

How to Complete the Microbial Reporting Form (MRF, #10525)

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 the laboratory is submitting data electronically to TCEQ via E2, in which case the lab may use an alternate form that has been approved by the TCEQ and captures all the required data.

1. Fill in the 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)
2. Fill in the Name, Mailing Address, Phone Number and Fax Number (if available) of the person to whom the sample results should be reported.
3. Fill in the 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. **Samples will not be accepted by TCEQ if the form is not signed by the sampler or if the sampler name is missing.**
4. Complete the required **Sample Identification/Location** for each sample.
 - a. Under **Sample Identification/Location**, document the sample sites as listed in RTCR Sample Siting Plan. Use specific addresses or locations; DO NOT use 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. Check the appropriate box for **Sample Type**. *Check only one box.* (Mandatory)
 - Compliance sample types include Routine (Distribution), Repeat or Raw Well. *Special and Construction samples WILL NOT be used for compliance.*
 - 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.
 - If more than one sample type is checked, the sample will be rejected. Changes to sample type are not allowed after custody has been relinquished to the lab.
 - c. Fill in the **Date** the sample was collected. Fill in the **Time** of sample collection and circle AM or PM. Date and time are mandatory.
 - d. If the sample collected replaces a previously rejected sample, check the box under "Replacement".
 - Repeat samples, replacement samples, and triggered raw samples must have the originating sample ID and *collection* date filled in next to the replacement indicator box.
 - e. 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). **Compliance samples without a chlorine residual measured in the field at the time of collection will be rejected.**
5. Return the completed MRF to the laboratory with the water sample(s).
 - a. Complete the Chain of Custody (COC) 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.*
 - 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.
 - Laboratories may opt to use a separate COC form. In this case both the MRF and separate COC must be submitted to the TCEQ together.
6. 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 laboratory ID number in the upper right part of the form)
7. Double check the completed form for accuracy before relinquishing custody to the laboratory. **Labs are not authorized to make changes to the form under any circumstance.** Only the TCEQ can authorize changes *under limited circumstances* after the MRF is submitted to the lab or after analysis is completed.