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AN EMPLOYEE'S HANDBOOK

in support of the

IOWA OLDER AMERICANS

PUBLIC WATER SYSTEMS INVENTORY

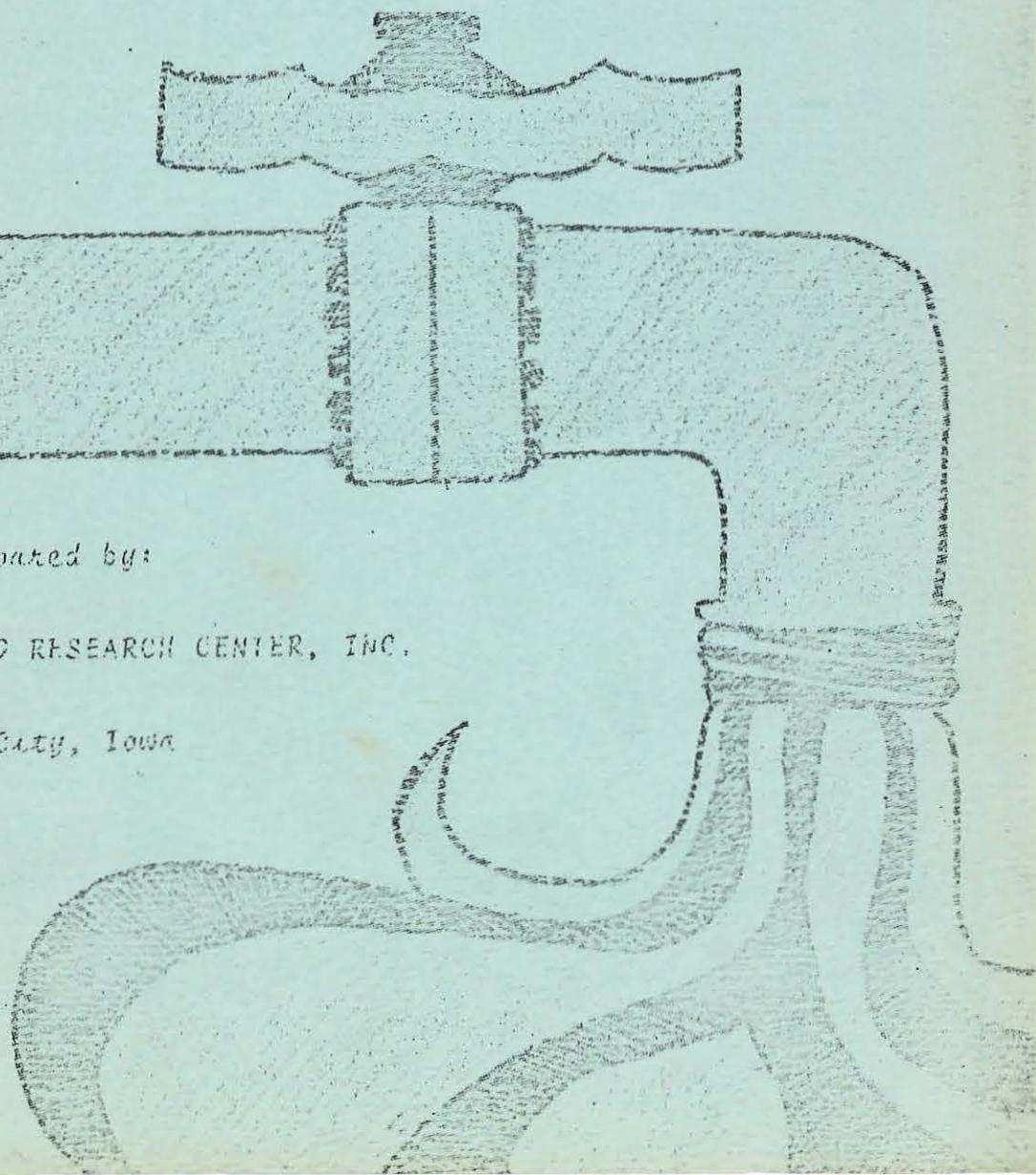
(A SENIOR EMPLOYMENT PROJECT)

prepared by:

NATIONAL FIELD RESEARCH CENTER, INC.

Iowa City, Iowa

OCTOBER 1975





Box 287

Iowa City, Iowa 52240

(319) 351-8789

An Employee's Handbook In Support Of The

IOWA OLDER AMERICANS
PUBLIC WATER SYSTEMS INVENTORY

Prepared By:

Paul E. Bridges - Senior Consultant
NATIONAL FIELD RESEARCH CENTER, INC.

In Cooperation With:

IOWA COMMISSION ON THE AGING
Des Moines, Iowa

IOWA DEPARTMENT OF ENVIRONMENTAL QUALITY
Des Moines, Iowa

NATIONAL RETIRED TEACHER'S ASSOCIATION/
AMERICAN ASSOCIATION OF RETIRED PERSONS
(NRTA/AARP)
Washington, D.C.

Under The Auspices Of:

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Human Development - Administration on Aging
Washington, D.C.

October 1975

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CHAPTER I

INTRODUCTION/BACKGROUND

CHAPTER I

INTRODUCTION/BACKGROUND

Healthful, comfortable living requires the availability of an adequate supply of good quality water for drinking and domestic use. Whenever feasible, the consumer will do well to obtain his water from a public water system in order to enjoy the advantages of qualified supervision under the control of a responsible public agency. It is usually his best assurance of an uninterrupted supply of safe water. ¹

The history of public water systems in the United States is summarized in the above quotation. From 1632, when the first water system was developed in Boston, to 1975, public water systems designed through sound engineering practice and operated by trained, competent personnel have become a way of life. Such technological gain, however, has taken its toll: mankind has grown to expect without question, the safety and adequacy of its drinking water, regardless of the source. In this period of industrial/domestic waste and environmental contamination, complacency with regard to our drinking water spells disaster.

