



CITY OF HOUSTON

Houston Health Department

Sylvester Turner

Mayor

Stephen L. Williams, M.Ed., MPA
Director
Houston Health Department
8000 N. Stadium Drive
Houston, Texas 77054-1823

T. 832-393-5169
F. 832-393-5259
www.houstontx.gov
www.houstonhealth.org

June 12, 2018

To: Drinking Water Clients

RE: Required Updates and Information for Compliance Samples

From: Houston Health Department
Environmental Microbiology Laboratory
2250 Holcombe Blvd, Houston, TX 77030
832-393-3939

In our efforts to remain compliant with the Texas Commission on Environmental Quality (TCEQ) which governs Public Drinking Water Systems in Texas, there are some required changes that we are implementing. This letter serves as notification of those changes as listed below. These requirements are mandated under the Quality Assurance Project Plan (QAPP) for the TCEQ Public Water Systems Supervision (PWSS) Program Relating to Safe Drinking Water Act.

- The Drinking Water (P/A) Coliform Submission form has been revised. The current revision number is 052018 and will be the only version accepted beginning June 12, 2018. Additional required information on this form includes:
 - Sampler signature – printed name and signature are both required.
 - Operator License Number and position (owner, operator or other)
 - Chain of Custody signatures, dates and times – this includes courier signatures.
 - Replacement indicator - check this box if the sample is replacing a previously rejected sample.
- All samples must include a sample label on the container (or write the sample information directly on the bottle). All sample labels must include the PWSID number, date and time of sample collection, sampler's initials and the address/location where the sample is collected. Any sample submitted without a label will be rejected and a replacement sample will need to be submitted beginning June 12, 2018.
- Please note that your water sample submission will be rejected if your submission form is the incorrect version, incomplete or improperly completed beginning June 12, 2018. The current version of the form is attached and will also be available online at <http://www.houstontx.gov/health/Lab/water.html>.

To further assist you with this transition, attached you will find a document prepared by TCEQ entitled "How to Complete a Microbial Reporting Form". This document will give you instructions on how to complete the form and requirements for compliance samples. The document may also be found online at <https://www.tceq.texas.gov/assets/public/permitting/watersupply/pdw/tcr/Complete%20the%20Microbial%20Reporting%20Form.pdf>

Please communicate these updates to all operators, sample collectors, and water system managers. We appreciate your cooperation with these changes and helping us become a more efficient laboratory. Please feel free to contact the laboratory by phone at 832-393-3939 or by email at waterlab.info@houstontx.gov with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Myers".

Jennifer Myers
Laboratory Supervisor
jennifer.myers@houstontx.gov