

PROCEDURES FOR MAKING INTERIM CHANGES TO THE SWQM PROCEDURES MANUALS

This document outlines the process for making interim changes to the *Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods* (RG-415) and *Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data* (RG-416). A complete revision of the manual is done every three to five years. The loose leaf format of the manual was designed to facilitate the insertion of interim updates between full revisions.

The process for making interim changes to the SWQM Procedures Manuals is as follows,

1. TCEQ receives a change request.
2. Manual coordinators are notified.
3. Verify the need for the change.
4. Is this a substantial change?

If yes,

1. Assign an interim change document number.
2. Add information to the *SWQM Manual Interim Change Summary* table.
3. Draft interim change document.
4. Distribute for peer review.
5. Finalize, post on the web and send update notifications.

If no,

1. Add change to the *SWQM Manual Interim Change Summary* table showing redline and strikeouts of the changed text.
2. Peer review table prior to posting on the web.
3. Post to the web two to three times per year.

Figure 1 outlines this interim change process. Figure 2 shows an example of the *SWQM Procedures Interim Change Summary* table.

Following peer review the updates are posted on the SWQM website at < http://www.tceq.texas.gov/waterquality/monitoring/swqm_manualupdate.html>, see Figure 3.

Notification is sent to TCEQ Water Quality Planning Division staff, TCEQ Field Operations Division staff, and CRP Partners involved in SWQM. Once these interim changes are added to the procedures manual they will be removed from the “Updates to the Procedures for Surface Water Quality Monitoring” web page.

