Instructions for Using the Clean Rivers Program QAPP Special Study Appendix Shell (for general use across fiscal years).

All environmental projects conducted under the Clean Rivers Program must be documented in a fully-approved Quality Assurance Project Plan (QAPP) before environmental data collection can begin. This QAPP requirement applies to all projects that acquire, generate, compile, analyze, or manipulate data. The attached shell document was developed for use by Clean Rivers Program participants in preparing QAPPs appendices to address special studies which are not covered under the basin-wide QAPP.

This QAPP shell does not apply to and should not be used for the execution of federally funded programs or projects. A standalone QAPP should be developed and approved by the appropriate TCEQ staff.

Special project appendices are designed to incorporate special study or permit support monitoring projects into the QAPP as they are planned. Although QAPP appendices are designed to be attachments to the basin wide QAPP and reference applicable parts, they do need to have specific information addressed that is unique to a project, such as; problem definition, task description, sampling methods requirements, data management, etc. There should be enough information provided in the QAPP appendix that it functions, for easy reference, like a standalone document. This information will be addressed specifically during the project planning meeting.

Instructions for preparation of the QAPPs are provided throughout the document. Italicized text in the shell provides instructions or information to QAPP preparers and should be deleted from the QAPP before submission to TCEQ. Highlighted text indicates titles or other language that must be replaced (e.g., name and address of Planning Agency, name of Planning Agency Project Manager, etc.).

The Clean Rivers Program Guidance and Reference Guide provides additional information concerning QAPP preparation and submission. Questions concerning QAPP requirements may be directed to TCEQ Clean Rivers Program Project Managers and the TCEQ Quality Assurance Specialist.

1. Appendix X to the Basin Planning Agency Clean Rivers Program FY 20xx/20xx

# Title of Project

Prepared by the Basin Planning Agency in cooperation with the Texas Commission on Environmental Quality (TCEQ)

Effective: Immediately upon approval by all parties

Questions concerning this QAPP should be directed to:

**Name (Basin Planning Agency Representative)**

**Title**

**Address**

**City, Texas Zip Code**

**(XXX) XXX-XXXX**

**email@address**

# SS-A1 Approval Page

## Texas Commission on Environmental Quality

### Water Quality Planning Division

Kyle Girten, Work Leader Date

Clean Rivers Program

Cathy Anderson, Team Leader Date

Data Management and Analysis

Luis Medina, Date

CRP Project Quality Assurance Specialist

Name Date

Project Manager, Clean Rivers Program

### 

### Monitoring Division

Sharon Coleman Date

Acting Lead CRP Quality Assurance Specialist  
Laboratory and Quality Assurance Section

## Basin Planning Agency

Name Date

Basin Planning Agency Project Manager

Name Date

Basin Planning Agency Quality Assurance Officer

## Laboratory

Name Date

Laboratory Manager

Name Date

Laboratory Quality Assurance Officer

The Basin Planning Agency will secure written documentation from each sub-tier project participant (e.g., subcontractors, other units of government) stating the organization’s awareness of and commitment to requirements contained in this quality assurance project plan and any amendments or added appendices of this plan. Alternatively, additional signature blocks for sub-tier participants may be added to section A1. Signatures in section A1 will eliminate the need to adherence letters to be maintained. The Basin Planning Agency will maintain this documentation as part of the project’s quality assurance records, and will ensure the documentation is available for review. See sample letter in Attachment 1 of this document.

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# List of Acronyms

As described in Section A2 of the basin-wide QAPP

# SS-A3 Distribution List

Note: This information should be specific to this special study

# SS-A4 PROJECT/TASK ORGANIZATION

Note: Identify the individuals and their specific roles and responsibilities in respect to this special study. If roles and responsibilities are the same as those identified in the QAPP, then their role may be referenced (e.g., “Name, CRP Project Manager, As described in the basin-wide QAPP, Revision X, Section A4.”).

Provide a concise organization chart showing the relationship and the lines of communication among all the participants. The organization chart must identify subcontractor relationships. This organization chart must be project specific.

# SS-A5 Problem Definition/Background

State the specific problem to be solved or decision to be made, or the outcome to be achieved. Include enough background information to provide a historical perspective and scientific perspective. The discussion should include enough information (i.e., past history, regulatory context, and previous work) to understand the project objective. It is not appropriate to cite the basin-wide QAPP in this section as this is a special project, which is not addressed in that document.

# SS-A6 Project/Task Description

Summarize the work to be performed and the schedule for implementation. In some cases, project/task descriptions are laid out in detail in contractual/subcontractual work plans. If the work plan addresses the following information, in detail, then the contractual/subcontractual workplan should be attached and referenced. For assistance in describing work to be performed see Task 3 of the Clean Rivers Program Guidance and Reference Guide for types of monitoring.

