Clean Water Act Section 319(h) Nonpoint Source Pollution Control Program

Surface Water Quality Monitoring in the Geronimo and Alligator Creeks Watershed to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan

TSSWCB Project 17-08
Revision 0

Quality Assurance Project Plan

Texas State Soil and Water Conservation Board

Prepared by

Guadalupe-Blanco River Authority

Effective Period: Upon EPA approval through July 31, 2019
with annual revisions required

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A1 APPROVAL PAGE

Surface Water Quality Monitoring in the Geronimo and Alligator Creeks Watershed to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan

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Signature: _____ Date: _____

Name: Jennifer Blossom
Title: LCRA ELS Quality Assurance Director

Signature: _____ Date: _____

Name: Jason Woods
Title: LCRA ELS Project Manager

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Sub-tier participants (e.g., subcontractors, subparticipants, or other units of government) will sign this QAPP, indicating the organization's awareness of, and commitment to requirements contained in this quality assurance project plan and any amendments or added appendices of this plan. Signatures in section A1 will eliminate the need for adherence letters to be maintain

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List of Acronyms

Ana-Lab	Ana-Lab Corporation Environmental Laboratory
AWRL	Ambient Water Reporting Limit
BMP	Best Management Practice
BOD	Bio-chemical Oxygen Demand
C	Centigrade (Temperature)
CAR	Corrective Action Report
CBOD	Carbonaceous Biological Oxygen Demand
CFR	Code of Federal Regulations
cfs	Cubic Feet Per Second
COC	Chain of Custody
COD	Chemical Oxygen Demand
CR	County Road
CRP	Clean Rivers Program
CWA	Clean Water Act
DO	Dissolved Oxygen
DQO	Data Quality Objective
EPA	U.S. Environmental Protection Agency
GBRA	Guadalupe-Blanco River Authority
GCWP	Geronimo and Alligator Creeks Watershed Partnership
GIS	Geographic Information System
GPS	Global Positioning System
H_2SO_4	Sulfuric Acid
ID	Identification
L	Liter
LCS	Laboratory Control Standard
LCRA ELS	Lower Colorado River Authority Environmental Laboratory Services
LOD	Limit of Detection
LOQ	Limit of Quantitation
m	Meter
mg/L	Milligrams per Liter
mL	Milliliters
MPN	Most Probable Number
NA	Not Applicable
NELAP	National Environmental Laboratory Accreditation Program
NH_3-N	Ammonia-Nitrogen
NO_3-N	Nitrate-Nitrogen
NWIS	National Water Information System
NCR	Nonconformance Report
NRCS	U.S. Department of Agriculture Natural Resources Conservation Service
OSSF	On-Site Sewage Facility
QA	Quality Assurance
QASM	Quality Assurance System Manual
QAO	Quality Assurance Officer
QAPP	Quality Assurance Project Plan
QC	Quality Control
R	Recovery (%Percent Recovery)
RL	Reporting Limit

RPD	Relative Percent Difference
SA	Sample Amount (reference concentration)
SARA-EL	San Antonio River Authority - Environmental Laboratory
SLOC	Station Location
SM	Standard Methods
SOP	Standard Operating Procedure
SR	Sample Result Concentration (%Percent Recovery)
SSR	Spiked Sample Concentration (%Percent Recovery)
su	Standard Units
SWQM	Surface Water Quality Monitoring
SWQMIS	Surface Water Quality Monitoring Information System (formerly TRACS)
TCEQ	Texas Commission on Environmental Quality
TKN	Total Kjeldahl Nitrogen
TP	Total Phosphorus
TSS	Total Suspended Solids
TSSWCB	Texas State Soil and Water Conservation Board
TSWQS	Texas Surface Water Quality Standards
TWQI	Texas Water Quality Inventory
USGS	U.S. Geological Survey
WPP	Watershed Protection Plan
WQMP	Water Quality Management Plan
WWTF	Wastewater Treatment Facility

A3 DISTRIBUTION LIST

Organizations, and individuals within, which will receive copies of the approved QAPP and any subsequent revisions include:

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Name: Tracy Varvel
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Name: Jason Woods
Title: LCRA ELS Project Manager

Name: Jennifer Blossom
Title LCRA ELS Quality Assurance Director

The GBRA will provide copies of this QAPP and any amendments or appendices of this QAPP to each person on this list and to each sub-tier project participant, e.g., subcontractors, other units of government, laboratories. The GBRA will document distribution of the QAPP and any amendments and appendices, maintain this documentation as part of the project's QA records, and will be available for review.

A4 PROJECT/TASK ORGANIZATION

The following is a list of individuals and organizations participating in the project with their specific roles and responsibilities:

EPA

Henry Brewer, EPA Project Officer
Responsible for managing the project for EPA. Reviews project progress and reviews and approves QAPP and QAPP amendments.

TSSWCB

Jana Lloyd, TSSWCB Project Manager
Responsible for ensuring that the project delivers data of known quality, quantity, and type on schedule to achieve project objectives. Provides the primary point of contact between the GBRA and the TSSWCB. Tracks and reviews deliverables to ensure that tasks in the workplan are completed as specified in the contract. Responsible for verifying that the QAPP is followed by the GBRA. Notifies the TSSWCB QAO of significant project nonconformances and corrective actions taken as documented in quarterly progress reports from GBRA Project Manager.

Mitch Conine, TSSWCB QAO
Reviews and approves QAPP and any amendments or revisions and ensures distribution of approved/revised QAPPs to TSSWCB participants. Assists the TSSWCB Project Manager on QA-related issues. Coordinates reviews and approvals of QAPPs and amendments or revisions. Conveys QA problems to appropriate TSSWCB management. Monitors implementation of corrective actions. Coordinates and conducts audits.

GBRA

Michael Urrutia, Deputy Executive Manager of Operations & Water Quality
Provides technical assistance to the GBRA Project Manager/Data Manager, GBRA Laboratory Director and GBRA QAO regarding compliance with the project workplan.

Lee Gudgell, Project Manager/Data Manager
Responsible for implementing and monitoring requirements in the contract, and the QAPP. Responsible for writing and maintaining records of the QAPP and its distribution, including appendices and amendments. Responsible for maintaining written records of sub-tier commitment to requirements specified in this QAPP. Coordinates project planning activities and work of project partners. Ensures monitoring systems audits are conducted to ensure QAPP is followed by project participants and that project is producing data of known quality. Ensures that subcontractors are qualified to perform contracted work. Ensures that quality-assured data is posted on GBRA Internet sites. Ensures TSSWCB Project Manager and/or QAO are notified of deficiencies, non-conformances, and corrective actions and that issues are resolved. Responsible for validating that data collected are acceptable for reporting to the TCEQ SWQMIS.

Responsible for coordinating sampling events, including maintenance of sampling bottles, supplies, and equipment. Maintains records of field data collection and observations. Responsible for ensuring that field data are properly reviewed and verified for integrity and continuity, reasonableness and conformance to project requirements, and then validated against the data quality objectives listed in Table A7.1. Responsible for the transfer of project quality-assured water quality data to the SWQMIS Test database (the validation algorithm) to obtain a validation report, then submitted electronically to the TSSWCB Project Manager and TCEQ Data Management and Analysis Team

Raymond Casteline, GBRA Laboratory Director
The responsibilities of the lab director include supervision of laboratory, purchasing of equipment, maintain quality assurance manual for laboratory operations, and supervision of lab safety program.

Kylie Gudgell, GBRA Laboratory Quality Assurance Officer
Responsible for coordinating the implementation of the QA program. Responsible for identifying, receiving, and maintaining QA records. Notifies the GBRA Laboratory Director and GBRA Project Manager of particular circumstances which may adversely affect the quality of data. Coordinates and monitors deficiencies and corrective action. Coordinates and maintains records of data verification and validation. Coordinates the research and review of technical QA material and data related to water quality monitoring system design and analytical techniques. Additionally, the QAO will review and verify all laboratory data for integrity and continuity, reasonableness and conformance to project requirements, and then validated against the data quality objectives listed in Table A7.1.

Laboratory Technicians (6)
Perform laboratory analysis for inorganic constituents, nutrients, etc.; assist in collection of field data and samples for stream monitoring and chemical sampling of environmental sites. Perform sample custodial duties.

Ana-Lab Corporation Environmental Laboratory

William Peery-Ana-Lab Laboratory Technical Director
The responsibilities of the lab director include supervision of laboratory, purchasing of equipment, and supervision of lab safety program. The Ana-Lab technical director will review and verify all laboratory data for integrity and continuity, reasonableness and conformance to project requirements, and then validate against the measurement performance specifications listed in Table A7.1 and A7.3 of this QAPP.

Tracy Varvel - Ana-Lab Quality Assurance Officer
Maintains quality assurance manual for laboratory operations, maintains operating procedures that are in compliance with this QAPP, amendments and appendices. Conducts in-house audits to ensure compliance with written SOPs, NELAP requirements and to identify potential problems.

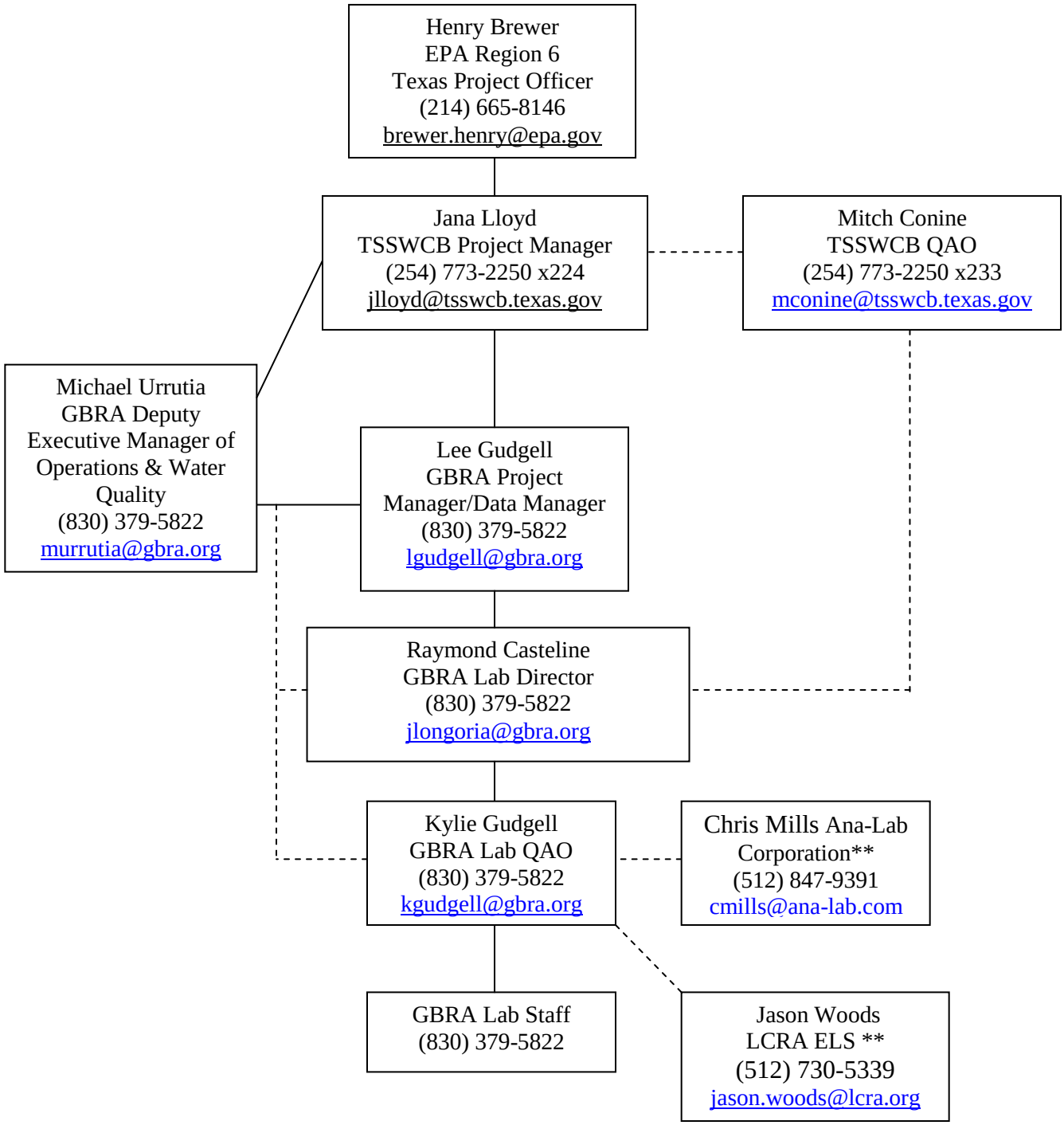
LCRA ELS

Jason Woods, LCRA ELS Project Manager
Reviews and verifies all laboratory data for integrity and continuity, reasonableness and conformance to project requirements, and then validated against the measurement performance specifications listed in Table A7.1.

