



EOCP

Environmental Operators
Certification Program

201-3833 Henning Drive
Burnaby, BC V5C 6N5

eocp@eocp.ca
www.eocp.ca

T 604.874.4784 F 604.874.4794
Toll Free 1.866.552.EOCP

Direct Responsible Charge (DRC) Plan

The purpose of this form is to document a facility or system's Direct Responsible Charge (DRC) plan. It is required where a facility or system wants to recognize DRC experience for more than one operator concurrently. It should be updated for each change in operations or technical configuration that affects the availability of DRC experience.

* Required

Effective date of this plan *

Please enter the earliest date on which these roles were available for DRC experience. DRC hours for the roles in this plan can be claimed retroactively to the date entered here.

1989

Facility/System Name *

[Redacted]

Facility/System Number *

[Redacted]

Facility/System Classification - Type *

- ☐ Water Treatment
- ☒ Water Distribution
- ☐ Wastewater Collection
- ☐ Wastewater Treatment
- ☐ Industrial Wastewater Treatment

Facility/System Classification - Class *

Note that Direct Responsible Charge experience cannot be earned in a facility/system classified as Level I

- ☐ II
- ☐ III
- ☒ IV

Normal working hours per year *

2,080

On-call Policy *

Please outline the policy for recognizing DRC hours for Operators who are on call

DRC hours will be granted to on-call operators for all normal working hours (40 hours/week) during the week including overtime hours; "Weekend Water Quality/Operational Checks at [Redacted] Facilities (at a minimum average of 6.5 hours); daily standby/monitoring time (2 hours/day); and all call-outs regarding operational work. There are two types of callouts; security and process. Security callouts do not meet the criteria for DRC and will not be counted towards DRC hours. Process callouts involve equipment or process failure that requires immediate attention. DRC hours for process callouts will be calculated based on the number of hours at straight time the operator spent at the plant correcting the failure. [Redacted] the average number of "Operational Call-Outs" per on-call shift (a week long at a time), is equal to 2, at a minimum of 2 hours each. Therefore, the average hours relating to operational call-outs is equal to 4 hours. When an operator is required to start early or stay late for plant shutdowns, plant monitoring for contractors or emergency repairs, the hours of overtime will counted towards DRC hours. Only the operator in charge during the overtime will be able to collect DRC hours. The DRC hours will be calculated based on the number of additional straight hours the operator in charge worked.



Direct Responsible Charge (DRC) Plan

DRC Role 1

Name or Title of Role

System Operations/ Special Projects

List of processes within the span of control

The operator in the aforementioned role is responsible for overseeing and directing operations involving the commissioning and maintenance of reservoirs, surge vaults; the commissioning of water mains and lines for new residential/commercial developments; spring and fall flushing operations; at facilities and areas throughout the distribution system.

Characteristics of this role:

(check all that apply)

- ☒ In active control of the facility/system or the segment described above
- ☒ Has responsibility for technical direction of the facility/system or the segment described above
- ☒ Works on-site or includes substantial on-site duties (sufficient to have the necessary familiarity with the operation of the facility/system)
- ☒ Has the mandate to make meaningful operating decisions without consultation, and is accountable for those decisions

Key responsibilities of the role

- Leads, organizes, and conducts the subsequent work necessary to safely and correctly complete reservoir cleaning, reservoir overflow tests, surge vault tests, emergency/necessary pressure zone changes via valving,
- Leads and organizes operations during spring and fall mainline flushing
- Working with developers and contractors in order to commission water mains and lines for new residential/commercial developments
- Trains junior operations staff in the aforementioned duties of the role

Operating records maintained

An operator in Direct Responsible Charge would normally ensure that records are maintained of all adjustments made to the processes within his or her responsibility, and ensure that all equipment used in the processes within his or her responsibility is properly monitored, inspected and evaluated and that records of equipment operating status are prepared and available at the end of every operating shift.

The operator in this role:

- ☒ primarily carries out the responsibilities personally
- ☐ primarily provides on-site supervision to those who carry out the responsibilities

Potential Impact of Operator decisions in this role

(check all that apply)

- ☒ water or effluent quality
- ☒ safety of personnel
- ☒ spills or leaks
- ☒ integrity of the network
- ☒ public health and/or the environment



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Direct Responsible Charge (DRC) Plan

☐ Other:

Expected annual DRC hours available in this role

9600

Available hours calculations

Please show the calculations supporting the annual DRC hours available in this role

Based on year-end payroll coding, the total number of hours spent in the "System Operations" role, by [REDACTED] operators, was approximately 9,600 hours. The [REDACTED] foreman will normally serve as the primary operator in this particular role, for approximately 3,000 hours annually. The [REDACTED] Lead-Hand will normally serve as the second primary operator in this role, for approximately 2,400 hours annually. Therefore, the remaining 4,200 hours are served by other qualified operators. Based on EOCP's DRC definition (EOCP Program Guide, 28 April 2016), only a portion of the total hours served in this job role qualify for DRC time. Therefore, DRC time will only be granted for time served leading the job roles described in key responsibilities of the role. Therefore, approximately 1/2 of the duties of the operator filling this role meet the definition of DRC hours; the other half are routine and operational. DRC hours per year are $4,200/2=2,200$ hours of DRC time available to those qualified operators.



