

Surface Water Quality Data Review Checklist

✓, ✗, or N/A

Data Format and Structure

- A. Are there any duplicate *Tag ID* numbers?
- B. Are the *Tag prefixes* correct?
- C. Are all *Tag ID* numbers 7 characters?
- D. Are TCEQ station location (SLOC) numbers assigned?
- E. Are sampling *Dates* in the correct format, MM/DD/YYYY?
- F. Is the sampling *Time* based on the 24-hour clock (e.g. 13:04)?
- G. Is the *Comment* field filled in where appropriate (e.g. unusual occurrence, sampling problems, unrepresentative of ambient water quality)?
- H. Were Submitting Entity, Collecting Entity & Monitoring Type Codes used correctly?
- I. Is the sampling date in the *Results* file the same as the one in the *Events* file?
- J. Values represented by a valid parameter code with the correct units?
- K. Are there any duplicate parameter codes for the same *Tag Id*?
- L. Are there any invalid symbols in the Greater Than/Less Than (*GT/LT*) field?
- M. Are there any tag numbers in the *Results* file that are not in the *Events* file?
- N. Have confirmed outliers been identified? (with a "1" in the *Verify_flg* field)
- O. Have grab data (bacteria, for example) collected during 24-hr events been reported separately as RT samples?

Data Quality Review

- A. Are all the values reported at or below the AWRL?
- B. Have the outliers been verified?
- C. Checks on correctness of analysis or data reasonableness performed?
e.g.: Is ortho-phosphorus less than total phosphorus?
e.g.: Are dissolved metal concentrations less than or equal to total metals?
- D. Have at least 10% of the data in the data set been reviewed against the field and laboratory data sheets?
- E. Are all parameter codes in the data set listed in the QAPP?
- F. Are all stations in the data set listed in the QAPP?

Documentation Review

- A. Are blank results acceptable as specified in the QAPP?
- B. Were control charts used to determine the acceptability of field duplicates?
- C. Was documentation of any unusual occurrences that may affect water quality included in the Event file Comments field?
- D. Were there any failures in sampling methods and/or deviations from sample design requirements that resulted in unreportable data? If yes, explain on next page.
- E. Were there any failures in field and laboratory measurement systems that were not resolvable and resulted in unreportable data? If yes, explain on next page.

