

Water Data Management and Analysis

Source Code/Program Code/Tag Prefix Request and Review Checklist

This checklist is used by the Water Data Management and Analysis (WDM&A) Team for quality assurance when a new Source Code 1, Source Code 2, or Program Code is requested for the Surface Water Quality Monitoring (SWQM) portion of the TCEQ Regulatory Activities and Compliance System (TRACS) database. SWQM, Clean Rivers Program (CRP), and Total Maximum Daily Load (TMDL) project managers, who receive the requests for these codes, should use this checklist to ensure that all necessary actions have been completed and information obtained. Complete this checklist before submitting these requests to WDM&A.

The following should be reported by the requestor and reviewed by the project manager before submission to WDM&A:

Source Code 1 Requested

Source Code 1:

Entity responsible for this project:

The SWQM, CRP, or TMDL project manager has checked the entity responsible for this project and confirms that it is represented in the Quality Assurance Project Plan (QAPP).

Check: ____ Yes ____ No ____ Request Precedes QAPP

Source Code 2 Requested

Source Code 2:

Entity responsible for this project:

The SWQM, CRP, or TMDL project manager has checked the entity responsible for the sampling for this project and confirms that it is represented in the QAPP.

Check: ____ Yes ____ No ____ Request Precedes QAPP

Program Code Requested

Program Code:

Description of type of sampling:

Tag Prefix Requested

Tag Prefix:

Associated Source Code 1:

Completion by the Program Area

Project Manager: _____

Program Area: _____

QAPP Title: _____

Date sent to WDM&A: _____

Comments: _____

Completion by Water Data Management and Analysis

Code assigned by: _____

Date: _____