Dale Jurecka, LCRA ELS Lab Manager
Responsible for overall performance, administration, and reporting of analyses performed by LCRA ELS. Responsible for supervision of laboratory personnel involved in generating analytical data for the project. Ensures that laboratory personnel have adequate training and a thorough knowledge of the QAPP and related SOPs. Responsible for oversight of all laboratory operations ensuring that all QA/QC requirements are met, documentation is complete and adequately maintained, and results are reported accurately.

Jennifer Blossom, LCRA ELS Quality Assurance Officer
Maintains operating procedures that are in compliance with the QAPP, amendments and appendices. Responsible for the overall quality control and quality assurance of analyses performed by LCRA ELS. Assists with monitoring systems audits for CRP projects.

Figure A4.1 Project Organizational Chart* – Lines of Communication



* See Project/Task Organization in this section for a description of each position's responsibilities.
** LCRA ELS and Ana-Lab to be used to meet holding times in the event of equipment failure at the GBRA laboratory.

A5 PROBLEM DEFINITION/BACKGROUND

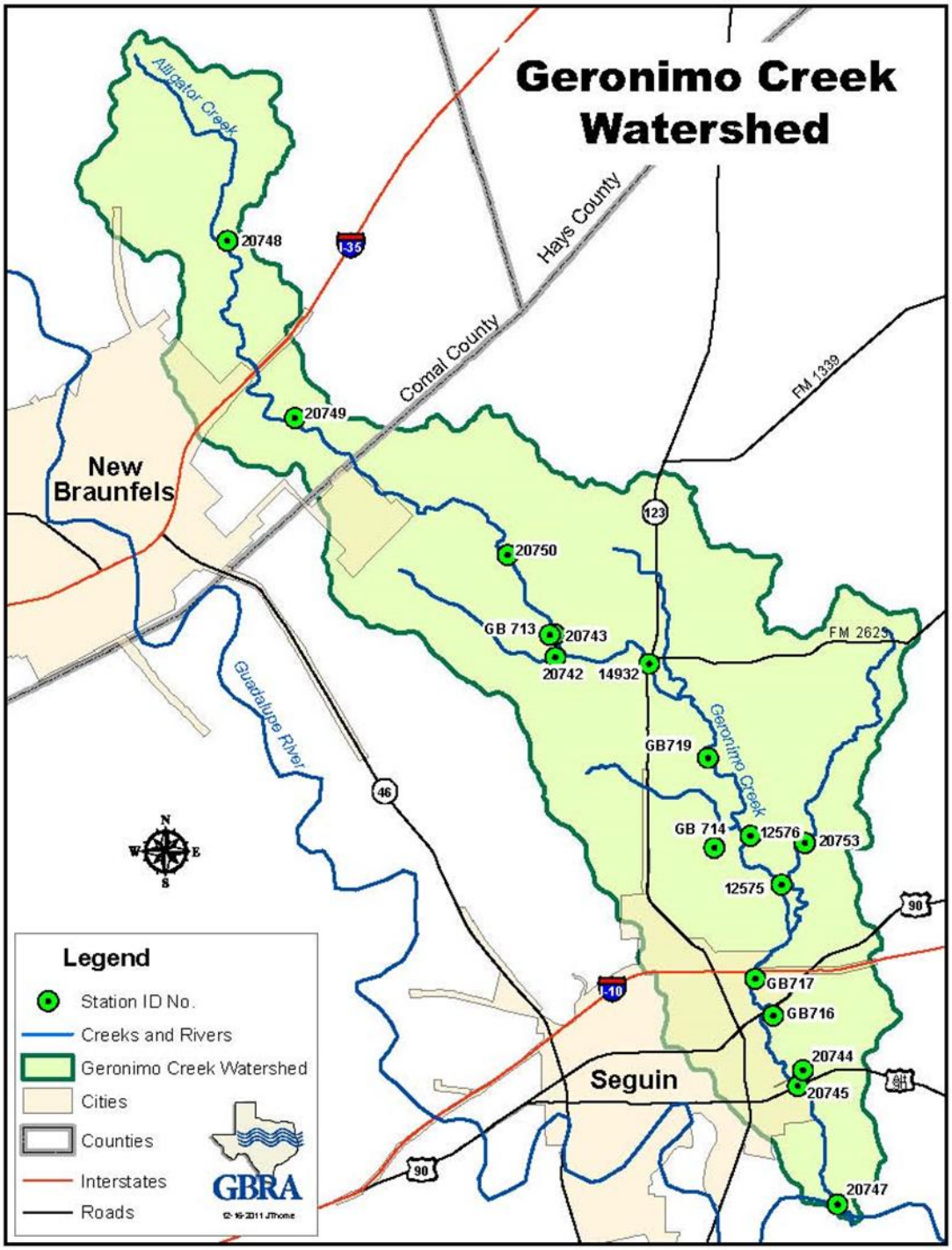
In 2007, the TSSWCB Regional Watershed Coordination Steering Committee, using established criteria, ranked Geronimo Creek in the top 3 watersheds for development of a Watershed Protection Plan (WPP). The development of a WPP for Geronimo Creek began in June 2008. The project included water quality monitoring, water quality modeling and stakeholder facilitation. The Geronimo and Alligator Creeks WPP has been a stakeholder driven process lead by, GBRA, Texas AgriLife Extension, and TSSWCB. The Geronimo and Alligator Creeks Watershed Partnership (GCWP) Steering Committee includes local officials, land and business owners and citizens and is supported by state and federal agency partners. With technical assistance from project staff, the Steering Committee has identified issues that are of particular importance to the surrounding communities, and has contributed information on land uses and activities that has been helpful in identifying the sources of nutrient and bacterial impairments, and in guiding the development of the WPP.

Historical data identified the impairment for bacteria and a concern for nutrients. The water quality monitoring program conducted during the WPP process attempted to fill gaps in the historical data but was severely hampered by the drought of 2008-09. Data collection in the project further verified that periodic elevations of *E. coli* levels continue to exist. Routine ambient water quality data is collected at one site (12576) by GBRA through the Clean Rivers Program (CRP). Through projects 08-06, 11-06, 14-09 and 17-57, GBRA conducted water quality monitoring that included additional routine ambient and targeted stream sites on the Geronimo and Alligator Creek and quarterly monitoring of springs and wells.

The Geronimo Creek WPP was accepted by EPA in September 2012. TSSWCB Project No. 11-06, *Water Quality Monitoring in the Geronimo Creek Watershed and Facilitation of the Geronimo Creek and Alligator Creeks Watershed Partnership*, a three year project beginning in the fall of 2011 collected critical water quality data that is being used to evaluate the effectiveness of WPP implementation efforts and served as a tool to quantitatively measure water quality restoration. TSSWCB Projects No. 14-09 & 17-57, *Surface Water Quality Monitoring to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan*, continued to monitor the water quality in the watershed, providing data that could be used in assessing the progress in achieving stream water quality restoration and assessing the effectiveness of best management practices. The current 17-08 project will continue this data collection effort in order serve as a tool to quantitatively measure water quality restoration by looking for trends, and filling data gaps from previous monitoring projects. This project will also continue to share water quality data, and provide outreach and education to stakeholders including local schools, municipal officials, and the Guadalupe County Master Naturalists.

The purpose of this QAPP is to clearly delineate GBRA QA policy, management structure, and procedures, which are used to implement the QA requirements necessary to verify and validate the surface water quality data collected. Project results will be used to support the achievement of the Geronimo Creek Steering Committee objectives. Figure A5.1 is a map of the Geronimo and Alligator Creeks watershed.

Figure A5.1 Geronimo and Alligator Creeks Watershed and Sampling Locations



A6 PROJECT/TASK DESCRIPTION

This project will generate data of known and acceptable quality for the surface water quality monitoring of main stem and tributary stations on Segment 1804A (Geronimo Creek) for field, conventional, flow, and bacteria. TSSWCB Project No. 17-08, *Surface Water Quality Monitoring in the Geronimo and Alligator Creeks Watershed to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan*, will continue the monitoring program established in TSSWCB Projects No. 14-09, & 17-57 *Surface Water Quality Monitoring to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan*. Three types of surface water quality monitoring will be conducted: routine ambient, targeted watershed, and groundwater. Currently, routine ambient water quality data is collected monthly at 1 main stem station by the GBRA Clean Rivers Program (Geronimo Creek at Haberle Road - 12576).

GBRA will conduct all work performed under this project including technical and financial supervision, preparation of status reports, coordination with local stakeholders, surface water quality monitoring sample collection and analysis, and data management. GBRA will participate in the GCWP, Steering Committee, TAG and appropriate Work Groups in order to efficiently and effectively achieve project goals and to summarize activities and achievements made throughout the course of this project.

GBRA will conduct routine ambient monitoring at 7 sites monthly, collecting field, conventional, flow and bacteria parameter groups, in addition to the site collected under the TCEQ CRP. Conventional parameters for routine analysis will include total suspended solids, turbidity, sulfate, chloride, nitrate nitrogen, ammonia nitrogen, total kjelhdahl nitrogen, chlorophyll a, pheophytin, total hardness, and total phosphorus. Field parameters are temperature, pH, dissolved oxygen, and specific conductance. Flow parameters are stream flow, flow measurement method, and flow severity. Bacteria parameters are *E. coli*. Figure A5.1 is a map of the monitoring locations in the Geronimo Creek watershed. The sampling period extends over 21 months. The GBRA will also collect additional bimonthly ammonia nitrogen and total kjeldahl nitrogen at station 12576. This will complement the existing routine ambient monitoring regime conducted by GBRA for the TCEQ CRP, such that the same routine water quality monitoring is conducted monthly at 8 sites in the Geronimo Creek watershed.

GBRA will conduct targeted watershed monitoring at 12 sites twice per season, once under dry weather conditions and once under wet weather conditions each season, collecting field, conventional, flow and bacteria parameter groups. Sampling period extends through 7 seasons. Spatial, seasonal and meteorological variation will be captured in these snapshots of watershed water quality. Eight of the 12 sites are routine sites that will be sampled under different conditions in the quarter, so that at least one sampling event is under dry conditions and one is under wet conditions. Routine monitoring stations will only be resampled if targeted weather conditions have not been collected for the representative season during the course of routine sample collection. Spatial, seasonal and meteorological variation will be captured in these snapshots of watershed water quality.

GBRA will conduct groundwater monitoring at 2 wells and one spring once per season collecting field, conventional, flow and bacteria parameter groups. Chlorophyll a, pheophytin, and flow parameters will not be collected for groundwater wells. The wells are located in the vicinity of springs, originating from the same groundwater strata that contribute to the base flow of the creek and its tributaries. The sampling period extends through 7 seasons. The groundwater monitoring will characterize groundwater/spring contributions to flow regime and pollutant loadings.

GBRA will manage monitoring data in support of the Geronimo Creek WPP. GBRA will submit monitoring data to the SWQMIS Test database (the validation algorithm) to obtain a validation report, and then submit electronically to the TCEQ Data Management and Analysis Team.

GBRA will post monitoring data to the GBRA website in a timely manner. GBRA will summarize the results and activities of this project through inclusion in GBRA's Clean Rivers Program Basin Highlights Report and/or Basin Summary Report. Additionally, GBRA will develop a final Assessment Data Report summarizing water quality data collected, and will provide an assessment of water quality with respect to the effectiveness of BMPs implemented and a discussion of interim short-term progress in achieving the Geronimo Creek WPP water quality goals.

See Appendix A for sampling design and monitoring pertaining to this QAPP.

Table A6.1 QAPP Milestones

TASK	PROJECT MILESTONES	AGENCY	START	END
2.1	Develop DQOs and QAPP for review by TSSWCB.	GBRA	M1	M2
2.2	Submit revisions to QAPP as necessary.	TSSWCB, GBRA	M1	M24
3.1	GBRA will monitor at 7 routine sites monthly, collecting field, conventional, flow and bacteria parameter groups, and bimonthly collections of ammonia nitrogen and TKN will be collected from station 12576 to supplement existing routine monitoring in the watershed.	GBRA	M1	M24
3.2	GBRA will conduct routine monitoring at 4 targeted sites, once per quarter, collecting field, conventional, flow and bacteria parameter groups.	GBRA	M2	M22
3.3	GBRA will conduct biased for flow monitoring at 12 sites, once per season, under wet conditions, collecting field, conventional, flow and bacteria parameter groups (Routine monitoring will not be duplicated if samples were already collected under wet weather conditions).	GBRA	M2	M22
3.4	GBRA will conduct routine groundwater monitoring at 3 sites, one spring and two wells once per season, collecting field, conventional and flow parameter groups. Flow parameters, chlorophyll a and pheophytin will be excluded from water well samples.	GBRA	M2	M22

TASK	PROJECT MILESTONES	AGENCY	START	END
3.5	GBRA will transfer monitoring data from activities in subtasks 3.1-3.4 to TCEQ for inclusion in the TCEQ SWQMIS at least quarterly	GBRA	M2	M22

A7 QUALITY OBJECTIVES AND CRITERIA FOR DATA QUALITY

The purpose of routine water quality monitoring is to collect surface water data needed for water quality assessments in accordance with TCEQ's *Guidance for Assessing and Reporting Surface Water Quality in Texas*. These water quality data, and data collected by other organizations (e.g., USGS, TCEQ CRP, etc.), will be subsequently reconciled for use by the TSSWCB.

