



# 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.

Oct 1st 2016

### 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 \*

2080

### On-call Policy \*

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

Callouts involving equipment or process failure that requires immediate attention. DRC hours for these callouts will be calculated based on the number of hours at straight time the operator spent at the plant correcting the failure.

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.



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## Direct Responsible Charge (DRC) Plan

### DRC Role 1

**Name or Title of Role**

Lead Operator

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

**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**

Oversees all operational needs of the lift stations and collection system, is the conduit between operators and other departments and supervisors, oversees actions of operators throughout the system, creates and edits operations procedures, makes process decisions, monitors all process parameters via computer displays, reviews and contributes to daily process lab reports

**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.

Ensures logbooks are completed along with overseeing safety paperwork; completes incident reports as required; records all alarms; initiates periodic work orders as required

**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**

1040

**Available hours calculations**

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

This role is staffed 8 hours each day, five days per week. The Lead operator will normally fill this role on a full-time basis or roughly 2080 hours. In the lead operators absence a qualified level II operator will fill in the role.



## Direct Responsible Charge (DRC) Plan

### DRC Role 2

**Name or Title of Role**

Lift stations and Collections

**List of processes within the span of control**  
Lift stations and collection 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**

Operates and maintains all wastewater collection system assets.

Performs equipment preparation and preventive maintenance; monitors oil, grease, and fuel levels to insure proper lubrication on a daily basis; makes minor adjustments to improve equipment performance; makes minor repairs in the field as needed.

Maintains and repairs manholes, pipes and inspection chambers

Respondes to customers concerns

**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.

Maintains operating logs daily

Incident reports as required

Initiates periodic work orders as required

Completes safe work plans, site inspections and shut down permits

**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



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## Direct Responsible Charge (DRC) Plan

public health and/or the environment

Other:

### Expected annual DRC hours available in this role

### Available hours calculations

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

This role is staffed 8 hours each day, five days per week. The Lead operator will normally fill this role on a full-time basis or roughly 2080 hours.



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## Direct Responsible Charge (DRC) Plan

### DRC Role 3

Name or Title of Role

List of processes within the span of control

#### 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

#### 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

Other

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

#### Available hours calculations

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



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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

