Review Checklist and Data Summary Sheet**

**Data Review Checklist**

**Title of associated QAPP:** \_\_\_\_\_

**J, X, or N/A**

**Data Format and Structure**

- A. Are there any duplicate *Tag ID* numbers? \_\_\_\_\_
- B. Are the *Tag prefixes* correct? \_\_\_\_\_
- C. Are all *Tag ID* numbers 7 characters? \_\_\_\_\_
- D. Are TCEQ station location (SLOC) numbers assigned? \_\_\_\_\_
- E. Are sampling *Dates* in the correct format, MM/DD/YYYY? \_\_\_\_\_
- F. Is the sampling *Time* based on the 24-hour clock (e.g. 13:04)? \_\_\_\_\_
- G. Is the *Comment* field filled in where appropriate (e.g. unusual occurrence, sampling problems, unrepresentative of ambient water quality) and any punctuation deleted? \_\_\_\_\_
- H. *Source Code 1, 2* and *Program Code* are valid and used correctly? \_\_\_\_\_
- I. Is the sampling date in the *Results* file the same as the one in the *Events* file? \_\_\_\_\_
- J. Values represented by a valid parameter (*STORET*) code with the correct units and leading zeros? \_\_\_\_\_
- K. Are there any duplicate parameter codes for the same *Tag Id*? \_\_\_\_\_
- L. Are there any invalid symbols in the Greater Than/Less Than (*GT/LT*) field? \_\_\_\_\_
- M. Are there any tag numbers in the *Results* file that are not in the *Events* file? \_\_\_\_\_
- N. Have confirmed outliers been identified? (with a "■" in the *Verify\_flg* field) \_\_\_\_\_
- O. Have grab data (bacteria, for example) taken during 24-hr events been reported separately as RT samples? \_\_\_\_\_
- P. Is the file in the correct format (ASCII pipe-delimited text)? \_\_\_\_\_

**Data Quality Review**

- A. Are all the values reported at or below the AWRL? \_\_\_\_\_
- B. Have the outliers been verified? \_\_\_\_\_
- C. Checks on correctness of analysis or data reasonableness performed?  
 e.g.: Is ortho-phosphorus less than total phosphorus?  
 Are dissolved metal concentrations less than or equal to total metals? \_\_\_\_\_
- D. Have at least 10% of the data in the data set been reviewed against the field and laboratory data sheets? \_\_\_\_\_
- E. Are all parameter codes in the data set listed in the QAPP? \_\_\_\_\_
- F. Are all stations in the data set listed in the QAPP? \_\_\_\_\_

**Documentation Review**

- A. Are blank results acceptable as specified in the QAPP? \_\_\_\_\_
- B. Were control charts used to determine the acceptability of field duplicates? \_\_\_\_\_
- C. Was documentation of any unusual occurrences that may affect water quality included in the Event file Comments field? \_\_\_\_\_
- D. Were there any failures in sampling methods and/or deviations from sample design requirements that resulted in unreportable data? If yes, explain on next page. \_\_\_\_\_
- E. Were there any failures in field and laboratory measurement systems that were not resolvable and resulted in unreportable data? If yes, explain on next page. \_\_\_\_\_

J = Yes    X = No    N/A = Not applicable

Describe any data reporting inconsistencies with AWRL specifications. Explain failures in sampling methods and field and laboratory measurement systems that resulted in data that could not be reported to the TCEQ. (attach another page if necessary):

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Date Submitted to TCEQ: \_\_\_\_\_

Tag ID Series: \_\_\_\_\_

Date Range: \_\_\_\_\_

Data Source: \_\_\_\_\_

Comments (attach README.TXT file if applicable):

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**Planning Agency's Data Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DATA SUMMARY**

**Data Set Information**

**Data Source:** \_\_\_\_\_.

**Date Submitted:** \_\_\_\_\_.

**Tag\_id Range:** \_\_\_\_\_.

**Date Range:** \_\_\_\_\_.

**Comments:**

Please explain in the space below any data discrepancies discovered during data review including:

- Inconsistencies with AWRL specifications or LOQs
- Failures in sampling methods and/or laboratory procedures that resulted in data that could not be reported to the TCEQ (indicate items for which the Corrective Action Process has been initiated).
- Include completed Corrective Action Plans with the applicable Progress Report.

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- I certify that all data in this data set meets the requirements specified in Texas Water Code Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 Texas Administrative Code Chapter 25, Subchapters A & B.
- This data set has been reviewed using the Data Review Checklist.

**Planning Agency Data Manager:** \_\_\_\_\_.

**Date:** \_\_\_\_\_.