Systematic watershed monitoring, i.e., targeted monitoring, is defined by sampling that is planned for a short duration (1 to 2 years) and is designed to: screen waters that would not normally be included in the routine monitoring program, monitor at sites to check the water quality situation, and investigate areas of potential concern. Targeted monitoring in the Geronimo and Alligator Creeks watershed, done under wet and dry conditions, will be collected to capture spatial, seasonal and meteorological snapshots of water quality.

Monitoring will be conducted on spring flow and wells to characterize contributions to the flow and pollutant loadings from groundwater. Spatial, seasonal and meteorological variations will be captured. These water quality data will be subsequently reconciled for use and assessed by the TSSWCB.

The monitoring regime (routine, targeted, and groundwater sampling) is designed to evaluate the effectiveness of BMPs (both rural and urban) across the watershed and measure their impacts on in-stream water quality. Water quality trends will be continually evaluated to document progress in implementing the WPP and progress in achieving restoration. This project is a part of a long-term monitoring program which will extend over the 10 year implementation schedule of the WPP.

The measurement performance specifications to support the project objectives for a minimum data set are specified in Table A7.1 and in the text following.

Table A7.1 GBRA Measurement Performance Specifications

PARAMETER	UNITS	MATRIX	METHOD	PARA-METER CODE	AWRL	LOQ	LOQ CHECK STD %Rec	PRECISION (RPD of LCS/LCS dup)	BIAS (%Rec. of LCS)	Lab
Field Parameters										
pH	pH/ units	water	SM 4500-H^+ B. & TCEQ SOP, V1	00400	NA[1]	NA	NA	NA	NA	Field
DO	mg/L	water	SM 4500-O G. & TCEQ SOP, V1	00300	NA[1]	NA	NA	NA	NA	Field
Conductivity	umhos/cm	water	SM 2510 & TCEQ SOP, V1	00094	NA[1]	NA	NA	NA	NA	Field
Temperature	ºC	water	SM 2550 & TCEQ SOP, V1	00010	NA[1]	NA	NA	NA	NA	Field
Flow	cfs	water	TCEQ SOP, V1	00061	NA[1]	NA	NA	NA	NA	Field
% pool coverage in 500 meter reach	%	water	TCEQ SOP, V2	89870	NA[1]	NA	NA	NA	NA	Field
Depth of bottom of water body at sample site	m	water	TCEQ SOP, V2	82903	NA[1]	NA	NA	NA	NA	Field
Maximum pool width at time of study	m	water	TCEQ SOP, V2	89864	NA[1]	NA	NA	NA	NA	Field
Maximum pool depth at time of study	m	water	TCEQ SOP, V2	89865	NA[1]	NA	NA	NA	NA	Field
Pool length	m	water	TCEQ SOP, V2	89869	NA[1]	NA	NA	NA	NA	Field
Days since precipitation event	days	other	TCEQ SOP, V1	72053	NA[1]	NA	NA	NA	NA	Field
Primary contact, observed activity	# of people	other		89978	NA[1]	NA	NA	NA	NA	Field
Evidence of primary contact recreation	1-observed 0-not observed	other		89979	NA[1]	NA	NA	NA	NA	Field
Flow measurement method	1-gage 2-electric 3-mechanical 4-weir/flume 5-doppler	water	TCEQ SOP, V1	89835	NA[1]	NA	NA	NA	NA	Field
Flow severity	1-no flow 2-low 3-normal 4-flood 5-high 6-dry	water	TCEQ SOP, V1	01351	NA[1]	NA	NA	NA	NA	Field
Flow Estimate	cfs	water	TCEQ SOP, V1	74069	NA[1]	NA	NA	NA	NA	Field
Conventional and Bacteriological Parameters										
Residue, Total Nonfiltrable (TSS)	mg/L	water	SM 2540D	00530	5	1[3]	NA	NA	NA	GBRA[4]
Turbidity	NTU	water	SM 2130B[9]	82079	0.5	0.5	NA	NA	NA	GBRA[4]
Sulfate	mg/L	water	EPA 300.0 Rev. 2.1 (1993)	00945	5	1	70-130	20	80-120	GBRA[4]

PARAMETER	UNITS	MATRIX	METHOD	PARA-METER CODE	AWRL	LOQ	LOQ CHECK STD %Rec	PRECISION (RPD of LCS/LCS dup)	BIAS (%Rec. of LCS)	Lab
Chloride	mg/L	water	EPA 300.0 Rev. 2.1 (1993)	00940	5	1	70-130	20	80-120	GBRA[4]
Chlorophyll-a, spectro-photometric method	ug/L	water	SM 10200-H[9]	32211	3	1[5]	NA	20	NA	GBRA[4]
Pheophytin, spectro-photometric method	ug/L	water	SM 10200-H[9]	32218	3	1[5]	NA	NA	NA	GBRA[4]
E. coli, IDEXX™ Colilert[8]	MPN/100 mL	water	Colilert - 18	31699	1	1	NA	0.5[2]	NA	GBRA[4]
E. coli, IDEXX™ Colilert[6]	Hours	water	Colilert - 18	31704	NA	NA	NA	NA	NA	GBRA
Ammonia-N, total	mg/L	water	EPA 350.1 Rev. 2.0 (1993)	00610	0.1	0.1	70-130	20	80-120	GBRA[4]
Hardness, total (as $CaCO_3$)	mg/L	water	SM 2340 C[8]	00900	5	5	NA	20	80-120	GBRA[4]
Nitrate-N, total	mg/L	water	EPA 300.0 Rev. 2.1 (1993)	00620	0.05	0.05	70-130	20	80-120	GBRA[4]
Total phosphorus	mg/L	water	EPA 365.3[7]	00665	0.06	0.02	70-130	20	80-120	GBRA[4]
Total Kjeldahl Nitrogen	mg/L	water	EPA 351.2 Rev. 2 (1993)	00625	0.2	0.2	70-130	20	80-120	GBRA[4]

1 Reporting to be consistent with TCEQ SWQM guidance and based on measurement capability.
2 Based on range statistic as described in Standard Methods, 20th Edition, Section 9020-B, "Quality Assurance / Quality Control – Intralaboratory Quality Control Guidelines." This criterion applies to bacteriological duplicates with concentrations greater than 10 MPN/100 mL or greater than 10 organisms/100 mL.
3 TSS LOQ is based on the volume of sample used.
4 The LCRA ELS and Ana-Lab may be used in the event of lab equipment failure so that samples will be processed within prescribed holding times. In the case of *E. coli*. LCRA ELS and Ana-Lab LOQ may be different from GBRA LOQ.
5 Reporting limit. Not a NELAP-defined LOQ (no commercially available spiking solution used as LOQ check standard.)
6 E.coli samples analyzed by Colilert-18 or SM 9223-B should always be processed as soon as possible and within 8 hours. When transport conditions necessitate delays in delivery longer than 6 hours, the holding time may be extended and samples must be processed as soon as possible and within 24 hours. Actual holding time will be reported under STORET # 31704 only for those samples that exceed the 8 hour holding time.
7 The LCRA ELS uses EPA Method 365.4 for the analysis of Total Phosphorus
8 The LCRA ELS uses Standard Method 2340B for the analysis of Total Hardness.
9 The LCRA ELS & Ana-Lab use EPA Method 445 for the analysis of Chlorophyll A and Pheophytin

References for Table A7.1:

United States Environmental Protection Agency (USEPA) "Methods for Chemical Analysis of Water and Wastes," Manual #EPA-600/4-79-020
American Public Health Association (APHA), American Water Works Association (AWWA), and Water Environment Federation (WEF), "Standard Methods for the Examination of Water and Wastewater," 20th Edition, 1998
TCEQ SOP, V1 - TCEQ SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue, June 2008 or subsequent editions (RG-415)

Ambient Water Reporting Limits (AWRLs)

The AWRL establishes the reporting specification at or below which data for a parameter must be reported to be compared with freshwater screening criteria. The AWRLs specified in Table A7.1 are the program-defined reporting specifications for each analyte and yield data acceptable for TCEQ water quality assessment. The LOQ (formerly known as reporting limit) is the minimum level, concentration, or quantity of a target variable (e.g., target analyte) that can be reported with a specified degree of confidence. The following requirements must be met in order to report results to the TSSWCB:

- The laboratory's LOQ for each analyte must be at or below the AWRL as a matter of routine practice
- The laboratory must demonstrate its ability to quantitate at its LOQ for each analyte by running an LOQ check standard for each batch of samples analyzed.
- Control limits for LOQ check samples are found in Table A7.1.

Laboratory Measurement QC Requirements and Acceptability Criteria are provided in Section B5.

Precision

Precision is the degree to which a set of observations or measurements of the same property, obtained under similar conditions, conform to themselves. It is a measure of agreement among replicate measurements of the same property, under prescribed similar conditions, and is an indication of random error.

Laboratory precision is assessed by comparing replicate analyses of laboratory control samples in the sample matrix (e.g. deionized water, sand, commercially available tissue) or sample/duplicate pairs in the case of bacterial analysis. Precision results are compared against measurement performance specifications and used during evaluation of analytical performance. Program-defined measurement performance specifications for precision are defined in Table A7.1.

Bias

Bias is a statistical measurement of correctness and includes multiple components of systematic error. A measurement is considered unbiased when the value reported does not differ from the true value. Bias is determined through the analysis of laboratory control samples and LOQ check standards prepared with verified and known amounts of all target analytes in the sample matrix (e.g. deionized water) and by calculating percent recovery. Results are compared against measurement performance specifications and used during evaluation of analytical performance. Program-defined measurement performance specifications for LCSs are specified in Table A7.1.

Representativeness

Site selection, the appropriate sampling regime, the sampling of all pertinent media according to TCEQ SWQM SOPs, and use of only approved analytical methods will assure that the measurement data represents the conditions at the monitoring sites. Routine data collected for this project and submitted to TSSWCB for water quality assessments, are considered to be spatially and temporally representative of routine water quality conditions. Water quality data are collected on a routine frequency and are separated by approximately even time intervals. At a minimum, samples are collected over four seasons (to include inter-seasonal variation). Although data may be collected during varying regimes of weather and flow, the data sets collected during routine monitoring will not be biased toward unusual conditions of flow, runoff, or season. The goal for meeting total representation of the water body will be tempered by the availability of

stream and meteorological conditions during the project and the potential funding for complete representativeness.

Data collection for targeted sampling will be toward both ambient conditions and those conditions that are influenced by storm events. Spring flow will be collected spatially, seasonally and under varying meteorological conditions. Representativeness will be measured with the completion of sample collection in accordance with the approved QAPP.

Comparability

Confidence in the comparability of routine data sets for this project and for water quality assessments is based on the commitment of project staff to use only approved sampling and analysis methods and QA/QC protocols in accordance with quality system requirements and as described in this QAPP and in TCEQ SWQM SOPs. Comparability is also guaranteed by reporting data in standard units, by using accepted rules for rounding figures, and by reporting data in a standard format as specified in Section B10.

Completeness

The completeness of the data is basically a relationship of how much of the data is available for use compared to the total potential data. Ideally, 100% of the data should be available. However, the possibility of unavailable data due to accidents, insufficient sample volume, broken or lost samples, etc. is to be expected. Therefore, it will be a general goal of the project that 90% data completion is achieved.

A8 SPECIAL TRAINING/CERTIFICATION

New field personnel receive training in proper sampling and field analysis. Before actual sampling or field analysis occurs, they demonstrate to the GBRA Data Manager their ability to properly calibrate field equipment and perform field sampling and analysis procedures. Field personnel training is documented and retained in the personnel file and are available during a monitoring systems audit.

Contractors and subcontractors must ensure that laboratories analyzing samples under this QAPP meet the requirements contained in section 5.4.4 of the NELAC® standards (concerning Review of Requests, Tenders and Contracts).

