	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	1

GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION FOR CERTIFIED ENVIRONMENTAL PROFESSIONAL IN THE LEACHATE TREATMENT PLANT OPERATION (CePLTPO)

1. INTRODUCTION

Preparation of Field Training Report (FTR) is the last step that candidates need to complete the certification process. The FTR provided will show that the candidate is willing to carry out his responsibilities as a competent person as required under Section 49A, Environmental Quality Act 1974.


In general, the FTR report prepared by the candidate should have been able to explain the candidate's involvement in the following processes/activities task:

- Carry out performance monitoring data measurement for leachate treatment system using equipment and instrumentation that has been provided for leachate control system operating on-premises.
- Prepare performance monitoring analysis reports and present them to the performance monitoring committee established on the premises.
- Implement schedule maintenance activities and take corrective action on the operation of leachate treatment system
- Initiate efforts to introduce/improve work procedures and performance monitoring for leachate treatment systems that have been operating on the premises.

The successful preparation of the FTR demonstrates the fruitful collaborative efforts between the candidate and the management in his organization in implementing the environmental mainstream at the work premises.

Therefore, the FTR report provided must show that the management of the industry/organization/company has accepted the Guided Self-Regulation (GSR) approach in conducting its business by implementing environmental mainstreaming tools (EMTs) in the premises/company/industry organization.

The evaluation of the FTR report prepared by the candidate will look at the candidate's contribution to the overall improvement efforts that have been made in the operation of leachate treatment system and performance monitoring activities in accordance with relevant laws and guidelines in ensuring the success and compliance of the premises in leachate control operations.

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	2

2. GENERAL SPECIFICATION AND FORMAT

The field training report should follow the general specification and format as below:

2.1 Specification

Covers and Binding

The report should be bound preferably in hard cover (**BLUE Color with GOLD LETTERING**)

- Typeface to be used is Arial
- Front Cover of the report is attached for reference.

Language of Report

Report may be written in English or Bahasa Malaysia

Typeface and Font Size of the Main Text

Typeface to be used is Arial. Font size of 12 point should be used for the main body of the text.

Margins and Spacing

The margin on the document must comply with the specifications below:

Top – 20 mm
Bottom – 40 mm
Left – 40 mm
Right – 25 mm

Text

Text should be: **typed one side** of the paper only, **one and a half-spaced, left-right justified**. For captions of figures and tables, single spaces can be used.


Pagination

Every page except the title page must be **numbered**; **PRELIMINARY PAGES** are to be numbered in **lower case Roman numerals** (i, ii, iii etc.); and **MAIN TEXT** pages are to be numbered at the center of the page (1, 2, 3...) and all pages must be numbered **consecutively** and **continuously**.

2.2 Format

The structure of the report is based on standard format which contains the following sections:

- A. Preliminary Pages
- B. Main Text
- C. Appendices

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	3

The report should contain a minimum of 15 pages (excluding executive summary, illustrations, photographs, appendices, or figures).

Photographs should be printed in **COLOR**.

3.0 FIELD TRAINING PERIOD

The candidates are required to undergo field training on operating and maintaining a bag filter system at their work place for a **minimum of six (6) months**.

4.0 SUBMISSION OF FIELD TRAINING REPORT


The FTR report shall be submitted to EiMAS **within one (1) year from the date** the Temporary Competent Certificate is issued

The FTR report must be submitted to EiMAS at the following address:

The Director
Environment Institute of Malaysia (EiMAS)
Department of Environment
Universiti Kebangsaan Malaysia
43600 BANGI, SELANGOR
(Attn: Industry Certification and Competency Centre)

Report must be submitted in **in one (1) hardcopy report and one (1) in softcopy report (CD or USB drive)**

If you have any technical questions regarding the field training report preparation, please email your questions to pkpi@doe.gov.my

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	4

The structure of the report is based on standard format which contains the following sections:

A. PRELIMINARY PAGES

(The preliminary pages shall include at least the following)

a) GENERAL INFORMATION ON THE CANDIDATE

1. Name of trainee:

.....

2(i). Contact Address:.....

.....

2(ii) Email:

2(iii) Handphone No:

3. Designation:

.....

4. Nature of Business:

Indicate the type of your organization, whether a consulting company or a manufacturing industry. If your company is a manufacturing industry, you should provide the following information:

Type of manufacturing:


.....

Others please specify:

.....

5. Date of attending the course on Certified Environmental Professional in The Leachate Treatment Plant Operation (CePLTPO) conducted by the Environment Institute of Malaysia (EiMAS):

.....

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	5

6. Name and address of the premise where you underwent the field training.

i) Name:.....

ii) Address:.....

7. Period of Field Training:

.....

8. Contact officer in the above organization who could verify your training experience:

Name:

Designation:

Phone number:

Fax number:

E-mail address:

b. List of Duties:

9. i).....

ii).....

iii).....

c. Continuing Professional Development (CPD)


10. List of seminars, workshops, training courses, etc attended in the past 3 year, if any;

.....

.....

.....

.....

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	6

Verification and Declaration must be type written using the OFFICIAL LETTERHEAD of the company the candidate is attached to.

d. Verification (to be filled out by the candidate's supervisor)

"I hereby declare that (Mr/Ms).....has completed the six months field training as required and the information provided in the report is true to my best knowledge"

Name of Supervisor:..... NRIC number:

Designation :

Signature: Date:

Company's stamp:

e. Declaration (to be filled out by the trainee)


"I declare that the entire report is the product of my own work and all the facts stated in it and the accompanying information is true and correct and that I have not withheld or distorted any material facts"

Name of Candidate:..... NRIC number:

Designation :

Signature: Date:

Company's stamp:

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	7

B. MAIN TEXT

The main text or body of the FTR shall include at least the following chapters.