Although effective state water supply programs did not come into play until many years after the development of the Boston system, recent years have reflected impressive gains in the regulation, monitoring and control of our nation's public water systems.

¹ Manual of Individual Water Supply Systems, (EPA-430/9-74-007), U.S. Environmental Protection Agency, Water Supply Division; First Printed 1973, Revised 1974.

However, the individuality under which the independent State programs were developed created a wide diversity in standards, definitions and interpretations. Most apparent in that diversity is the varied definition of a public water system.

To provide uniformity among State programs, and to better assure the quality and quantity of our nation's drinking water, President Ford signed into law in December of 1974 the Safe Drinking Water Act. Although previous federal programs provided for the regulation of drinking water in a supplemental fashion, the Safe Drinking Water Act represented the first comprehensive federal legislation to ever be directed at the public water supply field in its entirety.

One of the initial impacts to be felt by the States stems from the expanded definition of a public water system as set forth by the Act. The Iowa Department of Environmental Quality estimates that over 3,000 additional public water systems (motels, restaurants, recreation areas, etc.) will be added to the 800 facilities now regulated under the existing program. Other states project similar growth. Consequently, the first step in carrying out the provisions of the recently adopted Act is the identification and cataloging of all additional public water systems.

In response to this need, the Iowa Commission on the Aging submitted to the U.S. Administration on Aging a 12 month model project proposal to employ, train and place 23 half-time elderly workers within a state-wide public water system inventory program.

Concurrently, the Commission committed existing funds to a

12 week lead project employing 6 half-time elderly workers within the advance design phase of the state-wide inventory. Through diligent effort, these 6 Inventory Technicians (PWS) not only systemized the state for the ultimate placement of the 23 model project employees, but also field tested the inventory process to better assure full project success.

This Employee's Handbook is presented in support of the 12 month Iowa Older Americans Public Water Systems Inventory, and is intended to detail all information required by employees and participating organizations in successfully carrying out the objectives of the program.

CHAPTER II

POSITION TITLES/JOB DESCRIPTIONS

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POSITION TITLES/JOB DESCRIPTIONS

Title: Inventory Technician I (PWS)

Job Description:

1. To identify and catalog prospective public water systems through interviews with "informational contacts" (those individuals and/or organizations who may be aware of the existence of prospective public water systems).
2. To carry out on-site inventories of the facilities and operations of prospective public water systems within designated Iowa Counties.

Title: Inventory Technician II (PWS)

Job Description:

1. To provide supervision and guidance to those Inventory Technician I's (PWS) assigned within the designated Department of Environmental Quality region of responsibility.
2. To maintain weekly activity itineraries for those Inventory Technician I's (PWS) assigned within the designated region of responsibility.
3. To collect all project data generated by the Inventory Technician I's, and to forward such materials to the Des Moines Project Coordinator on a semi-monthly basis.

4. To identify and catalog prospective public water systems through interviews with "informational contacts" (those individuals and/or organizations who may be aware of the existence of prospective public water systems).
5. To carry out on-site inventories of the facilities and operations of prospective public water systems within designated Iowa Counties.

Title: Inventory Technician III (PWS)

Job Description:

1. To provide supervision and guidance to all Inventory Technician I's and II's (PWS) assigned throughout the State of Iowa.
2. To maintain constant and open communication with all Inventory Technician II's (PWS).
3. To serve as the first line of communication between NRTA/AARP, the Iowa Department of Environmental Quality, the Iowa Commission on the Aging and the project participants.
4. To provide over-all coordination to the state-wide project by collecting and maintaining all data input, and by providing all materials required for effective task performance by program participants.

CHAPTER III

ASSIGNMENT/DUTIES

CHAPTER III

ASSIGNMENT/DUTIESAssignment:

The distribution of program participants throughout the State will be based on the Department of Environmental Quality Regional Network and the role to be performed by each employee.

An Inventory Technician III (PWS), whose responsibilities include the over-all coordination of the State-wide project, will be assigned to the IDEQ Central Office in Des Moines. This Inventory Technician III (PWS) will work closely with the NRTA/AARP State Project Director and the IDEQ Staff member representing the Agency.

Each of the six IDEQ Regional Offices will house an Inventory Technician II (PWS), whose primary task will be the supervision of program participants assigned throughout the respective region. These Inventory Technician II's will work closely with both the IDEQ Regional Administrators and the Inventory Technician III (PWS) located in Des Moines.

The remaining 16 program participants shall be denoted as Inventory Technician I's (PWS), assigned throughout the State to carry out on-site inventories of prospective public water systems in designated Iowa Counties. These trained employees will work closely with the Inventory Technician II's (PWS) coordinating field activities within each Region.

Appendix "A" reflects the IDEQ Regional Structure and personnel assignments therein.

Duties:

During the 12 week Inventory Design and Systemization Project, over 1,000 "Informational Contacts" (those individuals who may be aware of the existence of prospective public water systems) were identified and recorded on blue Form "A's" (Appendix "B"). These report forms provide the basis upon which all Inventory Technician I's (PWS) will carry out their tasks.