A9 DOCUMENTS AND RECORDS

The documents and records that describe, specify, report, or certify activities are listed. These reports may or may not be kept in paper form since the reports can be regenerated from the lab database at any time. If kept in paper form, the paper form is kept for a minimum of one year and then scanned into the GBRA Tab Fusion Archiving System for permanent record.

The GBRA laboratory database is housed on the laboratory computer and is backed up on the network server nightly. A back up copy of the network server files, including the GBRA Tab Fusion Archiving System, is made every Monday and that copy is stored off-site at a protected location. The GBRA Network Administrator is responsible for the servers and back up generation.

Table A9.1 Project Documents and Records

Document/Record	Location	Retention (yrs)	Format
QAPPs, amendments and appendices	TSSWCB/GBRA	One Year/ 5 Years	Paper/ Electronic
QAPP distribution documentation	GBRA	One Year/ 5 Years	Paper/ Electronic
QAPP commitment letters	GBRA	One Year/ 5 Years	Paper/ Electronic
Field notebooks or data sheets	GBRA	One Year/ 5 Years	Paper/ Electronic
Field staff training records	GBRA	One Year/ 5 Years	Paper/ Electronic
Field equipment calibration/maintenance logs	GBRA	One Year/ 5 Years	Paper/ Electronic
COC records	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Field SOPs	GBRA	One Year/ 5 Years	Paper/ Electronic
Laboratory QA Manuals	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Laboratory SOPs	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Laboratory data reports/results	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/electronic
Laboratory staff training records	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Instrument printouts	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Laboratory equipment maintenance logs	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Laboratory calibration records	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic
Corrective Action Documentation	GBRA/LCRA ELS/Ana-Lab	One Year/ 5 Years	Paper/ Electronic

The TSSWCB may elect to take possession of records at the conclusion of the specified retention period.

Laboratory Test Reports

Test/data reports from the laboratory must document the test results clearly and accurately. Routine data reports should be consistent with the TNI Volume 1, Module 2, Section 5.10 and include the information necessary for the interpretation and validation of data. The requirements for reporting data and the procedures are provided.

A laboratory test report is generated upon request by the laboratory information system. A test report should be consistent with the current TNI standards and will include the following

information necessary for the GBRA review, verification, validation and interpretation of data process documented in sections D1 and D2 of this document:

- title of report and unique identifiers on each page
- name and address of the laboratory
- name and customer number of the client
- a clear identification of the sample(s) analyzed
- station information (SLOC number)
- date and time of sample receipt
- date and time of collection
- identification of method used
- identification of samples that did not meet QA requirements and why (e.g., holding times exceeded)
- sample results
- units of measurement
- sample matrix
- dry weight or wet weight (as applicable)
- clearly identified subcontract laboratory results (as applicable)
- a name and title of person accepting responsibility for the report
- project-specific quality control results to include field split results (as applicable); equipment, trip, and field blank results (as applicable); and LOQ and LOD confirmation (% recovery)
- narrative information on QC failures or deviations from requirements that may affect the quality of results or is necessary for verification and validation of data
- certification of NELAP compliance on a result by result basis.

Electronic Data

Data collected under routine, targeted, diurnal and spring monitoring tasks will be submitted electronically to the TCEQ in the pipe-delineated Event/Result file format described in the most current version of the DMRG, which can be found at http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/wdma/dmrg_index.html. A completed Data Review Checklist and Data Summary (see Appendix D) will be submitted with each data submittal.

All reported data resulting from monitoring events will have a unique TagID (see DMRG). Data collected under this QAPP has been assigned the tag prefix of “TX”. TagIDs used in this project will be seven-character alphanumerics with the structure of the two-letter Tag prefix followed by a four digit number.

Submitting Entity, Collecting Entity, and a 4- Character Monitoring Type codes will reflect the project organization and monitoring type in accordance with the DMRG. The proper coding of Monitoring Type is essential to accurately capture any bias toward certain environmental condition as well as the purpose of the project. The TSSWCB Project Manager and the TCEQ SWQMIS Data Manager should be consulted to assure proper use of the Monitoring Type code.

Table A9.2 Tag Prefixes and Monitoring Type Codes

Sample Description	Tag Prefix	Submitting Entity	Collecting Entity	Monitoring Type Code
Routine Monitoring	TX	TX	GB	RTWD
Targeted Monitoring	TX	TX	GB	BFBA
Spring/Well Monitoring	TX	TX	GB	BSWD

Amendments to the QAPP

Revisions to the QAPP may be necessary to address incorrectly documented information or to reflect changes in project organization, tasks, schedules, objectives, and methods. Requests for amendments will be directed from the GBRA Project Manager to the TSSWCB Project Manager electronically. Amendments are effective immediately upon approval by the GBRA Project Manager, the GBRA Laboratory QAO, the TSSWCB Project Manager, and the TSSWCB QAO. They will be incorporated into the QAPP by way of attachment and distributed to personnel on the distribution list by the GBRA Project Manager.

B1 SAMPLING PROCESS DESIGN

The sample design is based on the intent of this project as recommended by the Geronimo and Alligator Creeks Watershed Partnership (GCWP) Steering Committee. Under their direction, the TSSWCB and GBRA have been tasked with providing data to characterize water quality conditions in support of the 305(b) assessment, and to identify significant long-term water quality trends. Based on GCWP Steering Committee input, achievable water quality objectives and priorities and the identification of water quality issues were used to develop the work plan, which are in accord with available resources. As part of the GCWP Steering Committee process, the TSSWCB and GBRA coordinate closely with other participants to ensure a comprehensive water monitoring strategy within the watershed.

Routine monitoring will complement existing routine ambient monitoring being conducted by GBRA. The seven routine monitoring sites (non-CRP) have been selected to increase the spatial distribution of data. Monthly routine monitoring includes the conventional, bacterial and field parameter groups (*E. coli*, pH, DO, temperature, specific conductance, chloride, sulfate, chlorophyll a, pheophytin, nitrate-nitrogen, ammonia-nitrogen, total hardness, TSS, turbidity, Total Phosphorus and Total Kjeldahl Nitrogen) that are currently collected at the existing site being monitored by GBRA under the CRP program. Flow will be measured manually (mechanically, electronically or by Acoustic Doppler.)

Sites for targeted monitoring were selected to represent spatial, seasonal and meteorological conditions throughout the Geronimo and Alligator Creeks and contributing subwatersheds. Sampling will be conducted two times per season for 7 seasons, once under dry weather conditions and once during wet weather conditions. The area has been known to experience scattered showers, i.e., afternoon heat-related showers of short duration that may cause some portions of the watershed to be under wet weather conditions while others are not. Targeted monitoring sites will be visited when the overall watershed is under the specific weather conditions, dry or wet. There may be times, during dry weather conditions, when there is no water in the stream in the subwatersheds. Those visits will be documented but no stream data will be collected. During wet weather conditions, the safety of the sampling crew will not be compromised in case of lightning or flooding. In the instance that a sampling site is inaccessible due to weather conditions or flooding, “no sample due to inaccessibility” will be documented in the field notebook. The routine monitoring sites will be targeted for wet weather conditions during each quarter if none of the routine monitoring events conducted met those conditions during that season, or targeted for dry conditions if those conditions were not met during that season.

One spring flow site and two wells comprise the groundwater monitoring component of the project and have been identified using local and historical knowledge. GBRA will conduct groundwater monitoring once per season collecting field, conventional, flow and bacteria parameter groups. Chlorophyll a and pheophytin will be excluded from conventional parameters and flow parameters will not be collected at the two water well stations. Sampling period extends through7 seasons. The data will be collected at a location that is in the closest proximity to the headwaters of the spring and with enough depth to collect a representative sample. Care

will be given to sample above stream features such as riffles that could influence water quality after the spring emerges from the ground. Flow will be measured manually at each spring.

See Appendix A for sampling process design information and monitoring tables associated with data collected under this QAPP.

B2 SAMPLING METHODS

Field Sampling Procedures

Field sampling will be conducted according to procedures documented in the *TCEQ Surface Water Quality Monitoring Procedures Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012)*, or the most recent version and any interim changes posted to the Surface Water Quality Monitoring Procedures website (http://www.tceq.texas.gov/waterquality/monitoring/swqm_procedures.html). Updates shall be incorporated into program procedures, QAPP, SOPs, etc., within 60 days of any final published version. All following references to "TCEQ Surface Water Quality Monitoring Procedures," "TCEQ Surface Water Quality Monitoring Procedures as amended," "SWQM Procedures," "SWQM Procedures Manual," "*TCEQ Surface Water Quality Monitoring Procedures Volume 1 (RG-415)," and "TCEQ Surface Water Quality Monitoring Procedures Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data (RG-416)," refer to this section and are used interchangeably.* Additional aspects outlined in Section B below reflect specific requirements for sampling under this project and/or provide additional clarification.

Table B2.1 Sample Storage, Preservation and Handling Requirements

Parameter	Matrix	Container	Preservation*	Sample Volume	Holding Time
Turbidity	Water	Plastic or glass	Cool, 0-6°C	100 mL	48 hours
Hardness	Water	Plastic or glass	Cool, 0-6°C, H_2SO_4 to pH < 2*	1 L	28 days
TSS	Water	Plastic or glass	Cool, 0-6°C	1 L	7 days
Nitrate-nitrogen	Water	Plastic or glass	Cool, 0-6°C	1 L	48 hours
Ammonia-nitrogen	Water	Plastic or glass	Cool, 0-6°C, H_2SO_4 to pH < 2*	1 L	28 days
Total Kjeldahl Nitrogen	Water	Plastic or glass	Cool, 0-6°C, H2SO4 to pH < 2*	1 L	28 days
Total Phosphorus	Water	Plastic or glass	Cool, 0-6°C, H_2SO_4 to pH < 2*	1 L	28 days
Sulfate	Water	Plastic or glass	Cool, 0-6°C	1 L	28 days
Chloride	Water	Plastic or glass	Cool, 0-6°C	1 L	28 days
Chlorophyll a /Pheophytin	Water	Amber plastic or glass	Dark, Cool, 0-6°C before filtration; Dark, 0°C after filtration	1 L	Filter within 48 hours/28 days at 0°C
*E. coli***	Water	Sterile, plastic	Cool, 0-6°C	100 mL	8 hours

* Preservation occurs within 15 minutes of sample collection or within 15 minutes of the creation of the composite of rainfall sampling
** *E.coli* samples analyzed by Colilert-18 or SM 9223-B should always be processed as soon as possible and within 8 hours. When transport conditions necessitate delays in delivery longer than 8 hours, the holding time may be extended and samples must be processed as soon as possible and within 24 hours.

Sample Containers

Sample containers are plastic 1 to 4 liter bottles that are purchased new or cleaned and reused for conventional parameters. The bottles are cleaned with the following procedure: 1) wash containers with tap water and alconox (laboratory detergent), 2) triple rinse with hot tap water, and 3) triple rinse with deionized water. Bottles for Total Phosphorus, TKN and Ammonia Nitrogen will be purchased for one time use. A certificate of analysis will verify that the pre-cleaned bottles have been prepared in accordance with analyte specifications. Amber plastic bottles are used routinely for chlorophyll samples. Disposable, pre-cleaned, sterile bottles are purchased for bacteriological samples. Certificates of analysis and/or sterility sample containers for bacteriological sampling are maintained in a notebook by each laboratory.

Processes to Prevent Contamination

Procedures in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version)* outline the necessary steps to prevent contamination of samples, including direct collection into sample containers, when possible. Field QC samples, where applicable, (identified in Section B5) are collected to verify that contamination has not occurred.

Documentation of Field Sampling Activities

Field sampling activities are documented by direct entry into the GBRA Laboratory Information Management System (LIMS) Database via a wireless connection, or recorded on field data sheets as presented in Appendix B. The following will be recorded for all visits:

- Station ID
- Sampling date
- Location
- Sampling depth
- Sampling time
- Sample collector's initials
- Values for all field parameters, including flow and flow severity
- Detailed observational data, including:
    - water appearance
    - weather
    - biological activity
    - unusual odors
    - pertinent observations related to water quality or stream uses (i.e., exceptionally poor water quality conditions/standards not met; stream uses such as swimming, boating, fishing, irrigation pumps)
    - watershed or instream activities (i.e., bridge construction, livestock watering upstream)
- missing parameters (i.e., when a scheduled parameter or group of parameters is not collected)

Recording Data

For the purposes of this section and subsequent sections, all field and laboratory personnel follow the basic rules for recording information as documented below:

- Legible writing in indelible ink with no modifications, write-overs or cross-outs;
- Correction of errors with a single line followed by an initial and date;
- Close-out on incomplete pages with an initialed and dated diagonal line.