CHAPTER 1: INTRODUCTION

1.1 Background of Organization/company

In this subchapter, you should describe the background of the company (name of the company/premises, location of the premises, establishment information, operating hours of the premises, employee strength, manufacturing carried out, etc.)

Describe the type of manufacturing carried out in your factory and the products produced/carried out in this premises.

Brief the whole process/activity - attach process flow chart - raw material - product produced - waste generated - which process/activity generates pollution

1.2 Organization's/company's environmental commitment

This subchapter summarizes the implementation of environmental mainstreaming (EM) tools of the Guided Self-Regulation (GSR) approach. You are required to update and follow up with related management personnel to update the information of EMT in Environmental Mainstreaming Tools (EMAINS) at <http://emains.doe.gov.my>.

The reporting of the EMT is explained below.

1.2.1 Environmental policy (EP)

In this subchapter, at the minimum you should reproduce an extract of your company's/industry's Environmental Policy. Mention the date the policy was made and identify whether the policy is an existing policy or a new policy which has been developed. If it is a new policy, explain how and where you were involved in its development.

Attach a copy of the official EP with the CEO's/president's/manager's signature or retype it and have it formally endorsed

Note:

The environmental policy (EP) of successful organizations uses strong and unequivocal statements to convey their environmental commitment to their employees, clients, stakeholders and the public. The EP is disseminated to all relevant parties and translated into action in the organization's work procedures, materials purchasing policy, business decision making process and cascades down to the supply chain.

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	8

1.2.2 Environmental facilities (EFs)

In this subchapter you are required to describe the Environmental Facilities (EFs) provided, installed, and maintained at your industrial premise/company/organization. Although the focus of the FTR is on the LTS, you may also include in your discussion, air pollution control systems (APCS), noise abatement system, performance monitoring equipment, on-line instrumentation system, and associated support facilities such as LTS laboratory facilities.

1.2.3 Environmental budgeting (EB)

In this subchapter, briefly describe budget allocated for proper operation and maintenance of pollution control systems. EB includes setting up facilities, provision of personnel and purchase of performance monitoring equipment and etc

List the environmental budget for operation and maintenance of pollution control system that have been approved and signed by the management

Note:


Sufficient budget must be set aside solely for the purpose of taking measures to comply with the environmental regulatory requirements and other environmental-related efforts. At the design stage, budget must be available for the design and installation of the pollution control facilities, while at the operational stage, budget must be allocated for proper operation and maintenance of pollution control systems and management of waste generated by the industry. The environmental budget also includes the cost for setting up of laboratory facilities, provision of personnel, and purchase of performance monitoring equipment.

1.2.4 Environmental competency (EC)

1.2.4.1 Training of environmental personnel

In this subchapter you are required to provide an organizational structure (up to unit manager/departmental manager or similar designation) and identify on it all the relevant staff (including yourself as the CePLTPO candidate) who are involved directly or indirectly with the operation, maintenance, and monitoring of the LTS. Training plan to improve environmental competency of the relevant staff must be discussed.

- Attach overall organization chart. Label your position as Competent Person (CP) in the organization chart; and
- List LTS personnel/staff involved directly or indirectly to LTS operation and identify their relevant training plan. Table as below

	<i>GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION</i>		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	9

Staff name	Main LTS responsibilities	Relevant course	Planned date	course

(note: courses can be held in-house or staff can be sent to attend external courses)

1.2.4.2 Functions of CePLTPO

In this subchapter you are required to discuss and provide a certified copy of your list of duties (e.g. job description-JD) where it shows the LTS performance monitoring functions or other functions related to LTS operation and supervision are one of your core duties. The JD can be placed in this subchapter or may also be placed in the Appendix, if it occupies several pages.

Note on Environmental Competency:

The relevant personnel involved in discharging various environmental responsibilities within an organization need to possess the required competencies. The personnel include those who have been assigned the task to perform DOE-regulated functions: to conduct performance monitoring of air pollution control system. The organizations must draw up a comprehensive training program to produce competent persons and trained support staff to ensure full compliance with the DOE requirements in the regulated activities.


1.2.5 Environmental monitoring committees (EMC)

1.2.5.1 Environmental performance monitoring committee (EPMC)

In this subchapter you are required to provide an organizational structure of the environmental performance monitoring committee (EPMC) and its terms of reference (TOR) or functions. The EPMC, which is at the working level must meet at a minimum once in a quarter. Provide the date when the EPMC was established, designations/posts of its committee members and its meeting dates within the FTR preparation period. The EPMC members must be officially appointed by the chief operating officer (CEO) or president of your industry/organization/company or official of similar rank. A certified copy the minutes of one of the EPMC meetings must be provided in the Appendix as evidence.

Attach

- Committee structure - Environmental Performance Monitoring Committee (EPMC) - chaired by a senior official of your company's/industry's organization
- List term of reference (TOR) or function of EPMC
- List all date of EPMC meeting and EPMC members present within the FTR period

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	10

1.2.5.2 Environmental regulatory compliance monitoring committee (ERCMC)

In this subchapter you are required to provide information/organization chart of the policy level committee which must meet at a minimum once a year. The information includes the post/designation of the chairperson of the ERCMC and the posts of the committee members.

