

# **Appendix F: Data Review Checklist for H-GAC Local Partners**

# H-GAC Clean Rivers Program Local Partner

## Data Submittal Form and Data Review Checklist

Please complete this form, sign where applicable, and submit with copies of Field Sheets, Chain-of-Custody Forms and Lab Data Reports pertaining to data in this submittal. One form is required for each submission. Failure to complete and submit this form will impede the process whereby data is submitted to TCEQ for inclusion in the State of Texas Surface Water Quality Monitoring (SWQM) database or included in the H-GAC Data Clearinghouse. This form applies to only those sampling sites listed in the Coordinated Monitoring Schedule for FY 2014 or FY2015.

Local Partner: \_\_\_\_\_

Water Body: \_\_\_\_\_

Data Start Date: \_\_\_\_\_

Data End Date: \_\_\_\_\_

Total Number of Events in this Data Submittal: \_\_\_\_\_  
(Total number of sample sites monitored times the number of monitoring visits to each site)

Total Number of Results in this Data Submittal: \_\_\_\_\_  
(Each event contains multiple field and/or laboratory results)

*Notice: Attach extra pages to document information that exceeds the spaces provided.*

## Field Data Review

List instrument(s) used to collect field measurements. \_\_\_\_\_

Was the instrument pre-calibrated before each sampling run? Yes\_\_\_ No\_\_\_

*Explain why not.* \_\_\_\_\_

Was an instrument post-calibration check performed within 24-hours after each use?

Yes\_\_\_ No\_\_\_

*Explain why not.* \_\_\_\_\_

Did all post-calibration checks pass? Yes\_\_\_ No\_\_\_

What were the minimum and maximum post-calibration errors for the field instrument? Please express as a range.

Dissolved Oxygen ( $\pm 6\%$  saturation or  $\pm 0.5$  mg/L) \_\_\_\_\_

pH ( $\pm 0.5$  standard units) \_\_\_\_\_

Specific Conductance ( $\pm 5\%$  standard) \_\_\_\_\_

Temperature ( $\pm 1.0$  °C, annual calibration check) \_\_\_\_\_

Depth ( $\pm 0.2$  at 1 meter, annual calibration check) \_\_\_\_\_

Were all field parameters measured and documented for each station location? Yes\_\_\_ No\_\_\_

Were water samples collected for all required laboratory parameters at every station location? Yes\_\_\_ No\_\_\_

Were water samples "iced" immediately upon collection or acidified in the field as required? Yes\_\_\_ No\_\_\_

Were all field sheets completed using indelible ink? Yes\_\_\_ No\_\_\_

Were errors on field sheets corrected using a single line with initials of person making the correction and date corrected? Yes\_\_\_ No\_\_\_

*If no, explain.* \_\_\_\_\_

Were empty sections of every field sheet closed-out with a diagonal line, initials and date closed-out? Yes\_\_\_ No\_\_\_

Were problems encountered while collecting any field measurements? Yes\_\_\_ No\_\_\_

*Explain.* \_\_\_\_\_

Were these problem(s) documented on the field sheets? Yes\_\_\_ No\_\_\_

Were problems encountered in the field, communicated to the supervisor so the H-GAC Project Manager could be notified as required by the QAPP? Yes\_\_\_ No\_\_\_

Were there any results (outliers) in this data set greater than the maximum screening value or less than the minimum screening value? Yes\_\_\_ No\_\_\_

Were outlier(s) documented on the field sheets? Yes\_\_\_ No\_\_\_

Were all chain-of-custody forms and/or field data sheets filled out completely and accurately? Yes\_\_\_ No\_\_\_

Were empty sections of every Chain of Custody form and/or field data sheet closed-out with a diagonal line, initials and date closed-out? Yes\_\_\_ No\_\_\_

Have field data sheet(s) or chain-of-custody form(s) changed since the last data submittal to H-GAC? Yes\_\_\_ No\_\_\_

*Explain if yes or attach a new form* \_\_\_\_\_

Provide source of "Days Since Last Significant Rainfall" data: \_\_\_\_\_

Provide additional comments about Field Data on an extra page attached to this report

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Lab Data Quality Review

Were all holding times confirmed? Yes\_\_\_ No\_\_\_

Were samples received at the lab "iced down" and in the process of cooling to  $4^{\circ}\text{C} \pm 2^{\circ}\text{C}$ ?

Yes\_\_\_ No\_\_\_

*Explain if no* \_\_\_\_\_

Were any water samples analyzed and reported that exceeded holding time requirements?

