



Massachusetts
Department
of
ENVIRONMENTAL
PROTECTION

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Massachusetts Department of Environmental Protection Green Jobs Placement Partnership (GJPP)

April 2009

Program Summary

The Massachusetts Department of Environmental Protection, Bureau of Resource Protection, Drinking Water Program and two members of the Massachusetts Coalition for Small System Assistance (MCSSA), (Massachusetts Water Works Association (MWWA), and New England Water Works Association, (NEWWA)) are participating in the 1st Green Jobs Placement Partnership (GJPP) program. The program will be funded by both the EPA - Operator Certification Expense Reimbursement Grant and participating public water systems. The program partners are searching for students and teachers with an interest in water supply or a background in biological sciences, physical sciences, chemistry, engineering, energy management, finance and communications who are looking for a unique and comprehensive internship experience. The partners are also searching for public water systems that are interested in acting as mentors for the next generation of water operators.

Individuals that are invited to participate in the program will be introduced to the water supply field and the responsibilities of certified drinking water operators. The program is designed to increase participant's scientific knowledge, skills and understanding of drinking water and drinking water operations through interaction with industry professionals and hands on experience. The program will assist in the development of the individual as a water supply professional. MassDEP is hopeful that some of the students will seek further training to become certified drinking water and waste water operators or environmental professionals.

Students will be required to complete one (1) of the following five (5) activities before the completion of their internship; 1) write a short 2-5 page paper, 2) complete a poster board 3) prepare a short oral presentation five – ten minutes, on a water supply related topic. 4) Keep a daily journal about their activities. 5) Or other project approved by MWWA and DEP. Topics for paper, poster board or oral presentation will be chosen by the student and agreed upon by public water supply.



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WHAT	Drinking Water Green Jobs Placement Partnership (GJPP) (Estimated Wage: \$10/hr.)
WHO	<ol style="list-style-type: none">1. Interns: Participants must have a working knowledge of a drinking water system and/or have participated in instruction program or other certified program.2. Public Water Systems: Community public water systems that are interested in mentoring an intern and introducing them to the water supply field and the responsibilities of certified drinking water operators.
WHEN	Session 1: June 1 – August 31, 2009 (12 weeks) Session 2: October 1 – December 31, 2009 (12 weeks) Session 3: January – March 31, 2010 (12 weeks) Session 4: April 1 – June 30, 2010 (12 weeks) Session start/end dates are flexible.
WHERE	Participating public water systems
HOW TO APPLY	<ol style="list-style-type: none">1. Interns - Complete attached forms marked “INTERN” and return the attached application packet and reference form by the due date listed below. All applicants will be required to attend an interview with the selection committee. Those accepted into the Drinking Water Green Jobs Placement Partnership will be required to complete a 3-5 page paper and poster board on a topic chosen by student or produce a product to be used by the PWS.2. Public Water Systems – Must complete attached forms marked “PARTICIPATING PUBLIC WATER SYSTEM”. <p>APPLICATIONS AND REFERENCE FORMS MUST BE POSTMARKED BY: _____</p>



Massachusetts Department of Environmental Protection Green Jobs Placement Partnership (GJPP)

Intern Application Form

GENERAL INFORMATION - The Massachusetts Department of Environmental Protection (which is headquartered in Boston with four regional offices throughout the state) is working collaboratively with Massachusetts Coalition for Small System Assistance (MCSSA) to identify candidates for the GJPP. The GJPP members are looking for students who are interested in learning more about environmental programs in a regulatory compliance setting.

Please note that available positions are dependent upon the availability of funding and having enough participating public water systems. We would like to know about your interests in the environmental field so that we can attempt to match them to the best positions available. However, we cannot, guarantee that if you are selected that you will be matched with your first choice.

Do not apply if you do not have permanent Massachusetts residency. All applicants must have a valid driver's license. In addition, applicants must have the necessary means to provide transportation to and from the workplace and designated off-site meeting locations.

Section 1: Intern - Personal Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone Number: (____) _____

Email Address (if applicable): _____

Local / Hometown Newspaper: _____

Emergency Contact Person: _____

Briefly describe a project(s) that you would be interested in working on:



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Section 3: Intern – Area of Interest

Please rank on a scale of one to five (one being the highest), your top five choices of interest in program areas with the Green Jobs Placement Partnership. (Do not mark more than five [5] choices.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Water Quality Sampling | <input type="checkbox"/> Source Protection |
| <input type="checkbox"/> Treatment | <input type="checkbox"/> Field Inspections | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Environmental Education | <input type="checkbox"/> Energy Conservation | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Operations & Maintenance | | |

Other: _____

Section 3a: Intern – Project Area

Students will be required to complete one (1) of the following five (5) activities before the completion of their internship; 1) write a short 2-5 page paper, 2) complete a poster board 3) prepare a short oral presentation five - ten, on a water supply related topic. 4) Keep a daily journal about their activities 5) Or other project approved by MWWA and DEP. Topics for paper, poster board or oral presentation will be chosen by the student and agreed upon by public water supply.