Attach

- Committee structure - Environmental Regulatory Compliance Monitoring Committee (ERCMC), which chaired by chief executive officer or chairman of the company's/industry's organization – which would monitor on overall environmental compliance.

Note:

The success of an organization to comply with the environmental requirements is contingent upon the relevant personnel in different departments in the organization playing their role in an effective manner. To promote collective responsibility to be environmentally compliant, two monitoring committees are set up: one at the working level, the other at the policy level. At the working level, the committee known as the environmental performance monitoring committee (EPMC) is chaired by a senior official of the organization and it meets on a monthly basis. At the policy level, the committee is known as the environmental regulatory compliance monitoring committee (ERCMC), which meets once a year. The chief executive officer or chairman of the organization chairs the ERCMC.


1.2.6 Environmental reporting and communication (ERC)

In this subchapter you are required to describe the communication channel established for reporting LTS issues (and other environmental concerns) which require prompt actions to be taken.

Briefly describe and show,

- how LTS performance monitoring report or any LTS issue or environmental concern are report to Environmental Performance Monitoring Committee (EPMC) and
- how environmental compliance report is made to Environmental Regulatory Compliance Monitoring Committee (ERCMC).
- describe on management response when report is made.

Provide sample of reporting to EPMC & ERCMC. Example of performance monitoring reports prepared by you as competent person must be attached in this report

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	11

Note:

A formal communication channel must be established for reporting environmental concerns and system upsets which warrant prompt actions to be instituted. Internal reporting can be initiated to report on a regular basis the regulatory compliance status of the organization to the chief executive officer (CEO) and various heads of the department within the organization. Updates of new environmental requirements and their implications can be disseminated to the relevant company personnel. ERC requires systematic data, which must be summarized in appropriate format for easy understanding and communication and maintained for management review purposes.

1.2.7 Environmental transparency (ET)


Briefly describe how your industry's/company's transparent in their environmental compliance and achievement.

Provide information such as photos of billboard/website, copy of flyers/brochure, noticeboard - showing the environmental compliance to public.

Provide related environment corporate social responsibility (CSR) involving with community.

Note:

To foster rapport with the immediate neighbours, promote green image, and improve public confidence, companies are encouraged to be more transparent in their environmental compliance and achievement. Compliance status can be displayed on company website or billboard located at the boundary or entrance to the company's premise. An environmental sustainability report can be prepared for the company to showcase its success in managing the environmental concerns of the company and minimizing the environmental footprint of its business. The corporate image of the organization is markedly enhanced through environmental transparency.

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	Certification	Review	Page
	CePLTPO	Feb 2022	12

CHAPTER 2: PERFORMANCE MONITORING OF LEACHATE TREATMENT SYSTEM

2.1 Manufacturing activities and leachate generation

In this subchapter, you are required to briefly explain the activities and operations carried out at your landfill or transfer station identify the **leachate generation points**, and the quality and quantity of leachate generated. Provide a table of that summarizes the characteristics of the **raw leachate** (quality and quantity) (example given below) covering the FTR preparation period. Briefly discuss the type of leachate (acetogenic or methanogenic), **biodegradability** of your leachate and **nutrient requirements** (or nutrient deficiency) and identify the significant leachate parameters.



Fig 2.1: Landfilling process flowchart and leachate generation points

Table 2.1: Raw leachate characteristics

Parameter	Range	Average	Remarks
Q, m ³ /d			
pH, value			
BOD, mg/L			
COD, mg/L			
SS, mg/L			
Others...			

2.2 Description of LTS

In this subchapter you are required to describe and discuss the components of the LTS (unit processes and unit operations) installed in your premise to treat the leachate you described in 2.1.

It is recommended that you present a block diagram and pictures of the LTS components. Additionally, a table (example given below Table 2.2) should be used to present information on the relevant design details, hydraulic retention time (HRT), the control range, and other relevant details of the LTS components.


	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	13

Table 2.2: LTS design and operating details

Component	Function	Design details	Control range	Remarks
EQ		HRT:		
pH adjustment tank		HRT:		
Metal precipitation tank		HRT:		
Coagulation tank		HRT:		
Flocculation tank				
Chemical solids clarifier		HRT: SOR: WOR:		
Activated sludge		Sludge age:		
Biological solids clarifier (secondary clarifier)		SOR: WOR:		
Others...				

2.3 Conduct of LTS performance monitoring

2.3.1 Situation before course attendance


In this subchapter, you are required to describe how the LTS performance and environmental regulatory compliance issues were being monitored before you attended the CePLTPO course.

2.3.2 Changes instituted

In this subchapter, you are required to describe how and what changes were made through your efforts or intervention to the way LTS is operated and monitored in your premise, to be in line with the procedure taught in the CePLTPO course. The changes cover both the “software aspects” and “hardware aspects” which may include the following:

- New or revised PM field checklists/log sheets (additional parameters, revised sampling frequency)
- New or revised internal reporting format
- New communication/reporting channel for LTS emergency situations (equipment breakdown, upsets, etc.)
- LTS hardware improvements (small modifications or upgrading)
- Purchase of PM instruments
- New or revised procedure for PM data analysis
- Use of performance monitoring reports (PMR)

Any of the above items when mentioned and discussed in the FTR must be provided with evidence placed in the Appendices. For example, provide a photocopy of the handwritten PM field log sheets containing two signatures used by your LTS technicians.


