

## Is your plant having compliance problems?

The Department's Operator Training Program conducts on-site training and assistance programs at wastewater treatment plants throughout the state. The purpose of these programs is to assist the facility staff/management in identifying the causes for operations, maintenance and/or management problems that are causing or are likely to cause noncompliance and to provide on-site training and assistance to correct the identified problems.

### Costs:

The Department does not charge for this service.

The plant owner may incur some increased costs for new/expanded process control testing and preventive maintenance requirements. Whenever possible these items are identified in the initial evaluation report and/or training and assistance plan.

### Eligibility:

Any wastewater plant may apply for assistance. Priority is given to publicly owned treatment plants with a design capacity of less than five million gallons per day (5 MGD) that were constructed with state or federal financial assistance.

***On-site training and assistance programs will not be initiated without the expressed written approval and support of the plant owner/management.***

### Exclusions:

The program is **not** available to facilities operated and/or managed by contractual service providers.



# Wastewater Treatment Plant On-site Assistance & Training Program



Operator Training Program  
Water Division  
Department of Environmental Quality  
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## Program Description

### Facility Selection:

Selections are based upon established criteria. A copy of the selection criteria is available upon request.

Upon receipt of a request, the staff reviews the application and discusses the request with Regional Office permit, inspection and compliance staff. Using the established priority system the plant is assigned a priority. Plant requests are then addressed in accordance with the assigned priorities.

### Responsibilities:

The program identifies activities that must be completed for the program to achieve the desired results. Each activity includes the responsible party (program staff, plant operator or decision maker) and sets milestone dates for completion of the activity

Failure to complete agreed upon activities may result in cancellation of the planned on-site training and assistance visits.

The Operator Training Program staff may make recommendations for process adjustment but responsibility for the operation of the treatment facility and decisions regarding implementation of those recommendations are the responsibility of the plant operating staff and management.

***Program staff provide assistance. They do not perform the duties of the facility's responsible charge operator.***

### How To Apply:

Complete the application in this brochure and mail, fax or email the information to the Operator Training Program at the address shown on the front of this brochure.

### Facility Evaluation:

Program staff visit the plant and conduct an in-depth review of the plant's design, current operations, maintenance, management, funding, compliance history and its current operational control data. During the evaluation, the program staff will meet with the plant operator, plant manager, utilities director and others who may have decision-making responsibility for the facility. Upon completion of this evaluation, the staff prepares a report identifying factors that have a significant impact on the plant's performance (performance limiting factors).

### Training & Assistance Plan:

When the identified performance limiting factors can be addressed through training and assistance, program staff develop a training and assistance plan specifically designed for the subject plant and its problems. After review and approval by the plant staff and responsible officials, the plan is implemented.

### On-site Activities:

Following approval of the plan, program staff will begin visiting the facility in accordance with the agreed upon schedule. During these visits, plant staff receives over-the-shoulder training and assistance to correct identified problems. Program staff meet with plant management routinely to review progress in completing agreed upon objectives.

### Plan Modification:

***If new or previously unidentified problems are noted during the on-site training activities the training and assistance plan can be modified to address these additional items with the approval of the training program manager and the plant manager.***

Plant Name: \_\_\_\_\_

VDPES No: VA \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Responsible Official: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Chief Operator: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Plant construction was fully or partially funded using state/federal grants and/or loans.

[ ] No [ ] Yes (List state/federal agency:)

\_\_\_\_\_  
*Check each of the following circles that apply to this facility:*

- Plant is a publicly owned treatment works (POTW).
- Plant has received 1 or more NOVs in past 12 months.
- Plant has received an unsatisfactory lab inspection in past 12 months.
- Plant operator does not possess required class of wastewater license.
- Plant is being operated/managed under a contract.
- Plant effluent limits for BOD<sub>5</sub> and/or TSS are less than 30 mg/L.
- Plant is required to meet nitrogen and/or phosphorus effluent limitations.
- Plant has effluent limitations for metals.

### Management Verification:

I am requesting this plant be evaluated for inclusion in the Department of Environmental Quality's Operator Training Program as an *On-site Training and Assistance Project*.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_