## Amendments to the QAPP

Amendments to the Special Study Appendix may be necessary to address incorrectly documented information or to reflect changes in project organization, tasks, schedules, objectives, and methods. Requests for amendments will be directed from the Basin Planning Agency Project Manager to the CRP Project Manager electronically. Amendments are effective immediately upon approval by the Basin Planning Agency Project Manager, the Basin Planning Agency QAO, the CRP Project Manager, the CRP Lead QA Specialist, the CRP Project QA Specialist, and additional parties affected by the amendment. Amendments are not retroactive. No work shall be implemented without an approved Special Study Appendix or amendment prior to the start of work. Any activities under this contract that commence prior to the approval of the governing QA document constitute a deficiency and are subject to corrective action as described in section C1 of the basin-wide QAPP. Any deviation or deficiency from this QAPP which occurs after the execution of this QAPP should be addressed through a Corrective Action Plan (CAP). An Amendment may be a component of a CAP to prevent future recurrence of a deviation. Amendments will be incorporated into the QAPP by way of attachment and distributed to personnel on the distribution list by the Basin Planning Agency Project Manager.

Note: The Basin Planning Agency will secure written documentation from each sub-tier project participant (e.g., subcontractors, other units of government) stating the organization’s awareness of and commitment to requirements contained in each amendment to the QAPP. The Basin Planning Agency will maintain this documentation as part of the project’s QA records, and ensure that the documentation is available for review.

# SS-A7 Quality Objectives and Criteria

State project specific objectives and/or the intended use of the data and what measurement performance criteria/specifications are needed to meet those objectives. The project objectives(s) will be different than those cited in the basin-wide QAPP (i.e., in which data are collected consistently for the TCEQ< submitted to the TCEQ, and subsequently analyzed by the TCEQ generally for the purpose of conducting the water quality assessment). Therefore, the wording from the shell document regarding those objectives should not be used. Example: The objective of this project will be to determine sources and causes of nonpoint source pollution.

The measurement performance specifications to support the project objectives are specified in Table SS-A7.1.

This table is provided as an example and should be adapted accordingly. The collection of biological data, toxicity data, etc., should be incorporated into the table. Clean Rivers Program (CRP) required reporting limits (AWRLs) are specified in the CRP guidance. However, they are not specified for all analytes in all matricies. In some cases, they are not low enough to assess the applicable criteria. In these cases, every attempt should be made to employ a sensitive enough method to assess the criteria. Only data collected that have a valid TCEQ parameter code assigned in Table SS-A7.1 are stored in SWQMIS. Any parameters listed in Table A7.1 that do not have a valid TCEQ parameter code assigned will not be stored in SWQMIS.

## Table SS-A7.1 - Measurement Performance Specifications

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ****Parameter**** | ****Units**** | ****Matrix**** | ****Method**** | ****Parameter Code**** | ****AWRL**** | ****Limit of Quantitation (LOQ**** | ****Precision****  ****(RPD of LCS/LCSD)**** | ****Bias****  ****(%Rec. of LCS)**** | ****LOQ Check Sample  %Rec**** | ****Lab**** |
| ****Field Parameters (Water Column)**** | | | | | | | | | | |
| pH | s.u | water | EPA 150.1and TCEQ SOP | 00400 | 1.0 | NA | NA | NA | NA | Field |
| DO | mg/L | water | SM 4500-O G and  TCEQ SOP, V1 | 00300 | 1.0 | NA | NA | NA | NA | Field |
| Specific Conductance | umohs/cm | water | EPA 120.1and  TCEQ SOP | 00094 | 1 | NA | NA | NA | NA | Field |
| Flow instantaneous | cfs | water | TCEQ SOP | 00061 | NA | NA | NA | NA | NA | Field |
| **Conventional Parameters (Water)** | | | | | | | | | | |
| Ammonia-N | mg/L | water | EPA 350.1 Rev. 2.0 (1993) | 00610 | 0.1 |  | 20 | 80-120 | 70-130 |  |
| Total Phosphorus, wet method | mg/L | water | EPA 365.3 | 00665 | 0.06 |  | 20 | 80-120 | 70-130 |  |
| O-phosphate-p, diss, field fileter <15 min | mg/L | water | EPA 365.3 | 00671 | 0.04 |  | 20 | 80-120 | 70-130 |  |
| ****Conventional Parameters (Sediment)**** | | | | | | | | | | |
| Total Kjeldahl Nitrogen | mg/Kg  dry weight | sediment | SM 4500-Norg B or C and SM 4500-NH3 B | 00627 | NA |  | 20 | 80-120 | 70-130 |  |
| Total Phosphorus | mg/Kg  dry weight | sediment | modified\*\* EPA 365.3 | 00668 | NA |  | 20 | 80-120 | 70-130 |  |