	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	14

CHAPTER 3: DISCUSSION OF PERFORMANCE MONITORING ACTIVITIES AND RESULTS

In this chapter you must provide a thorough discussion of the performance monitoring activities and data obtained within the FTR preparation period. From the information on the unit processes and unit operations of your LTS as described in 2.2. the relevant performance monitoring parameters must be identified. You must then compare the PM data obtained with the recommended ranges. Based on the comparison you must make a brief statement whether the processes that were supposed to occur in the treatment components actually occurred in an optimal fashion. Any abnormality observed or data falling out of the recommended ranges must be explained. The discussion in this chapter is made primarily through the use of graphical plots of all the PM parameters.

As a guide, the table below gives a **summary of typical LTS(PCP)** components and graphs of PM parameters commonly associated with the monitoring of the PCP components.

Component	Graphs “X vs Y” to be plotted	Other relevant activities	Control range, if applicable
Equalization	Q, pH, BOD, COD, metals		
Cooling	T		
pH adjustment	pH	Maintenance of acid/alkali dosing system	
Coagulation and flocculation	pH	Conducting Jar test; dosing calculations, maintenance of coagulant dosing system	
Chemical precipitation (hydroxide, sulfide, carbonate, sulfate, etc.)	pH	Maintenance of chemical dosing system	
Dissolved air flotation	A/S ratio; pH, P	Observation of skimmer speed; coagulation/flocculation aspects if carried out.	


	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	Certification	Review	Page
	CePLTPO	Feb 2022	15

Component	Graphs “X vs Y” to be plotted	Other relevant activities	Control range, if applicable
Ion exchange	Metals, pH	Breakthrough time monitoring; Maintenance of chemical dosing system; regenerant management	
Adsorption	COD, P	Pressure; Breakthrough monitoring	
Chemical oxidation	ORP, pH	Maintenance of chemical dosing systems	
Redox	ORP, pH	Maintenance of chemical dosing systems	
Electrocoagulation	Voltage, COD		
Fenton’s process	pH, COD		
Membrane filtration	TMP, pH, SS, turbidity		
Media filtration	P, SS, turbidity		
Evaporation	T, P		

Note: List not exhaustive; T = temperature; TMP = trans membrane pressure; Graphs to be plotted depend on a case to case basis.

Summary of typical LTS(BP) components and graphs of PM parameters commonly associated with the monitoring of the BP components is given in the table below.

Component	Graphs to be plotted	Other relevant activities	Control range, if applicable
Equalization	Q, pH, BOD, COD, SS		

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	Certification	Review	Page
	CePLTPO	Feb 2022	16

Component	Graphs to be plotted	Other relevant activities	Control range, if applicable
Primary clarifier	SS, turbidity	Calculation of SOR, SLR, WOR	
Ponding system	pH, DO (for aerobic system), SS, ORP,	Calculation of OLR, HRT	
Anaerobic system			
UASB	COD, T, pH, ORP, VFA, Alk,	Nutrients analysis; gas analysis	
AD	COD, T, pH, ORP, VFA, VFA/Alk,	Nutrients analysis; gas analysis	
Activated sludge	pH, DO, ORP, MLSS, MLVSS, SVI, OUR	Nutrients analysis; calculation of sludge age, F/M ratio and SOUR	
MBR	pH, DO, ORP, MLSS, MLVSS, SVI, OUR, scouring air flowrate	Nutrients analysis, calculation of sludge age, age, F/M ratio and SOUR; membrane chemical cleaning	
Trickling filter	pH, DO, SS	Nutrients analysis, filter observations	
RBC	pH, DO, SS	Nutrients analysis, media observations	

Note: List not exhaustive; Graphs to be plotted depend on a case to case basis.

For activated sludge systems, you need to clearly identify the method of process control adopted at your plant (constant MLSS, constant F/M ratio, constant sludge age or constant SVI) and explain how the control is done on a daily basis.

It is recommended that you use several subparagraphs to present your discussion of the PM procedure implemented at your premise, graphical plots and PM activities data.

3.1. PM procedure, sampling stations and frequency

You must explain the PM procedure implemented at your premise and present a table of sampling stations, parameters/equipment readings and sampling frequency. (Example is shown below Table 3.1).

Table 3.1: Performance monitoring: sampling stations, parameters and frequency

Sampling station	Sampling parameters	Sampling frequency	Control range	Remarks
EQ outlet	Q, BOD, COD, pH, SS,	Daily (Q, pH,.....); Weekly (.....,.....)		
pH adjustment tank outlet	pH	Daily		
Activated sludge Aeration tank	pH, DO, MLSS, MLVSS, F/M, OUR, SOUR, SVI	Daily (pH, DO,...); Weekly (F/M,....)		
Others..				

3.1.1 Determination of control ranges

In this subchapter you are required to explain how the control ranges stated in Table 3.1 above are obtained. For example, pH in the metal hydroxide precipitation tank was obtained from the results of metal solubility test, or flowrate (Q), BOD, and COD used as the control were obtained from the maximum flowrate used by the consultant in the design, or F/M and sludge age ranges were obtained from the Guidance Document, etc.

3.2 Discussion of PM data

(NOTE: At a minimum six months data are required for graph plotting and reporting PM activities)

3.2.1 Monitoring of EQ

In this subparagraph you must **present and discuss graphical plots** of the monitored parameters (e.g. pH, BOD, etc.) versus time.

