



Texas Commission on Environmental Quality Long Term 2 Program
Results Submittal Process

I. When to submit results:

- LT2 laboratory results are required to be submitted ***monthly*** to the TCEQ. Reports must be submitted by the 10th day of the following month in which testing was performed.

II. What to submit:

- A complete laboratory report must be submitted. The laboratory must be approved by the Environmental Protection Agency or TCEQ National Environmental Laboratory Accreditation Program (NELAP) accredited to perform the required testing.
- A summary of results can be submitted, but are not a substitute for a laboratory report.
- Source Name: When submitting samples for analysis, use source names from the Sample Location Worksheet for the items in Table 1. This will assure that samples are identified on laboratory reports as described on the Sample Location Worksheet.

Table 1

Descriptor	Example
PWS Name:	City of Texas
PWS ID:	1234567
Water Treatment Plant Name:	Texas SWTP
Water Treatment Plant ID:	TP12345
Source Water Sample Location ID:	Intake for TP12345

III. How to submit results:

- The preferred method is e-mail. Electronic copies of laboratory reports can be submitted via e-mail to:

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Please include your Water System Number (PWS ID) with all e-mails.

- There is no requirement to mail a hard copy of a report if a report has been sent electronically. Hard copy reports can be mailed to:

LT2 Program Coordinator
 Technical Review & Oversight Team
 Texas Commission on Environmental Quality
 MC – 159
 P.O. Box 13087
 Austin, TX 78711-3087

Please include your Water System Number (PWS ID) with all correspondence.

IV. Point(s) of Contact:

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