

DESCRIPTION OF ARIZONA DRINKING WATER REPORTING FORM FIELDS

Revised December 8, 1999

NOTE: These definitions are general in nature. For specific questions regarding your laboratory submittal, please contact the **Arizona Department of Environmental Quality (ADEQ) Water Quality Compliance Data Unit at (602) 207-4681, or within Arizona (800) 234-5677 ext. 4681.**

SYSTEM ID: This is a unique 5 digit Public Water System Identification (PWSID) number assigned to each public water system by ADEQ.

SYSTEM NAME: This should be the legal name which the water system has registered with the Arizona Corporation Commission (ACC). If the system is a municipality or other non ACC regulated entity, this should reflect the legal structure, such as XYZ Water Improvement District. Always notify the Department in writing of any name or ownership change.

SAMPLE DATE: The date the specimen was collected in mm/dd/yy format.

SAMPLE TIME: The time the specimen was collected in hh:mm format (24 hr clock time).

OWNER/CONTACT PERSON NAME: The first and last name of the owner or owner's representative, (contact person) who should be contacted with sample results.

OWNER/CONTACT PHONE #: The daytime phone number of the owner or owner's representative, (contact person) who should be contacted with sample results.

SAMPLE TYPE: The compliance reason for specimen collection. Only the relevant sample types for each contaminant group are provided on the ADEQ forms.

SAMPLE COLLECTION POINT/ID: The location within the water system where the sample was taken and its assigned identifying number.

Point of Entry - Use this location for Inorganic, Volatile Organic, and Synthetic Organic samples. The sample is taken at the "Point-of-entry into the distribution system" which means the point at which water is discharged into the distribution system from a well, storage tank, pressure tank, or treatment facility. It is after treatment but prior to the first service connection. These three digit numbers are assigned by ADEQ.

Zone - This location must be used for samples that are representative of the distribution system. Microbiological and Total Trihalomethane samples are taken in the distribution system. Asbestos samples **may** be taken in the distribution system also, depending on the system vulnerability to asbestos contamination.

Well ID # - This location must be used for Radiochemical samples and new source approval samples. The sample is taken at the well head itself, prior to any disinfection. This eight digit ID number is assigned by the Department of Water Resources (DWR) and always begins with the prefix of 55-.

Surface Water Intake ID # - Surface water systems must use this location for Radiochemical samples. The sample is taken at the raw water source itself, prior to any disinfection or filtration. This ID number may be assigned by DWR or by ADEQ.

Plant - This location is used to identify which surface water treatment plant is being monitored for Turbidity sampling, and Residual Disinfection Concentration sampling. This location is also used to identify the plant associated with Total Trihalomethane sampling, as a water system must take four samples per treatment plant. This two digit number is assigned by ADEQ.

The appropriate location ID numbers ARE REQUIRED ON ALL SAMPLES.
Any submittals not using the appropriate location ID number will be rejected.

SPECIMEN NUMBER: A unique 15 character (max) alphanumeric code that identifies a particular sample used to test one contaminant or one category of contaminants (i.e., Microbiological, Inorganic, Organic, VOC) for a specific sampling event. If reporting on different reporting forms, a different (unique) number is required for each contaminant group and for each report. For example, a TTHM and a VOC reporting form CANNOT have the same specimen number even though a single test may have been performed. We suggest a suffix of some sort be added in this case (i.e., 1234T & 1234V).

If the sample analysis results exceed the MCL, and you are required to take a confirmation sample, this number will be used as the "Original Violating Specimen #" described below.

FOR MCL EXCEEDENCE OR COMPOSITE TRIGGER ONLY/ORIGINAL VIOLATING

SPECIMEN NUMBER: This is the unique 15 character (maximum length) alphanumeric code that identified the original specific sample that initiated the repeat/confirmation sampling requirement [See SPECIMEN # above]. If a MCL value is exceeded or if a microbiological sample is positive, use the specimen id number associated with that MCL value or microbiological positive.

ANALYTICAL RUN DATE/TIME: The date the analysis was performed in mm/dd/yy format. Time in hh:mm format (24 hr clock time).

ANALYSIS RESULTS: A quantitative/numerical result. If the laboratory is reporting a result as NON-DETECT, then the result field should contain a less than symbol followed by the appropriate Method Detection Level. (i.e., <.0005). These Method Detection Levels are prescribed by rule. Samples submitted as compliance samples must meet these levels.

TEST DATE/START TIME: The date and time when the specific sample analysis is begun by the

laboratory in mm/dd/yy hh:mm format (24 hr clock time).

LABORATORY ID NUMBER: The four digit number assigned by Arizona Department of Health Services (ADHS) to those laboratories authorized to perform Drinking Water analyses for the purposes of satisfying compliance requirements with Drinking Water rules.

LABORATORY NAME: The name of the laboratory that conducted the specimen analysis. For procedures that are subcontracted to other laboratories, the analyzing laboratory number **MUST** be used on the reporting form submitted to ADEQ. A copy of the analyzing laboratory report with the authorized signature must be attached to the ADEQ reporting form.

AUTHORIZED SIGNATURE: The laboratory Director signature or person delegated in writing by the Laboratory Director as authorized to authenticate analytical results and the report submitted. Such written authorization must be kept in laboratory files and is subject to review by ADHS Laboratory Licensure.

COMMENTS: Self explanatory. We strongly encourage comments.

DATE PUBLIC WATER SYSTEM NOTIFIED: This is the date when the public water system contact person was first notified by the laboratory of the sample results. The notification may be by telephone, facsimile, or by mail.

www.adeq.state.az.us - water quality - safe drinking water - forms reports and guidelines - lab reporting forms - Drinking Water *Instruction For Reporting Forms* 13KB

A:\INSTRUCT.FRM