



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

**Basic Onlot Wastewater Treatment System Inspection Course
PSMA/NOF -102**

**Course Syllabus
2014**

Contact information

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A. DESCRIPTION

This advanced course covers the PSMA/NOF Inspection Standards, up dates and revisions to previous published PSMA/NOF Inspection Standards and focuses on more advanced systems than course 101 covers. Subjects covered include: septic system permitting & operations history, a brief review of septic system components and location of septic systems. This course focuses on advanced systems and recognizing their problems, analysis of inspection results, review of 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/NOF 102 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. PSMA/NOF 102 requires the successful completion of PSMA/NOF 101 prior to course attendance.

C. ORGANIZATION

The experience level of students in this course may vary, however this advanced inspection course requires that the student has successfully passed the PSMA/NOF 101 course and has previous inspection experience and training. The initial emphases are on updates and revisions to the PSMA/NOF Inspection Standards, changes in inspection procedures, and advanced onlot wastewater treatment 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 hands on training. 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 PSMA/NOF SR1 continuing education course.

D. COURSE OBJECTIVES

1. To lead a review of common onlot wastewater treatment systems they have encountered during inspections they have inspected in the past.
2. To review the systematic approach of identifying all common and advanced system components.
3. Students will review common inspection tools used to inspect system components and the proper use of these tools.
4. Students will review data gathering techniques and PSMA/NOF inspection standards along with updates and revisions to the standards.
5. Students will demonstrate how they process the data that was gathered.
6. To review conclusions regarding system performance.
7. To enable the students to perform a common inspection process on advanced systems with consistent results.

E. COURSE TOPICS

1. An introduction & overview of the 102 inspection course
2. Training requirements for 102 inspectors
3. A brief overview of onlot wastewater treatment system components and design criteria.
4. Current PSMA/NOF inspection Standards and revisions
5. The inspection processes and field procedures for advanced systems.
6. Review of the various dry aggregate rules
7. Review of dye tracing agents
8. Recognizing problems with common and advanced systems.
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 hands on training session.
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 102

8:00 AM	Intro, Advanced System 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 Writing
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 102

7:30 AM	Preview Information For Fieldtrip Sites
8:00 AM	Hands on training session
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