Sampling Method Requirements or Sampling Process Design Deficiencies, and Corrective Action

Examples of sampling method requirements or sample design deficiencies include but are not limited to such things as inadequate sample volume due to spillage or container leaks, failure to preserve samples appropriately, contamination of a sample bottle during collection, storage temperature and holding time exceedance, sampling at the wrong site, etc. Any deviations from the QAPP, SWQM Procedures, or appropriate sampling procedures may invalidate data, and require documented corrective action. Corrective action may include for samples to be discarded and re-collected. It is the responsibility of the GBRA Project Manager, in consultation with the GBRA QAO, to ensure that the actions and resolutions to the problems are documented and that records are maintained in accordance with this QAPP. In addition, these actions and resolutions will be conveyed to the TSSWCB Project Manager both verbally and in writing in the project progress reports and by completion of a Corrective Action Report (CAR).

Deficiencies are documented in logbooks, field data sheets, etc., by field or laboratory staff and reported to the field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Laboratory QAO or GBRA Project Manager will initiate a CAR to document the deficiency. The definition of and process for handling deficiencies and corrective action are defined in Section C1

B3 SAMPLE HANDLING AND CUSTODY

Sample Tracking

Proper sample handling and custody procedures ensure the custody and integrity of samples beginning at the time of sampling and continuing through transport, sample receipt, preparation, and analysis.

A sample is in custody if it is in actual physical possession or in a secured area that is restricted to authorized personnel. The COC form is a record that documents the possession of the samples from the time of collection to receipt in the laboratory. The following information concerning the sample is recorded on the COC form (See Appendix C). The following list of items matches the COC form in Appendix C.

- Date and time of collection
- Site identification
- Sample matrix
- Number of containers and respective volumes
- Preservative used or if the sample was filtered
- Analyses required
- Name of collector
- Custody transfer signatures and dates and time of transfer
- Bill of lading (if applicable)
- Subcontract laboratory, if used

Sample Labeling

Samples from the field are labeled on the container with an indelible marker. Label information includes:

- Site identification
- Date and time of sampling
- Preservative added, if applicable
- Designation of “field-filtered” as applicable
- Sample type (i.e., routine, targeted, spring)

Sample Handling

After collection of samples are complete, sample containers are immediately stored in an ice chest for transport to the GBRA laboratory, accompanied by the COC form. Ice chests will remain in the possession of the field technician or in the locked vehicle until delivered to the lab. After receipt at the GBRA lab, the samples are stored in the refrigeration unit or given to the analyst for immediate analysis. Only authorized laboratory personnel will handle samples received by the laboratory.

Sample Tracking Procedure Deficiencies and Corrective Action

All deficiencies associated with COC procedures, as described in this QAPP, are immediately reported to the Basin Planning Agency Project Manager. These include such items as delays in transfer resulting in holding time violations; violations of sample preservation requirements; incomplete documentation, including signatures; possible tampering of samples; broken or spilled samples, etc.

Depending upon the severity of the deficiency or potential impact to reportable data, the GBRA project manager in consultation with the GBRA QAO will determine if the procedural violation may have compromised the validity of the resulting data. Any failures that have reasonable potential to compromise data validity will invalidate the data and the sampling event should be repeated, if possible. The resolution of the situation will be reported to the TSSWCB Project Manager in the project progress report. CARs will be prepared by the GBRA QAO or GBRA Project Manager and submitted to the TSSWCB Project Manager along with the project progress report.

Deficiencies are documented on Chain of Custodies, logbooks, field data sheets, etc., by field or laboratory staff and reported to the field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Laboratory QAO or GBRA Project Manager will initiate a CAR to document the deficiency. The definition of and process for handling deficiencies and corrective action are defined in Section C1.

B4 ANALYTICAL METHODS

The analytical methods, associated matrices, and performing laboratories are listed in Table A7.1. The authority for analysis methodologies under this project is derived from the TSWQS (Texas Administrative Code §§307.1 - 307.10) in that data generally are generated for comparison to those standards and/or criteria. The standards state that "Procedures for laboratory analysis must be in accordance with the most recently published edition of the book entitled Standard Methods for the Examination of Water and Wastewater, the TCEQ Texas Surface Water Quality Monitoring Procedures as amended, 40 CFR Part 136, or other reliable procedures acceptable to the commission, and in accordance with Chapter 25 of this title."

Laboratories collecting data under this QAPP are compliant with the NELAC® standards, at a minimum. Copies of laboratory QASMs and SOPs are available for review by the TSSWCB.

Standards Traceability

All standards used in the field and laboratory are traceable to certified reference materials. Standards preparation is fully documented and maintained in a standards log book. Each documentation includes information concerning the standard identification, starting materials, including concentration, amount used and lot number; date prepared, expiration date and preparer's initials/signature. The reagent bottle is labeled in a way that will trace the reagent back to preparation. Table A7.1 lists the methods to be used for field and laboratory analyses.

Analytical Method Deficiencies and Corrective Actions

Deficiencies in field and laboratory measurement systems involve, but are not limited to such things as instrument malfunctions, failures in calibration, blank contamination, quality control samples outside QAPP defined limits, etc. In many cases, the field technician or lab analyst will be able to correct the problem. If the problem is resolvable by the field technician or lab analyst, then they will document the problem on the field data sheet or laboratory record and complete the analysis. If the problem is not resolvable, then it is conveyed to the GBRA Laboratory Supervisor, who will make the determination and notify the GBRA QAO and GBRA Project Manager. If the analytical system failure may compromise the sample results, the resulting data will not be reported to the TCEQ. The nature and disposition of the problem is reported on the data report which is sent to the GBRA Manager. The GBRA Project Manager will include this information in the CAR and submit with the Progress Report which is sent to the TSSWCB Project Manager.

The definition of and process for handling deficiencies and corrective action are defined in Section C1.

The TCEQ has determined that analyses associated with the qualifier codes (e.g., "holding time exceedance", "sample received unpreserved", "estimated value") may have unacceptable measurement uncertainty associated with them. This will immediately disqualify analyses from submittal to SWQMIS. Therefore, data with these types of problems should not be reported to

the TCEQ SWQMIS Database. Additionally, any data collected or analyzed by means other than those stated in this QAPP, or data suspect for any reason should not be submitted for loading and storage in SWQMIS. However, when data is lost, its absence will be described in the data summary report submitted with the corresponding data set, and a corrective action plan (as described in section C1) may be necessary.

B5 QUALITY CONTROL

Sampling Quality Control Requirements and Acceptability Criteria

The minimum Field QC Requirements are outlined in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version).* Specific requirements are outlined below. Field QC sample results are submitted with the laboratory data report (see Section A9).

Laboratory Measurement Quality Control Requirements and Acceptability Criteria

Batch

A batch is defined as environmental samples that are prepared and/or analyzed together with the same process and personnel, using the same lot(s) of reagents. A preparation batch is composed of one to 20 environmental samples of the same NELAP-defined matrix, meeting the above mentioned criteria and with a maximum time between the start of processing of the first and last sample in the batch to be 25 hours. An analytical batch is composed of prepared environmental samples (extract, digestates, or concentrates) which are analyzed together as a group. An analytical batch can include prepared samples originating from various environmental matrices and can exceed 20 samples.

Method Specific QC requirements

QC samples, other than those specified later this section, are run (e.g., sample duplicates, surrogates, internal standards, continuing calibration samples, interference check samples, positive control, negative control, and media blank) as specified in the methods and in SWQM Procedures. The requirements for these samples, their acceptance criteria or instructions for establishing criteria, and corrective actions are method-specific.

Detailed laboratory QC requirements and corrective action procedures are contained within the individual laboratory quality manuals (QASMs). The minimum requirements that all participants abide by are stated below.

Comparison Counting

For routine bacteriological samples, repeat counts on one or more positive samples are required, at least monthly. If possible, compare counts with an analyst who also performs the analysis. Replicate counts by the same analyst should agree within 5 percent, and those between analysts should agree within 10 percent. Record the results.

<u>Limit of Quantitation (LOQ)</u> – The laboratory will analyze a calibration standard (if applicable) at the LOQ specified in Table A7.1. An LOQ will be verified annually for each matrix and analyte on each instrument. Additionally, LOQs may be verified using the analyst's best professional judgment whenever a significant change in instrument response is observed or expected (i.e. after preventative maintenance, major repair or unusual responses are observed.)

Calibrations including the standard at the LOQ listed in Table A7.1 will meet the calibration requirements of the analytical method or corrective action will be implemented.

LOQ Check Standard – An LOQ check sample consists of a sample matrix (e.g., deionized water, sand, commercially available tissue) free from the analytes of interest spiked with verified known amounts of analytes or a material containing known and verified amounts of analytes. It is used to establish intra-laboratory bias to assess the performance of the measurement system at the lower limits of analysis. The LOQ check sample is spiked into the sample matrix at a level less than or near the LOQ specified in Table A7.1. The LOQ check sample will be verified annually for each matrix and analyte on each instrument. Additionally, LOQ check samples may be verified using the analyst's best professional judgment whenever a significant change in instrument response is observed or expected (i.e. after preventative maintenance, major repair or unusual responses are observed.) If it is determined that samples have exceeded the high range of the calibration curve, samples should be diluted or run on another curve. For samples run on batches with calibration curves that do not include the LOQ specified in Table A7.1, a check sample will be run at the low end of the calibration curve.

The LOQ check sample is carried through the complete preparation and analytical process. LOQ Check Samples are run at a rate of one per analytical batch.

$$\%R = \frac{S_R}{S_A} \times 100$$

The percent recovery of the LOQ check sample is calculated using the following equation in which %R is percent recovery, SR is the sample result, and SA is the reference concentration for Measurement performance specifications are used to determine the acceptability of LOQ Check Sample analyses as specified in Table A7.1.

Laboratory Control Sample (LCS)

An LCS consists of a sample matrix (e.g., deionized water, sand, commercially available tissue) free from the analytes of interest spiked with verified known amounts of analytes or a material containing known and verified amounts of analytes. It is used to establish intra-laboratory bias to assess the performance of the measurement system. The LCS is spiked into the sample matrix at a level less than or near the midpoint of the calibration for each analyte. In cases of test methods with very long lists of analytes, LCSs are prepared with all the target analytes and not just a representative number, except in cases of organic analytes with multipeak responses.

The LCS is carried through the complete preparation and analytical process. LCSs are run at a rate of one per preparation batch.

Results of LCSs are calculated by percent recovery (%R), which is defined as 100 times the measured concentration, divided by the true concentration of the spiked sample.

The following formula is used to calculate percent recovery, where %R is percent recovery; SR is the measured result; and SA is the true result:

$$\%R = \frac{S_R}{S_A} \times 100$$

Measurement performance specifications are used to determine the acceptability of LCS analyses as specified in Table A7.1.

Laboratory Duplicates

A laboratory duplicate is an aliquot taken from the same container as an original sample under laboratory conditions and processed and analyzed independently. A laboratory duplicate is prepared in the laboratory by splitting aliquots of an LCS. Both samples are carried through the entire preparation and analytical process. Laboratory duplicates are used to assess precision and are performed at a rate of one per preparation batch.

For most parameters except bacteria, precision is evaluated using the relative percent difference (RPD) between duplicate LCS results as defined by 100 times the difference (range) of each duplicate set, divided by the average value (mean) of the set. For duplicate results, X1 and X2, the RPD is calculated from the following equation: (If other formulas apply, adjust appropriately).

$$RPD = (X_1 - X_2)/\{(X_1 + X_2)/2\} * 100$$

For bacteriological parameters, precision is evaluated using the results from laboratory duplicates. Bacteriological duplicates are collected on a 10% frequency (or once per sampling run, whichever is more frequent). These duplicates will be collected in sufficient volume for analysis of the sample and its laboratory duplicate from the same container.

The base-10 logarithms of the result from the original sample and the result from its duplicate will be calculated. The absolute value of the difference between the two logarithms will be calculated, and that difference will be compared to the precision criterion in Table A7.1.

If the range of the logarithms of the sample and the duplicate are less than or equal to the precision criterion, then only the value of the sample is reported. The duplicate is not reported as a sample, and is not averaged with the sample.

In the event that elevated bacteria concentrations are anticipated (i.e. samples collected after a rain event), the analysis is performed with the appropriate dilution volume including an identically diluted duplicate. When the samples are incubated and read, the values for the sample

and the duplicate are multiplied by the dilution factor to determine the MPN value adjusted to the original volume. The log range is compared to the precision criterion as above. If it passes, then only the value of the sample, adjusted for dilution, is reported to TSSWCB.

