

Microbial Reporting Form (MRF, #10525) – Laboratory Guidelines

The Microbial Reporting Form (MRF) is required when reporting sample results to TCEQ for compliance with the Revised Total Coliform Rule (RTCR) and Ground Water Rule (GWR) only. Use of this form is mandatory *unless* submitting data electronically to TCEQ via E2, in which case a laboratory customized form may be utilized. Customized forms must include all required data and be approved by TCEQ before use. *This form is not intended to meet or replace the reporting requirements under NELAP/TNI.*

1. Public Water System (PWS) ID number, PWS Name and County. Only one PWS per form and shipping/transport container. All samples on the form must be transported in the same container. **PWS ID number is mandatory.**
2. Name, Mailing Address, Phone Number and Other Contact (if available) of the person to whom the sample results should be reported.
3. Sample collector's information including: Name, signature and association with the system. (If other is marked, please indicate in what capacity the sampler is associated with the system). Samples collected for Community and Non-Transient Non-Community PWSs must be collected by a licensed operator. Fill in the Operator License # if applicable. **Sampler name and signature are mandatory.**
4. Required **Sample Identification/Location** for each sample.
 - a. Under **Sample Identification/Location**, sample sites should be documented as listed in the RTCR Sample Siting Plan. Specific addresses or locations should be used; NOT generic site numbers. For raw well samples, ensure the appropriate Source ID (e.g. G1234567A) is documented to avoid sample/data rejection. If you do not know the Source ID please contact TCEQ or visit the Drinking Water Watch (DWW) website under "Facilities". DWW link: <http://dww2.tceq.texas.gov/DWW/>
 - b. Appropriate box checked for **Sample Type**. *Only one box checked.* **(Mandatory)**
 - i. Compliance sample types include Routine (Distribution), Repeat or Raw Well.
 - ii. Non-Compliance sample types are Construction and Special. These types of samples are for water systems to use after construction work or for special investigation purposes and will not be used for compliance with the RTCR. Analytical results for these sample types do not need to be reported to TCEQ, only to the PWS.
 - c. **Date and Time** of sample collection (circle AM or PM). **(Mandatory)**
 - d. If the sample collected replaces a previously rejected sample, the box under "Replacement" should be checked.
 - e. Repeat samples, replacement samples, and triggered raw samples must have the originating sample ID and date filled in next to the sample type indicator boxes. The laboratory may fill in this information if missing.
 - f. A **Chlorine Residual** must be measured and recorded for each compliance sample collected **in the field** to prevent sample/data rejection. Fill in the measured residual in mg/L. Indicate the type of residual measured by circling "F" for Free or "T" for Total (Chloramines). **Samples without a chlorine residual measured in the field at the time of collection must be rejected (Rejection code "NC").**
5. A completed MRF must be returned to the laboratory with the water sample(s).
 - a. A completed Chain of Custody (COC) is required, either on the MRF or an alternate form. Sampler completes the area by filling in the appropriate "Relinquished By" field(s) and date(s). The laboratory should complete the "Received By (Lab)" fields. The COC area of the form requires signatures, initials are not acceptable. **(Mandatory)**
 - i. In the event the water system uses a courier, or someone other than the sampler delivers the water samples to the lab, the sampler will **sign** and date in the "Relinquished By" fields when turning over the samples to that courier who will **sign** and date the "Received By" field. The

sampler or courier should complete the “Relinquished By” fields upon delivery of the samples to the laboratory.

- ii. Laboratories may opt to use a separate COC form. The form must meet the requirements in the *EPA Manual for the Certification of Laboratories Analyzing Drinking Water* (Appendix A). In this case both the MRF and separate COC must be submitted to the TCEQ together.

6. Fields shaded in grey should be completed by the laboratory ONLY.

- a. Fill in the TCEQ Laboratory ID number. This is generally the ten character ID beginning with a “T” and followed by 9 numbers found on the lab’s accreditation certificate. Do not include the additional dashes and numbers that follow.
- b. Indicate whether or not the samples were received on ice by checking the appropriate box.
- c. Measure and record the temperature of the samples at receipt in degrees Celsius. **This is mandatory.** Include the corrected temperature for the thermometer if applicable. Write in “NA” if not applicable.
- d. Record the laboratory method used. Only EPA approved methods will be accepted for compliance samples. The lab must be accredited for the method in the drinking water matrix.
- e. Check the appropriate box to indicate whether chlorine was absent or present in the sample when received by the lab. This laboratory chlorine check is mandatory for every single sample.
- f. Check the appropriate boxes to indicate whether Total Coliform or *E. coli* is absent or present in the sample(s).
- g. Fill in “Tested By” with the signature or initials of the individual *initiating* the analysis (placing samples in the incubator)
- h. Complete the Incubation Date & Time (Begin and End).
- i. Fill in “Report to Client By” with the signature or initials of the individual reporting the results to the PWS as well as the date and time. This reflects when the PWS is first notified of sample results, either positives/rejections, or negative results; whichever occurs first.
- j. Fill in the laboratory sample ID number for each sample.
- k. If samples are unsatisfactory, fill in the corresponding Rejection Code. See the table below. If using “LR” (Lab rejected), fill in the reason in the space provided at the bottom of the form.

7. Use of this form is mandatory for compliance samples. TCEQ reserves the right to not accept samples / results from unapproved or modified forms. (Labs may customize the form to add their name/logo, contact information, and lab ID in the upper right part of the form)

Rejection Codes*

CODE	DESCRIPTION	CODE	DESCRIPTION
BR	BRoken in Transit	BP	Invalid Sampling Point
CL	ChLorine Present (in sample)	IP	Invalid Sampling Protocol
EH	Exceeded Hold Time	LA	LAb Accident
EV	Excessive Volume	LR	Lab Rejected
FZ	FroZen Sample	LT	Leaked In Transit
HB	Heavy Bacterial Growth	NC	No Chlorine Residual (on form)
ST	Heavy Silt or Turbidity Present	VO	VOlume Insufficient
IN	INsufficient Sample Information		

*These are the ONLY rejection codes compatible with E2 electronic data submittal.