

PROCEDURES FOR MAKING INTERIM CHANGES TO THE SWQM PROCEDURES MANUALS

This document outlines the process for making interim changes to the *Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods* (RG-415) and *Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data* (RG-416). A complete revision of the manual is done every three to five years. The loose leaf format of the manual was designed to facilitate the insertion of interim updates between full revisions.

The process for making interim changes to the SWQM Procedures Manuals is as follows,

1. TCEQ receives a change request.
2. Manual coordinators are notified.
3. Verify the need for the change.
4. Is this a substantial change?

If yes,

1. Assign an interim change document number.
2. Add information to the “SWQM Manual Interim Change Summary” table.
3. Draft interim change document.
4. Distribute for peer review.
5. Finalize, post on the web and send update notifications.

If no,

1. Add change to the “SWQM Manual Interim Change Summary” table showing redline and strikeouts of the changed text.
2. Peer review table prior to posting on the web.
3. Post to the web two to three times per year.

Figure E.1 outlines this interim change process. Figures E.2 and E.3 show examples of the “SWQM Procedures Interim Change Summary” and “Interim Change Document Tracking” tables.

Following peer review the updates are posted on the SWQM website at < http://www.tceq.texas.gov/waterquality/monitoring/swqm_manualupdate.html>. See Figure E.4.

Notification is sent to TCEQ Water Quality Planning Division staff, TCEQ Field Operations Division staff, and CRP Partners involved in SWQM. Once these interim changes are added to the procedures manual they will be removed from the “Updates to the Procedures for Surface Water Quality Monitoring” web page.