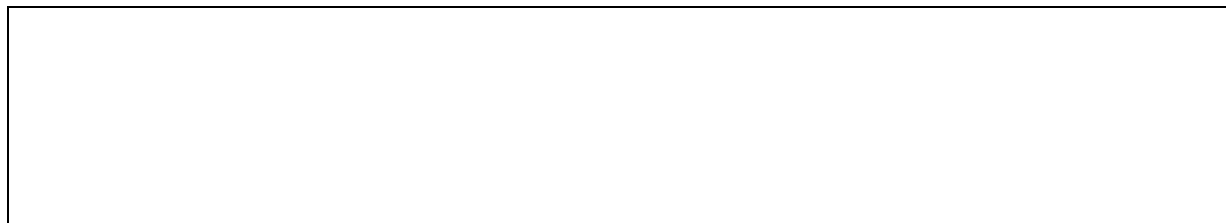



Fig 3.xx: pH versus day (Jan 1 to Jan 30, 2017) of EQ effluent

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	18

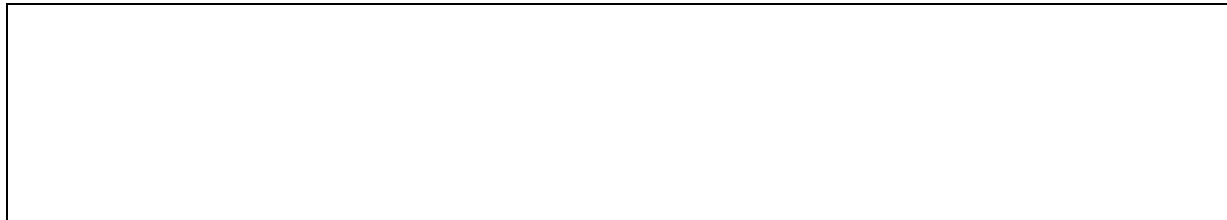


Fig 3.xx: COD concentration versus day (Jan 1 to Jan 30 2017) of EQ effluent

Fig 3.xx: Others.....

3.2.2 Monitoring of pH adjustment in pH adjustment tank

In this subparagraph you must **present and discuss graphical plots** of pH versus time.



Fig 3.xx : pH versus day (Jan 1 to Jan 30 2017) in pH adjustment tank


3.2.3 Monitoring of activated sludge system

3.2.3.1 Activated sludge system process control

In this subparagraph you must discuss the method of process control adopted for your AS system. The method may either be the constant sludge age method, the constant MLS method, or the constant F/M ratio method. Explain how the control is done on a daily basis.

3.2.3.2 Discussion of performance monitoring data

In this subparagraph you must present graphical plots of the monitored parameters (e.g. DO, MLSS, MLVSS, F/M ratio, OUR, SOUR, SVI, etc.) versus time and discuss them by comparing the values obtained with the control/recommended ranges. Any data falling out of the recommended ranges needs to be explained.

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	19

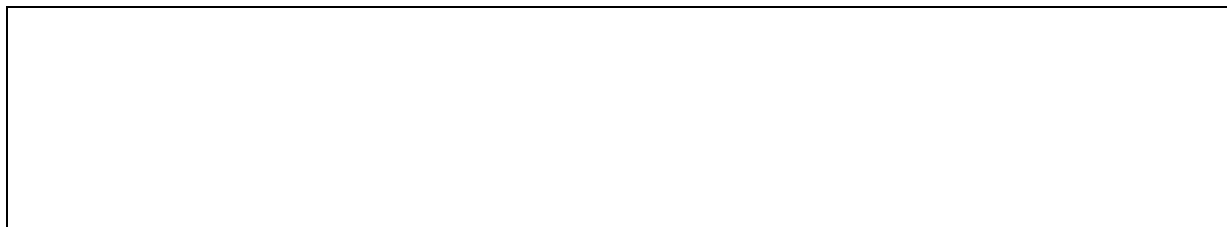


Fig 3.xx DO versus day in aeration tank ((Jan 1 to Jan 30, 2017))

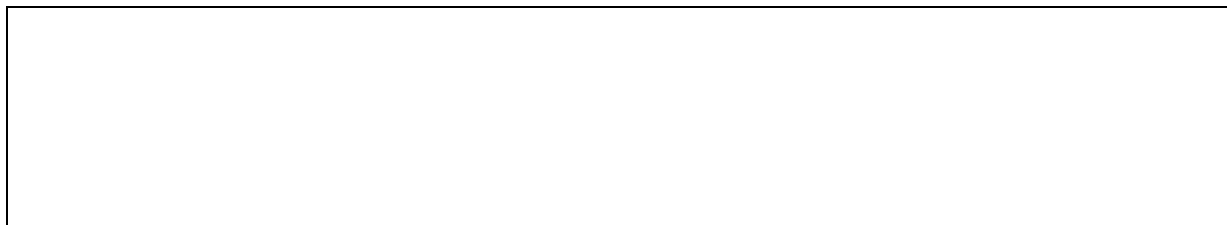


Fig 3.xx MLSS versus day in aeration tank ((Jan 1 to Jan 30, 2017))

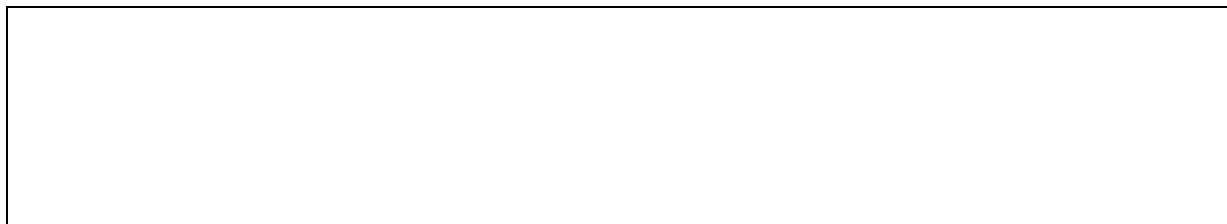


Fig 3.xx F/M ratio versus day ((Jan 1 to Jan 30 2017))

Fig 3..xx Others...

