Ohio EPA Class IV Wastewater Treatment Examination Review Checklist

Applicant: ___________________            Submittal No. 1__ 2__ 3__
Date of Council Review:__________         Reviewer:  DB VC BD CC RL TM RR JS
Evaluation Results:   Pass: ___  Return:____

I. Experience
(Do not attach formal position/job descriptions; provide a detailed explanation of your duties in your own words.)

1. Describe in detail your experience using the format given.     Yes  No
2. Describe your duties and give dates of promotions.        __  __
3. Describe related experience which may be relevant.  
   Cover your entire experience in the wastewater field.  
   (Include past jobs, training, schooling or volunteer experiences. Include skills acquired and licenses/certifications obtained.)  __  __

General Comments on Experience Section
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II. Administration

Provide details of administrative experience.

1. Discuss how many people work for you.        __  __
2. Explain their duties and responsibilities.   __  __
   (Do not attach formal position/job descriptions.)
3. Discuss the manner in which you supervise their daily activities.     __  __
   a. Describe how you assign duties and responsibilities.   __  __
   b. Discuss how you provide feedback to your employees.  __  __
   c. Discuss how you exchange information between you and other staff and shifts.  __  __
   d. Discuss how you motivate employees (financial and non-financial incentives).  __  __
4. Provide Table of Organization with names & job titles.  __  __

General Comments on Administrative Section
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Revised 08/18/09
III. Budget

1. Provide a copy of the most recent budget for your plant(s).  ___  ___
2. Describe and discuss the budget preparation process and your personal involvement:
   a. Explain the various steps of the budget process.  ___  ___
   b. Explain how budget amounts are developed.  ___  ___
   c. Describe who is responsible for submitting what information.  ___  ___
   d. Discuss who reviews and approves the budget at each step in the process.  ___  ___
   e. Discuss the purchasing process.  ___  ___
   f. Discuss any long term budgeting processes, such as capital improvement budgeting and 2, 5 or 10 year budget forecasting.  ___  ___
   g. Describe how expenditures are tracked.  ___  ___

3. Provide a brief explanation of the budget accounts.  ___  ___

General Comments on Budget Section
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IV. Plant

1. Describe and discuss all treatment process units and compare their operation with respect to design vs. actual hydraulic and organic loadings.  ___  ___
2. Discuss and compare how the plant was designed to operate and how it is currently operating.
   (The discussion should include process control methodologies and any additional loadings such as I & I flows, industrial, septage, leachate, side streams, etc.)  ___  ___
3. Discuss how you would like the plant to operate.  ___  ___
4. Discuss how it is operating.  ___  ___
5. Discuss how you would like it to operate.  ___  ___
6. Discuss your greatest challenges in meeting your effluent permit limits and operational goals.  ___  ___
7. Describe any need for operational or mechanical improvements.  ___  ___
8. Describe and discuss the effects (including biological, chemical or physical impacts) of the effluent discharge on receiving waters.  ___  ___
9. Describe and discuss residuals reuse/disposal practices. (Include the operation of the liquid and solids handling processes and a discussion on compliance with pertinent Ohio Administrative Code requirements.)


11. Provide a summary, by month, for the last 12 months of actual operating data. [This should include items such as the monthly averages of: plant flows, process control flow rates and solids concentrations, chemical doses, % removals, sludge volume index (SVI), mean cell residence time (MCRT), settleable solids, influent and effluent quality, etc.] Do not include copies of monthly operating reports.

12. Provide any additional information related to plant and its performance which may be pertinent.

General Comments on Plant Section

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V. Collection System

1. Describe and discuss the wastewater collection system and how it operates.

2. Submit a system map.

3. Discuss the major service areas, trunk lines, routine maintenance, emergency response, etc.

4. Provide a discussion on:
   a. major piping sizes
   b. piping materials
   c. flow rates
   d. inflow & infiltration (I & I)
   e. odor/corrosion problems

5. Describe and discuss sanitary sewer overflows (SSOs) and combined sewer overflows (CSOs).

6. Discuss problem areas.

7. Describe the need for collection system improvements.

8. Discuss programs for the reduction of SSOs, water in basement (WIB), CSO long term control plans, I & I reduction programs, and their current status.

9. Describe and discuss collection system pump stations. (Limit to the 5 largest)
   Provide a detailed discussion on:
   a. collection areas
   b. type of station
   c. number of pumps
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<tbody>
<tr>
<td>d. types of pumps</td>
<td>Yes</td>
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<tr>
<td>e. level control devices</td>
<td>___</td>
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<tr>
<td>f. force main size</td>
<td>___</td>
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<td>g. flow rates</td>
<td>___</td>
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<td>h. emergency power supply</td>
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10. Discuss pump station problem areas. ___ ___
11. Describe the need for pump station improvements. ___ ___

General Comments on Collection System Section

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VI. Safety Program

1. Describe and discuss the safety program at your facility. (Include a discussion of the risk management plan, if required.) ___ ___
2. Discuss your involvement in the development & implementation of the safety program. ___ ___
3. Include a listing of personal safety equipment for the plant. ___ ___
4. List other safety equipment available at the plant. ___ ___
5. Include a copy of the minutes from the most recent safety committee meeting. ___ ___
6. Provide a summary or outline of your safety manual. ___ ___
7. Indicate how your facility’s safety program addresses provisions of the general OSHA standards. (Code of Federal Regulations 29-1910 and 1926) such as chemical safety, confined space, hazard communication, lock/tag out, personal protective equipment. ___ ___

General Comments on Safety Section

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VII. Planning

If you have no direct experience in planning for a plant change then describe a plant/system related event that required you to use planning skills such as plant shutdown/start-up, emergency planning, etc.

Providing a list of projects without description and discussion is not acceptable. A thorough description of one topic is preferred over short descriptions of multiple topics.

1. Describe and discuss your experience related to planning for a plant or system related project. Include planning for
1. Describe or discuss any investigations or research programs you participate in related to wastewater treatment. (The projects could be completed or currently underway. Research experience may include anything from full scale studies to minor process modifications related to the treatment facility.)

2. Show
   - your degree of responsibility
   - dates
   - results and conclusions of research

3. Submit abstracts of reports, if any.

General Comments on Research Section
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IX. Design

Providing a list of projects without description and discussion is not acceptable. A thorough description of one topic is preferred over short descriptions of multiple topics.
1. Describe and discuss your personal involvement in plant/system design.  
2. Discuss minor improvements suggested or implemented.  
3. Discuss your involvement with consulting engineers on major plant improvements.  

General Comments on Design Section  

X. Staff Training and Development  
1. Describe and discuss how and by whom employees are trained to operate and maintain your plant.  
2. Is training provided in-house?  
3. Do employees attend outside training?  
4. How have you assisted your co-workers in furthering their advancement in the field?  
5. Give names and Ohio EPA certificates obtained for persons you have assisted in their advancement.  
6. Describe your related teaching experience.  

General Comments on Staff Training and Development Section  

XI. Publications  
Publications could include consumer confidence reports, brochures, standard operating procedures, annual reports, etc.  
1. Describe publications you prepared, presented and/or published.  
2. Discuss your degree of contribution to the publication.  
3. Submit abstracts of papers.  

General Comments on Publications Section  

XII. Additional Information  
Applicant should submit 3 references. (The forms may be reviewed in the Class IV Exam and Guidance document.)