

## HOW TO USE THIS DOCUMENT

The development of a sampling plan should be the first step in the implementation of a well-run sampling program. This guidance document is intended to help wastewater treatment plant operators develop a comprehensive sludge (or biosolids) sampling plan. Unlike other sludge sampling guidance documents that provide general recommendations, this guide was developed to be as specific as possible and provide easily adaptable worksheets and appendices that can be utilized to form a suitable sludge sampling plan.

Wastewater treatment plant operators generally have limited time and/or experience to devote to developing sampling plans—hence the need for this document. Although reading this guidance document from cover to cover prior to starting the sampling plan development process is highly encouraged, it is probably an unrealistic expectation. Therefore, to convey useful information effectively and efficiently, this document has been designed to be used as a quick reference to assist wastewater treatment plant operators in completing the *Sampling Plan Worksheet* found in Appendix A. Once completed, the worksheet will contain the appropriate information consistent with a comprehensive sampling plan.

The *Sampling Plan Worksheet* makes reference to specific chapters and appendices that can be found in this guide and used to complete the specific sections of the worksheet. Many of the guide's appendices can be photocopied and attached to complete applicable sections of the *Sampling Plan Worksheet*.

### Follow these steps to complete a sampling plan for your facility:

1. Photocopy or obtain an electronic copy of the *Sampling Plan Worksheet* found in Appendix A.
2. Read Chapter 1 – *Introduction*, and Chapter 2 – *Elements of a Sampling Plan*, in the main document to gain a general understanding of what a sampling plan is and the elements it should contain.
3. Complete the *Sampling Plan Worksheet* using the main document as a reference.
  - When in doubt, refer to the specific chapters and appendices cited in the individual sections of the worksheet to adequately complete the information requested.
  - Where needed, photocopy applicable appendices or tables to help complete relevant sections of the worksheet.

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