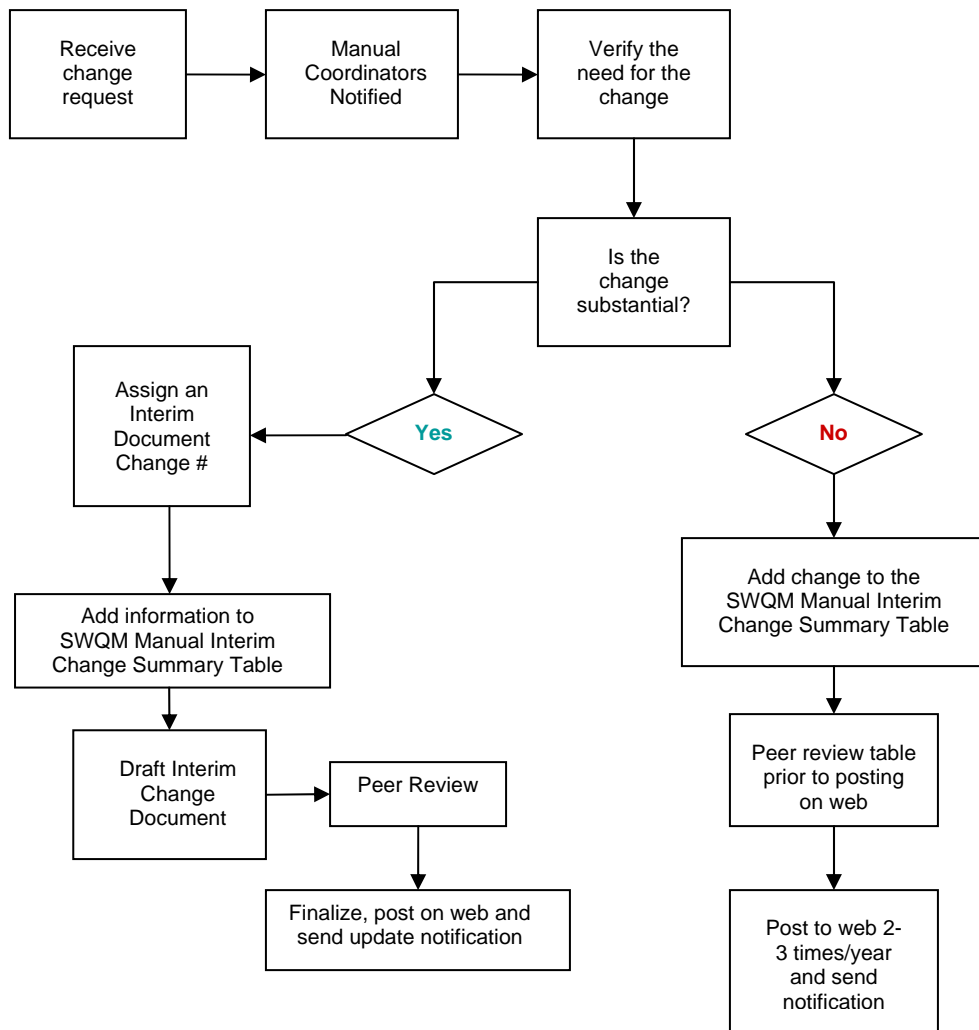


Figure 1. Interim Change Process Flow Chart

| SWQM Procedures Manual Interim Change Summary—05/1/2014 RG-415 08/2012 Edition | | | | | | | | | | | | | |
|---|--------------------------|---|----------|---|--|--------------|----------------|--------------------------|-------------|---------------|----------------|---------------|--|
| Chapter | Page | Section | Date | Change | Reason | | | | | | | | |
| 4 | 4-3 | Sample Collection | 5/1/2014 | Flowing streams. 3rd sentence. CHANGE “With the open end facing upstream, push the mouth of the bag bottle upstream.....” | Corrected error. | | | | | | | | |
| 4 | 4-3 | Sample Collection | 5/1/2014 | Flowing streams. 3rd sentence. CHANGE “With the open end facing upstream, push the mouth of the bag bottle upstream.....” | Corrected error. | | | | | | | | |
| 4 | 4-4 | Sample Holding Time | 5/1/2014 | 2nd paragraph, 4th sentence; CHANGE “When transport condition cause delays in sample preparation longer than 8 hours, the holding time may be extended up to 48 30 hours for <i>E. coli</i> .” | Corrected to reflect EPA approval of extended 30 hour holding time | | | | | | | | |
| 4 | 4-5 | Sample Holding Time | 5/1/2014 | CHANGE <table><tr><th>Bacteria Sample</th><th>Holding Time</th></tr><tr><td><i>E. coli</i></td><td>up to 48 30 hours</td></tr><tr><td>Enterococci</td><td>up to 8 hours</td></tr><tr><td>Fecal coliform</td><td>up to 8 hours</td></tr></table> | Bacteria Sample | Holding Time | <i>E. coli</i> | up to 48 30 hours | Enterococci | up to 8 hours | Fecal coliform | up to 8 hours | Corrected to reflect EPA approval of extended 30 hour holding time |
| Bacteria Sample | Holding Time | | | | | | | | | | | | |
| <i>E. coli</i> | up to 48 30 hours | | | | | | | | | | | | |
| Enterococci | up to 8 hours | | | | | | | | | | | | |
| Fecal coliform | up to 8 hours | | | | | | | | | | | | |
| 8 | 8-5 | Reporting Salinity | 5/1/2014 | DELETE To report salinity values at ≥ 2 select the specific conductance function.... | Ability to enter or download coastal data for projects and get actual numbers and not < values. | | | | | | | | |
| 8 | 8-6 | Hydrolab pH Sensor | 5/1/2014 | 4th bullet under <i>pH Sensor</i> section; CORRECT See Table 8.3 to Table 8.4 | Corrected typo. | | | | | | | | |
| 8 | 8-11 | YSI pH Sensor | 5/1/2014 | 2nd bullet under <i>pH Two-Point Calibration, pH 7</i> section; CORRECT See Table 8.3 to Table 8.4 | Corrected typo. | | | | | | | | |
| 8 | 8-11 | YSI pH Sensor | 5/1/2014 | 3rd bullet under <i>pH Two-Point Calibration, pH 4 or 10</i> section; CORRECT See Table 8.3 to Table 8.4 | Corrected typo. | | | | | | | | |
| 8 | 8-30 | Interim Change Document #01-2013_Vol 1. | 5/1/2014 | CORRECTION Change Table 8.3 pH calibration standards to Table 8.4 | Error when pages were left out of manual during printing; incorrect Table number | | | | | | | | |
| 10 | 10-5 | Summary of Quality-Control Sampling | 5/1/2014 | DELETE Removing the requirement for Field Splits associated with routine water chemistry samples. Field Splits are now optional. See Interim Change Document #01-2014_Vol 1 | Field splits do not contribute to overall accuracy, replicate the sampling process (bucket vs. in-situ) or extrapolate to other samples. | | | | | | | | |

Figure 2. Example of the SWQM Procedures Interim Change Document Tracking Table

Updates to the Procedures for Surface Water Quality Monitoring

Updates to the SWQM Procedures Manual, which describes methods for collecting and analyzing habitat data and physical and chemical monitoring methods for water, sediment, and tissue.

The SWQM Procedures Manual describes methods for collecting and analyzing biological community and habitat data and physical and chemical monitoring methods for water, sediment, and tissue. The Procedures Manual was most recently published in 2012 (Volume 1) and 2007 (Volume 2).


The process for making interim changes to the manuals is outlined in the [Procedures for Making Interim Changes to the SWQM Procedures Manuals](#).

The guidance in updates published on this page supercedes the information in the published manual.

- [Updates to Volume 1](#)
- [Updates to Volume 2](#)

◉ Updates to Volume 1

The updates provided below supercede the corresponding items in Volume 1: Physical and Chemical Monitoring Methods (RG-415) (August 2012).

Unless otherwise indicated, links are PDF  documents.

Summary of Changes

- [Interim Changes Summary Table](#) (May 2014) **UPDATE!**
This table provides a summary of major and minor changes to the SWQM Procedures Manual, Vol. 1.

Chapter Updates

Chapter 2

- [Invasive Aquatic Species: Boat, Trailer, and Equipment Cleaning Guidelines](#) (September 2013)
Describes methods for decontaminating boats, trailers and equipment to prevent the spread of invasive species in freshwater.

Chapter 3

- [Primary Contact Recreation Observations](#) (August 2012)
Adds information on making observations related to contact recreation use at routine monitoring sites.
- [Example Field Data Sheet](#) (October 2012)

Chapter 8

- [Multiprobe Temperature Sensor Check](#) (October 2012)
Provides guidance for conducting required temperature sensor check during routine maintenance.
- [YSI 6-Series Multiprobe Optical Dissolved Oxygen Membrane Replacement](#) (November 2012)
Provides guidance for locating and entering optical membrane coefficients during annual membrane replacement.
- [Hydrolab Multiprobe Calibration/Maintenance Log and pH Calibration Standards Table](#) (May 2014)
A template for the minimum requirements for a Hydrolab multiprobe calibration and maintenance logbook and the table for pH calibration standards temperature corrections.

Chapter 10

- [Quality Assurance and Quality Control](#) (May 2014) **NEW**
The collection of field split samples is no longer required for routine water chemistry samples.

Figure 3. View of the SWQM Manual Updates Web Page