Section 4: Intern – Interview Scheduling

MassDEP and Massachusetts Water Works Association are committed to providing a quality internship experience for students who are selected for the GJPP program. At the same time, public water system mentors who agree to supervise students over the summer, expect that the person selected will have the knowledge, skills, and abilities to perform “entry level” tasks in a professional office setting. In order to make the best possible matches of students and mentors, mandatory interviews will be required. The GJPP committee will contact you by e-mail and/or phone to schedule an interview.



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Section 5: Intern – Reference Form for Intern

Name of Applicant: _____

Instructions for student: This evaluation form must be completed by a teacher or instructor, or contact person.

Instructions for the evaluation: Please circle the most appropriate rating for each criteria and complete both pages of the form.

1. Learning Ability: Demonstrates an ability to understand and absorb new information quickly.
 Excellent Good Fair Poor Very Poor
2. Motivation: Exhibits energy and a desire to achieve. Has goals and works toward successful completion of them.
 Excellent Good Fair Poor Very Poor
3. Responsibility: Is dependable and trustworthy. Meets obligations and can be “counted on.”
 Excellent Good Fair Poor Very Poor
4. Friendliness and Ability to Work with Others: Is liked and respected by others. Establishes cohesive, effective and collaborative relationships with others. Cooperates with those in authority.
 Excellent Good Fair Poor Very Poor
5. Resourcefulness/Initiative: Action-oriented and results-oriented. Actively seeks out opportunities and makes contributions rather than doing enough just to “get by.”
 Excellent Good Fair Poor Very Poor
6. Excellence Standards: Strives for and consistently achieves quality results.
 Excellent Good Fair Poor Very Poor
7. Track Record: Completes assignments in a timely and thorough manner.
 Excellent Good Fair Poor Very Poor
8. Well-rounded Individual: Achieves sufficient balance between school, work, family and other social activities. Does not easily “stress out.”
 Excellent Good Fair Poor Very Poor
9. I recommend this applicant for the Green Jobs Placement Partnership.
 Yes No
10. Any additional comments you could provide about this student would be appreciated

Signature: _____ Title: _____ Phone #: _____

MAIL TO:

Jennifer A. Penderson
 Executive Director
 Massachusetts Water Works Association
 P.O. Box 1064
 Acton, MA 01720

Tel: 978.263.1388
 Fax: 978.263.1376



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Section 6: Intern – Expense Reimbursement Form (to be completed and signed by intern & Mentoring (PWS))

Must be submitted with MCSSA Expense Reimbursement Form

(http://www.masmallwatersystem.org/operator_reimbursement_form.pdf)

Green Jobs Placement Partnership (GJPP) - Internship Time Sheet

Date: ____/____/____	Street Address: _____		
System Name: _____	City/Town: _____	MA	Zip _____
PWS ID#: _____	System Type: <input type="checkbox"/> COM <input type="checkbox"/> NTNC <input type="checkbox"/> TNC	Population Served: _____	
Mentor/Responsible Person Name: _____	Phone #: (____) _____ - _____		
Intern/Participants Name: _____	Phone #: (____) _____ - _____		
Certified Operator Name: _____	E-Mail Address: _____@_____		
Weekending: ____/____/____	Hours Worked: _____		
Mentors signature: _____	Interns Signature: _____		