3.2.4. Monitoring of adsorption process in activated carbon column

In this subparagraph you must present and discuss graphical plots of the monitored parameters (e.g. COD, etc.) versus time. You must also identify clearly the method used for monitoring the column breakthrough time.

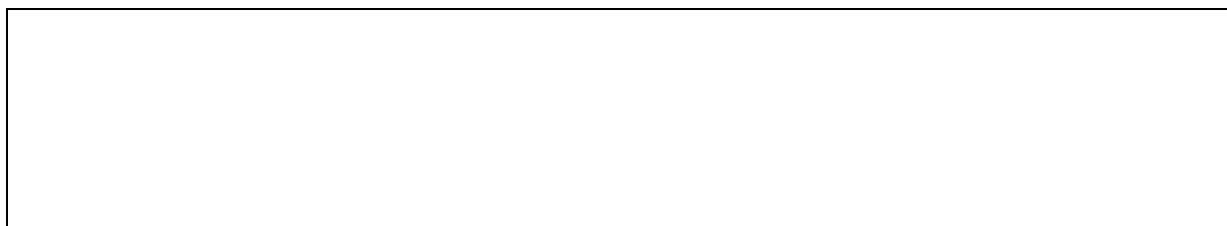



Fig 3.x COD concentration versus day (Jan 1 to Jan 30 2017) of EQ effluent

3.2xx Monitoring of.....etc.

Note: Continue the discussion on all the monitored parameters using the graphical plots

3.3 Other PM activities

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	20

3.3.1 Jar testing

3.3.2 Instrument calibration

3.3.3 Equipment and instrument maintenance

Any of the above items when mentioned and discussed in the FTR must be provided with evidence, placed in the Appendices. For example jar test results can be presented in the form of graphical plots and coagulant dosage calculations. The evidence for instrument calibration and maintenance activities would be the photocopies of calibration records and maintenance schedules.

3.4 Compliance monitoring

In this subchapter you must present and discuss graphical plots of the significant parameters (plus the discharge standards as the control limits) monitored at the final discharge point or points. Make a conclusion on the status of compliance based on the graphs presented. It is recommended that you present your discussion in subparagraphs as follows (depending on the parameters):

3.4.1 pH at FDP



Fig 3... pH at the FDP versus day (January 1-30, 201..)

3.4.2 COD at FDP

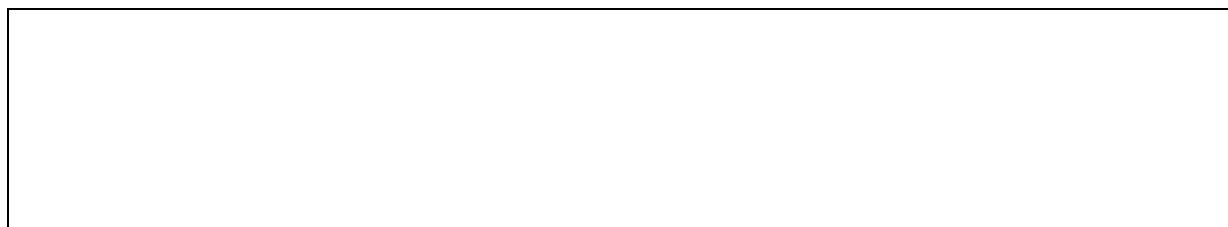



Fig 3... COD at the FDP versus day (January 1-30, 201..)


	<i>GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION</i>		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	21

3.4.3 SS at FDP



Fig 3... SS at the FDP versus day (January 1-30, 201..)

3.4.4 etc...

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	22

CHAPTER 4: UPSET CONDITIONS AND CORRECTIVE ACTIONS

In this chapter you are required to describe the details of upset conditions encountered, if any, during the operation of LTS for the duration of the FTR preparation. You must provide information on the nature of upset conditions, when they happened, why they happened, who discovered them, what corrective actions were taken, and how long it took to fix the problems. The upset conditions may be “minor” which may last only for a short duration and simple corrective action may promptly fix the problem. The minor upset should not result in a discharge noncompliance. On the other hand, an upset condition may be classified as “major” which may last for several hours or longer and results in serious implications such as discharge noncompliance or factory shutdown. In such a situation substantial corrective actions may be necessary to restore conditions to normalcy. Both for the minor and major upsets, you must also discuss what preventive measures (hardware, procedure, etc.) have been put in place by you and the management of your industry/organization/company to prevent the problems from recurring.

You may want to present your discussion in subparagraphs as follow:

4.1 Minor upsets

4.2 Major upsets

4.3 Preventive measures


Evidence in the form of photographs, internal memos, purchase requests, bills paid for corrective actions and preventive measures, etc. must be provided for the items mentioned or discussed in this chapter.

