

# APPENDIX D

## MISCELLANEOUS FORMS

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The forms in this appendix are used in areas other than in the biological monitoring packet, such as for QA purposes.

# TCEQ Biological Monitoring Self-Audit Reporting Form

Date

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Individual completing this report (Reporter)

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Reporter's contact information  
(address, phone, E-mail)

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Entity and program under whose QAPP biological data is collected (for example, Red River Authority-CRP and TCEQ Region 7-SWQM)

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Names of staff participating in biological sample collections and degree in aquatic or environmental sciences? (Yes or No)

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Names of staff participating in specimen identification (fish or benthic macroinvertebrates) and degree in aquatic or environmental sciences? (Yes or No)

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Have any staff attended a biological training event in the past year?

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If yes, name, date, and location of training event

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*The following questions pertain to records management. All biological sampling records, such as sample logs and photographs, must be maintained and available for inspection during a TSA.*

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Are detailed field notes maintained for each biological sampling event?

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Are photographs taken and stored of each large specimen identified in the field and released?

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Are voucher specimens (at least two for minnows and shiners) preserved for each species collected at an event?

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Is a sample tracking system in place for easily identifying preserved samples in the lab?

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Are voucher specimen jars properly labeled with: collector(s) name(s), name of identifier(s), station location, station number if applicable, date and time of collection, collection method, preservative, scientific name of taxon contained in vial?

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## TCEQ Biological Monitoring Self-Audit Form (continued)

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Are detailed laboratory notes maintained on a bench sheet which include information on:

- Sample tracking log number
  - Name of identifier
  - Location of collection
  - Date of collection
  - Date entered into sample tracking log
  - Date identification/enumeration started
  - Date identification/enumeration completed
  - Scientific name and counts of individuals
  - Notes about peculiarities about the specimens or difficulties in identifying specimens
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Did your program submit any specimens for identification confirmation during this past year?

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If so, indicate the name and contact information of the individual performing this identification confirmation.

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Are desktop quality assurance measures employed to ensure identifications are correct?

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If so, which distribution lists or software are used?

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List the keys which are used for the identification of fish and benthic macroinvertebrates.

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Benthic Macroinvertebrate Laboratory Bench Sheet						
Stream Name			Location			
Station #		Log #		River Basin:		County:
Date Collected:		Time:		Collector:		
Date Identified:			Identifier:			
Sample Type:					Rep # _____ of _____	
Riffle	Multihabitat	Surber		Multitplate	Other	
Storet Code	Taxon			No:	TV:	FFG:
	Ephemeroptera					
	Plecoptera					
	Trichoptera					
	Odonata					
	Megaloptera					
	Hemiptera					
	Coleoptera					

Storet Code	Taxon	No:	TV:	FFG:
	<b>Coleoptera (cont)</b>			
	<b>Diptera</b>			
	<b>Oligochaeta</b>			
	<b>Hirudinea</b>			
	<b>Isopoda</b>			
	<b>Amphipoda</b>			
	<b>Decapoda</b>			
	<b>Gastropoda</b>			
	<b>Bivalvia</b>			
	<b>Other</b>			