TOPICS COVERED / TIME SPENT

MONITORING	# of Hours	Mentors Initials	MANAGEMENT	# of Hours	Mentors Initials	INFRA-STRUCTURE	# of Hours	Mentors Initials
Schedule	_____	_____	Management Structure	_____	_____	Distrb System Map	_____	_____
Laboratory Coordination	_____	_____	Subcontract Agreement/Serv	_____	_____	Distrb Syst. Protect	_____	_____
Sampling Plan/Technique	_____	_____	Formal / Informal Relationship w/ Government	_____	_____	O & M Manual	_____	_____
Recordkeeping	_____	_____	CCR	_____	_____	Inspect Schedules	_____	_____
Waivers/Sanitary Reports	_____	_____	Public Relations	_____	_____	Storage	_____	_____
Other: _____	_____	_____	Annual Budget	_____	_____	Pumps	_____	_____
			Annual / Capital / Operating Budgets	_____	_____	Controls	_____	_____
WATER SOURCE(S)			Capital Improvement Plan	_____	_____	Pipes	_____	_____
Type / Construction / Age	_____	_____	Maintenance Prog. / Records	_____	_____	Valves	_____	_____
Sanitary Protective Radius	_____	_____	Policies / Procedures	_____	_____	Hydrants	_____	_____
Source Water Prot Plan/Map	_____	_____	Emergency Plan / Protocols	_____	_____	Meters	_____	_____
Historical Aquifer Fluctuation	_____	_____	Grant Loan Info.	_____	_____	Backflow Prev Prgm	_____	_____
Present User Demand/ Peak Demand	_____	_____	Operator Training Info.	_____	_____	Safety	_____	_____
Watershed Resource Protection Plan	_____	_____	Annual / Capital / Operating Budgets	_____	_____	Recordkeeping	_____	_____
Potential Contamination Inventory	_____	_____	Other: _____	_____	_____	Other: _____	_____	_____
General Land Use Map	_____	_____	TREATMENT	_____	_____	Sanitary Surveys	_____	_____
Recordkeeping	_____	_____	Disinfection	_____	_____	Asset Management	_____	_____
Review for GWUI	_____	_____	Corrosion	_____	_____	Energy Audits	_____	_____
Other: _____	_____	_____	Softening	_____	_____		_____	_____
			Specific Treatment Problem	_____	_____	Other Comments	_____	_____
			Other Process: _____	_____	_____		_____	_____
			Safety	_____	_____		_____	_____
			Recordkeeping	_____	_____		_____	_____
			Other: _____	_____	_____		_____	_____



Massachusetts Department of Environmental Protection Green Jobs Placement Partnership (GJPP)

Participating Public Water System Application Form

GENERAL INFORMATION - The Massachusetts Department of Environmental Protection (which is headquartered in Boston with four regional offices throughout the state) is working collaboratively with members of the Massachusetts Coalition for Small System Assistance (Massachusetts Water Works Association and New England Water Works Association) to identify candidates for the Green Jobs Placement Partnership (GJPP) intern program. The GJPP members are looking for public water systems that can mentor the next generation of water supply operators.

Please note that available positions are dependent upon the availability of funding and having enough participating interns and public water systems. We would like to know what the needs of the system are so that we can attempt to match the best suited intern to the task that you need completed. We cannot guarantee that if you are selected, that you will be matched with your first choice. Public water systems that participate in the program must have the ability to train and oversee the work of the intern for the duration of the internship.

Section 1: Public Water System - System Information

Name of Public Water System: _____ PWS ID#: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone Number: () _____

Primary Certified Operator: _____ License # / Grade: _____

Email Address (if applicable): _____

Briefly describe project(s) that the intern will be working on:



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Section 2: Public Water System – Area of Need

Please rank on a scale of one to five (one being the highest) your top five choices of interest in program areas with the Green Jobs Placement Partnership. (Do not mark more than five [5] choices.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Water Quality Sampling | <input type="checkbox"/> Source Protection |
| <input type="checkbox"/> Treatment | <input type="checkbox"/> Field Inspections | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Environmental Education | <input type="checkbox"/> Energy Conservation | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Operations & Maintenance | | |

Other Opportunities:

Section 3: Public Water System – Work Plan for Intern

Because of the short duration of the internship period we request the development of a work plan for each student. (Please complete with best available information).

Duties for Week(s): _____

Performance Criteria (performance is successful if):

1. _____
2. _____
3. _____
4. _____

Duties for Week(s): _____

Performance Criteria (performance is successful if):

1. _____
2. _____
3. _____
4. _____



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Section 3: Public Water System – Work Plan for Intern (cont.)

Duties for Week(s):

Performance Criteria (performance is successful if):

1. _____
2. _____
3. _____
4. _____

Duties for Week(s): _____

1. _____
2. _____
3. _____
4. _____

<p>MAIL TO: Jennifer A. Penderson Executive Director Massachusetts Water Works Association P.O. Box 1064 Acton, MA 01720</p>	<p>Tel: 978-263-1388 Fax: 978-263-1376</p>
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For more information call:
Jennifer A. Penderson at 978-263-1388 or email mwwa@verizon.net or
Michael Maynard at 508-767-2735 or email michael.maynard@state.ma.us

APPLICATION PACKETS MUST BE POSTMARKED BY :

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	NEW ENGLAND WATER WORKS ASSOCIATION 125 HOPPING BROOK ROAD HOLLISTON, MA 01746-1471
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.