

## APPENDIX A

# SAMPLING PLAN WORKSHEET

**T**he following worksheet can be used to develop a sampling plan for your facility. Where appropriate, supporting chapters from the main body of this document have been referenced to assist you in developing your own plan. An example of a completed sampling plan is included in Appendix B.

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# SAMPLING PLAN WORKSHEET

*(Please provide attachments as needed)*

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## 1. General Facility Information:

Facility Name:

Phone: ( )

Street Address:

City:

State:

Zip:

## 2. Contact Person:

Name:

Title:

Phone: ( )

Street Address:

City:

State:

Zip:

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## 3. Sampling Plan Objective(s): (For explanation, see Chapter 3)

*Provide a statement that describes the goals of the sampling program.*

## 4. Facility Information: (See Chapter 4)

*A. Provide a brief general description of your facility.*

*(Example: conventional activated sludge treatment with anaerobic digestion)*

*B. Design Flow (MGD):*

*Average daily flow (MGD):*

*Previous Year's Annual Sludge Production (dry metric tons):*

*C. Briefly describe the screening, grit removal, and flow equalization process employed at your facility.*

*D. Describe the industrial pretreatment program, including a list of permitted facilities, the nature of their discharge, and the local limits to which they are subject.*

*E. Describe any treatment processes (such as advanced treatment for nutrient removal) that may affect sludge quality.*

*F. Describe the source and generation of solids. Does the sludge contain primary solids? What is the schedule and rationale for wasting of secondary sludge? How are solids stored? What is the dewatering method and what chemicals are used in the dewatering process?*

*G. How is the sludge treated to achieve pathogen reduction and vector attraction reduction?*

*H. How will the material be used or disposed of?*

**5. Data Quality Objectives:** (See Chapter 5 and Appendix D)

*A. List the analytes for which testing is required.*

*B. What analytical methods are required?*

*C. Specify the required quality assurance and quality control for each analytical method used.*

*D. What type of samples will be collected (grab or composite)? If a composite sample is collected, how many grab samples will be collected and what will be the interval between grabs? What will be the sample size?*

**6. Sampling Points:** (See Chapter 6)

*Provide a detailed description of all sampling points along with the rationale for their selection.*

**7. Sample Collection Procedures:** (See Chapter 7 and Appendix H)

*Please provide a detailed standard operating procedure (SOP) describing the process used for collecting samples. The step-by-step description should include all details pertaining to sample collection, including a description of the cleaning and preparation procedures for sampling equipment and sample containers.*

**8. Sampling Handling Procedures:** (See Chapter 8 and Appendix D, H, and J)

*Describe the post-collection sample handling procedures employed to maintain sample integrity.*

*This description should explain how the samples will be preserved and transported, what the appropriate hold-time is for each analysis, and whether a chain-of-custody is required.*

**9. Evaluation for Completeness:** (See Chapter 9)

*Describe the process to be used for evaluating the completeness of the sampling effort. Criteria for evaluation might include: Were the goals of the sampling program met? Were data quality objectives achieved? Do the data quality objectives or SOPs need to be revised?*

**10. Record-Keeping and Reporting:** (See Chapter 10)

*Provide a description of record-keeping procedures. The description should explain what information will be retained and for how long, how the information will be stored, and what records are required to be reported.*