MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

SAMPLING PLAN ASSISTANCE

For Concentrated Animal Feeding Operations (CAFOs) and Recipients of Manifested CAFO Waste

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has developed the following outline to assist permittees in developing a Sampling Plan and sampling kit:

I. Contact a Laboratory

A. Refer to Michigan Environmental Laboratory Association (Michlabs.org) or EGLE's Lab Certification Program at Michigan.gov/EGLElab to find a laboratory, such as:

- Certified Chemistry Laboratories
- Certified Microbial Laboratories

B. Ask the laboratory:

1. Do you analyze parameters in accordance with methods approved in Title 40 of the Code of Federal Regulations (CFR), Part 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants? Refer to the permit for parameters and refer to the Electronic Code of Federal Regulations (eCFR) (ecfr.gov/current/title-40/chapter-I/subchapter-D/part-136) for methods.
2. What hours are you staffed?
3. What are your limitations to dropping off samples?
4. Do you provide training or documents on sample collection?
5. Can you provide an emergency sampling kit? (See III.B. below for kit items.)

II. Develop a Training Plan for Employees

A. Your training plan should, at a minimum, include:

1. Schedule for training (EGLE recommends at least every six months and additional training for new employees)
2. What is a discharge?
3. Who to notify if they witness a discharge?
4. Location of the emergency sampling kit.
5. Where to get ice – e.g., on-site or closest gas station.
6. How are samples collected?
7. Review safety concerns with sampling in and around surface water, animal waste, and preservative chemicals and any required personal protective equipment. These can include waders, eyewear, gloves, etc.
8. Methods for identifying locations of surface waters, county and private tile inlets and outlets (such as locations of printed field maps, county maps or digital mapping systems on cell phones).

III. Action Plan

A. Responsiblities

1. Who checks the sampling kit every six months?
2. Who notifies EGLE and local health department in the event of a discharge?
3. Who at EGLE and the local health department are they supposed to notify?
4. Who contacts the contracted laboratory when a discharge is reported?
5. Who takes samples of the discharge?
6. Who transports samples to the lab or ships samples?
7. Establish procedures to ensure samples are collected properly to maintain quality assurance and quality control.
    a) Make sure at least two staff are appropriately trained to sample.
    b) Have sampling procedures available to employees

B. Sampling Kit

1. Cooler with ice.
2. Sample bottles with appropriate preservative and sample labels.
3. Sampling gloves and other personal protective equipment (PPE).
4. Permanent marker.
5. Sample procedures.
6. Chain of custody forms.
7. Shipping labels (if samples need to be shipped).

C. Sample Contact Sheet (See Attachment)

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People with disabilities may request this material in an alternative format by emailing EGLE-Accessibility@Michigan.gov or calling 800-662-9278.

SAMPLE CONTACT SHEET

LABORATORY NAME: _____

Phone: _____

Training Coordinator: _____

Phone: _____ Email:_____

Dates of Training:

RESPONSIBLITY	**Responsible Employee Name Phone, Email**
Sampling Kit	John Doe 517-555-2222 Doe.john@co.com
Name of EGLE Contact Phone: Email:	
Name of Local Health Department Phone: Email:	
Name of Contracted Laboratory Phone: Email:	
Sampling	
Sampling Quality Control/Assurance	
Sample Transport and Shipping	