



CITY OF HOUSTON

Houston Health Department

John Whitmire

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

January 8, 2024

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

To remain compliant with the Texas Commission on Environmental Quality (TCEQ) which governs Public Drinking Water Systems in Texas, the HHD laboratory is implementing changes to submission forms for drinking water testing. This letter serves as notification of the changes listed below. These requirements are mandated under the Quality Assurance Project Plan 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 updated form, **TCEQ Microbial Reporting Form (TCEQ-10525) Revision 112023**, will be the only version accepted beginning *February 1, 2024*.
- Please note that your request for drinking water testing will be rejected beginning *February 1, 2024* if the incorrect version of the submission form is used, the form is incomplete, or improperly completed. The current version of the form is attached and will also be available online at: <https://www.houstonhealth.org/services/laboratory-services>.
- All samples must include a sample label or have sample information directly written on the container. Sample information must include the PWSID number, date and time of sample collection, sampler's initials, and the address/location where the sample is collected. Beginning *February 1, 2024*, samples submitted without the required sample information will be rejected and a replacement sample will need to be submitted.

To further assist you with this transition, attached you will find a document prepared by TCEQ titled "Instructions for Completing the TCEQ Microbial Reporting Form". This document will give you instructions on how to complete the form and requirements for compliant samples. The document may also be found online at: <https://www.tceq.texas.gov/drinkingwater/pwss.html>.

Please communicate these updates to all operators, sample collectors, and water system managers. We appreciate your cooperation with these required updates. Please feel free to contact the laboratory by phone (832-393-3939) or email (waterlab.info@houstontx.gov) with any questions or concerns.

Sincerely,

Jennifer Myers
Laboratory Supervisor
jennifer.myers@houstontx.gov
832-393-3939