If the difference in logarithms is greater than the precision criterion, the data are not acceptable for use under this project and will not be reported to TSSWCB. Results from all samples associated with that failed duplicate (usually a maximum of 10 samples) will be considered to have excessive analytical variability and will be qualified as not meeting project QC requirements.

The precision criterion in Table A7.1 for bacteriological duplicates applies only to samples/sample duplicates with concentrations > 10 MPN/100mL.

Matrix spike (MS) –Matrix spikes are prepared by adding a known mass of target analyte to a specified amount of matrix sample for which an independent estimate of target analyte concentration is available. Matrix spikes are used, for example, to determine the effect of the matrix on a method's recovery efficiency.

Percent recovery of the known concentration of added analyte is used to assess accuracy of the analytical process. The spiking occurs prior to sample preparation and analysis. Spiked samples are routinely prepared and analyzed at a rate of 10% of samples processed, or one per analytical batch whichever is greater. A batch is defined as samples that are analyzed together with the same method and personnel, using the same lots of reagents, not to exceed the analysis of 20 environmental samples. The information from these controls is sample/matrix specific and is not used to determine the validity of the entire batch. The MS is spiked at a level less than or equal to the midpoint of the calibration or analysis range for each analyte. Percent recovery (%R) is defined as 100 times the observed concentration, minus the sample concentration, divided by the true concentration of the spike.

The results from matrix spikes are primarily designed to assess the validity of analytical results in a given matrix and are expressed as percent recovery (%R). The laboratory shall document the calculation for %R. The percent recovery of the matrix spike is calculated using the following equation in which %R is percent recovery, SSR is the observed spiked sample concentration, SR is the sample result, and SA is the reference concentration of the spike added:

$$\%R = \frac{SSR - SR}{SA} \times 100$$

Measurement performance specifications for matrix spikes are not specified in this document.

Matrix spike recoveries are compared to the same acceptance criteria established for the associated LCS recoveries, rather than the matrix spike recoveries published in the mandated test method. The EPA 1993 methods (i.e. ammonia-nitrogen, ion chromatography, TKN) that establish matrix spike recovery acceptance criteria are based on recoveries from drinking water that has very low interferences and variability and do not represent the matrices sampled in this project. If the matrix spike results are outside laboratory-established criteria, there will be a review of all other associated quality control data in that batch. If all of quality control data in the associated batch passes, it will be the decision of the GBRA Laboratory QAO and/or GBRA Project Manager to report the data for the analyte that failed in the parent sample to TSSWCB or to determine that the result from the parent sample associated with that failed matrix spike is considered to have excessive analytical variability and does not meet project QC requirements. Depending on the similarities in composition of the samples in the batch, GBRA may consider excluding all of the results in the batch related to the analyte that failed recovery.

Method blank –A method blank is a sample of matrix similar to the batch of associated samples (when available) that is free from the analytes of interest and is processed simultaneously with and under the same conditions as the samples through all steps of the analytical procedures, and in which no target analytes or interferences are present at concentrations that impact the analytical results for sample analyses. The method blank is carried through the complete sample preparation and analytical procedure. The method blank is used to document contamination from the analytical process. The analysis of method blanks should yield values less than the LOQ. For very high-level analyses, the blank value should be less than 5% of the lowest value of the batch, or corrective action will be implemented.

Quality Control or Acceptability Requirements Deficiencies and Corrective Actions

Sampling QC excursions are evaluated by the GBRA Project Manager, in consultation with the GBRA Laboratory QAO. In that differences in sample results are used to assess the entire sampling process, including environmental variability, the arbitrary rejection of results based on predetermined limits is not practical. Therefore, the professional judgment of the GBRA Project Manager and QAO will be relied upon in evaluating results. Rejecting sample results based on wide variability is a possibility.

B6 INSTRUMENT/EQUIPMENT TESTING, INSPECTION, AND MAINTENANCE

All sampling equipment testing and maintenance requirements are detailed in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version)*. Sampling equipment is inspected and tested upon receipt and is assured appropriate for use. Equipment records are kept on all field equipment and a supply of critical spare parts is maintained.

All laboratory tools, gauges, instrument, and equipment testing and maintenance requirements are contained within laboratory QASM(s).

B7 INSTRUMENT CALIBRATION AND FREQUENCY

Field equipment calibration requirements are contained in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version)*. Post-calibration error limits and the disposition resulting from error are adhered to. Data not meeting post-error limit requirements invalidate associated data collected subsequent to the pre-calibration and are not submitted to the TCEQ SWQMIS.

Detailed laboratory calibrations are contained within the QASM(s).

B8 INSPECTION/ACCEPTANCE OF SUPPLIES AND CONSUMABLES

No special requirements for acceptance are specified for field sampling supplies and consumables. All field supplies and consumables are accepted upon inspection for breaches in shipping integrity.

All new shipments field and laboratory supplies and consumables received by the GBRA laboratory are inspected upon receipt for damage, missing parts, expiration date, and storage and handling requirements. Chemicals, reagents, and standards are logged into an inventory database that documents grade, lot number, the manufacturer, dates received, opened, and emptied. All reagents shall meet ACS grade or equivalent where required. Acceptance criteria are detailed in organization's SOPs.

B9 NON-DIRECT MEASUREMENTS

This QAPP does not include the use of routine data obtained from non-direct measurement sources.

B10 DATA MANAGEMENT

Data Management Process

Field technicians and laboratory personnel follow protocols that ensure that data collected for this project maintains its integrity and usefulness in the WPP implementation process. Field data collected and notes regarding sampling conditions at the time of the sampling event are logged by the field technician onto field data sheets or input directly into the laboratory information management system (LIMS) with a wireless computer. If a paper field sheet is created, then it is the responsibility of the field technician to transport it with the sample bottles to the laboratory. The lab technician/sample custodian logs the sample into the LIMS Database. Each sample is assigned a separate and distinct sample number. The sample is accompanied by a Chain of Custody (COC) form. The lab technician/sample custodian must review the COC to verify that it is filled out correctly and complete. Lab technicians/sample custodians take receipt of the sample and review the COC, begin sample prep or analysis and transfer samples into the refrigerator for storage. Examples of the field data sheet and COC form that may be used can be found in Appendices B and C.

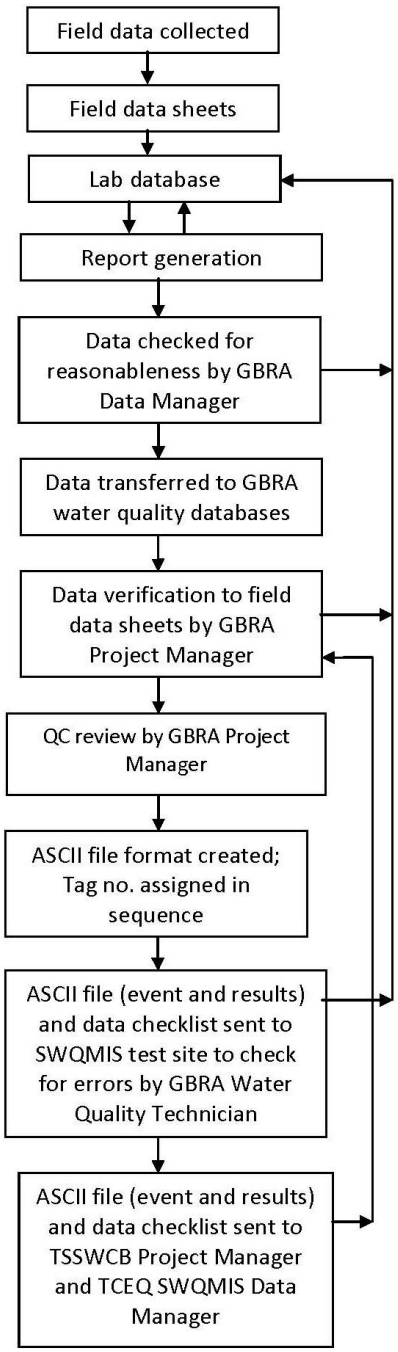
Data generated by lab technicians are either logged permanently on analysis bench sheets or logged directly into the GBRA laboratory information management system (LIMS). The generated data are reviewed by the analyst prior to entering the data into the LIMS Database. In the review, the analyst verifies that the data includes the correct date and time of analysis, that calculations are correct, that data includes documentation of dilutions and correction factors, that data meets Data Quality Objectives (DQOs) and that the data includes documentation of instrument calibrations, standard curves and control standards. A second review by another lab analyst/technician validates that the data meets the DQOs and that the data includes documentation of instrument calibrations, standard curves and control standards. After this review the lab analyst/technician inputs the verified data and QC information into the LIMS Database and/or verifies that it is ready for final quality assurance review, QAO approval, report generation and data storage.

The GBRA Laboratory Director supervises the GBRA laboratory. The Laboratory Director or QAO reviews the report that is generated when all analyses are complete. If the GBRA lab director or QAO feel there has been an error or finds that information is missing, the report is returned to the analyst for review and tracking to correct the error and generate a corrected copy. The GBRA Data Manager reviews the respective data for reasonableness and if errors or anomalies are found the report is returned to the laboratory staff for review and tracking to correct the error. Once per month, water quality data is transferred to the Water Quality Database. After the review for reasonableness, the data is verified to the analysis logs by the GBRA Data Manager. If at any time errors are identified, a supplemental laboratory sample number is created with the corrected data. The original sample and the supplemental sample are flagged with the associated sample numbers for sample tracking. The GBRA Project Manager or Data Manager is responsible for transmitting the data to TSSWCB in the correct format. The GBRA LIMS database creates ASCII-formatted text files for the event and results records for

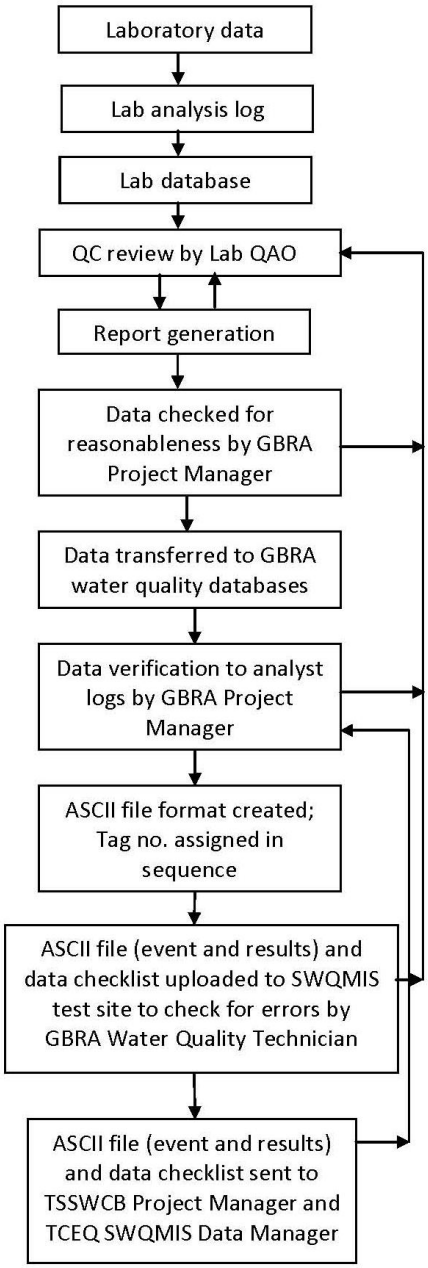
each sample and assigns a specific sequenced tag number that pairs the event and results files. The GBRA Project Manager or GBRA Data Manager reviews the event and results file and remove non-TSSWCB data, confirm and correct the program and source codes, checks data for correct significant figures and minimum and maximum data outliers. After the data is reviewed for completeness, minimum and maximum data outliers are accepted or rejected after being reviewed and confirmed for validity. The GBRA Data Manager uploads the text files to the SWQMIS test site to screen for data errors. If errors are found, the errors are corrected by the GBRA QAO and the GBRA Project Manager is notified. The data files and Data Check List are sent to the TCEQ Data Manager and the TSSWCB Project Manager in order to be uploaded to SWQMIS. If errors are found after the TCEQ review, those errors are corrected by the GBRA Data Manager.

Samples are taken to the LCRA ELS or Ana-Lab for analyses that cannot be performed by the GBRA laboratory. These laboratories review the QAPP that dictates monitoring for this project and agree to perform all laboratory analyses according to the quality assurance protocols outlined therein. Data for samples that are outsourced to the LCRA ELS or Ana-Lab is received in electronic or paper format. The data is reviewed by the GBRA QAO to confirm that all quality control criteria have been met. After the report has been approved by the GBRA QAO the written report is given to the GBRA Data Manager. The GBRA Data Manager reviews the data for reasonableness and if anomalies are found the LCRA ELS or Ana-Lab is contacted to confirm data. If data is confirmed the data is entered into the LIMS database and transmitted to TCEQ SWQMIS in the same way that the data generated by the GBRA laboratory and field data is transmitted.

