Data Management and Analysis

Submitting Entity Code/Collecting Entity Code /Monitoring Type Code/Tag Prefix Request and Review Checklist

This checklist is used by the Data Management and Analysis (DM&A) Team for quality assurance when a Submitting Entity Code, Collecting Entity Code, Monitoring Type Code, or Tag Prefix is requested for the TCEQ Surface Water Quality Monitoring Information System (SWQMIS) database. Surface Water Quality Monitoring (SWQM), Clean Rivers Program (CRP), Total Maximum Daily Load (TMDL), Non-Point Source (NPS), and Standards project managers, who receive the requests for these codes, should use this checklist to ensure that all necessary actions have been completed and information obtained. Complete this checklist before submitting these requests to DM&A.

The following should be reported by the requestor and reviewed by the project manager before submission to DM&A:

Submitting Entity Request

Submitting Entity Code Suggested: _____

Entity Responsible for the project: _____

The SWQM, CRP, TMDL, NPS, or Standards project manager has checked the entity responsible for this project and confirms that it is represented in the Quality Assurance Project Plan (QAPP).

Check: ☐ Yes ☐ No ☐ Request Precedes QAPP

Collecting Entity Request

Collecting Entity Code Suggested: _____

Entity Responsible for Project: _____

The SWQM, CRP, TMDL, NPS, or Standards project manager has checked the entity responsible for this project and confirms that it is represented in the Quality Assurance Project Plan (QAPP).

Check: ☐ Yes ☐ No ☐ Request Precedes QAPP

Monitoring Type Code Request

Monitoring Type Code Suggested: _____

Description of Type of Sampling: _____

Tax Prefix Request

Tag Prefix Suggested: _____ Associated Submitting Entity Code: _____

Completion by the Program Area

Project Manager: _____ Program Area: _____

QAPP Title: _____

Date Sent to DM&A: _____

Comments: _____

Completion by Data Management and Analysis Team

Date Received by DM&A: _____

Code Assigned by: _____ Date Code Assigned: _____