

**Module 13:**  
**General Administration of Wastewater Treatment Plants**  
**Answer Key**



Would charting effluent trends be advantageous? Why or why not?

**Ans:** Yes, it can show deviation in plant product which should correlate with unit process performance.



Would charting unit process trends be advantageous? Why or why not?

**Ans:** Yes, it provides direct feedback on the health of the plant.



Which would be more helpful—effluent trends or process trends?

**Ans:** Process trends would be more helpful because it provides more direct feedback on the health of the individual parts of plant.



In the space provided to the right of each meeting, ask the participants to indicate whether the meeting is formal or informal.

**Ans:**

Internal meetings include:	External meetings include:
❖ Staff meetings <u>usually formal, could be informal</u>	❖ City, town or council meetings <u>formal (be prepared to deal with issues that are not on the agenda)</u>
❖ Training sessions <u>formal</u>	❖ Civic group meetings <u>formal and informal (there will usually be a structured portion, but the question and answer session can wander)</u>
❖ Safety meetings <u>formal</u>	❖ Regulatory personnel meetings <u>formal</u>
❖ Change of operator information meetings (should be conducted at the beginning of each shift). <u>informal</u>	❖ Contractor meetings <u>informal</u>
	❖ Supplier meetings <u>informal</u>