



# EOCP

Environmental Operators  
Certification Program

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## 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.

Dec. 3rd, 2015

### 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 \*

5840

### On-call Policy \*

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

One operator is on-call between the hours of 2200hrs and 0600hrs. If the operator receives a call that requires him/her to make any operational/process changes, the actual time required to make the decisions and perform the work will be recognized as DRC.



## Direct Responsible Charge (DRC) Plan

### DRC Role 1

**Name or Title of Role**

Sr. Water Treatment Plant Operator

**List of processes within the span of control**

Screening, coagulation/flocculation, pH/Alkalinity adjustment, membrane filtration operation, disinfection (Cl2 & UV). Residuals Handling including Coagulation, Flocculation, Sedimentation, Sludge Thickening, Dry Feed Polymer System, Dewatering Centrifuge Operation, Centrate Disposal, Dewatered Solids Disposal

**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**

Supervise and Direct Water Treatment Plant Staff. Oversee and plan day to day operations & maintenance of the water treatment plant. Oversee and plan day to day operations & maintenance of the residuals handling system and dewatering centrifuge. Monitor & Maintain the WTP & SCADA System, Compile Data & Prepare Reports. Ensure lab work and samples are performed and collected as per permit requirements. Develop, maintain and test in-House Operations & Safety Programs and procedures. Develop, maintain and test Environmental Management programs and procedures. Participate in budget assessment and advise on capital projects and purchases.

**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 Sr. WTP Operator is responsible for ensuring all activities are recorded in the operations log book, as well as filling out all applicable H&S, operations and maintenance forms, paperwork and spreadsheets.

**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

Other:



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## Direct Responsible Charge (DRC) Plan

Expected annual DRC hours available in this role

2,080

### Available hours calculations

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

The Sr. Water Treatment Plant Operator works a total of 2,080hrs/year, all are available for DRC. On days that the SR. WTP Operator is not at the WTP, his/her responsibilities will be performed by another WTP operator who will be awarded the DRC hours for assuming the Sr. Operators roles & responsibilities.



## Direct Responsible Charge (DRC) Plan

### DRC Role 2

**Name or Title of Role**

Lead WTP Operator

**List of processes within the span of control**

Screening, coagulation/flocculation, pH/Alkalinity adjustment, membrane filtration operation, disinfection (Cl2 & UV).

**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**

Monitor & Maintain the WTP & SCADA System. Schedule, perform & monitor regular membrane cleans. Monitor the neutralization of membrane cleaning waste. Monitor process chemical addition and make adjustments as necessary. Monitor/calibrate/maintain all pressure sensors, level transmitters, flow meters, turbidimeters, chlorine analyzers and all other applicable instrumentation. Monitor and perform regular maintenance on all pumps, motors, mixers, valves and actuators. Perform daily in house lab analysis. Collect regulatory/operational samples and ensure timely shipment to external laboratories. Ensure all operational & maintenance tasks are performed safely.

**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 Lead Operator is responsible for recoding all activities in the operations log book, as well as filling out all applicable H&S, operations and maintenance forms, paperwork and spreadsheets.

**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

Other:

**Expected annual DRC hours available in this role**



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## Direct Responsible Charge (DRC) Plan

940

### Available hours calculations

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

The Lead Operator Role has 3,760hrs available in a full year. This total number of hours is evenly divided up among 4 full time Water Treatment Plant Operators.

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## Direct Responsible Charge (DRC) Plan

### DRC Role 3

**Name or Title of Role**

Lead Residuals Handling Operator

**List of processes within the span of control**

Coagulation, Flocculation, Sedimentation, Sludge Thickening, Dry Feed Polymer System, Dewatering Centrifuge Operation, Centrate Disposal, Dewatered Solids Disposal

**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**

Operate and maintain the Residuals Handling section of the WTP. Monitor and adjust the coagulant feed rate, polymer batch system and polymer feed rate. Adjust thickened sludge blowdowns as required. Perform regular lab tests on thickened sludge, centrifuge feed sludge, thickener supernatant, centrifuge centrate and dewatered sludge. Operate and maintain the Dewatering Centrifuge. Monitor and adjust centrifuge feed rates and torque setpoints as required. Schedule dewatered solids disposal as required.

**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 Lead Residuals Handling Operator is responsible for recoding all activities in the operations log book, as well as filling out all applicable H&S, operations and maintenance forms, paperwork and spreadsheets.

**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
- Other

**Expected annual DRC hours available in this role**

313



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## Direct Responsible Charge (DRC) Plan

### Available hours calculations

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

The Residuals Handling Role has 1,252hrs available in a full year. This total number of hours is evenly divided up among 4 full time Water Treatment Plant Operators

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## 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