Working in a single, designated County, each Inventory Technician I will contact and interview all "Informational Contacts" previously identified within that County. From that interview, which is directed at identifying and locating prospective public water systems, the Inventory Technician will complete (as thorough as possible) the green form "B" for each facility identified. This process will continue until all "informational contacts" within the County of assignment have been interviewed, or until such a time as it is apparent that adequate coverage has been given. It is quite possible that the Inventory Technician I, while carrying out this phase of the program, will identify additional "informational contacts" who should be interviewed in the same manner.

Having completed the green form "B's" for those facilities identified within the assigned County, the Inventory Technician I should initiate on-site inventories of each. This stage is perhaps most crucial, since it involves personal contact with the owner or

operator of each facility, along with a quasi-technical inventory of the facilities and operation of that prospective public water system. Accurate completion of the EPA Form 7500-11 is an essential component within the inventory process. (Appendix "D".)

The Inventory Technician II (PWS) assigned to each IDEQ Regional Office will provide essential guidance and supervision to each Inventory Technician I assigned within his/her Region. On a weekly basis, phone contact will be made by the supervising Inventory Technician II to each Inventory Technician I. Weekly itineraries, problem areas and material needs will be discussed in that weekly conversation. In addition, the Inventory Technician II will spend one day per month in the field with each Inventory Technician I. Form review, County assignments, and additional instructions will occur through the Inventory Technician II. As time permits, he/she will also carry out independent on-site inventories in Counties adjacent to the Regional Office.

Ultimate coordination rests with the Inventory Technician III assigned to the IDEQ Central Office in Des Moines. This individual will not only coordinate County assignments through each Inventory Technician II, but he will ultimately receive, review and approve all data input. The distribution of materials and project instructions will originate at the Inventory Technician III level. Weekly phone contact will be made by the Inventory Technician III with each Inventory Technician II, and with the assistance of the IDEQ Staff Coordinator, all questions clarified.

Public Relations:

Each participant is employed within the program as an "Inventory Technician", and in that capacity has neither enforcement nor regulatory responsibility. Should an Informational Contact, water system owner or custodian become overly defensive or object to the inventory process, the employee should courteously terminate the visit, indicate such on the appropriate report form (along with what information is available), and submit the report with the weekly input.

Of great importance in carrying out the task is developing a cooperative atmosphere with the Informational Contact or the owner/custodian of the prospective public water system. A thorough, courteous introduction will better assure such cooperation. Appendix "H" (Suggested Conversation with "Information Contact") and Appendix "I" (Suggested Conversation with the Owner or Operator of a "Prospective Public Water System") provide guidance in the initial introduction.

During the inventory process, the employee may be questioned at great length as to the water supply program the new Federal Law, and the potential impact. It is imperative that each employee clearly explain that he or she is simply serving in a data gathering capacity, that the prospective public water system may or may not fall under the jurisdiction of the law, and that the law may or may not have any ultimate bearing on an individual's operation.

CHAPTER IV

PERSONNEL POLICIES/REGULATIONS

CHAPTER IV

PERSONNEL POLICIES/REGULATIONS

This portion of the Employee's Handbook details the policies and procedures set forth by the National Retired Teacher's Association/American Association of Retired Persons (NRTA/AARP), the Iowa Department of Environmental Quality, and the Iowa Commission on the Aging in support of the Iowa Older Americans Public Water Systems Inventory.

Lines of Authority/Responsibility:

All program participants shall formally be employees of NRTA/AARP, with supervisory authority and responsibility delegated to the Iowa Department of Environmental Quality.

All Inventory Technician I's (PWS) employed throughout the State shall be under the direct supervision of the Inventory Technician II employed within their respective IDEQ Regional Office.

The Inventory Technician II's (PWS) will in turn be under the direct supervision of the Inventory Technician III in Des Moines. Indirect supervisory authority, with regard to technical assistance, disciplinary problems, work performance, etc., will rest with each IDEQ Regional Administrator. The IDEQ Regional Administrators should make every attempt to clarify questions or resolve technical problems at the Regional level.

The Des Moines Inventory Technician III will work under the direct supervision of the IDEQ project coordinator as it pertains to the technical/physical implementation of the project. Administrative guidance and policy determination will rest with the NRTA/AARP State Project Director.

Disciplinary action resulting in the dismissal of a project employee will be subject to the approval of the NRTA/AARP State Project Director (See Delegated Supervision, page 15).

Older Worker Employment Goals:

NRTA/AARP, its employees, and all cooperating agencies work for common goals:

- a) Efficient and economical productivity and work performed.
- b) Securing meaningful and respectable employment for older persons.
- c) Demonstrating the high productivity and the reliability of the older worker, except for positions with demanding physical requirements.
- d) Demonstrating that older workers are quite capable of learning and utilizing training in new positions.

Employee Conduct and Relations:

All Inventory Technicians (PWS) working under the supervision of the Iowa Department of Environmental Quality shall conduct and perform their duties in a manner consistent with IDEQ and Merit System Rules.

Project Employment:

1. Inventory Technician recruiting and hiring will be conducted in accordance with all Federal and State Civil Rights Laws and their amendments.
2. Employment as an Inventory Technician shall be based upon the following criteria as set forth by the model project grant:
 - a) a person shall be 55 years of age or older to be eligible for employment.
 - b) an eligible candidate for employment shall have earned no more than \$3,850 (adjustable with respect to dependents) during the 12 months immediately preceeding the project.
 - c) eligible candidates shall have access to an automobile, and shall be physically capable of carrying out the task.

Classification of Positions/Term of Project:

All Inventory Technician positions are classified as temporary since the Iowa Older Americans Public Water Systems Inventory is a model program funded for 12 months only.

