Chapter 14 – Request for Analysis Form

A Request for Analysis Form (RFA) is used only by TCEQ field collectors to request laboratory analysis of samples. Additional information is provided below.

Life Cycle of an RFA

1. Collector creates an RFA in SWQMIS.
2. Collector collects water, sediment and biological samples in the field.
3. Collector matches these samples with their associated RFAs.
4. Collector ships samples with their associated RFA to the lab for analysis.
5. Laboratory processes samples and RFAs.
6. Lab sends RFAs and Lab Reports to DM&A.
7. DM&A reviews RFAs and Lab Reports prior to validating data in SWQMIS.
8. DM&A validates data and sends the validated RFAs and Lab Reports to Regions.
9. Regions file and keep RFAs according to the retention schedule.

How Many RFAs are Needed?

1	RFA for each media type—water, sediment, tissue are always submitted on separate RFAs
1	RFA for each of the following monitoring types;
	routine monitoring (RT)
	equipment blank (EB) for dissolved metals
	field blanks (FB) for both total metals and total Hg on single RFA
	Example: ambient metals-in-water samples collected
1	RFA for all metals in ambient water (dissolved, total, and total Hg)
1	RFA for the equipment blank (for dissolved metals)
1	RFA for the field blanks (both total metals and total Hg on single RFA)

RFA Fields

Information Provided by Field Staff

The following RFA information is auto-generated by SWQMIS or filled in by the sample collector.

RFA Tag #

Auto-generated by SWQMIS when an RFA is created

Region

Auto-populated by SWQMIS using region assigned to the RFA Generator's email address

Generator's Email ID

Auto-populated by SWQMIS using the login information of the user

Lab

Select the laboratory that will analyze the samples

PCA

Project Code entered by collector

Station ID

Enter the sample Station ID

Segment ID

Auto-populated by SWQMIS using the selected Station ID

Collector

Select collector's name

Description

Auto-populated by SWQMIS using the Station ID

Submitting Entity

Select the entity submitting the data to SWQMIS; default SE is "WC"(TCEQ)

Collecting Entity

Select the entity collecting the samples; default CE is "FO" (TCEQ Regional Office)

Monitoring Type

Select the monitoring type based on purpose, refer to DMRG Chapter 13

Associated Samples – Tag ID

Select or enter associated RFA Tag IDs for all sample types collected at the station (ambient and QC, if applicable)

Associated Samples – PC

Enter the program code for each Tag ID for ambient or QC samples

***Grab Sample* -**

Date

Enter the grab sample date

End Time

Enter the grab sample time

End Depth

Enter the grab sample depth

***Composite Sample* –**

Start Date

Enter the composite sample start date

End Date

Enter the composite sample end date

Start Time

Enter the composite sample start time

Start Depth

Enter the composite sample start depth

End Depth

Enter the composite sample end depth

Composite Category

Enter the composite category: T=Time; S=Space; B=Both; F=Flow Weight
T = Time (is not weighted)
S = Space (is not weighted)
B = Both (Time and Space)
F = Flow Weighted (Flow-Weighted Mean Concentrations)

NOTE: For the calculation of the FWMC, data on the concentration, sample time window and flow are required for each sample. The concentration in each sample is weighted by both the time and the flow that accompanied it. The FWMC represents the total load for the time period divided by the total discharge for the time period.
The equation for calculating the FWMC[1] is:

$$FWMC = \frac{\sum_{1}^{n}(c_i * t_i * q_i)}{\sum_{1}^{n}(t_i * q_i)}$$

where q_i = flow in the i^{th} sample

Composite Type

Enter the composite type (# of grabs)

Lab Info –

Specific Conductance

Enter the field specific conductance value

Field pH

Enter the field pH value

No. containers

Enter the number of containers accompanying this RFA

Bacteria Bottle Lot #

Enter the bacteria bottle lot number

Hazards or Special Instructions

Record any hazards or special instructions for the lab

The following RFA information is filled out by the laboratory receiving the samples.

Information Provided by Laboratory Staff -

Lab #

A unique Lab ID that identifies the RFA and associated samples when received by the laboratory.

Received by Lab –

Initials

Record initials of lab staff receiving the sample(s)

Date

Record the date that the samples were received by the lab

Time

Record the time that the samples were received by the lab

Cooler Temp

Record the cooler temperature

pH checked

Circle yes if the pH was checked and no if it was not

Notes

Lab staff records any notes regarding receipt information

Chemicals in Water

Circle only those tests requested

Metals in Water

Circle only those tests requested

Sediment

Circle only those tests requested

Organics in Water

Circle only those tests requested

Tissue

Circle only those tests requested

Additional Information

SWQM Procedures Volume 1