CHAPTER 5: FURTHER IMPROVEMENTS

In this chapter, you are required to describe what future efforts, beyond the FTR preparation period, if any, have been initiated by you to further improve environmental regulatory compliance and ensure smooth running of the LTS on a sustained basis. The proposed initiatives/projects must have been discussed at the EPMC meetings and some form of endorsement or commitment has been obtained from the management. The improvement initiatives may be “hardware” in nature or “software or nonhardware” in character. Evidence in the form of EPMC meeting minutes, equipment purchase requisition, or implementation schedule must be provided in the Appendix. Potential areas for improvement may include LTS upgrading, environmental staffing and training, LTS data management, communication, reporting, etc. Present your discussion in subparagraphs wherever appropriate, such as:

5.1 Hardware improvements

5.2 “Nonhardware” improvements

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	23

CHAPTER 6: CONCLUSIONS

In this chapter, you are required to make some conclusions on the overall performance of your LTS and to discuss how performance monitoring and the CePLTPO certification program have benefited you and your industry/organization/ company. The aspects to discuss should cover such areas as knowledge and skill, image, PM data management, LTS maintenance, regulatory compliance, etc.

C. APPENDICES

Appendices serve as evidence of the items or subjects or improvements mentioned in the main text.

Among others, the appendices may include the following:

Appendix I

List and photographs of performance monitoring equipment/instruments (Model number, Manufacturer) used for conducting performance monitoring activities

Appendix II

An example of Minutes of the EPMC meetings

Appendix III

An example of the LTS Performance Monitoring Report submitted to the EPMC or management at the headquarters

Appendix IV

Field log sheet for monitoring (with operator and supervisor signatures)

Appendix V

Jar test results and coagulant dose calculations

Appendix VI

Further improvements: (hardware and nonhardware)

- Implementation schedule
- Equipment purchase requisition

Appendix VII


PM instruments calibration records

Appendix VIII

PM instruments maintenance schedule

Appendix IX

Proofs of corrective actions

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	24


Appendix X

Copy of EMT submission status from emails.doe.gov.my

(Note: Modify the list of Appendices to suit your needs. Ensure to provide evidence for whatever is discussed in the text of your FTR)

REFERENCES

(NOTE: REFER TO YOUR GUIDANCE DOCUMENT ON LTS PERFORMANCE MONITORING FOR DETAILS ON PERFORMANCE MONITORING REQUIREMENTS FOR THE VARIOUS TREATMENT PROCESSES/COMPONENTS OF YOUR LTS)

	<i>GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION</i>		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	25

**EXAMPLE OF FRONT COVER FIELD TRAINING
REPORT**

CERTIFIED ENVIRONMENTAL PROFESSIONAL IN THE LEACHATE TREATMENT PLANT OPERATION (CePLTPO) Arial 18 font, Bold

FIELD TRAINING REPORT Arial 12 font

Submitted to Arial 12 font


**The Director
Environment Institute of Malaysia (E/MAS)
Department of Environment
Universiti Kebangsaan Malaysia Campus
Locked Bag No 24
43600 BANGI, Selangor** Arial 12 font, Bold

By Arial 12 font

Name of candidate
I/C number Arial 12 font
Month/year

In Partial Fulfilment of the Requirement for the Certificate of Certified Environmental
Professional in the Leachate Treatment Plant Operation (CePLTPO)


Arial 12 font

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	26


**EXAMPLE OF REPORT CONTENT OF
FIELD TRAINING REPORT**

TABLE OF CONTENTS

	Page
A PRELIMINARY PAGES	
a. General information on the candidate	i
b. List of Duties	ii
c. Continuing Professional Development (CPD)	iii
d. Verification	iv
e. Declaration	iv
Nomenclature/Abbreviation	v
List of Tables	vi
List of Figures	vii
Table of contents	viii
Abstract (Executive Summary)	ix
B MAIN TEXT	
Chapter 1: INTRODUCTION	1
1.1 Background of Organization/company	1
1.2 Organization's/company's environmental commitment	3
1.2.1 <i>Environmental policy (EP)</i>	3
1.2.2 <i>Environmental facilities (EFs)</i>	3
1.2.3 <i>Environmental budgeting (EB)</i>	4
1.2.4 <i>Environmental competency (EC)</i>	5
1.2.4.1 Training of environmental personnel	6
1.2.4.2 Functions of CePLTPO	7
1.2.5 <i>Environmental monitoring committees (EMC)</i>	8
1.2.5.1 <i>Environmental performance monitoring committee (EPMC)</i>	9
1.2.5.2 <i>Environmental regulatory compliance monitoring committee (ERCMC)</i>	10
1.2.6 <i>Environmental reporting and communication (ERC)</i>	11
1.2.7 <i>Environmental transparency (ET)</i>	12
CHAPTER 2: PERFORMANCE MONITORING OF LEACHATE TREATMENT SYSTEM	14
2.1 Manufacturing activities and leachate generation	14
2.2 Description of <i>LTS</i>	15
2.3 Conduct of <i>LTS</i> performance monitoring	16
2.3.1 Situation before course attendance	16
2.3.2 Changes instituted	17

