

How to Complete the Microbial Reporting Form for Private Water Customers

1. Fill in the Name, Mailing Address, Phone Number and Fax Number (if available) of the person to whom the sample results should be reported.
2. Fill in the sample collector's information including: Name, signature and association with the system. Samples will not be accepted by TCEQ if the form is not signed.
3. Complete the required **Sample Identification/Location** for each sample.
 - a. If the sample collected replaces a previously rejected sample, check the box under "Replacement".
 - b. Fill in the **Date** the sample was collected. Fill in the **Time** of sample collection and circle AM or PM. Date and Time are mandatory.
4. Return the complete MRF to the laboratory with the water sample(s).
 - a. Complete the Chain of Custody (COC) area by filling in the appropriate "Relinquished By" field(s) and date(s) when the sampler drops off the water. Please do not fill out this field before arriving at the laboratory. The laboratory should complete the "Received By (Lab)" fields. The COC area of the form requires signatures; initials are not acceptable.
 - i. In the event the water system uses a courier, or someone other than the sampler delivers the water sample to the lab, the sampler will **sign** and date in the "Relinquished By" fields when turning over the samples to the courier who will **sign** "Relinquished By" fields upon delivery of the sample to the laboratory.