

PROJECT EXPERIENCE SECTION OF THE QSTI/QSTO APPLICATION

- EXAMPLE -

For those persons who have taken (or plan to) and passed one or more of the SES Methods Knowledge Exams and are preparing their applications for submittal to the QSTI Review Committee, the project experience section on the application form may prove a little open-ended. What are “they” looking for? How much information should I include? Do “they” want a copy of a test report?

First, definitely do **not** send in any test reports. The committee is not equipped to handle such confidential business information.

Second, the committee needs information about your experience and knowledge sufficient to demonstrate that you can conduct a test project successfully and produce reliable results.

Third, the committee needs descriptions of two separate projects for each methods group for which you are applying for approval. You may submit descriptions of projects that involve more than one methods groups (e.g., isokinetic sampling methods plus metals methods); the descriptions must include information about your involvement in the relevant methods.

As a guideline for completing this element of the application, the QSTI Application Review Committee is providing an outline of a complete project description for your use. **Your project description(s) should address all of the outline’s elements written in your own words in a narrative format (i.e., complete sentences and paragraphs, not a list of bullets).**

Project_X

Background (what, when, and why)

1. The type of facility tested (e.g., coal-fired utility, chemicals production, acid plant, waste destruction, metals production, etc.).
2. Dates of the test.
3. The purpose of the test (e.g., State or Federal regulation compliance demonstration, permit requirement, operations optimization, etc.).
4. The test methods used in this project particularly those EPA or other methods relevant to the subject SES Methods Group(s).

Role in the project (What were your responsibilities and what did you do?)

1. Test Planning
 - a. Interaction with regulatory agency, if relevant.
 - b. Interaction with the subject facility.
 - c. Test methods selection.
 - d. Test plan development.
 - e. Staffing and scheduling.
2. Test crew training (What training did you take or provide to your crew in preparation for the project?)
 - a. Safety.
 - b. Sampling, calibration, and sample handling procedures and equipment operations.
3. Test equipment preparation
 - a. Equipment selection (e.g., measurement equipment elements, sample containers, on-site calibration materials/gases, computers, and recorders).
 - b. Preliminary cleaning, calibrations, and compatibilities.
 - c. Verification of certification and calibration dates.
 - d. Checklists.
 - e. Packing.
4. Test site preparation
 - a. Obtaining permits.
 - b. Equipment delivery and distribution.
 - c. Facilities (e.g., sample lines, sample train rails and trolleys, water, and electricity)
 - d. Equipment preparation and sample recovery (e.g., clean room, solvent storage, sample labeling, and shipping management).
 - e. Calibration gases storage arrangements.
 - f. Instrument calibration and operations area(s).
 - g. Testing crew communications.
5. Plant and process operations coordination and communications
 - a. Site-specific safety review.
 - b. Scheduling test run times with process levels.
 - c. Assuring required process levels.

Equipment Operations/Data Recording

What did you do during the testing portion of the project (e.g., run meter boxes, operate instruments, etc.)? What was your involvement directing or running the different specific methods used? What was your role in data recording?

Procedure Compliance

How did you ensure compliance with the methods used (i.e., what quality assurance or quality control procedures did you apply during testing to ensure the measurements were valid)? Examples of QA/QC required by the specific methods include leak checks, bias and drift checks, converter verification, isokinetic calculations, vacuum maintenance, and sample train temperature monitoring.

Sample Analysis

What was your involvement of sample analyses with the different specific methods used?

Data Reduction (Calculations, Data Validation, and Interpretation)

What was your role in the data reduction (e.g., recording data, compilation of data sheets, data entry, QA of data entry, completeness of field data sheets)?

Sample Recovery/Handling/Quality Control

What was your role in sample recovery, sample handling, and quality control? How did you document the handling of the samples? How did you maintain quality control over the samples?

Reporting

What was your role in the preparing the final report for this project? Did you write or review the project report?

Troubleshooting

What troubleshooting was involved in this project? How did you determine that were issues and how did you resolve them?