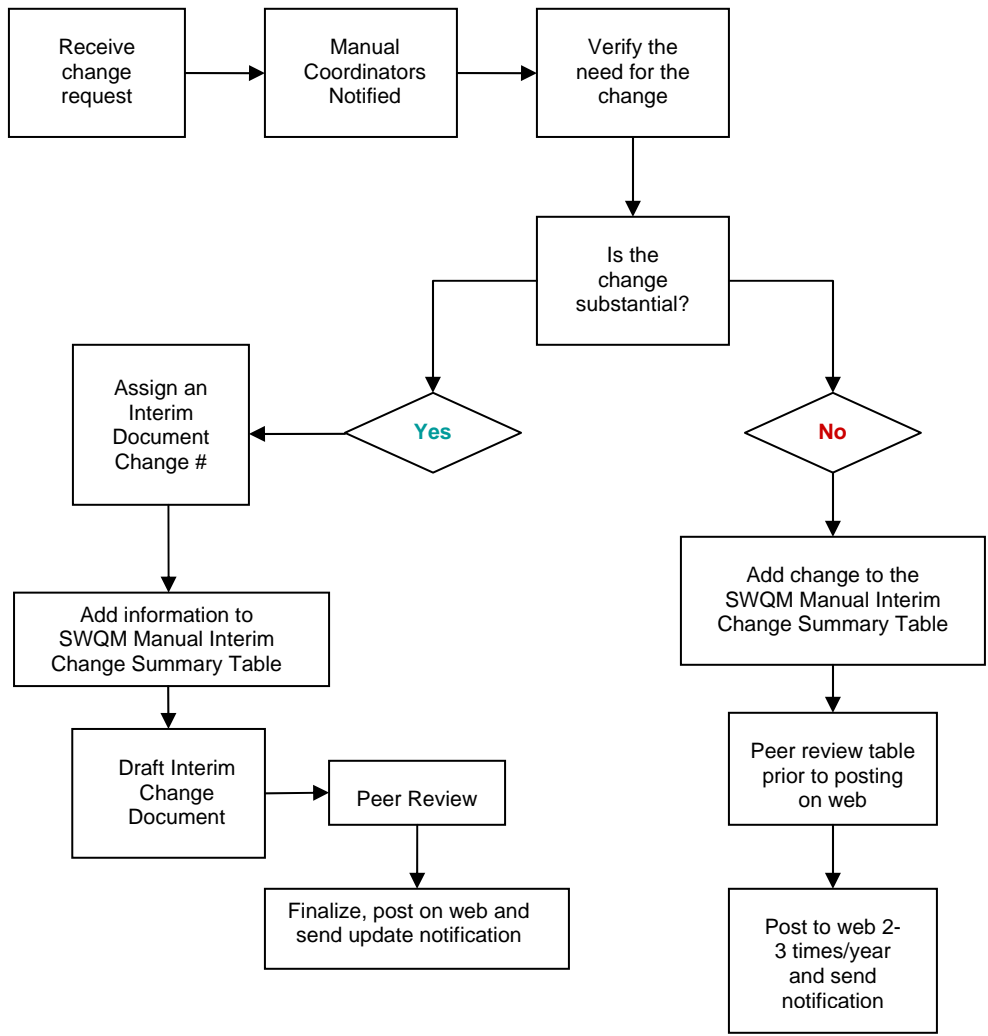


Figure E.1. Interim Change Process Flow Chart

| Surface Water Quality Monitoring Procedures Interim Change Document Tracking | | | | | | | | |
|---|---|---|---------|------------|----------------------|----------------|---|---------------|
| Interim Change Document No. | Document | Summary of Change | Chapter | Draft Date | Sent for Peer Review | Date Finalized | Sent to Regions/CRP Partners/ Contractors | Posted to Web |
| 01-2009_V1 | Hydrolab Calibration Log Revisions | The YSI and Hydrolab calibration log sheets have also been updated to capture additional information. The changes were made to better accommodate temperature sensor checks, track post-calibration checks, and added space for optical sensor calibration. | 8 | 12/03/08 | 12/09/08 | 04/03/2009 | 04/03/2009 | X |
| 02-2009_V1 | YSI Calibration Log Revisions | Same as 01-2009 | 8 | 12/03/08 | 12/09/08 | 04/03/2009 | 04/03/2009 | X |
| 03-2009_V1 | Hydrolab LDO Sensor Air Saturated Water Calibration | Adds a second calibration method for the optical DO sensor omitted in the latest revision of the manual. | 8 | 12/04/08 | 12/09/08 | 04/03/2009 | 04/03/2009 | X |
| 04-2009_V1 | Bacteriological Sample Collection and Shipping | Bacteriological sample collection and shipping requirements for the TCEQ field staff using the Houston Lab | 4 | 10/10/08 | 12/09/08 | 5/15/2009 | 5/15/2009 | X |
| 01-2010_V1 | Collecting and Analyzing Bacteriological Samples | Revised chapter to accommodate new NELAC requirements | 4 | 02/04/10 | 03/26/2010 | 01/2011 | 10/2011 | X |
| 02-2010_V1 | Metals-in-Water Samples | Revised metals-in-water section for clarification | 5 | 03/10/2010 | 03/26/2010 | 01/2011 | 10/2011 | X |
| 03-2010_V1 | Collecting Tissue Samples | Refines sampling requirements for background conditions, long-term trends, ecosystem health, and human-health risk. | 7 | 06/04/2010 | 10/2011 | 01/2011 | 10/2011 | X |

Figure E.2. Example of the SWQM Procedures Interim Change Summary Table

| SWQM Procedures Manual Interim Change Summary—10/01/2010 | | | | | |
|--|------------|--|----------------------------|--|---|
| Chapter | Page | Section | Date | Change | Reason |
| <i>Interim Change Documents</i> | | | | | |
| 8 | 8-6 | Hydrolab LDO Sensor Air Saturated Water Calibration | 04/03/09 (03-2009_V1) | Adds a second calibration method for the optical DO sensor. | Omitted in the latest revision of the manual. |
| 4 | — | Bacteriological Sample Collection and Shipping | 05/15/09 (04-2009_V1) | Bacteriological sample collection and shipping requirements for the TCEQ field staff using the Houston Lab | Changes related to NELAC requirements |
| 4 | All | Collecting and Analyzing Bacteriological Samples | 08/04/10 (01-2010_V1) | Removed references concerning the analysis of samples but retained counting rules which are program specific | Revised chapter to accommodate new NELAC requirements |
| 5 | 5-5 & 5-11 | Metals-in-Water Samples | 08/04/10 (02-2010_V1) | Adds a new table summarizing the components of a clean metals-in-water kit. Revised QC sample collection | Revised metals-in-water "Sampling Equipment" and "Collecting QC Sample" sections for clarification |
| 7 | All | Collecting Tissue Samples | 08/04/2010 (03-2010_V1) | Refines sampling requirements for background conditions, long-term trends, ecosystem health, and human-health risk. | For clarification and updating. Small revisions throughout chapter, not major revisions. |
| <i>Minor Changes and Additions</i> | | | | | |
| 3 | 3-6 | 24-Hour Average Dissolved Oxygen | 30/05/10 | 24-Hour Average Dissolved Oxygen Sampling for Compliance with Standards for the Aquatic-Life Use Parameter Codes 89857 and 89855 | Removed "Average" from the section head and added the parameter code for 24-hour DO minimum since both the average and minimum are used for standards compliance. |
| 3 | 3-7 | 24-Hour Average Dissolved Oxygen—Frequency of Measurements | 03/01/10 | The preferred measurement interval is no more than once per 15 minutes, and no less than once per hour. (Thus, the minimum total number of measurements over a 24-hour period is 25.) See "Acclimating to Ambient Condition" on page 3-8 for additional information. | The first measurement is at zero hour. Zero hour allows time for stabilization. |
| 3 | 3-11 | Salinity | 03/01/10 | Report values less than 2.0 ppt as "< 2.0 ppt" rather than the actual value. | Original text mentions less 1.0 ppt. The program minimum is 2. Anything < 2 is meaningless. All references to 1.0 ppt were removed. |

Figure E.3. Example of the SWQM Procedures Interim Change Document Tracking Table

The screenshot shows the Texas Commission on Environmental Quality website. The main heading is "Updates to the Procedures for Surface Water Quality Monitoring". Below this, there is a section titled "Updates to the SWQM Procedures Manual, which describes methods for collecting and analyzing habitat data and physical and chemical monitoring methods for water, sediment, and tissue." This section explains that the manual was last updated in 2007 and 2008, and that the current updates supersede previous information. A "Summary of Changes" section lists several updates, including changes to Chapter 4 (Collecting and Analyzing Bacteriological Samples), Chapter 5 (Collecting Water Samples), and Chapter 7 (Collecting Tissue Samples). There are also sections for "Procedure Updates" and "Form Updates" with links to various documents like "Hydrolab Calibration Log Book" and "YSI Calibration Log Book".

Figure E.4. View of the SWQM Manual Updates Web Page.