Re-employment/Promotions

NRTA/AARP is often seeking senior citizens for available positions. Previous employees will frequently be notified of these positions. Employees who demonstrate promotion potential will be considered favorably for positions for which they are qualified.

Compensation:

Inventory Technicians employed within the Iowa Older Americans Public Water Systems Inventory shall be paid \$2.10 per hour for work performed in calendar year 1975, and \$2.30 per hour for work performed in calendar year 1976. Salaries will be paid twice per month by NRTA/AARP.

Withholdings:

All NRTA/AARP employees are covered by Social Security (FICA) and Workman's Compensation Insurance for job related accident medical costs. As such, Social Security withholding, along with appropriate Federal and State income tax withholdings, will be deducted from payroll earnings.

Prohibited Additional Compensation:

The wage rate established for a position shall represent the total remuneration for the employee. No reward, gift, or other form of compensation shall be received from any source for an individual's performance of his Inventory Technician duties.

Travel Compensation:

The overall success of the project calls for individual travel within assigned Counties of responsibility. NRTA/AARP will compensate Inventory Technicians 15¢ per mile for project related travel. Mileage will be paid twice per month, for periods coinciding with the established pay period.

Vacation:

Inventory Technicians shall receive vacation benefits similar and proportionate (one-half time) to those granted IDEQ employees.

Sick Leave:

Due to the flexibility in work hours during any given pay period, Inventory Technicians will not be authorized sick leave with pay.

Overtime:

Compensation will not be provided for overtime hours worked by Inventory Technicians.

Work Hours:

Inventory Technicians shall work a maximum of 40 hours per pay period (two pay periods per month). Due to varying travel demands, the employee may carry out the 40 hours of project employment at his/her discretion; however, the supervising Inventory Technician II's (PWS) must be advised in advance of the itinerary or work schedule for all Inventory Technician I's (PWS) in their charge. Similarly, the Regional Administrator and the Inventory Technician III must be advised in advance of the work schedule/itinerary for the Inventory Technician II employed within each Regional Office.

Work schedules/itineraries for Inventory Technician I's can best be conveyed to the supervising Inventory Technician II's during the weekly phone communications. The weekly phone conversation from the Inventory Technician III provides the same opportunity for each Inventory Technician II.

Holidays:

Due to variability in work schedules, Inventory Technicians will not be authorized paid holidays.

Termination of Employment:

Inventory Technicians are expected to give two weeks advance notice when terminating a position.

Dismissals:

A project employee may be dismissed at any time for negligence, inability to perform duties, or inefficiency. In most instances, 15 days notice is given.

Notice is not required if an Inventory Technician is dismissed for gross misconduct related to the job, insubordination or for a conviction for a felony or crime of moral turpitude. Court conviction is considered sufficient evidence of guilt.

Delegated Supervision:

Where NRTA/AARP employs persons in an IDEQ Regional Office, or

in a designated IDEQ Region, disciplinary/supervisory authority, subject to the approval of the NRTA/AARP State Project Director, is delegated to the Regional Administrator.

1. Regional Administrators should immediately notify, through the IDEQ Staff Project Coordinator, the NRTA/AARP State Project Director of any serious on-the-job disciplinary problems.
2. Regional Administrators shall have the authority to reprimand or to immediately temporarily suspend for cause. They should, however, attempt to counsel the offender before suspension. Documentation of such action shall be made and forwarded to the NRTA/AARP State Project Director through the IDEQ Staff Project Coordinator.
3. Dismissal may occur for cause only with the approval of the NRTA/AARP State Project Director.

Attendance:

Regular attendance is essential to the success of the project. Early notification of changes in work schedules or itineraries permits supervisors to plan accordingly.

Frequent and excessive absences may result in dismissal.

Mail:

Inventory Technician I's (PWS) will be provided self-addressed, stamped envelopes for report form submission, and for administrative time/travel reporting. (See Chapter VI, Report Forms and Submission.)

Date submission from all Inventory Technician II's to the Des Moines Inventory Technician III will be made through the standard

Regional Office mail system.

The Department address is not to be used for receiving personal mail.

Telephone Calls:

Personal calls (local) from office phones should be held to a minimum. Long distance personal calls are not permitted.

Inventory Technician II's (PWS) housed in IDEQ Regional Offices may use Regional telephones to contact those Inventory Technician I's (PWS) in their charge. The scheduling of inventory activities within the general area is also permissible by phone; however, long distance calls should be held to a minimum.

Long distance calls placed by Inventory Technician I's (PWS) in field positions are not reimbursable. Questions or problems should therefore be resolved in the weekly phone conversation with the supervising Inventory Technician II when at all possible.

Telephone communication between the coordinating Inventory Technician III and all Inventory Technician II's (PWS) should originate in Des Moines due to WATS Line availability. Phone calls from the Regional Office to the Des Moines central office should be held to a minimum.

Confidentiality:

DEQ activities involve the private lives and businesses of the people served, and as such are classified as "confidential".

Employees should neither discuss Departmental information with persons not entitled to it, nor should they use it for private gain.

Acceptance of Gifts:

Favors, gifts, loans, free services or other items of value cannot be accepted from anyone when they are intended to reward or influence official actions.