The following flow diagram outlines the path that data that is generated in the field takes:



The following flow diagram outlines the path that data that is generated by the lab takes:



Data Errors and Loss

The GBRA Laboratory Director supervises the GBRA laboratory. The GBRA Laboratory Director, Laboratory QAO or designee reviews the report that is generated when all analyses are complete. Again, the report is reviewed to see that all necessary information is included and that the DQOs have been met. When the report is complete, the GBRA Laboratory Director signs the report. If the GBRA Laboratory Director or GBRA Laboratory QAO feel there has been an error or finds that information is missing, the report is returned to the analyst for review and tracking to correct the error and generate a corrected copy. The GBRA Project Manager reviews the data for reasonableness and if errors or anomalies are found the report is returned to the GBRA Laboratory Director or GBRA Laboratory QAO for review and tracking to correct the error. After review for reasonableness the data is cross-checked to the analysis logs by the GBRA Project Manager. If at any time errors are identified, the laboratory database is corrected.

The GBRA Data Manager is responsible for electronically transmitting the data to the TCEQ SWQMIS test database in an ASCII pipe-delineated event and result text file format as described in the most recent version of *TCEQ SWQM Data Management Reference Guide* (DMRG). A completed Data Summary, as described in the TCEQ SWQM DMRG, will be submitted with each data submittal. If errors are found after the TCEQ SWQMIS test review, those errors are corrected by the GBRA Data Manager and logged in a data correction log. Corrections are made to the data in the GBRA LIMS database and to the ASCII event and result test files that are generated for upload to the TCEQ SWQMIS database and submitted to the TSSWCB. The GBRA Data Manager notifies the GBRA Project Manager and all affected participants of any errors discovered.

To minimize the potential for data loss in the GBRA LIMS databases, both lab and server files are backed up nightly and copies of the files are stored off-site weekly. If the laboratory database or network server fails, the backup files can be accessed to restore operation or replace corrupted files.

Record Keeping and Data Storage

If data is collected and recorded on field data sheets, and not directly entered in the GBRA LIMS database in the field, then the data sheets are filed for review and use later. These files are kept in paper form for a minimum of one year and then scanned into the GBRA Tab Fusion Archiving System for permanent record.

The data produced during each laboratory analysis is recorded on analysis bench sheets or entered directly into the GBRA LIMS database. The information contained on the bench sheet, or LIMS electronic file, includes all QC data associated with each day's or batch's analysis. The data from paper bench sheets and logs are transferred to the laboratory database for report generation. If paper analysis bench sheets are produced, then they are retained in paper form for

a minimum of one year and then scanned into the GBRA Tab Fusion Archiving System for permanent record.

The data reports that are generated are reviewed by the GBRA Laboratory Director or GBRA Laboratory QAO and signed. They are then given to the GBRA Project Manager for verification. If an anomaly or error is found the report is marked and returned to the laboratory for review, verification and correction, if necessary. These reports may or may not be kept in paper form since the reports can be regenerated from the lab database at any time.

The GBRA laboratory database is housed on the laboratory computer and is backed up on the network server nightly. A back up copy of the network server files is made every Monday and that copy is stored off-site at a protected location. The GBRA Network Administrator is responsible for the servers and back up generation.

After data is electronically submitted to the TSSWCB Project Manager and TCEQ Data Management and Analysis Team, the file that has been created is kept on the network server permanently. The network server is backed up nightly.

The GBRA Tab Fusion Archiving System is part of the network that is backed up each evening. The GBRA Records Manager is the custodian of these files.

Data Handling, Hardware, and Software Requirements

The laboratory database is housed on a GBRA server and backed up each evening. The laboratory database uses Microsoft Access and SQL 2012. The systems are operating in Windows 2010 and any additional software needed for word processing, spreadsheet or presentations uses Microsoft Office 2010.

Information Resource Management Requirements

Data will be managed in accordance with the DMRG, and applicable Basin Planning Agency information resource management policies.

GPS equipment may be used as a component of the information required by the Station Location (SLOC) request process for creating the certified positional data that will ultimately be entered into SWQMIS database. Positional data obtained by CRP grantees using a GPS will follow the TCEQ's OPP
8.11 and 8.12 policy regarding the collection and management of positional data. All positional data entered into SWQMIS will be collected by a GPS certified individual with an agency approved GPS device to ensure that the agency receives reliable and accurate positional data. Certification can be obtained in any of three ways: completing a TCEQ training class, completing a suitable training class offered by an outside vendor, or by providing documentation of sufficient GPS expertise and experience. Contractors must agree to adhere to relevant TCEQ policies when entering GPS-collected data.

In lieu of entering certified GPS coordinates, positional data may be acquired with a GPS and verified with photo interpolation using a certified source, such as Google Earth or Google Maps. The verified coordinates and map interface can then be used to develop a new SLOC.

C1 ASSESSMENTS AND RESPONSE ACTIONS

The following table presents the types of assessments and response actions for data collection activities applicable to the QAPP.

Table C1.1 Assessments and Response Requirements

Assessment Activity	Approximate Schedule	Responsible Party	Scope	Response Requirements
Status Monitoring Oversight, etc.	Continuous	GBRA	Monitoring of the project status and records to ensure requirements are being fulfilled	Report to TSSWCB in Quarterly Progress Report
Monitoring Systems Audit of GBRA	Dates to be determined by TSSWCB	TSSWCB	Field sampling, handling and measurement; facility review; and data management as they relate to this project	30 days to respond in writing to the TSSWCB to address corrective actions
Laboratory Inspection	Dates to be determined by TSSWCB	TSSWCB	Analytical and QC procedures employed at the GBRA laboratory and the contracted laboratories	30 days to respond in writing to the TSSWCB to address corrective actions

Corrective Action

Deficiencies, Nonconformances and Corrective Action

Deficiencies are defined as unauthorized deviations from procedures documented in the QAPP or other applicable documents. Nonconformances are deficiencies which affect quantity and/or quality and render the data unacceptable or indeterminate. Deficiencies related to field and laboratory measurement systems include, but are not limited to, instrument malfunctions, blank contamination, QC sample failures, etc.

Deficiencies are documented in Chain of Custodies, logbooks, field data sheets, etc. by field or laboratory staff and reported to the field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Project Manager will notify the GBRA Laboratory QAO of the potential nonconformance. The GBRA Laboratory QAO or GBRA Project Manager will initiate a Corrective Action Report (CAR) to document the deficiency if it is determined by the GBRA Project Manager to constitute a nonconformance.

The GBRA Project Manager, in consultation with GBRA Laboratory QAO, will determine if the deficiency constitutes a nonconformance. If it is determined the activity or item in question does not affect data quality and therefore is not a valid nonconformance, the CAR will be not be initiated and the potential deficiency will be noted on the final laboratory report. If it is determined a nonconformance does exist, the GBRA Project Manager in consultation with the GBRA Laboratory QAO will determine the disposition of the nonconforming activity or item

and necessary corrective action(s); results will be documented by the GBRA Laboratory QAO or GBRA Project Manager by completion of a CAR (Appendix E).

CARs document: root cause(s); impact(s); specific corrective action(s) to address the deficiency; action(s) to prevent recurrence; individual(s) responsible for each action; the timetable for completion of each action; and the means by which completion of each corrective action will be documented. CARs will be included with quarterly progress reports. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the validity or integrity of data) will be reported to the TSSWCB immediately both verbally and in writing.

The GBRA Project Manager is responsible for implementing and tracking corrective action resulting from audit findings outlined in the audit report. Records of audit findings and corrective actions are maintained by both the TSSWCB and the GBRA Project Managers. Audit reports and corrective action documentation will be submitted to the TSSWCB with the Quarterly Progress Report.

If audit findings and corrective actions cannot be resolved, then the authority and responsibility for terminating work are specified in the agreements in contracts between participating organizations.

C2 REPORTS TO MANAGEMENT

Reports to GBRA Project Management

Laboratory data reports contain QC information so that this information can be reviewed by the GBRA Project Manager. After review, if the GBRA Project Manager finds no anomalies or questionable data, the process of data transmittal to TCEQ SWQMIS begins. Project status, assessments and significant QA issues will be dealt with by the GBRA Project Manager who will determine whether it will be included in reports to the TSSWCB Project Manager.

Reports to TSSWCB

All reports detailed in this section are contract deliverables and are transferred to the TSSWCB in accordance with contract requirements.

Quarterly Progress Report - Summarizes the GBRA's activities for each task; reports monitoring status, problems, delays, and corrective actions; and outlines the status of each task's deliverables.

Monitoring Systems Audit Report and Response - Following any audit performed by the GBRA, a report of findings, recommendations and response is sent to the TSSWCB in the quarterly progress report.

D1 DATA REVIEW, VERIFICATION, AND VALIDATION

For the purposes of this document, the term verification refers to the data review processes used to determine data completeness, correctness, and compliance with technical specifications contained in applicable documents (i.e., QAPPs, SOPs, QASMs, analytical methods). Validation refers to a specific review process that extends the evaluation of a data set beyond method and procedural compliance (i.e., data verification) to determine the quality of a data set specific to its intended use.

All field and laboratory data will be reviewed and verified for integrity and continuity, reasonableness, and conformance to project requirements, and then validated against the project objectives and measurement performance specifications which are listed in Section A7. Only those data which are supported by appropriate QC data and meet the measurement performance specifications defined for this project will be considered acceptable, and will be reported to TCEQ SWQMIS.

D2 VERIFICATION AND VALIDATION METHODS

All field and laboratory data will be reviewed, verified and validated to ensure they conform to project specifications and meet the conditions of end use as described in Section A7 of this document.

Data review, verification, and validation will be performed using self-assessments and peer and management review as appropriate to the project task. The data review tasks to be performed by field and laboratory staff is listed in the first two sections of Table D.2, respectively. Potential errors are identified by examination of documentation and by manual examination of corollary or unreasonable data. If a question arises or an error is identified, the manager of the task responsible for generating the data is contacted to resolve the issue. Issues which can be corrected are corrected and documented. If an issue cannot be corrected, the task manager consults with higher level project management to establish the appropriate course of action, or the data associated with the issue are rejected. Field and laboratory reviews, verifications, and validations are documented.

After the field and laboratory data are reviewed, another level of review is performed once the data are combined into a data set. This review step, as specified in Table D2.1, is performed by the GBRA Project Manager. Data review, verification, and validation tasks to be performed on the data set include, but are not limited to, the confirmation of laboratory and field data review, evaluation of field QC results, additional evaluation of anomalies and outliers, analysis of sampling and analytical gaps, and confirmation that all parameters and sampling sites are included in the QAPP.

Another element of the data validation process is consideration of any findings identified during the monitoring systems audit conducted by the TSSWCB QAO. Any issues requiring corrective action must be addressed, and the potential impact of these issues on previously collected data will be assessed. After the data are reviewed and documented, the GBRA Project Manager validates that the data meet the DQOs of the project and are suitable for reporting to TCEQ SWQMIS.

If any requirements or specifications of this project are not met, based on any part of the data review, the responsible party should document the nonconforming activities (with a CAR) and submit the information to the GBRA Project Manager with the data. This information is communicated to the TSSWCB by the GBRA in the Data Summary. The data is not transmitted to TCEQ SWQMIS.

Table D2.1 Data Review Tasks

Field Data Review	Responsibility
Field data reviewed for conformance with data collection, sample handling and COC, analytical and QC requirements	GBRA Field Technicians
Post-calibrations checked to ensure compliance with error limits	GBRA Field Technicians
Field data calculated, reduced, and transcribed correctly	GBRA Project Manager
Laboratory Data Review	**Responsibility**
Laboratory data reviewed for conformance with data collection, sample handling and COC, analytical and QC requirements to include documentation, holding times, sample receipt, sample preparation, sample analysis, project and program QC results, and reporting	GBRA/LCRA ELS/Ana-Lab (QAOs)
Laboratory data calculated, reduced, and transcribed correctly	GBRA/LCRA ELS/Ana-Lab (QAOs) and GBRA Project Manager
LOQs consistent with requirements for AWRLs	GBRA/LCRA ELS/Ana-Lab (QAOs) and GBRA Project Manager
Analytical data documentation evaluated for consistency, reasonableness and/or improper practices	GBRA/LCRA ELS/Ana-Lab (QAOs) and GBRA Project Manager
Analytical QC information evaluated to determine impact on individual analyses	GBRA/LCRA ELS/Ana-Lab (QAOs) and GBRA Project Manager
All laboratory samples analyzed for all parameters	GBRA Project Manager
Data Set Review	**Responsibility**
The test report has all required information as described in Section A9 of the QAPP	GBRA Project Manager
Confirmation that field and lab data have been reviewed	GBRA QAO and GBRA Project Manager
Data set (to include field and laboratory data) evaluated for reasonableness and if corollary data agree	GBRA Data Manager and GBRA Project Manager
Outliers confirmed and documented	GBRA Data Manager and GBRA Project Manager
Field QC acceptable (e.g., field splits and trip, field and equipment blanks)	GBRA Data Manager
Sampling and analytical data gaps checked and documented	GBRA Data Manager and GBRA Project Manager
Verification and validation confirmed. Data meets conditions of end use and are reportable	GBRA Data Manager and GBRA Project Manager

D3 RECONCILIATION WITH USER REQUIREMENTS

Data produced in this project, and data collected by other organizations (i.e., USGS, TCEQ, etc.), will be analyzed and reconciled with project data quality requirements. Data meeting project requirements will be used in the implementation and adaptive management of the Geronimo and Alligator Creeks WPP and will be submitted to the TCEQ SWQMIS.

