

### **Guidance notes on arrangement of sampling**

1. All sampling activities must be carried out by competent sampler(s)<sup>#</sup>.
2. The first sampling day will normally be assigned just after the expiry date of the revised COD values (for renewal application) or within 14 days\* after all information being received by DSD and all discrepancy being clarified by the HOKLAS laboratory/applicant, whichever the later.
3. If the applicant requests the first sampling day to be arranged before the expiry of the current revised COD values, he/she must give up the current revised COD values in writing before the arrangement of sampling days could be commenced using the form DSD/TES 7(e) "Declaration of giving up effective period of previously revised TES rate".
4. In general, sampling will normally be so arranged that the 2 to 6 sampling days (depending on the daily COD load (Kg/day) discharged in the trade effluent) be spread over 1 to 2 months period\*. If the applicant or the appointed HOKLAS laboratory fails to conduct sampling according to the sampling schedule, the application process will take longer time to complete.
5. If applicable, the applicant is required to declare the exact dates of cleaning for central grease trap(s) (CGT) at least for the coming two months before commencement of sampling using the form DSD/TES 4(e) "Declaration of proposed cleaning frequency and date(s) for Central Grease Trap(s)" and to submit relevant record of cleaning afterwards. Sampling should also be so arranged that they are not too close to the declared dates of cleaning of CGT.
6. The applicant is also required to inform DSD in writing of any change in the declared date(s) of cleaning of CGT so that the dates of sampling can be rescheduled accordingly if necessary. In case of DSD revealing any change or addition of the date(s) of the cleaning of CGT by applicant without being notified by the applicant, the COD results of any sample(s) taken would be void.
7. After completion of sampling, the applicant, its agent and the grease trap waste collector are required to declare the actual dates of grease trap cleaning and waste collection using the form DSD/TES 8(e) "Declaration of actual cleaning frequency and date(s) for Central Grease Trap(s)" attached with the notification to be issued by DSD.
8. The applicant is also required to submit copies of relevant records for the purpose of proving that the applicant has actually conducted the grease trap cleaning on the proposed cleaning dates.

Remarks:

# The criteria for competent sampler are given in Appendix V.

\* The time quoted may vary depending on the prevailing number of applications received by DSD.