Outside Work:

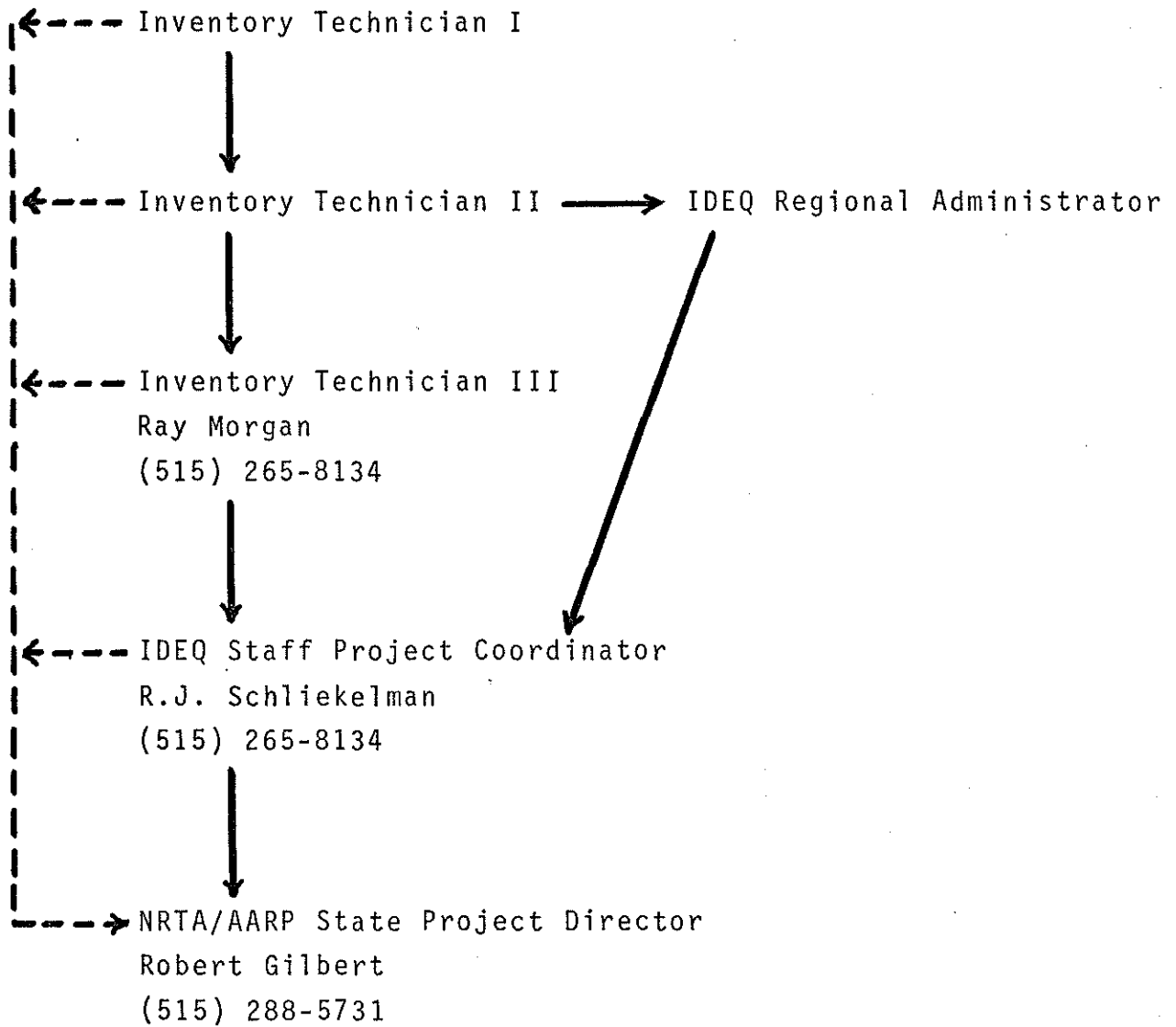
Outside work may be accepted if it does not conflict with Departmental policy or interfere with an individual's ability to carry out his DEQ job. Inventory Technicians cannot accept outside work or activities that:

1. Conflict with the interests of the Department.
2. Interfere with the performance of official job duties.
3. Use information obtained in connection with official duties that generally is not available to the public.
4. Might reasonably be regarded as official action.

CHAPTER V

LINES OF COMMUNICATION

CHAPTER V

LINES OF COMMUNICATION

→ Technical

-----→ Administrative

Generalized Project Coordination
Paul E. Bridges
Senior Consultant
National Field Research
Center, Inc.
(319) 351-8789

CHAPTER VI

REPORT FORMS AND SUBMISSION

CHAPTER VI

REPORT FORMS AND SUBMISSIONTechnical Reporting:

The Department of Environmental Quality will provide Report Forms "B" and "EPA Forms 7500-11" for use by all Inventory Technicians. The distribution of those blank forms will generally originate with the Inventory Technician III --- through the Inventory Technician II --- to the Inventory Technician I. Requests for additional forms should be handled in the reverse order.

In addition, DEQ will provide to each Inventory Technician I a quantity of self-addressed, stamped manilla envelopes. On a weekly basis, each Inventory Technician I should transmit (in the self-addressed, stamped envelope) all completed reports to the supervising Inventory Technician II.

Requests for additional envelopes should be made through the established communication line.

To avoid a duplication in inventory activities, carbon copies of all report forms should be retained by the Inventory Technician. Carbon paper can be obtained through the supervising Inventory Technician II.

Detailed instructions on the completion of all technical report forms are contained in the Job Description Overview booklet distributed during initial training.

Administrative Reporting:

NRTA/AARP will provide Time and Attendance Report Forms (Appendix "E"), Travel Vouchers (Appendix "F"), and Personnel Procedures (Appendix "G") for use by all Inventory Technicians.