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	27

CHAPTER 3: DISCUSSION OF PERFORMANCE MONITORING ACTIVITIES AND RESULTS	18
3.1. Procedure of PM, <i>sampling stations</i> and <i>frequency</i>	19
3.1.1 Determination of control ranges	20
3.2. Discussion of PM data	21
3.2.1 Monitoring of EQ	21
3.2.2 Monitoring of <i>pH adjustment</i> in <i>pH adjustment tank</i>	22
3.2.3 Monitoring of <i>activated sludge system</i>	25
3.2.4 Monitoring of <i>adsorption process</i> in <i>activated carbon column</i>	26
3.3 Other PM activities	27
3.3.1 Jar testing	27
3.3.2 Calibration of instrument	28
3.3.3 Equipment and instrument maintenance	29
3.4 Compliance monitoring	30
3.4.1 <i>pH</i> at <i>FDP</i>	30
3.4.2 <i>COD</i> at <i>FDP</i>	31
3.4.3 <i>SS</i> at <i>FDP</i>	32
CHAPTER 4: UPSET CONDITION AND CORRECTIVE ACTION	33
4.1 <i>Minor upsets</i>	34
4.2 <i>Major upsets</i>	35
4.3 Preventive measures	36
CHAPTER 5: FURTHER IMPROVEMENTS	38
5.1 “ <i>Hardware</i> ” Improvements	39
5.2 “ <i>Nonhardware</i> ” Improvements	40
CHAPTER 6: CONCLUSION	42

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	28

FTR READINESS SELF ASSESSMENT FORM
(For own use by the FTR preparer)

DOCUMENTATION

Item	Complied? (YES/NO)	Remarks
FTR specifications (hard cover, font, spacing, contents arrangement, etc.)		
FTR copies: hardcopy and CD		
Minimum six months training period		
FTR submission within stipulated period		
Verification and declaration with company stamp on company's letterhead		


MAIN TEXT

CHAPTER 1: INTRODUCTION

Items	YES/NO?	Remarks
1.1 Background (sufficient details given?)		
1.2 Environmental commitment		
EP (stand alone and strongly worded?)		
EF (all facilities described?)		
EB (figures provided?)		
EC (organizational structure and training plan provided?)		
CePLTPO's job description provided?		
EPMC (organizational structure, TOR, meeting dates records provided)		
ERCMC (information on committee members and meeting date provided)		
ERC (information on internal reporting requirements provided?)		
ET (information on environmental report, or CSR activities, if any, provided?)		

CHAPTER 2: PERFORMANCE MONITORING OF LTS

Items	YES/NO?	Remarks
2.1 Manufacturing activities and leachate generation (manufacturing flowchart, raw materials		

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	Certification	Review	Page
	CePLTPO	Feb 2022	29

table, raw leachate table provided?) (if organic leachate, biodegradability discussed?) (If organic leachate, nutrient deficiency discussed?) (significant leachate parameters identified?)		
2.2 Description of LTS (LTS flowchart and explanation, table of LTS design and operating details provided?)		
2.3 Conduct of LTS performance monitoring (situation before course attendance discussed?) (changes instituted discussed, evidence provided?)?		

CHAPTER 3: DISCUSSION OF PERFORMANCE MONITORING RESULTS

Items	YES/NO?	Remarks
3.1. PM procedure, sampling stations and frequency (PM procedure explained?) (table on Performance monitoring: sampling stations, etc. provided?) (if activated sludge: process control used explained?)		
3.2 Discussion of PM data (graphs of all relevant data plotted with control ranges and satisfactorily discussed?)		
3.3 Other PM activities (discussed satisfactorily with evidence?)		
3.4 Compliance monitoring (graphs of all significant parameters plotted and discussed?)		

CHAPTER 4: UPSET CONDITIONS AND CORRECTIVE ACTIONS

Items	YES/NO?	Remarks
4.1 Minor upsets (adequately discussed with evidence?)		
4.2 Major upsets		

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	Certification	Review	Page
	CePLTPO	Feb 2022	30

(discussed with adequate details with evidence?)		
4.3 Preventive measures (adequately discussed with evidence?)		

CHAPTER 5: FURTHER IMPROVEMENTS


Items	YES/NO?	Remarks
5.1 Hardware improvements (adequately discussed with evidence?)		
5.2 Nonhardware improvements (adequately discussed with evidence?)		

CHAPTER 6: CONCLUSIONS

Items	YES/NO?	Remarks
Conclusions adequately discussed?		

APPENDICES

Items	YES/NO?	Remarks
1. Photographs of analytical equipment (photos plus details on model number, manufacturer- All provided?)		
2. Minutes of the EPMC meetings (formally endorsed?)		
3. LTS Performance Monitoring Report (formally endorsed?)		
4. Revised or new PM field log sheets (Used with handwritten entries provided?)		
5. Jar test results (graphs and coagulant dosing calculations provided?)		
6. Further improvements: Implementation schedule (if relevant) provided?		
7. Further improvements: EPMC meeting minutes discussing further improvement projects provided? Equipment purchase requisition (if relevant) provided?		
8. Proofs related to minor upset conditions provided?		
9. Proofs related to major upset conditions provided		
10. Equipment and instrument maintenance records provided?		

	GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION		
	<i>Certification</i>	<i>Review</i>	<i>Page</i>
	CePLTPO	Feb 2022	31

11. PM instruments calibration records provided?		
12. Others....		

REMINDERS

Submit only the complete FTRs

If you have answered YES to all those items in the above table, then you are ready to submit your FTR to E/MAS. DO NOT submit INCOMPLETE FTR (i.e. any items answered NO). It will be REJECTED WITHOUT the FTR BEING REVIEWED.

Policy on plagiarism

E/MAS places great importance to technical integrity especially in written submissions for approval and certification purposes. Plagiarism will not be tolerated. Plagiarism is to use another person's work and pretend that it is one's own. A FTR containing any plagiarized material especially plagiarized from other FTRs will AUTOMATICALLY BE REJECTED AND BE GIVEN A "FAIL" GRADE. The FTR will be returned to the submitter and a letter of rejection sent to the manager of the company the submitter is attached to.

E/MAS Certification Center
January 2022