

## How to Complete the Microbial Reporting Form (MRF, #10525)

The Microbial Reporting Form (MRF) is required when reporting sample results to TCEQ for compliance with the Revised Total Coliform Rule (RTCR) and Ground Water Rule (GWR) only. Use of this form is mandatory unless the laboratory is submitting data electronically to TCEQ via E2, in which case the lab may use an alternate form that captures all TCEQ required data.

Fill in the Public Water System (PWS) ID number, PWS Name and County. Only one PWS per form and shipping/transport container. (All samples on the form must be transported in the same container)

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. (If other is marked, please indicate in what capacity the sampler is associated with the system). Community and Non-Transient Non-Community PWSs should also fill in the operator's license number. 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. Under **Sample Identification/Location**, document the sample sites as listed in the Revised Total Coliform Rule (RTCR) Sample Siting Plan. Use specific addresses or locations; DO NOT use generic site numbers. For raw well samples, ensure the appropriate Source ID (e.g. G1234567A) is documented to avoid sample/data rejection. If you do not know the Source ID please contact TCEQ or visit the Drinking Water Watch (DWW) website under "Facilities". DWW link: <http://dww2.tceq.texas.gov/DWW/>
  - c. 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.
  - d. Check the appropriate box for **Sample Type**. *Check only one box.* (Mandatory)
    - i. Compliance sample types include Distribution, Repeat or Raw Well. *Special and Construction samples WILL NOT be used for compliance.*
    - ii. Repeat samples, replacement samples, and triggered raw samples must have the originating sample ID and *collection* date filled in next to the sample type indicator boxes.
    - iii. Non-Compliance sample types are Construction and Special. These types of samples are for water systems to use after construction work or for special investigation purposes and will not be used for TCEQ compliance.
  - e. A **Chlorine Residual** must be measured and recorded for each compliance sample collected in the field to prevent sample/data rejection. Fill in the measured residual in mg/L. Indicate the type of residual measured by circling "F" for Free or "T" for Total (Chloramines). Samples without a chlorine residual measured in the field at the time of collection will be rejected.
4. Return the completed 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). 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 samples to the lab, the sampler will **sign** and date in the "Relinquished By" fields when turning over the samples to that courier who will **sign** and date the "Received By" field. The sampler or courier should complete the "Relinquished By" fields upon delivery of the samples to the laboratory.
    - ii. Laboratories may opt to use a separate COC form. In this case both the MRF and separate COC must be submitted to the TCEQ together.