In addition, self-addressed, stamped envelopes will be provided by NRTA/AARP for Travel/Time Sheet Submission. Using these envelopes, Inventory Technicians should mail all time sheets no later than the last Friday of each pay period.

Additional self-addressed, stamped envelopes and administrative report forms can be obtained either through the supervising Inventory Technician or from Robert Gilbert, NRTA/AARP State Project Director.

CHAPTER VII

IDEQ STRUCTURE AND ROLE

CHAPTER VII

IDEQ STRUCTURE AND ROLE

The Iowa Department of Environmental Quality came into existence on January 1, 1973, with the Legislative mandate to:

" . . . provide coordinated and integrated environmental management by preventing, controlling and abating pollution on a systematic basis."

While many of the functions now performed by DEQ were previously carried out by the Departments of Health and Agriculture, the Agency represents a centralized State approach to the environmental demands facing the State of Iowa.

The Department's organizational structure consists of four Commissions, an Executive Committee, a Board of Certification, the Executive Director, the Office of Administration, three program divisions and the Compliance Monitoring Division.

- a) The four Commissions are responsible for establishing by policy and rule the environmental programs for the State of Iowa.
- b) The Executive Committee coordinates the programs of the four Commissions within the Department.
- c) The Executive Director is responsible to the Commissions and the Executive Committee and carries out their programs through the three program divisions and the Compliance Monitoring Division.

- d) The Board of Certification along with the Executive Director carries out the operator certification program in accordance with rules adopted by the Water Quality Division.

The following organizational chart details the structure and roles carried out within the Iowa Department of Environmental Quality.

**AIR QUALITY
COMMISSION**

The Air Quality Commission's program is designed to attain or maintain ambient air quality in compliance with the established standards.

Regulations have been adopted to control open burning, particulate emissions, fugitive dust, visible emissions, and sulfur oxide emissions. A permit detailing emission limitations is required prior to construction of any equipment which will control or cause air pollution.

An extensive air monitoring program is carried out by the State Hygienic Laboratory under contract with DEQ.

**CHEMICAL TECHNOLOGY
COMMISSION**

The Chemical Technology Commission's program is designed to assure safe usage of agricultural chemicals.

Regulations have been adopted banning DDT, heptachlor as a fly or mosquito control, lindane vaporizers, and regulating inorganic arsenic usage. Regulations that require veterinarians to report all cases of livestock poisoning to the Commission and the Veterinary Diagnostic Laboratory have also been adopted.

**SOLID WASTE
DISPOSAL COMMISSION**

The Solid Waste Disposal Commission's program is designed to assure proper solid waste management, safe transportation, handling and disposal of radioactive materials, and an effective litter control program.

Rules have been adopted setting minimum requirements for the solid waste disposal projects that must be provided for by every county and city. Every project must receive a permit prior to construction and operation.

A hazardous materials handling program responds to spills of these materials to assure proper handling and disposal.

A radiation emergency response plan has been developed as the initial phase of a program which will manage the transportation and disposal of radioactive materials.

**WATER QUALITY
COMMISSION**

The Water Quality Commission's program is designed to protect surface and ground waters from pollution and to assure safe public water supplies.

Safe drinking water standards have been adopted and all public water supplies must submit samples routinely to confirm safety.

Water quality standards set contamination limits for surface waters while the effluent standards limit the discharge from any source.

Department review of plans is required prior to construction of water supply and wastewater treatment facilities.

Surface water quality monitoring is performed by the State Hygienic Laboratory under contract with DEQ.

To assure that all water supply and wastewater treatment facilities are maintained and operated efficiently, the State requires that a State certified operator be in charge of every treatment facility. A five member Board of Certification appointed by the Governor oversees the certification program. Annual certification is required.

Both the state and federal government have grant programs to help municipalities pay for construction of wastewater treatment facilities. These grants are administered by the Water Quality Commission through the adoption of rules, procedures and priority criteria.

**EXECUTIVE
COMMITTEE**

The Executive Committee, consisting of the four commission chairmen plus six ex-officio non-voting members, assures coordination and compatibility of the environmental programs by reviewing the rules developed by each commission with respect to the effect on the other programs.

**EXECUTIVE
DIRECTOR**

The policies established by the commissions and the Executive Committee are carried out by the Governor-appointed Executive Director.

**OFFICE OF
ADMINISTRATION**

The administrative requirements of all divisions, such as personnel, accounting, payroll, data processing, training and purchasing, are carried out by this division.

**AIR QUALITY MANAGEMENT
DIVISION**

This division carries out the programs of the Air Quality Commission.

**COMPLIANCE MONITORING
DIVISION**

This division oversees the monitoring and enforcement program within all the programs. Referrals to the Attorney General's office and all other enforcement activities are coordinated as is the drafting of legislation and rules for all commissions.

The six regional offices located throughout the state are under the supervision of this division.

**LAND QUALITY
MANAGEMENT DIVISION**

This division carries out the programs of the Chemical Technology Commission and the Solid Waste Disposal Commission.

**WATER QUALITY
MANAGEMENT DIVISION**

This division carries out the program of the Water Quality Commission.

