



CODES & STANDARDS
CONFORMITY ASSESSMENT

QHO Operator Certification Renewal Application

Applicant: _____

Facility: _____

Email: _____

Telephone: _____

Fax: _____

Operator Certificate Number: _____

Expiration Date: _____

Facility Contact/Supervisor:

Name: _____

Phone: _____

Title: _____

Email: _____

1. A QHO Operator certificate may be renewed by written submission providing the requirements of QHO-1 are satisfied. Otherwise, a re-test will be required. Select one of the following mechanisms for re-certification:

By written submission (Complete items 2 through 3)

By re-test (Complete items 2 & 3 only to the extent possible)

- 2.1 The applicant must provide documentation of at least eighteen months of the last three years of satisfactory employment and experience as a hazardous waste incineration operator at the above facility:

Job Title	From (mm/yy)	To (mm/yy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2.2 Describe duties and responsibilities as a control room operator, field operator and/or supervisor, per the descriptions on page 2 of this form (attach additional sheets if necessary):

3. **Demonstration of Knowledge.**

The applicant must demonstrate maintenance of knowledge of the indicated facility and acquisition of knowledge of operations related to facility component or permit changes occurring during the previous five years.

3.1 Provide general description of how you can demonstrate the required knowledge.

3.2 Document training related to any changes in technology, operations, and permits. Complete Form A for each topic.

Topic	Form A completed/date
_____	_____
_____	_____
_____	_____

3.3 Document training related to maintenance of knowledge of the indicated facility accomplished in the last 5 years. Complete Form A for each topic.

Topic	Form A completed/date
_____	_____
_____	_____
_____	_____

The undersigned warrant that the above information is true:

Applicant's Signature Date

Supervisor's Signature Date

**FORM A Documentation of Training for:
Changes in technology, operations and permits
Maintenance of knowledge**

This form shall be submitted for each facility component and permit change identified on the re-certification form. The form may also be used to describe other training in maintenance of knowledge of the facility.

Operator name: _____

Certificate number: _____

Expiration date: _____

1. Describe change in facility operation, technology, or permit as it differs from the most recent ASME QHO renewal (or issuance). Use a separate Form A for each change noted.

2. Provide details of training:

2.1 Provided by:

2.2 Dates of training _____

2.3 Hours of training _____

3. Index of Proficiency. Indicate which of the following was included in the training (as applicable).

Written test

Oral test

Practical test

Other _____

ASME relies on the individual hazardous waste incineration facilities to maintain a record of training on-file. As Supervisor, I hereby certify that the above statements are truthful and accurate. I consider the named operator to be adequately trained in the topic describer herein and can produce suitable documentation of the above statements if required.

Supervisor name (print): _____

Supervisor signature: _____

Date: _____

Supervisor Certificate # (if available) _____ Expire date: _____

**QHO Operator Re-Certification
Operator Qualification Form**

Control Room Operator (note 1)

Control room operators are normally classified as chief operators, control room operators, senior operators, instrument panel operators, or a similar title. The control room operator monitors and adjusts the operations of the incinerator system. Monitoring and adjusting are done manually or by means of individual loop controllers and indicators, computer control systems, or a combination of devices. The control room operator must understand how each control loop functions and the impact that changes in set points to controllers have in changing incinerator operating conditions. The control room operator must understand how different waste feed streams affect the operation of the incinerator components and the unit as a whole. In addition, the control room operator will normally have the responsibility to communicate with supervisory and incoming personnel regarding the status of operations. Examples of specific duties and associated understandings are shown below.

Duties of Control Room Operators

Monitors and Adjusts	Understands
Combustion and air pollution control equipment	Unit operation performed by each component; adjustments to operational conditions
Results of process analyzers which analyze key process stream compositions	Causes of fluctuations; adjustments to operational conditions
Alarms	Causes of alarms; adjustments to restore operations
Waste feed shutdown	All safety and environmental process interlocks
Regulatory parameters	Conditions of permit to assure continuous operation within limits; data acquisition and record keeping requirements

Field Operator

The field operator normally has responsibility for waste handling and receiving, field equipment operation, and residue handling. Field operator's duties are defined as follows:

Waste Receiving and Handling. The field operator needs knowledge and understanding of the types of waste streams being handled. The operator must follow established procedures to assure that only those wastes approved for incineration are fed to the incinerator. The field operator needs to understand thoroughly the impact of waste feed rate (e.g., mass, metal, halogen, and heat content) on the incinerator process. The field operator needs knowledge and understanding of personal safety requirements, including the use of prescribed personal protective equipment. A full understanding of all implications of removing waste from a container in terms of material stability as it relates to either directly feeding the material to the incinerator or removing the material from the container for storage or mixing is required.