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Direct Responsible Charge (DRC) Plan

DRC Role 2

Name or Title of Role

Pump, Control & PRV Operations

List of processes within the span of control

The operator in the aforementioned role is responsible for overseeing and directing operations involving: pumping systems, control valving, and PRV systems; at facilities and areas throughout the distribution system.

Characteristics of this role:

(check all that apply)

- ☒ In active control of the facility/system or the segment described above
- ☒ Has responsibility for technical direction of the facility/system or the segment described above
- ☒ Works on-site or includes substantial on-site duties (sufficient to have the necessary familiarity with the operation of the facility/system)
- ☒ Has the mandate to make meaningful operating decisions without consultation, and is accountable for those decisions

Key responsibilities of the role

- Leading the safe operation and maintenance of the pumping and PRV systems throughout the distribution system
- Performs preventative maintenance, regular checks, and leads in major repairs on water pumps, PRVs
- Performs PRV and pump setting changes for system demands and major distribution infrastructure projects
- Commissioning of pumps and PRVs
- Completes job specific work orders
- Monitor SCADA screens for multiple stations throughout the distribution system
- Trains junior operations staff in the aforementioned duties of the role

Operating records maintained

An operator in Direct Responsible Charge would normally ensure that records are maintained of all adjustments made to the processes within his or her responsibility, and ensure that all equipment used in the processes within his or her responsibility is properly monitored, inspected and evaluated and that records of equipment operating status are prepared and available at the end of every operating shift.

The operator in this role:



primarily carries out the responsibilities personally



primarily provides on-site supervision to those who carry out the responsibilities

Potential Impact of Operator decisions in this role

(check all that apply)

- ☒ water or effluent quality
- ☒ safety of personnel
- ☒ spills or leaks



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☒ integrity of the network

☒ public health and/or the environment

☐ Other:

Expected annual DRC hours available in this role

520

Available hours calculations

Please show the calculations supporting the annual DRC hours available in this role

Based on year-end payroll coding, the total number of hours spent in the "Pump, Control, and PRV Operations" role, by [REDACTED] operators, was approximately 520 hours. The [REDACTED] foreman and Lead Hand will normally serve as the primary operator in this particular role, for approximately 220 hours annually. Therefore, the remaining 300 hours of DRC time will be available to qualified operators.



Direct Responsible Charge (DRC) Plan

DRC Role 3

Name or Title of Role

Water Infrastructure Repair Work

List of processes within the span of control

The operator in the aforementioned role is responsible for overseeing and directing repairs to infrastructure critical to the operation of the water distribution system.

Characteristics of this role:

(check all that apply)

- ☒ In active control of the facility/system or the segment described above
- ☒ Has responsibility for technical direction of the facility/system or the segment described above
- ☒ Works on-site or includes substantial on-site duties (sufficient to have the necessary familiarity with the operation of the facility/system)
- ☒ Has the mandate to make meaningful operating decisions without consultation, and is accountable for those decisions

Key responsibilities of the role

- Leads, organizes, and conducts the subsequent work necessary to complete a repair to distribution infrastructure
- Identify mainline, facility-related, domestic and irrigation service leaks
- Lay and fit water mains; tap new water service lines; install/repair domestic/commercial/agricultural water services; repair and operate valving necessary to isolate/drain portions of the distribution system; isolate portions of the system via valves to accommodate the repair process; lead in the recharge process of a newly repaired portion of the distribution system
- Completes job specific work orders
- Trains junior operations staff in the aforementioned duties of the role

Operating records maintained

An operator in Direct Responsible Charge would normally ensure that records are maintained of all adjustments made to the processes within his or her responsibility, and ensure that all equipment used in the processes within his or her responsibility is properly monitored, inspected and evaluated and that records of equipment operating status are prepared and available at the end of every operating shift.

The operator in this role:

- ☒ primarily carries out the responsibilities personally
- ☐ primarily provides on-site supervision to those who carry out the responsibilities

Potential Impact of Operator decisions in this role

(check all that apply)

- ☒ water or effluent quality
- ☒ safety of personnel
- ☒ spills or leaks
- ☒ integrity of the network
- ☒ public health and/or the environment



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Direct Responsible Charge
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☐ Other

Expected annual DRC hours available in this role

2,030

Available hours calculations

Please show the calculations supporting the annual DRC hours available in this role

Based on year-end payroll coding, the total number of hours spent in the Repairs-Operations role, by [REDACTED] operators, was approximately 2,030 hours. The [REDACTED] foreman and Lead Hand will normally serve as the primary operator in this particular role, for approximately 800 hours annually. Therefore, the remaining 1,230 hours of DRC time will be available to qualified operators.



Direct Responsible Charge (DRC) Plan

Approval for plan

I hereby approve this plan, and attest that:

1. it is complete and accurate to the best of my knowledge,
2. the roles described herein are in Direct Responsible Charge of the facility/system as defined by EOCP policy , and
3. experience earned in these roles would constitute DRC experience of substance that would contribute to the development of the Operator

