



## 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.

April 1, 2014

### Facility/System Name \*

Lakeside Wastewater Treatment Facility

### Facility/System Number \*

9999

### 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 \*

1920

### On-call Policy \*

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

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.

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 be 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**

Leadhand

**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 facility, is the conduit between operators and other departments and supervisors, oversees actions of operators throughout the facility, 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 electronic logbook is 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**

2920

**Available hours calculations**

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

this role is staffed 8 hours each day, seven days per week. the chief operator will normally fill this role on a full-time basis or roughly 1920 hours; the remaining 1000 hours will be shared among qualified operators



## Direct Responsible Charge (DRC) Plan

### DRC Role 2

#### Name or Title of Role

Solids management

#### List of processes within the span of control

Treatment and disposal of primary and secondary solids streams

#### 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 Sludge Dewatering Centrifuges

Operate Rotary Drum Waste Solids Thickener

Collect performance samples of digesters, centrifuges and waste solids thickener

Maintain Influent Fine Screens

Maintain Scum and grit dewatering equipment

Complete weekly and periodic work orders

Monitor SCADA screens of area

Interpret laboratory analysis results

#### 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 log (excel) daily; completes incident reports as required; 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



# EOCP

Environmental Operators  
Certification Program

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## Direct Responsible Charge (DRC) Plan

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

The role is filled for one shift (8 hours) per day, 365 days/year for a total of 2920 hours.

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 available per year are  $2920/2=1460$



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## Direct Responsible Charge (DRC) Plan

### DRC Role 3

**Name or Title of Role**

Tanks

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

Primary sedimentation, filtration, secondary clarification, odour 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**

Collect composite samples

Monitor and maintain primary sedimentation tanks

Monitor and maintain trickling filter flow

Monitor and maintain secondary clarifiers

Monitor and maintain foul odour biofilter

Complete weekly and periodic work orders

Monitor SCADA screens of area

Interpret laboratory analysis results

**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 log (excel) daily; completes incident reports as required; 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)

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## Direct Responsible Charge (DRC) Plan

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

The role is filled for one shift (8 hours) per day, 365 days/year for a total of 2920 hours.

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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

Signature

Date

Jan Operator

Chief Operator

Signature

Date

Pat Owner

Facility/system owner or authorized representative