

CRP DATA REVIEW CHECKLIST

(UPDATED 04/10/09)

This checklist is to be used by the Planning Agency and other entities handling the monitoring data in order to review data before submitting to the TCEQ. This table may not contain all of the data review tasks being conducted. Only the Data Summary is required to be submitted with the data sets.

Data Format and Structure	✓, X, or N/A
A. Are there any duplicate <i>Tag Id</i> numbers in the Events file?	
B. Do the <i>Tag</i> prefixes correctly represent the entity providing the data?	
C. Have any <i>Tag Id</i> numbers been used in previous data submissions?	
D. Are TCEQ station location (SLOC) numbers assigned?	
E. Are sampling <i>Dates</i> in the correct format, MM/DD/YYYY with leading zeros?	
F. Are the sampling <i>Times</i> based on the 24 hour clock (e.g. 13:04) with leading zeros?	
G. Is the <i>Comment</i> field filled in where appropriate (e.g. unusual occurrence, sampling problems, unrepresentative of ambient water quality)?	
H. <i>Submitting Entity, Collecting Entity, and Monitoring Type</i> codes used correctly?	
I. Are the sampling dates in the <i>Results</i> file the same as the one in the <i>Events</i> file for each <i>Tag Id</i> ?	
J. Are values represented by a valid parameter code with the correct units?	
K. Are there any duplicate parameter codes for the same <i>Tag Id</i> ?	
L. Are there any invalid symbols in the <i>Greater Than/Less Than (GT/LT)</i> field?	
M. Are there any <i>Tag Ids</i> in the <i>Results</i> file that are not in the <i>Events</i> file or vice versa?	
Data Quality Review	✓, X, or N/A
A. Are all the "less-than" values reported at the LOQ? If no, explain in the Data Summary.	
B. Have the outliers been verified and a "1" placed in the <i>Verify_flg</i> field?	
C. Have checks on correctness of analysis or data reasonableness been performed? e.g.: Is ortho-phosphorus less than total phosphorus? Are dissolved metal concentrations less than or equal to total metals? Is the minimum 24 hour DO less than the maximum 24 hour DO? Do the values appear to be consistent with what is expected for that site?	
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	✓, X, or N/A
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 <i>Event</i> table's <i>Comments</i> field?	
D. Were there any failures in sampling methods and/or deviations from sample design requirements that resulted in unreportable data? If yes, explain in Data Summary.	
E. Were there any failures in field and/or laboratory measurement systems that were not resolvable and resulted in unreportable data? If yes, explain in Data Summary.	
F. Was the laboratory's NELAC Accreditation current for analysis conducted?	

✓ = Yes X = No N/A = Not applicable

