Instructions for Using the Clean Rivers Program Quality Assurance Project Plan (QAPP) Amendment Shell Document:

The shell document below was developed for use by Clean Rivers Program (CRP) Basin Planning Agencies in amending their FY 2026–2027 CRP QAPPs. Instructions for preparation of QAPP amendments are provided throughout the document.

This QAPP amendment shell does not apply to and should not be used for work conducted under another TCEQ program, or for federally funded programs or projects. A standalone QAPP should be developed and approved by the appropriate TCEQ staff.

The shell language is to be used by Basin Planning Agencies in their CRP QAPPs only to the extent that the language accurately and completely depicts Basin Planning Agency organizational structures, project responsibilities, project background, and project requirements, activities, and procedures. Blue italicized text in the shell provides instructions or information to QAPP amendment preparers and should be deleted from the QAPP amendment before submission to TCEQ. Yellow highlighted text indicates titles or other language that must be replaced (e.g., name and address of the Basin Planning Agency, name of Basin Planning Agency Project Manager, etc.). Green highlighted text should be used by the Basin Planning Agency to indicate changes they’ve made from the previous FY 2026–2027 QAPP document. ***The Basin Planning Agency will remove all yellow highlighting and instructional blue text before submitting this amendment to TCEQ for review.***

The [***Clean Rivers Program Guidance***](https://www.tceq.texas.gov/waterquality/clean-rivers/guidance/index.html) provides additional information concerning QAPP amendment preparation and submission. Questions concerning QAPP amendment requirements may be directed to TCEQ Clean Rivers Program Project Managers and the CRP Project Quality Assurance Specialist.

Amendment #\_\_

Update to the Basin Planning Agency Clean Rivers Program FY 2026–2027 QAPP

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 Amendment should be directed to:**

Name (Basin Planning Agency Representative)

Title

Address

City, Texas Zip Code

(XXX) XXX-XXXX

email@address

# Justification

This document details the changes made to the basin-wide QAPP to update the following items. *Justify the amendment by briefly and broadly summarizing the changes being made. For example, you may cite personnel changes, adjustments to the monitoring schedule, etc.*

Green highlighting = change by Basin Planning Agency

~~Strikethrough font~~ = deletion of text from previous QAPP document

# Summary of Changes

*List each section in which a change is proposed and provide a description of the change(s) in the table below.*

Note: Be sure to locate and address all sections that are impacted by the change. For example, if a new parameter has been added, then a new Measurement Performance Specifications table will need to be referenced and attached, as well as a new holding time table, sample container information, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Section | Sub-section/ Figure/Table | Page(s) in Basin-wide QAPP | Change | Justification | Affected Entity | Page(s) in this Amendment |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Distribution

This QAPP amendment will be distributed by the Basin Planning Agency via email to all personnel on the distribution list (section A7 of the QAPP to which this amendment pertains).

These changes will be incorporated into the QAPP document and TCEQ and the Basin Planning Agency will acknowledge and accept these changes by approving of the final amendment draft electronically. *Note: email approval may now be performed in lieu of circulating amendment documents for signature — the purpose of which is to expedite approval of QAPP amendments. The TCEQ CRP PM will request approval in a group email and add “electronically approved” to each signature line for each signatory upon receipt of their approval email along with the date said email was received. If your agency prefers not to route QAPPs for approval via email, and instead prefers that signatories provide approval by adding signatures using Adobe Acrobat, Docusign, Jotform, or a similar program, please communicate this preference to your TCEQ CRP PM.*

## Texas Commission on Environmental Quality

### Water Quality Planning Division

Sarah Whitley, Team Leader Date

Water Quality Standards

and Clean Rivers Program

Sunshyne Hendrix Date

Project Quality Assurance Specialist

Clean Rivers Program

Name, Project Manager Date Cathy Anderson, Team Leader Date

Clean Rivers Program Data Management and Analysis

### Monitoring Division

Loren Walker Date

Lead CRP Quality Assurance Specialist

**Basin Planning Agency**

Name, Title Date Name, Title Date

Basin Planning Agency Basin Planning Agency

**Sub-participant #1** *Only need signatures from sub-participants if the amendment affects them.* *Please also list them in order of appearance in the approved QAPP as it makes comparison of the amendment to the QAPP easier during review.*

Name, Title Date Name, Title Date

Sub-participant Agency Sub-participant Agency

**Sub-participant #2** *Only need signatures from sub-participants if the amendment affects them.*

Name, Title Date Name, Title Date

Sub-participant Agency Sub-participant Agency

**Laboratory #1** *Only need signatures from lab personnel if the amendment affects them.*

Name, Title Date Name, Title Date

Laboratory Laboratory

**Laboratory #2** *Only need signatures from lab personnel if the amendment affects them.*

Name, Title Date Name, Title Date

Laboratory Laboratory

# Detail of Changes

Include all changes (e.g., body of text, tables, figures) in their entirety. When possible, please emphasize changes (through green highlighting and ~~strikethrough~~ font) to direct reviewers to pertinent sections. Please remove all yellow highlighting and instructional blue text before submitting this amendment to TCEQ for review. Include a header or page title for each modified page included here that reads “Replaces page XX of the FY 2026–2027 CRP QAPP.” Variations of this are acceptable such as “Replaces specific text from page…” or “Replaces Table X.Y from page…” Headers, in tandem with the Summary of Changes table, will allow amendment readers to clearly link amendment modifications to original language in the QAPP.