Yes\_\_\_ No\_\_\_

Were empty sections of the Chain of Custody form closed-out with diagonal lines, initials and date closed-out? Yes\_\_\_ No\_\_\_

Are all lab values reported consistent with the Limit of Quantitation (LOQ) for each parameter listed in Table A7.1 of the Regional QAPP or Special Studies QAPP? Yes\_\_\_ No\_\_\_

*Explain if no* \_\_\_\_\_

Have errors on lab sheets been corrected using a single line with initials of person making the correction and date corrected? Yes\_\_\_ No\_\_\_

Were empty sections of every lab sheet closed-out with a diagonal line, initials and date closed-out?

Yes\_\_\_ No\_\_\_

Did all field splits fall within the 30% Relative Percent Difference (RPD) used to determine potential excessive variability? Yes\_\_\_ No\_\_\_

*Explain if no* \_\_\_\_\_

Were there any results that were not reported by the lab? Yes\_\_\_ No\_\_\_

*Explain if yes* \_\_\_\_\_

Data reasonableness and correctness of analysis have been confirmed and documented in the electronic database for the following situations.

- Are any ortho-phosphate phosphorus results greater than the companion total phosphorus result? Yes\_\_\_ No\_\_\_
- For bacteria densities that are too few or too numerous to count, are values reported as < or > the applicable minimum or maximum value? Yes\_\_\_ No\_\_\_
- Are there any results in this data set greater than the maximum screening values or less than the minimum screening values? Yes\_\_\_ No\_\_\_
- Are there any results in the data set that "Best Professional Judgment" would indicate a possible error and an investigation is warranted? Yes\_\_\_ No\_\_\_
- Are there results in the data set which are part of a "hold time exceeded" or "did not pass QA" or "received hot, \_\_\_ $^{\circ}\text{C}$ " but could still be included in the set because a parameter does not require special handling? (i.e. TDS does not have to be iced) Yes\_\_\_ No\_\_\_
- *If yes to any previously bulleted questions, have the results been reconfirmed and documented in the database as being accurate?* Yes\_\_\_ No\_\_\_

What kind of QA/QC data is provided with this data submittal? \_\_\_\_\_

Additional comments about Lab Data \_\_\_\_\_

Person who reviewed the lab sheets and results for accuracy and completeness:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Data Entry, Formatting and Table Structure

Are all sampling STARTTIMES and ENDTIMES data entered using  
24-hour clock format with leading zeros as necessary? Yes\_\_\_ No\_\_\_

Are all sample DEPTHS reported in meters? Yes\_\_\_ No\_\_\_

Were any samples collected from depths greater than 0.3 meters? Yes\_\_\_ No\_\_\_

Explain if yes \_\_\_\_\_

If sample was not a grab, was the composite information recorded? Yes\_\_\_ No\_\_\_

Have all asterisks (\*) been removed from the database being submitted to H-GAC?

(An asterisk will interfere with queries, searches, etc.) Yes\_\_\_ No\_\_\_

Are there any blank fields in the database? Yes\_\_\_ No\_\_\_

Explain if yes \_\_\_\_\_

If there are no results to enter due to lab or sampling problems, is there an  
explanation for the blank field in the comment section? Yes\_\_\_ No\_\_\_

Are only sample sites listed in the current QAPP, Coordinated Monitoring Schedule (CMS), or most  
recent amendment included with data being submitted to H-GAC?

Yes\_\_\_ No\_\_\_

Explain if no \_\_\_\_\_

Was data reviewed for outliers? Yes\_\_\_ No\_\_\_

(Refer to [www.tceq.state.tx.us/compliance/monitoring/crp/data/storet.html](http://www.tceq.state.tx.us/compliance/monitoring/crp/data/storet.html)

"All STORET Codes" for file: [sw\\_parm.txt](#) for Mins and Maxs of every STORET code)

Are all outliers confirmed, documented and identified so the H-GAC Data Manager  
can review them? Yes\_\_\_ No\_\_\_

Are appropriate quality assurance/quality control information or results included with the data set  
for verification and validation by H-GAC? Yes\_\_\_ No\_\_\_

Have at least 10% of data in the data set been reviewed against field and laboratory data sheets?

Yes\_\_\_ No\_\_\_

Additional comments about Data Entry, Formatting and Table Structure \_\_\_\_\_

Person who reviewed the database for accuracy and completeness:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Electronic data set was submitted to H-GAC on \_\_\_\_\_

Electronic data set was submitted to H-GAC by:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_