References:

United States Environmental Protection Agency (USEPA) “Methods for Chemical Analysis of Water and Wastes,” Manual #EPA-600/4-79-020

American Public Health Association (APHA), American Water Works Association (AWWA), and Water Environment Federation (WEF), “Standard

Methods for the Examination of Water and Wastewater,” 20th Edition, 1998. (Note: The 21st edition may be cited if it becomes available.)

TCEQ SOP - Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue, 2003.

American Society for Testing and Materials (ASTM) Annual Book of Standards, Vol. 11.02

### Ambient Water Reporting Limits (AWRLs)

As described in Section A7 of the basin-wide QAPP

### Precision

As described in Section A7 of the basin-wide QAPP

### Bias

As described in Section A7 of the basin-wide QAPP.

### Representativeness

Note: Citing the basin-wide QAPP in this section is inappropriate, whereby it is stated that fixed/routine data collected under the Clean Rivers Program are considered to be spatially and temporally representative of ambient water quality conditions. This is the goal of routine water quality monitoring. Given the nature of special projects, these data are being collected for another purpose. Representativeness is the extent to which the measurements actually represent the true environmental conditions which are being measured. This section should be addressed accordingly (e.g., bacteriological measurements may be taken below the outfall are considered representative of the population in which regrowth may occur.).

### Comparability

As described in Section A7 of the basin-wide QAPP.

### Completeness

As described in Section A7 of the basin-wide QAPP.

# SS-A8 Special Training/Certification

As described in section A7 of the basin-wide QAPP.

Note: Some special training or certification may be appropriate for special projects. This should be indicated, as well as how training documentation will be maintained.

# SS-A9 Documents and Records

As described in Section A9 of the basin-wide QAPP. Note: This language is only appropriate if the same documents, records, laboratory reports, etc. are involved, and the same parties. Otherwise, a table should be inserted. If the special study involves the submission of a final report, a table should be inserted.

# SS-B1 Sampling Process Design

The data collection design is summarized in Table SS-B1 (Sampling Sites and Monitoring Frequencies) and Figure SS-B1 (Sample Site Maps). Special study sampling schedules can be uploaded and updated through the special projects page of the CMS (<https://cms.lcra.org/special.aspx>). As special study sampling is not a part of routine water quality monitoring, the monitoring schedule it may not be necessary to update the routine coordinated monitoring schedule website. You may use a table, similar to that used in the coordinated monitoring schedule, to document the sample design and schedule, as below. Please use the list of Monitoring Type Codes provided in the DMRG, and note that most, if not all, special studies will require a 4-digit monitoring type code to fully document project objectives and any sampling bias inherent in the sampling scheme. Consult with your CRP Project Manager and DM&A to determine which 4-digit monitoring type code is appropriate for the special study. The A7 table is built with tabs to match headings in the CMS, so the parameters performed when any heading is marked are clearly defined. TCEQ Surface Water Quality Monitoring Procedures Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data, 2005 (RG‑416), outlines voucher requirements for benthic and nekton sampling

## Table B1.1 Sample Design and Schedule, FY 2014

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Description | Station ID | Waterbody ID | Region | SE | CE | MT | 24 hr DO | AqHab | Benthics | Nekton | Metal Water | Organic Water | Metal Sed | Organic Sed | Conv | Amb Tox Water | Amb Tox Sed | Bacteria | Flow | Fish Tissue | Field | Comments |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

### Figure SS-B1. Sampling Site Map

Maps of stations monitored by the Basin Planning Agency are provided below. The maps were generated by the Basin Planning Agency . This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. For more information concerning this map, contact the [INSERT CONTACT HERE] at [INSERT PHONE NUMBER HERE].

Insert Map

### Sample Design Rationale and Site Selection Criteria

Note: This information will be specific to this project. Describe the rationale for selecting sample sites and the analyses to be performed. Also describe the rationale for the frequency and any biases associated with sampling which are required to meet project objectives. These sampling protocols will inform the selection of Monitoring Type Codes appropriate for the project. Consult with your Project manager and DM&A staff to determine which monitoring type codes are appropriate for the project. Example: The sample design rationale is based on the intent of the study to characterize the spatial and temporal dissolved oxygen impairment in the water body by deploying multiple dissolved oxygen probes in the water column (at the surface, mid-way in the mixed surface layer and at the bottom) for 24 hours, during the first week of each month, for one year. To this end, 6 sites have been selected based on accessibility, the intent to assess the progressive impairment along the water body, the intent to assess the impact of anthropogenic sources (i.e., wastewater discharges), and the intent to characterize hydrologic and other effects from tributaries.

