

Chapter 2 – Parameter and Constituent Code Requests

Parameter Code Request - Description

All parametric data entered into the SWQMIS database is identified using a unique 5-digit parameter code. Each parameter is also associated with a constituent. A parameter is a given constituent measured in a specific media by a specified method. A constituent is an element, compound, organism, or water characteristic in its most basic form.

The [SWQMIS Parameter/Constituent Code Request Form](#), referred to as the Parameter Request Form, is to be used when adding a new parameter, a new constituent code, changing an existing parameter, or an existing constituent code in SWQMIS. This form is available from the hyperlink above, or SWQMIS users can access the Parameter Request Form in the SWQMIS module named 'Forms'.

For a current list of all existing parameter codes in the SWQMIS database, go to [inventory of current parameter codes](#), or contact the [DM&A](#) Team directly.

SWQMIS users can use the SWQMIS Parameter Inventory Report to obtain a complete list of parameter codes stored in the database.

Request Process

1. Submit SWQMIS parameter code requests on the Parameter Request Form located under the Forms Module in the [SWQMIS database](#) or from [TCEQ's external website](#). Submit the completed form by pressing the 'Submit Form' button located at the top right corner of the form. A pop-up window will appear asking for the email client in use. There are two options
 - i. If you select the Desktop Email Application option, an email will auto-generate with the completed form attached. Press 'Send' to submit your form to the DM&A Team at wdma@tceq.texas.gov.
 - ii. If you select the Internet Mail option, your computer's browser window will open prompting you to save the form. Generate an email to wdma@tceq.texas.gov and attach the completed Parameter Request Form.
2. When the DM&A Team receives your request, a data manager will either contact you for more information or complete the request in about 10 business days.
3. Once your request is completed, DM&A will notify you via email and attach the completed [Parameter Request Form](#) with the new or modified Parameter/Constituent Code information.

Parameter/Constituent Code Request Fields

Information Provided by the Requestor

To request a new or revised parameter/constituent code, complete the shaded portion of the request form.

Check Action Required

Check the appropriate box —add a new code to the database or make changes to an existing code.

Person Submitting Request

Enter your name in the field.

Agency or Contractor Name

Enter the name of your agency or the contractor making the request.

Program Area

Enter the TCEQ program area with which the request is associated.

QAPP Title

Enter the title of the QAPP with which the request is associated.

Contact Phone

Enter a contact phone number in case any questions arise during the processing of the request.

Explanation of Request

Provide a brief explanation of why you are requesting the action.

Parameter

Provide a brief description of the parameter.

Parameter Code

If the request is for a change, enter the existing parameter code. Otherwise, leave this field blank.

Media

Enter the media in which the parameter is measured (water, sediment, tissue, etc.).

Unit of Measure

Enter the measurement units for the parameter. Enter NA if this field is not applicable.

Analytical Method

Enter the analytical method associated with the parameter. Indicate if this is an EPA approved method. Enter NA if this field is not applicable.

Analytical Method Number

Enter the number associated with the analytical method. Enter NA if this field is not applicable.

Information Provided by DM&A Staff

DM&A staff will complete the following form fields.

Parameter Code

DM&A assigns a unique 5-digit parameter code for new parameter requests, or they will use the code you provided.

Constituent ID

DM&A assigns the ID of the constituent for each parameter. For example, if the requested parameter were suspended organic carbon, DM&A would assign the parameter to the constituent ID for carbon.

CAS Number

DM&A identifies the CAS (Chemical Abstracts Service) number associated with the constituent, if applicable.

Constituent Category

DM&A assigns each constituent to a category in SWQMIS. These categories include Physical/Chemical, Algae, Habitat, Benthos, Phytoplankton, Zooplankton, Nekton, Macrophytes, and NS (Not Specified).

Parameter Description

DM&A develops a parameter description.

Minimum Value

DM&A sets a minimum threshold value for the parameter. This value sets a data quality control check.

Maximum Value

DM&A sets a maximum threshold value for the parameter. This value sets a data quality control check. Results greater than this value require verification when data is manually entered or flat-file loaded into SWQMIS.

Entered in SWQMIS

The DM&A Data Manager signs the completed form verifying the change in SWQMIS.

Date Entered

The DM&A Data Manager provides the date the action was completed.

Parameter Inventory Report

SWQMIS contains over 5,800 parameter codes used to report data to the TCEQ and should not be confused with the list of STORET codes maintained by the EPA. The SWQMIS Parameter Inventory Report lists parameter codes and associated parameter metadata. Data providers should review this report when planning new or different sampling or analyses. If an existing code does not accurately represent the planned sampling or analyses, a new code is requested using the Parameter Request Form.

The following fields are included in a Parameter Inventory Report.

- Parameter Code
- Parameter Description
- Units of Measure
- Media
- Method
- CAS Number