CHAPTER VIII

ICOA STRUCTURE AND ROLE

CHAPTER VIII

ICOA STRUCTURE AND ROLEGeneral Purposes:

The Iowa Commission on the Aging was created by the legislature of the State. It consists of nine members - two of whom are appointed by the President of the Senate; two of whom are appointed by the Speaker of the House; and five of whom are appointed by the Governor (c66, 71, 249B.1). The general purposes of the Commission on the Aging are:

- . To be a voice for older Iowans.
- . To help the older citizen achieve his rightful position in the community and encourage his involvement in planning and implementing programs.
- . To support local, state, and national agencies, private and public, in their work of serving the aging.
- . To provide aging information to the communities and people in Iowa.
- . To assist with funding and technical assistance local communities, counties, private agencies, and designated Area Agencies in developing Title III and other aging programs, including planning, coordination, administration, and evaluation.
- . To make such reports as required by the Administration on Aging and the general assembly of the activities of the Commission and improvements and additional resources needed to promote the general welfare of the aging in Iowa.

In carrying out its purposes, the Commission is obligated to make decisions in accord with the mandates of federal law (and associated rules, regulations and guidelines) consistent with State needs and priorities.

Area Agencies on Aging

Area Agencies on Aging have been established under Title IX of the Older Americans Act to facilitate the coordination of planning and service resources for the aging . . . employment of the elderly . . . information regarding opportunity and services for the elderly . . . referral services . . . transportation . . . outreach . . . escort services . . . counseling . . . health related services . . . homemaker and home health services . . . chore services . . . home visits . . . telephone reassurance . . . protective services . . . housing assistance . . . recreational services education . . . legal help . . . nutrition services . . . welfare services which do not duplicate other welfare services . . . and others.

COMMISSION ON THE AGING
IOWA AREA AGENCIES ON AGING

October 15, 1975

AREA I - VIII

State #0100

Mr. Richard Ramsey, Director
Northeast Iowa Area Agency on Aging
Area One Voc-Tech School - 3rd Floor
Third Floor - Dubuque Building
Dubuque, Iowa 52001
Tele: 1-319-556-5110

AREA II - V - XII

State #0200 - AoA #6071

Mr. Donald A. Ryerkerk, Director
North Central Iowa Area Agency on Aging
500 College Drive
Mason City, Iowa 50401
Tele: 1-515-423-1264, Ext. 281

AREA III

State #0300

Director
Iowa Lakes Area Agency on Aging
Iowa Lakes Community College
300 South 18th Street
Estherville, Iowa 51334
ATTENTION: Ms. June Goldman
Tele: 1-712-362-7232

AREA IV

State #0400 - AoA # 6073

Mr. Donald McKinney, Director
Area IV Agency on Aging
626 Insurance Exchange Building
Sioux City, Iowa 51102
Tele: 1-712-279-6220

Area VI - VII

State #0700 - AoA #5002

Donna Davis, Acting Director
Hawkeye Valley Area Agency on Aging
2530 University - Box 690
Waterloo, Iowa 50704
Tele: 1-319-233-5214
Toll Free: 1-800-772-2032

AREA X

State 1000 - AoA #2599

Mr. Rob Robinson, Director
Area X Agency on Aging
Kirkwood Community College
6301 Kirkwood Boulevard, S.W.
Cedar Rapids, Iowa 52406
Tele: 1-319-398-5559
Toll Free: 1-800-332-5934

AREA XI

State #1100 - AoA #2921

Ms. Kay Samec, Director
Area XI Agency on Aging
104½ East First & Locust
Des Moines, Iowa 50309
Tele: 1-515-244-3257

AREA XIII

State #1325 - AoA #6072

Dr. James Hamilton, Acting Director
Area XIII Agency on Aging
Iowa Western Community College
2700 College Road
Council Bluffs, Iowa 51501

AREA XIV

State #1400 - AoA #2922

Lois Houston, Director
Area XIV Agency on Aging
215 North Elm
Creston, Iowa 50801
Tele: 1-515-782-4040

AREA XV - XVI

State #1500 - AoA #2593

Mrs. Barbara Ryan, Director
Area XV Agency on Aging
Indian Hills Community College
Ottumwa, Iowa 52501
Tele: 1-515-682-8081, Ext. 217

AREA IX

State #0925 - AoA #2921

Director

Great River Bend Area Agency on Aging
Bi-State Metropolitan Planning Council
1504 Third Avenue
Rock Island, Illinois 61201

CHAPTER IX

NRTA/AARP BACKGROUND



NATIONAL
RETIRED
TEACHERS
ASSOCIATION



AMERICAN
ASSOCIATION
OF RETIRED
PERSONS

The National Retired Teachers Association/American Association of Retired Persons (NRTA/AARP) are non-profit organizations affiliated to represent both retired teachers and non-teachers. Current memberships approach nine million.

NRTA was first organized in 1947, and for 13 years served independently on behalf of our nation's retired teachers. In 1958, AARP came into existence, and joined with NRTA to provide representation to our growing number of non-teacher retirees, age 55 and older. Action for Independent Maturity (AIM), a division of AARP, was added in 1971 for employed citizens age 50-64.

These organizations, with their massive joint membership, represent a united front in furthering the political interests of our nation's elderly. Additional services, equally important to their membership, are partially listed as follows:

- | | |
|------------------------|-----------------------------------|
| . Popular Magazines | . News Bulletins |
| . Pharmacy Service | . Tax Aide Program |
| . Consumer Information | . Health Education |
| . Health Insurance | . Recommended Life Insurance |
| . Travel Service | . Recommended Auto Insurance |
| . Courtesy Discounts | . Institutes of Lifetime Learning |