# SS-B2 Sampling Methods

## Field Sampling Procedures

General note for Section B of this document: The references in this section to the basin-wide QAPP are only appropriate if no different types of sampling and analyses are being conducted for the purposes of the special project. If this is not the case, then the references in this section and subsequent sections are not appropriate. The required information should be detailed. For example, if sediment samples are to be collected in a special study, and only surface water sample collection and analysis was addressed in the basin-wide QAPP, then it would be appropriate to include special information regarding field sampling procedures, sample containers, documentation, analysis, etc.

## Field Sampling Procedures

See general note for this section

As described in Section B2 of the basin-wide QAPP.

## Sample volume, container types, minimum sampling volume, preservation requirements, and holding time requirements

See general note for this section. If unique parameters apply to this project, table SS-B2 should be inserted.

As described in Section A9 of the basin-wide QAPP.

### Table SS-B2. Sample Storage, Preservation, and Handling Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Parameter | Matrix | Container | Preservation | Sample Volume | Holding Time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Sample Containers

See general note for this section. Special considerations for sample containers must be described

As described in Section B2 of the basin-wide QAPP

## Processes to Prevent Contamination

See general note for this section.

As described in Section B2 of the basin-wide QAPP

## Documentation of Field Sampling Activities

See general note for this section. Different field documentation will usually apply to special studies. Forms should be included and referenced. All necessary information to include station ID, location, sampling time, date, depth, sampler’s name, flow information, and detailed observational information, must be included on the form.

As described in Section B2 of the basin-wide QAPP

## Recording Data

As described in Section B2 of the basin-wide QAPP.

### Sampling Method Requirements or Sampling Process Design Deficiencies, and Corrective Action

As described in Section B2 of the Basin-wide QAPP

# SS-B3 Sample Handling and Custody

See general note for Section B of this document

## Chain-of–Custody

See general note for this section

As described in Section B3 of the basin-wide QAPP.

## Sample Labeling

See general note for this section. Different sample labeling may apply and should be described. All necessary information should be on sample labels site identification, the date and time of sampling, and the preservative added, if applicable.

As described in Section B3 of the basin-wide QAPP.

## Sample Handling

See general note for this section. Different sample handling procedures and COC protocols will usually apply in a special study due to unique participation. COC forms should be included and referenced. All necessary information to include date and time of collection, site identification, sample matrix, number of containers, preservative used or if the sample was filtered, analyses required, name of collector, custody transfer signatures, and the shipping bill, if applicable, must be included on the form. Sample handling processes should be described.

As described in Section B3 of the basin-wide QAPP.

## Sample Tracking Procedure Deficiencies and Corrective Action

As described in Section B3 of the basin-wide QAPP.

# SS-B4 Analytical Methods

The analytical methods, associated matrices, and performing laboratories are listed in Table SS-A7.1 of section SS-A7. The authority for analysis methodologies under CRP is derived from the 30 Tex. Admin. Code ch. 307, in that data generally are generated for comparison to those standards and/or criteria. The Standards state “Procedures for laboratory analysis must be in accordance with the most recently published edition of the book entitled Standard Methods for the Examination of Water and Wastewater, the TCEQ Surface Water Quality Monitoring Procedures as amended, 40 CFR 136, or other reliable procedures acceptable to the TCEQ, and in accordance with chapter 25 of this title.” Note: Exceptions to this include analyses for which no methods exist in any of the above cited documents (e.g., SW-846 Methods). Copies of laboratory SOPs are retained by the Basin Planning Agency and are available for review by the TCEQ. Laboratory SOPs are consistent with EPA requirements, as specified in the method.

## Standards Traceability

As described in Section B4 of the basin-wide QAPP

## Analytical Method Deficiencies and Corrective Actions

As described in section B4 of the basin-wide QAPP

# SS-B5 Quality Control

## Sampling Quality Control Requirements and Acceptability Criteria

See general note for this section. Non-standard sampling techniques will have non-standard QC requirements. These should be described.

As described in Section B5 of the basin-wide QAPP.

## Laboratory Measurement Quality Control Requirements and Acceptability Criteria

See general note for this section. Non-standard sampling techniques will have non-standard QC requirements. These should be described.

As described in Section B5 of the basin-wide QAPP.