Field Equipment Operation. The field operator needs knowledge and understanding of equipment location including instrumentation, equipment operation, and equipment control, for the purpose of operating the equipment from the field where required and assisting in the identification of problems. The field operator needs an understanding of air pollution control equipment and effluent treatment systems operations, and the impact of incineration operations on these systems.

Residue Handling. The field operator needs to understand the mechanics of the ash removal system, including ash receiving containers.

Supervisors

Direct supervisors of the control room operator or field operator may be classified as first line supervisory operating engineers, unit shift supervisors, forepersons, etc. These individuals are responsible for management of those operators directly involved with the unit operations and charging of wastes to the incineration unit.

Test Content

As stated in the QHO standard (2.1), "the individuals involved typically perform the duties of control room and field operators - - directly involved with hazardous waste incinerator operation". Accordingly, the subject matter of the oral examination will include both control room operation and field operation regardless of an applicant's typical assigned duties. A list of the knowledge areas (and sub-areas) that will be addressed during the test is provided below:

QHO Oral Exam

Knowledge Areas and Sub-areas

- 1.0 Material Handling and Storage Operations
 - 1.1 Waste characterization/verification for receipt and storage
 - 1.2 Liquid handling and storage systems
 - 1.3 Solid handling and storage systems

- 2.0 Combustion system operation
 - 2.1 Combustion chamber configuration and throughput
 - 2.2 Combustion chamber operation
 - 2.3 Liquid injection nozzles
 - 2.4 Solid waste feed system
 - 2.5 Waste feed analysis
 - 2.6 Safety considerations
 - 2.7 Controls

- 3.0 Waste heat & boiler operations (if applicable at facility)
 - 3.1 Equipment
 - 3.2 Normal conditions and operation
 - 3.3 Startup and shutdown procedures

- 4.0 Air pollution control system operation
 - 4.1 Equipment layout
 - 4.2 Safety procedures
 - 4.3 Permit considerations
 - 4.4 Operating procedures
 - 4.5 Air emissions monitoring instrumentations

- 5.0 Residual management
 - 5.1 Solid residual management
 - 5.2 Liquid residual management
 - 5.3 Residual management regulatory requirements

- 6.0 Environmental requirements - general guidance
 - 6.1 General facility conditions
 - 6.2 Conditions for storage in containers and waste receiving / unloading areas
 - 6.3 Conditions for storage tanks and waste feed tanks
 - 6.4 Inspection frequency

A candidate must pass each knowledge area (except for area 3, depending upon facility). Within each area, a candidate must demonstrate knowledge of 2 sub-areas.

ASME Application for Certification

CODES & STANDARDS
CONFORMITY ASSESSMENT

(Name as it will appear on the Certification Card)

The person named above makes this application to the American Society of Mechanical Engineers (ASME) for the appropriate Certification and agrees to use the Certificate in accordance with the applicable ASME Code or Standard governing this application and to return the Certificate anytime ASME may so request, at the time certification is discontinued.

It is understood that ASME Certification may be allowed by the Society until a decision is made on an appeal of an action of an ASME subcommittee, committee, or board and I accept the obligation to pay all legal fees and ASME's cost for recovering the certification card if not returned, if requested.

This application is for the type of Certificate as indicated on the forms attached.

Your Mailing Address:

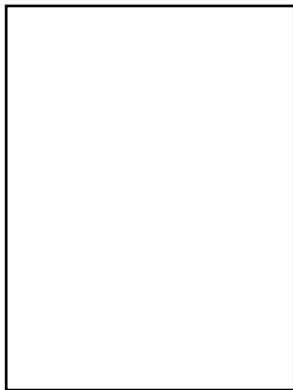
email:

Home Telephone:

Work Telephone:

Fax:

Please attach two face-view photos (2 inches by 1½ inches or passport size) below. Use staples in each corner or other means to avoid damage upon removal.



Applicant's Signature)

(Date)

Fees for QHO Operator Renewal Application:

A fee of \$400 payable by check, money order or credit card must accompany the completed application. This fee consists of a \$100 non-refundable application fee and a \$300 certification fee.

Method of Payment:		
Check	Visa	Diners
MasterCard	Discover	
Money Order	American Express	

The following information is required for credit card payments:

Card number: _____

Exp. date: _____

CSC/CVV2 Codes: _____

(For AMEX, 4 digits on the front of the card and for other cards this number is on the back and the last 3 digits)

Print name (as it appears on card): _____

Billing address: _____
(exactly as on credit card statement) _____

City: _____ State: _____ Zip: _____

Authorized signature: _____

Applicant name if different than above: _____

Submit completed applications along with fees to:

ASME Accreditation/Certification
Processing Department
22 Law Drive
P.O. Box 2900
Fairfield, New Jersey 07007-2900