

EOCP

Environmental Operators
Certification Program

201-3833 Henning Drive
Burnaby, BC V5C 6N5

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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.

Jan 1 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

- I
- III
- IV

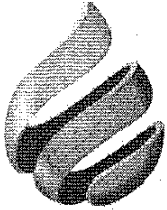
Normal working hours per year *

3952

On-call Policy *

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

There is currently no "on-call" shift [Redacted] Operators are called out by a dispatch service on a rotational basis for after-hour emergencies. Call outs regarding process and equipment failures will count towards DRC hours based on the number of hours at straight time spent addressing the failure.



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DRC Role 1

Name or Title of Role

Chief 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

Create and maintain operations schedule.

Plan and oversee process adjustments.

Plan maintenance and process upgrades as needed.

Oversees overall plant operation and staff including operators, laboratory, trades staff, and contractors.

Creates operational and safety work procedures.

Conduct daily operational crew talks as well as weekly safety crew talks.

Responsible for legal reporting requirements and ensuring all permit conditions are met.

Responsible for registering, monitoring and billing of the regional septage receiving program.

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.

Reviews all log book entries, facility and equipment check sheets and lab data, daily.

Submit electronic work orders.

maintains and responsible for all facility records.

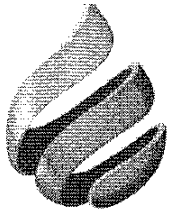
The operator in this role:

- 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



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- 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
Monday- Friday, 8hrs/day.

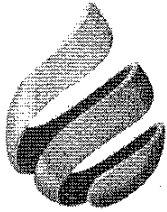
8 hours x 5 days/week = 40 hours

40 hours x 52 weeks = 2080 hours

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DRC Role 2

Name or Title of Role

Solids Treatment Operator

List of processes within the span of control

Treatment and disposal of primary and secondary solids. Includes operation of primary solids removal facility, Dissolved Air Flotation for secondary solids removal, and a dewatering facility consisting of 2 centrifuges. Also includes logistical coordination with solids transport company.

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

Operation and maintenance of two centrifuges and associated dry polymer make-up unit

operation and maintenance of primary removal system- 4 pumps and 20 laterals for strategic removal from large primary lagoon

Operation of DAFT and polymer system for secondary sludge removal

Collect and analyse samples from primary and secondary solids, DAFT supernatant, centrifuge centrate

Monitoring of associated SCADA

Schedule and perform maintenance of associated equipment

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.

Completes equipment operating logs and check sheets

Completes work orders for maintenance

Records lab analysis results

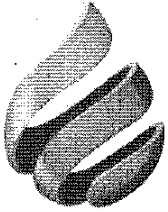
The operator in this role:

- 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



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- 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

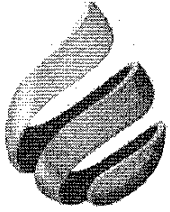
Available hours calculations

Please show the calculations supporting the annual DRC hours available in this role
(12 hours/day x 5 days/week = 3, 120hrs)

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DRC Role 3

Name or Title of Role

Checks and Maintenance 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

Performs visual SCADA checks and records flows, set points, levels, etc.

Makes necessary changes to set points as required.

Performs walkthrough and inspection of all plant buildings and equipment.

Performs routine equipment maintenance as required.

Schedules and assists in planned upgrades, process shutdowns, and major maintenance items.

Maintains chemical and spare part inventory.

Responsible for daily checks and maintenance of the spray irrigation system (Apr-Oct).

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.

Records daily operation check sheet

Completes equipment check lists

Completes building inspection check lists

Completes weekly and monthly safety inspections

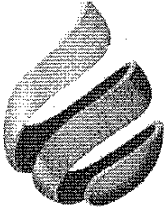
The operator in this role:

- 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

Available hours calculations

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

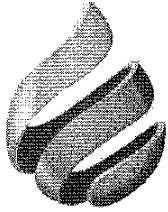
12 hours/day x 5 days/week = 60 hours

60 hours x 52 weeks/year = 3,120 hours.

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Direct Responsible Charge (DRC) Additional Role

The purpose of this form is to document an additional DRC role associated with a facility or system's Direct Responsible Charge (DRC) plan.

* Required

Facility/System Name *

Facility/System Number *

DRC Role

4

Name or Title of Role

Process Operator/Laboratory Technician

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

Monitor, model, and troubleshoot all aspects of the BNR process

Performs daily, weekly, monthly permit analysis

Performs process troubleshooting analysis

Performs daily process monitoring analysis

Responsible for maintaining CALA proficiency status via semi-annual proficiency testing

Responsible for maintaining UBC/MOE Microbiology proficiency via quarterly proficiency testing

Informs Chief Operator of any lab and process anomalies

Plans seasonal process changes

Operating records maintained

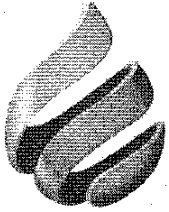
An operator in Direct Responsible Charge would normally ensure that records are maintained of all adjustments made to the processes within his or her responsibility, and ensure that all equipment used in the processes within his or her responsibility is properly monitored, inspected and evaluated and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

Inputs all operational check sheets electronically

Inputs all lab data electronically

The operator in this role:

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



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Direct Responsible Charge (DRC) Additional Role

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

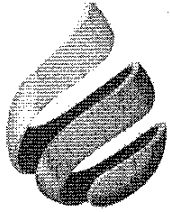
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40 hours x 52 weeks = 2080 hours

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Direct Responsible Charge (DRC) Additional Role

The purpose of this form is to document an additional DRC role associated with a facility or system's Direct Responsible Charge (DRC) plan.

* Required

Facility/System Name *

[Redacted]

Facility/System Number *

[Redacted]

DRC Role

5

Name or Title of Role

Weekend 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

Perform daily checks

[Redacted]

Operate solids treatment operation

Check and inspect Spray Irrigation facility (April - Oct)

Plans and performs any required maintenance as needed

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.

Completes facility and equipment check sheets

The operator in this role:

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

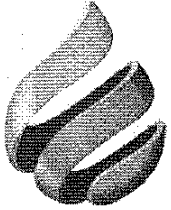
Potential Impact of Operator decisions in this role

(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: [Redacted]

Expected annual DRC hours available in this role



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Available hours calculations

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

8 hours/day x 2 days/week = 16 hours

16 hours x 52 weeks = 832 hours

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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.