## Quality Control or Acceptability Requirements Deficiencies and Corrective Actions

As described in Section B5 of the basin-wide QAPP.

# SS-B6 Instrument/Equipment Testing, Inspection, and Maintenance

As described in Section B6 of the basin-wide QAPP.

# SS-B7 Instrument Calibration and Frequency

As described in Section B7 of the basin-wide QAPP.

# SS-B8 Inspection/Acceptance of Supplies and Consumables

As described in Section B8 of the basin-wide QAPP.

# SS-B9 Acquired Data

Only data collected directly under this QAPP is submitted to the SWQMIS database.

Acquiring data can allow data needs to be met, despite time and resource constraints. The use of acquired data may also provide more detailed and exhaustive information that the project could produce otherwise, allowing for a better understanding of the situation. Sources of acquired data include: other projects, databases, reports, etc. Data obtained from an existing source or otherwise not directly measured or generated under this project (data collected under other TCEQ- or EPA- approved QAPPs, literature files, databases, etc.) must be qualified (i.e., validated for use), and the data validation procedures must be included in this QAPP. The procedures must document the decision process and factors used in arriving at the choice of the particular qualification method. In those cases, the following must be provided in this section:

1. The type and source of the data
2. The intended use of the data
3. The acceptance criteria for the use of the data in the project
4. Any limitations on the use of the data
5. The description or citation of various elements of data collection

# SS-B10 Data Management

As described in Section B10 of the basin-wide QAPP. Note: Project specific data management issues, flow of data, etc. should be described. Flow charts are useful to display this information.

## Data Dictionary

Terminology and field descriptions are included in the DMRG, or most recent version. A table outlining the entities that will be used when submitting data under this QAPP is included below for the purpose of verifying which entity codes are included in this QAPP.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Entity | Tag Prefix | Submitting Entity | Collecting Entity |
| Ex. Texas A&M Univ. Corpus Christi, Center for Coastal Studies | A | AM | AM |

NOTE: Requests for new tag prefixes and entity code information need to be made to the TCEQ Project Manager before updating the QAPP. The Tag Prefix is the first one or two digits of the Tag ID (the unique 7-digit number that identifies a sample in the SWQMIS database), and is used to identify the entity collecting the data. The Submitting Entity Code identifies the entity responsible for submitting the data and Collecting Entity code specifies the actual entity collecting the samples in the field. This table should be resubmitted with amendments to the QAPP when monitoring entities are added to or removed from the project.

# SS-C1 Assessments and Response Actions

As described in Section C1 of the basin-wide QAPP. Note: Some project specific assessment activities may be specified. These should be described.

## Corrective Action

As described in Section C1 of the basin-wide QAPP.

# SS-C2 Reports to Management

## Reports to Planning Agency Project Management

As described in Section C2 of the basin-wide QAPP.

## Reports to TCEQ Project Management

As described in Section C2 of the basin-wide QAPP.

## Reports by TCEQ Project Management

As described in Section C2 of the basin-wide QAPP.

# SS-D1 Data Review, Verification, and Validation

As described in Section D1 of the basin-wide QAPP.

# SS-D2 Verification and Validation Methods

As described in Section D2 of the basin-wide QAPP.

# SS-D3 Reconciliation with User Requirements

Note: A reference to the basin-wide QAPP is not appropriate for a special study where it is stated that “no decisions will be made with the data.” The purpose of this section is to describe qualitatively, scientifically, and/or statistically how the data will be evaluated to determine if they are the right quality, quantity, and type to support their use (i.e., meet data quality objectives). If data do not meet DQOs, actions may indicate discarding data, setting limits on the use of the data, or revising the DQOs. Describe how issues will be resolved and communicated to the data user and the TCEQ.

# ATTACHMENT 1 Example Letter to Document Adherence to the QAPP Appendix X

DATE: date

TO: name

organization

FROM: name

organization

RE: Appendix X to the Basin Planning Agency Fiscal Year 2016-2017 CRP QAPP

Please sign and return this form by date to:

(address)

I acknowledge receipt of the “Appendix X of QAPP Title, Revision Date”. I understand the document(s) describe quality assurance, quality control, data management and reporting, and other technical activities that must be implemented to ensure the results of work performed will satisfy stated performance criteria. My signature on this document signifies that I have read and approved the document contents pertaining to my program. Furthermore, I will ensure that all staff members participating in CRP activities will be required to familiarize themselves with the document contents and adhere to them as well.

Name Date

Copies of the signed forms should be sent by the Basin Planning Agency to the TCEQ CRP Project Manager within 60 days of TCEQ approval of the QAPP.