



**Pennsylvania Septage Management Association (PSMA)  
&  
The National Onsite Education and Research Foundation (NOF)**

**Basic Onlot Wastewater Treatment System Inspection Course  
PSMA/NOF -101**

**Course Syllabus  
2014**

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**Contact information**

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**A. DESCRIPTION**

This basic course covers the PSMA/NOF Inspection Standards. Subjects covered include: septic system permitting & operations history, septic system components, location of septic systems, recognizing problems, analysis of inspection results and evaluation report writing. This 15 hour course includes a field practicum with hands-on application of the inspection processes. Individuals who complete the course work and achieve a passing grade on the post-training exam become Certified PSMA Inspectors who are eligible to apply the PSMA/NOF Inspection Standards.

## **B. PREREQUISITES**

The skills of reading and writing are required prerequisites for training and for all candidates who will take the PSMA/NOF certification exam.

## **C. ORGANIZATION**

The experience level of students in this course may vary greatly, however this basic inspection course assumes the student has had no or very little previous inspection experience or training. The initial emphases are on the use of equipment, basic procedures, and basic inspection principles.

This is a lecture & hands-on course in which topics are presented by the instructor. Practice sessions are completed by the students both during class room periods and during a 4 hour field trip. Brief summary type quizzes are given after each segment.

There is a comprehensive final exam at the completion of the course, which is processed by The Pennsylvania College of Technology, Penn State (Penn Tech).

This course is a prerequisite for the advanced PSMA/NOF 102 course.

## **D. COURSE OBJECTIVES**

1. To introduce students to the common onlot wastewater treatment systems they may encounter.
2. To introduce students to a systematic approach to identifying all system components.
3. To introduce students to the tools used to inspect system components and the proper use of inspection tools.
4. To introduce students to data gathering techniques and the PSMA/NOF inspection standards
5. To help students understand the data that was gathered.
6. To enable students to reach conclusions regarding system performance.
7. To enable the students to perform a common inspection process with consistent results.

## **E. COURSE TOPICS**

This course will cover the following topics

1. An introduction & overview of the 101 inspection course
2. Training requirements
3. An overview of onlot wastewater treatment system components
4. PSMA/NOF inspection Standards
5. The inspection processes and field procedures
6. Understanding the various dry aggregate rules
7. The use of dye tracing agents
8. Recognizing problems
9. Reaching conclusions
10. Client communications – summarizing the inspection form
11. Hydraulic load test – the process, reaching a conclusion, and the report.

## **F. REQUIRED ARRANGEMENTS, EQUIPMENT, AND SUPPLIES**

1. All students should bring materials to take notes
2. A calculator is recommended
3. Inspection tools may be brought for use during the field trip
4. Appropriate dress for field activities – we will visit nearby onlot sites rain or shine.
5. Most classes are held at a hotel type facility and it will be your responsibility to book your lodging facilities.

**PLEASE NOTE:** Persons with disabilities should notify us in advance of the session, and reasonable accommodations will be made to assist in facilitating your participation.

## **G. TESTING / GRADING**

### FINAL EXAM:

The final exam is given at the end of the course, typically on day two of this two day course.

This exam consists of four parts

1. True and false
2. Drawing conclusions
3. Multiple choice
4. Calculations

When taking the test all desk tops must be cleared. Only calculators, pencils and the test materials may be on the student's desk.

The tests consist of a total of 100 questions.

A final grade of 70% must be reached in order to pass this course and obtain a certification.

### ATTENDANCE

Full attendance is required at every session. The student will be required to sign in three times on day one and one time on day two. Only in special pre-approved cases will an exception be made. Students will be prevented from taking the final exam when they have any unapproved absences. Short, reasonable restroom breaks will not be considered an absence.

### GENERAL

Final test results will be sent to the location you indicate on the papers that are completed at the time of the final exam. Penn Tech and PSMA/NOF will maintain a copy of your test results in a data base. This information will not be available to the public.

## **H. CLASSROOM RULES**

1. All cell phones must be set on vibrate or turned off.
2. The sessions are intended to be informal, questions may be asked as you think of them.
3. Pit stops, restroom visits, may be made as needed.

## I. EVALUATIONS

Your ideas, comments, suggestions, and questions are valuable to us. We ask that all students fill out the evaluation form and hand it in at the completion of the course. All forms are reviewed by the education committee.

## J. COURSE SCHEDULE

### TENATIVE SCHEDULE

This is a typical course schedule – each course schedule may vary

#### DAY 1

#### PSMA/NOF 101

8:00 AM	Intro, Overview & Inspection Standards
8:30 AM	The Inspection Process
10:30 AM	Break
10:45 AM	Standards Continued
12:00	Lunch - provided
1:00 PM	Back From Lunch - Conclusions
2:00 PM	Report
2:30 PM	Break
2:45 PM	Hydraulic Load Test & Discussion – Q & A
5:00 PM	Dinner - Included
7:00 PM	Evening Session – Drawing Conclusions (attendance is required)
8:30 PM	Adjourn For Evening

#### DAY 2

#### PSMA/NOF 101

7:30 AM	Preview Information For Fieldtrip Sites
8:00 AM	Field Trip
12.45 PM	Lunch - Provided
1:30 PM	Review Field Inspections – Reports and Discussion
2:15 PM	CERTIFICATION EXAM (students may leave once they complete the test)
4:00 PM	End Of Exam period