Appendix A Sampling Process Design and Monitoring Schedule

Sample Design Rationale

The sample design is based on the intent of this project as recommended by the GCWP Steering Committee. Under their direction, the TSSWCB and GBRA have been tasked with providing data to characterize water quality conditions in support of the 305(b) assessment, and to identify significant long-term water quality trends. Based on GCWP Steering Committee input, achievable water quality objectives and priorities and the identification of water quality issues were used to develop the work plan, which are in accord with available resources. As part of the GCWP Steering Committee process, the TSSWCB and GBRA coordinate closely with other participants to ensure a comprehensive water monitoring strategy within the watershed.

Site Selection Criteria

This data collection effort involves monitoring routine water quality, using procedures that are consistent with the TCEQ SWQM program, for the purpose of data entry into the SWQMIS database maintained by the TCEQ. To this end, some general guidelines are followed when selecting sampling sites, as basically outlined below, and discussed thoroughly in the TCEQ *SWQM Procedures, Volume 1* (*RG-415*). Overall consideration is given to accessibility and safety. All monitoring activities have been developed in coordination with the PCWP Steering Committee and with the TSSWCB.

1. Locate stream sites so that samples can be safely collected from the centroid of flow. Centroid is defined as the midpoint of that portion of stream width which contains 50 percent of the total flow. If few sites are available for a stream segment, choose one that would best represent the water body, and not an unusual condition or contaminant source. Avoid backwater areas or eddies when selecting a stream site.

2. Because historical water quality data can be very useful in assessing use attainment or impairment, those historical sites were selected that are on current or past monitoring schedules.

3. Routine monitoring sites were selected to bracket sources of pollution, influence of tributaries, changes in land uses, and hydrological modifications.

4. Sites should be accessible. When possible, stream sites should have a USGS stream flow gauge. If not, flow measurement will be made during routine and targeted monitoring visits.

Monitoring Sites

The Monitoring Table for this project is presented on the following pages.

Legend:

RTWD = Program code for routine samples; solely intended to understand the basic physical, environmental, and human elements of the watershed
BFBA = Program code for targeted monitoring samples (biased flow); related to BMP effectiveness monitoring
BSWD = Program code for diurnal monitoring conducted during index period (biased season); solely intended to understand the basic physical, environmental, and human elements of the watershed
Bacteria = *E. coli*
Conventional = TSS, turbidity, sulfate, chloride, nitrate nitrogen, ammonia nitrogen, total kjeldahl nitrogen, chlorophyll a(except water wells), pheophytin (except water wells), total hardness, total phosphorus.
Flow = flow collected by gage, electric, mechanical or Doppler; includes severity
Field = pH, temperature, conductivity, DO

Sampling Site Locations and Monitoring Regime

Segment	TCEQ Station ID	Site Description	Monitor	Monitor Type	Bacteria	Conventional	Flow	Field	Comments
1804A	20742	Geronimo Creek at Huber Road, Upstream of the Alligator Creek Confluence	GB	RTWD	21	21	21	21	1
1804A	20742	Geronimo Creek at Huber Road, Upstream of the Alligator Creek Confluence	GB	BFBA	7	7	7	7	
1804A	20743	Alligator Creek at Huber Road (Headwater)	GB	RTWD	21	21	21	21	1
1804A	20743	Alligator Creek at Huber Road (Headwater)	GB	BFBA	7	7	7	7	
1804A	14932	Geronimo Creek at SH 123	GB	RTWD	21	21	21	21	1
1804A	14932	Geronimo Creek at SH 123	GB	BFBA	7	7	7	7	
1804A	12576	Geronimo Creek at Haberle Road	GB	RTWD	21	21	21	21	1, 2
1804A	12576	Geronimo Creek at Haberle Road	GB	BFBA	7	7	7	7	
1804A	20744	Bear Creek at East Walnut Street	GB	BFBA	14	14	14	14	
1804A	20745	Geronimo Creek at HWY 90A	GB	RTWD	21	21	21	21	1
1804A	20745	Geronimo Creek at HWY 90A	GB	BFBA	7	7	7	7	
1804A	21260	Geronimo Creek at IH 10 near Seguin	GB	RTWD	21	21	21	21	1
1804A	21260	Geronimo Creek at IH 10 near Seguin	GB	BFBA	7	7	7	7	
1804A	21261	Geronimo Creek at Hwy 90 (Seguin Outdoor Learning Center)	GB	RTWD	21	21	21	21	1
1804A	21261	Geronimo Creek at Hwy 90 (Seguin Outdoor Learning Center)	GB	BFBA	7	7	7	7	
1804A	20747	Geronimo Creek at Hollub Lane, Downstream of the City of Seguin WWTF	GB	RTWD	21	21	21	21	1

Segment	TCEQ Station ID	Site Description	Monitor	Monitor Type	Bacteria	Conventional	Flow	Field	Comments
1804A	20747	Geronimo Creek at Hollub Lane, Downstream of the City of Seguin WWTF	GB	BFBA	7	7	7	7	
1804A	20748	Alligator Creek at FM 1102	GB	BFBA	14	14	14	14	
1804A	20749	Alligator Creek at FM 1101	GB	BFBA	14	14	14	14	
1804A	12575	Geronimo Creek at FM 20	GB	BFBA	14	14	14	14	
1804A	GB713	Water Well at Alligator Creek headwaters	GB	BSWD	7	7		7	
1804A	GB714	Water Well near Geronimo Creek at Laubach Road	GB	BSWD	7	7		7	
1804A	21262	Spring at Timmermann Property	GB	BSWD	7	7	7	7	

1. The eight “routine” sites double as “targeted” sites. “Targeted” sampling will collect biased flow (BF) samples twice per quarter – once under wet weather conditions and once under dry weather conditions. Whether these samples will satisfy the wet (biased high flow) or dry (biased low flow) weather conditions depends on the weather and flow condition when samples are collected during the “routine’ sampling during that quarter.
2. These samples are collected and analyzed by GBRA utilizing Texas CRP funding and serve as a portion of the non-federal match for this project. In addition to the CRP funded monitoring, ammonia Nitrogen and TKN will be analyzed bimonthly at this station under this QAPP in order to supplement the existing monitoring and to ensure that all conventional parameters will be collected at all 8 routine monitoring stations monthly for future data analysis.

Appendix B Field Data Sheet

Texas Commission on Environmental Quality
Surface Water Quality Monitoring Program

Field Data Reporting Form

RTAG# | REGION | EMAIL-ID: | COLLECTOR

STATION ID | SEGMENT | SEQUENCE | DATA SOURCE

Station Description _____

GRAB SAMPLE

M M D D Y Y Y Y — DATE | H H M M — TIME | DEPTH | M = meters F = feet

COMPOSITE SAMPLE

COMPOSITE CATEGORY : T = TIME | S = SPACE (i.e. Depth) | B = BOTH | F = FLOW WEIGHT

M M D D Y Y Y Y — START DATE | H H M M — START TIME | START DEPTH (SURFACE) | M = Meters F = Feet

M M D D Y Y Y Y — END DATE | H H M M — END TIME | END DEPTH (DEEPEST) | M = Meters F = Feet

COMPOSITE TYPE : ## = Number of Grabs In Composite | CN = Continuous

00010		WATER TEMP (°C only)		72053		DAYS SINCE LAST SIGNIFICANT PRECIPITATION		
00400		pH (s.u)		01351		FLOW SEVERITY	1-no flow	2-low
00300		D.O. (mg/L)				3-normal / 5-high	4-flood	6-dry
00094		SPECIFIC COND (µmhos/cm)		00061		INSTANTANEOUS STREAM FLOW (ft^3/sec)		
00480		SALINITY (ppt, marine only)		89835		FLOW MEASUREMENT METHOD 1- Flow Gage Station 2- Electric 3- Mechanical 4- Weir/Flume 5-Acoustic Doppler		
89978		PRIMARY CONTACT, OBSERVED ACTIVITY (# of people observed)						
89979		EVIDENCE OF PRIMARY CONTACT RECREATION (1 = OBSERVED, 0 = NOT OBSERVED)		74069		FLOW ESTIMATE (ft^3/sec)		
00051		RESERVOIR ACCESS NOT POSSIBLE LEVEL TOO LOW (ENTER 1 IF REPORTING)*		82903		DEPTH OF BOTTOM OF WATER BODY AT SAMPLE SITE (meters)*		
00052		RESERVOIR STAGE (feet above mean sea level)*		89864		MAXIMUM POOL WIDTH AT TIME OF STUDY (meters)*		
00053		RESERVOIR PERCENT FULL (%)*		89865		MAXIMUM POOL DEPTH AT TIME OF STUDY(meters)		
				89869		POOL LENGTH (meters) *		
				89870		% POOL COVERAGE IN 500 M REACH (%) *		

*Parameters related to data collection in perennial pools; i.e., Flow Severity of 1 and Flow of 0 cfs reported.

Measurement Comments and Field Observations:

_____

_____

_____

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Appendix C Chain of Custody Form

GBRA REGIONAL LABORATORY

Chain of Custody

Guadalupe Blanco River Authority- Regional Laboratory

933 E. Court Street, Seguin, Texas 78155
(830) 379-5822 fax: (830) 379-7478

NELAP ACCREDITED TNI

Customer Information

RUSH Due Date:_____ **by EOB**

Customer Acct.# _____ Billing Address: _____
Name: _____ Phone # _____ Fax # _____
Address: _____ E-mail: _____ ☐ E-mail Only ☐ Mail Only
Sample Collected By: _____ Printed Name _____ Residual Chlorine (Total/Free) Results
Signature _____ pH Paper GBRA reagent no. _____
Thermometer No. _____

Temp C	Date Collected	Time Collected	Matrix WW=Wastewater DW=Drinking Water SW=Surface Water S=Soil/Sludge	Sx Vol. P=Plastic G=Glass	Sample Name/Description	TCEQ ID Number	Grab / Comp.	Analysis Requested	GBRA Sample I.D.	Bottle I.D.#	pH	GBRA Preservation	Rush sample (2x, 3x, 4x)

Delivered By:_____ **Date/Time:**_____ **Received By:**_____ **Date/Time:**_____
Delivered By:_____ **Date/Time:**_____ **Received By:**_____ **Date/Time:**_____
Special Notes/Ship to:_____
Ice: _____(Y or N) Number of Containers _____ Condition of Container(s): (intact) _____

RL-042/COC-0101/TWG-6000/2011 (QASM App. c) GBRA Doc. 3019-C Rev 17 Eff: 6/15/2016 HM

Appendix D Data Summary Report

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.

Data Review Checklist

Describe any data reporting inconsistencies with AWRL specifications. Explain failures in sampling methods and field and laboratory measurement systems that resulted in data that could not be reported to the TCEQ. (attach another page if necessary): _____

Date Submitted to TCEQ: _____

Tag ID Series: _____

Date Range: _____

Data Source: _____

Comments (attach README.TXT file if applicable): _____

Contracting Agency's Data Manager Signature: _____

Date: _____

Appendix E Corrective Action Report

GBRA Doc # 3016-A Rev.4 Eff.10-31-14 KG Corrective Action Form (Template)

Corrective Action Form

Date CAF was Issued/By:
Date of Incident:
Client Name/Date & Time Contacted:
Sample Number(s) affected:
Parameter(s) affected:
CAF Prepared by:
Is incident a non-conformance: Yes / No
CAF Closed by QAO or designee (sign/date):
For QAPPs Only-
Project Manager name/Date notified:
Agency name/Contact name/Date notified:

State the incident:

Incident Causation (if known):

Corrective Action(s) for Incident (include timeline and responsible parties):

Follow-up: