

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 with prior TCEQ approval. Customized forms must include all TCEQ required data. *This form is not intended to meet or replace the reporting requirements under NELAP/TNI.*

Laboratories may not make changes/corrections to the fields on the form that are intended to be completed by the Public Water System (PWS). *Corrections must be made by the sampler prior to relinquishing custody to the lab.*

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 Fax Number (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). Community and Non-Transient Non-Community PWSs should also fill in the operator's license number. **Sampler name and signature are mandatory.**
4. Required **Sample Identification/Location** for each sample. **(Mandatory)**
 - a. Under **Sample Identification/Location**, sample sites should be documented as listed in the Revised Total Coliform Rule (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 the Source ID is not known, please contact TCEQ or visit the Drinking Water Watch (DWW) website under "Facilities". DWW link: <http://dww2.tceq.texas.gov/DWW/>
 - b. **Date and Time** the sample was collected. **(Mandatory)**
 - c. Appropriate box checked for **Sample Type**. *Only one box checked.* **(Mandatory)**
 - i. Compliance sample types include Distribution, Repeat or Raw Well. *Special and Construction samples WILL NOT be used for compliance.*
 - ii. 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.
 - iii. 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 TCEQ compliance.
 - iv. Samples must be rejected if no sample type or more than one sample type is checked. (Rejection code "IN")
 - d. If the sample collected replaces a previously rejected sample, the box under "Replacement" should be checked.
 - e. A **Chlorine Residual** must be measured and recorded for each compliance sample collected in the field to prevent sample/data rejection. The sampler will fill in the measured residual in mg/L and 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"). A missing residual type may be corrected by the sampler at the time of receipt, otherwise the sample must be rejected.**
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 laboratory's lab ID number. This is generally a ten-character ID beginning with a "T" and followed by 9 numbers. Do not include the additional dashes and numbers that follow. It can often be found on the lab's accreditation certificate.
 - b. Indicate whether the samples were received on ice by checking the appropriate box (Yes/No).
 - 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 corrected temperature is not applicable)
 - d. Record the laboratory method used. Only EPA approved drinking water methods will be accepted for compliance samples.
 - e. Check the appropriate boxes (present or absent) to indicate whether the lab detects a chlorine residual in the sample(s). Samples with chlorine present must be rejected.
 - f. Check the appropriate boxes to indicate whether Total Coliform or *E. coli* is present or absent 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) as well as the date and time.
 - h. 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.
 - i. Fill in the laboratory sample ID number for each sample.
 - j. 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. Labs must contact TCEQ for approval **prior** to using either the "IP" or "LR" rejection codes.
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 accreditation ID in the upper right part of the form)
8. The PWS and laboratory should double check the completed forms for accuracy before samples are relinquished to the laboratory. Labs are not authorized under any circumstance to make changes to the PWS portion of the form. Only the sampler can make form corrections before relinquishing custody. After the samples/forms are relinquished, only the TCEQ can authorize changes to the MRF.
9. **Electronic Reporting Using E2:** *Valid* sample results (except positives) must be reported to the TCEQ within ten (10) calendar days following the end of the monitoring period (month). Data submitted with errors will not be considered on time unless errors are corrected before the reporting deadline.

Rejection Codes*

CODE	DESCRIPTION	CODE	DESCRIPTION
BR	BBroken 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.

** Lab must contact TCEQ for approval **prior** to use.