TO: Gary Regner, Quality Assurance Specialist
Public Water Supply Supervision Program (PWSSP)
Texas Commission on Environmental Quality

FROM: _____
Laboratory Name Accreditation ID Number

RE: Letter of Acknowledgement and Agreement

I acknowledge review of the documents checked below. The documents that are checked apply to activities related to the analysis and reporting of laboratory data we submit to the TCEQ to determine compliance with the Safe Drinking Water Act. These documents are located on the TCEQ web site at: https://www.tceq.texas.gov/drinkingwater/pwss.html

Check one or more boxes below depending upon what analyses your laboratory performs:

- ☐ **Addendum 2** – Guidance for Collection, Analysis and Reporting of Lead and Copper Samples under the Lead and Copper Rule
- ☐ **Addendum 3** – Guidance for Collection, Analysis and Reporting of Water Quality Parameters under the Lead and Copper Rule
- ☐ **Addendum 4** – Guidance for Collection, Analysis and Reporting for Microbial Contaminants under the Revised Total Coliform and Groundwater Rules

For each box checked above please download and complete the associated laboratory checklist located on the webpage referenced above and include it in your response to TCEQ along with this signed and completed form.

These documents are addenda to the *Quality Assurance Project Plan for the TCEQ Public Water Supply Supervision Program Related to the Safe Drinking Water Act.* They describe analytical and reporting activities that we must implement to ensure the work we perform will satisfy stated performance criteria for the TCEQ's PWSSP.

My signature on this letter documents my knowledge of the checked document(s) and my agreement to adhere to the described requirements. Furthermore, I will ensure that laboratory personnel participating in applicable activities are aware of applicable requirements and will also adhere to them.

_____ _____
Printed Name Role

_____ _____
Signature Date

Please return this completed form and appropriate checklists to the TCEQ

Mail: Texas Commission on Environmental Quality
Water Supply Division, MC-155
Attn: PWSSP Quality Assurance Specialist
P.O. Box 13087
Austin, TX 78711-3087

Or Scan and Email to:

Gary.Regner@tceq.texas.gov