INSTRUCTIONS FOR COMPLETING THE LABORATORY APPROVAL FORM (TCEQ FORM – 10450)

General Information

PWS NAME	Enter the name of your public water system.
PLANT NAME OR NUMBER	Enter the name or number of the water treatment plant, pump station, or building where the lab is located.
PWS I.D. No.	Enter the public water system's 7-digit PWS ID number.
Date	Enter the date you completed and signed this report.
Operator's Signature	The form must be signed by the water system's chief operator or by the certified operator that is responsible for the day-to-day operation of the laboratory must to sign the form. This signature must be handwritten with a pen or permanent marker. Stamped signatures or typewritten names are not acceptable. By signing this report, you are certifying that to the best of your knowledge the information contained within this report is complete and accurate. The operator completing this report must hold a Class C or higher certification.
Certificate No. & Grade:	Enter the Certificate No. of your operators license and the type and classification of the license that you hold.

Provide the following information for each of the tests that you are required to run.

Method (& Analyzer Type)	Enter the method that you use to run the test or identify the make and model number of the instrument or test kit that you use.
Accuracy	Enter the accuracy of the instrument that you are using. You can usually obtain information on the accuracy of a method from the owner's manual for the instrument. If the manufacturer has not provided you with the accuracy, you may indicate that you don't know and then show the number of decimal places that you use to report your results. For example, if you cannot find any information about the accuracy of your alkalinity method but you are reporting values like 112 mg/L, enter **unknown, 1 mg/L** in the accuracy box.
Calibration	You must provide some basic information about the methods that you use to calibrate your instruments.
Frequency	Describe how frequently you calibrate the instrument. If you use both primary and secondary standards or if your calibration procedures vary during the day, you need to describe the frequency that you use each method.
Method	Describe the method that you use to calibrate the instrument that you use.
Records Retention	Enter the length of time that you maintain your calibration logs.

If you need more space, you can either create your own table or fill out multiple sheets for the same lab.

LAB APPROVAL FORM

for Laboratories Operated by Public Water Systems

PUBLIC WATER SYSTEM NAME: TCEQ WSC

PLANT NAME OR NUMBER: PDWS SWTP (page 1)

PWS ID No.: 1234567

Date: December 12, 2001

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge, the information is true, complete, and accurate.

Operator's Signature: Más Papeleo

Certificate No. & Grade: 987-65-4321, B Surface Water

Analyte	Method [1] (& Analyzer Type)	Accuracy	Calibration		Records Retention
			Frequency	Method	
Turbidity	Hach 2100N	2% + 0.01 NTU	daily monthly	Gelex StablCal	10 years
pH	Orion 330	0.02	Daily	3 buffers	3 years
Temperature	thermometer	unknown, 1°C	annually	ice bath and boiling water	3 years
TOC	LCRA laboratory				
UV254	Not required				
Alkalinity	Burette titrator	unknown, 2 mg/L	none		
Disinfectant Free Chlorine [2]	Hach CL17	5%	weekly monthly	comparison chlorine sol.	10 years
Total Chlorine [2]	Not required				
Chlorine dioxide [3]	Hach Amp. titrator with digital titrator	unknown, 0.05 mg/L	monthly	chlorine sol.	3 years
Chlorite [3] (at point of entry)	Hach Amp. titrator with digital titrator	unknown, 0.1 mg/L	monthly	comparison	3 years
Calcium [4]	Not required				
Phosphate [4]	Not required				

1. If your system conducts the test, enter the method that you use or identify the make and model number of the instrument or test kit that you use to run the test. If samples are sent to an outside lab, enter the name of the lab that runs the test for you. If you are not required to run one or more of the tests, write 'Not Required' next to the tests that you do not run.
2. If your system does not add ammonia at any point during the treatment process, you must list a free chlorine method. If your system adds ammonia at any point during the treatment process, you should be able to run both Free and Total Chlorine tests.
3. Systems that use chlorine dioxide must list the method that they use to measure these analytes.
4. Required only if your system is reporting water quality parameters for the Lead/Copper Rule.

LAB APPROVAL FORM

for Laboratories Operated by Public Water Systems

PUBLIC WATER SYSTEM NAME: **TCEQ WSC**

PLANT NAME OR NUMBER: **PDWS SWTP (page 2)**

PWS ID No.: **1234567**

Date: **December 12, 2001**

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge, the information is true, complete, and accurate.

Operator's Signature: Más Papeleo

Certificate No. & Grade: **987-65-4321, B Surface Water**

Analyte	Method [1] (& Analyzer Type)	Accuracy	Calibration		Records Retention
			Frequency	Method	
Turbidity	Hach 1720D	0.020 NTU	weekly quarterly	comparison StablCal	10 years
pH	See other sheet				
Temperature	See other sheet				
TOC	See other sheet				
UV254	See other sheet				
Alkalinity	Not required				
Disinfectant Free Chlorine [2]	Hach DR890 Hach Color Wheel	unknown, 0.1 mg/L unknown, 0.1 mg/L	monthly none	chlorine sol.	3 years
Total Chlorine [2]	Not required				
Chlorine dioxide [3]	See other sheet				
Chlorite [3] (at point of entry)	See other sheet				
Calcium [4]	Not required				
Phosphate [4]	Not required				

1. If your system conducts the test, enter the method that you use or identify the make and model number of the instrument or test kit that you use to run the test. If samples are sent to an outside lab, enter the name of the lab that runs the test for you. If you are not required to run one or more of the tests, write 'Not Required' next to the tests that you do not run.
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