Mary Mullen
President, NRTA

Douglas O. Woodruff
President, AARP

Bernard E. Nash
Executive Director

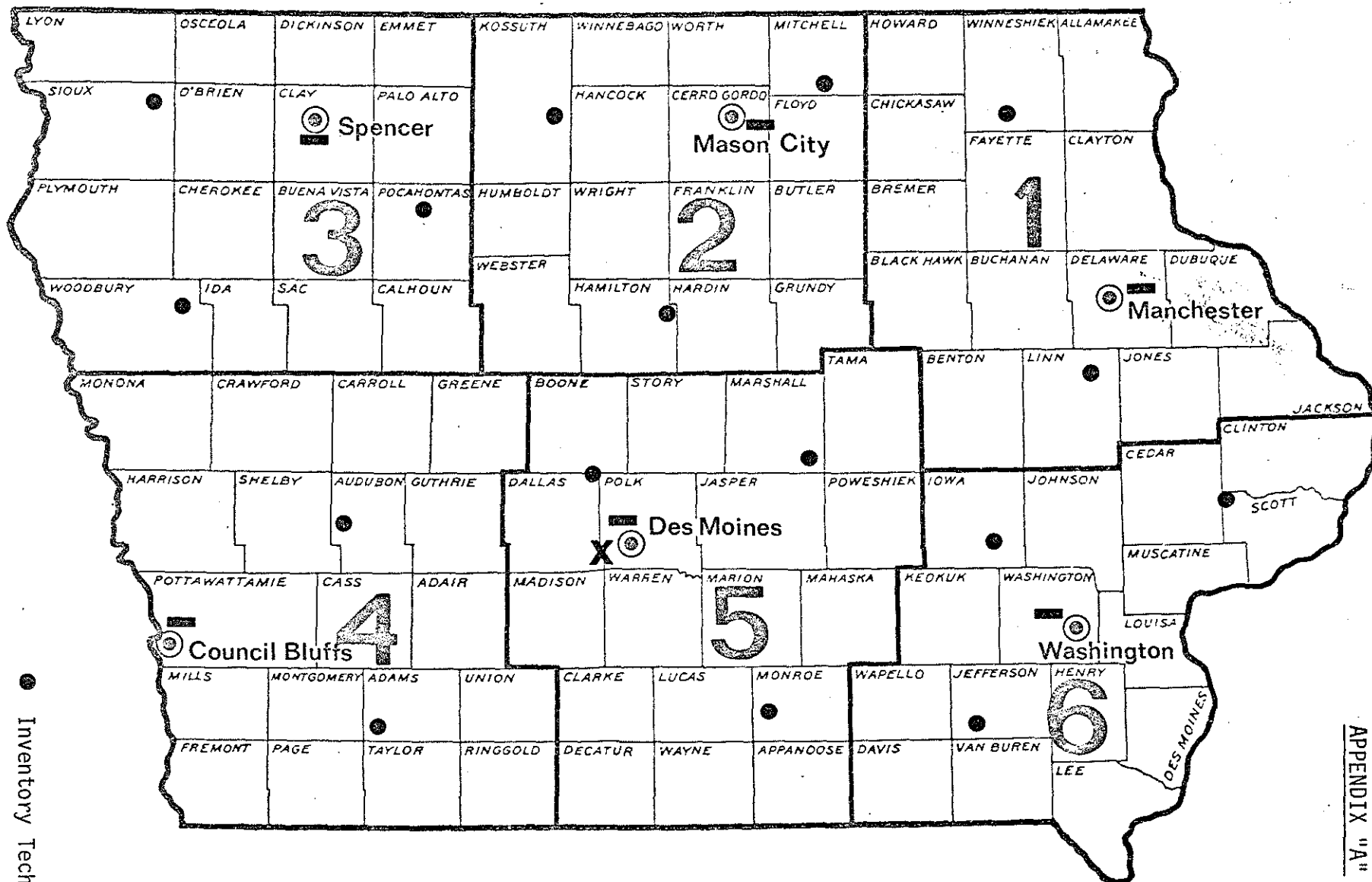
National Headquarters: 1909 K Street, N.W., Washington, D. C. 20006/(202) 872-4700

- . Mature Temps, Inc. for supplementary income employment
- . Senior Community Service Aides Project employment
- . Andrus Foundation for improving quality of life
- . Over 1,600 local chapters which work for
 - Local community welfare
 - Educational programs
 - Social programs
 - National organization goals

APPENDIX

REGIONAL OFFICES

DEPARTMENT OF ENVIRONMENTAL QUALITY



● Inventory Technician I
 ┃ Inventory Technician II
 X Inventory Technician III

REGION	LOCATION	ADDRESS	PO BOX	TELEPHONE NO.	REGIONAL ADMINISTRATOR
1	MANCHESTER-52057	209 NORTH FRANKLIN ST.		319/927-2640	JERRY L. RATTENBORG
2	MASON CITY-50401	1450 NORTH FEDERAL	1443	515/424-4073	F. R. PFEIFFER
3	SPENCER-51301	401 GRAND AVE., SUITE 24	270	712/262-4177	JOHN METCALFE
4	COUNCIL BLUFFS-51501	532 FIRST AVE., SUITE 304		712/328-3194	R. W. GROTE
5	DES MOINES-50316	3920 DELAWARE AVE.	3326	515/265-8134	JACK W. CLEMENS
6	WASHINGTON-52353	111 1/2 NORTH MARION	65	319/653-3442	EARL C. VOELKER, SR.

County: _____

CODE

REPORT FORM "A"Informational Contacts

Date Completed: _____

Completed By: _____

Name: _____

Organization: _____

Position: _____

Mailing Address: _____

Home Phone Number: () _____

Business Phone Number: () _____

Comments: _____

County: _____

CODE	
------	--

REPORT FORM "B"Prospective Public Water Systems

Date Completed: _____

Completed By: _____

Name of Facility: _____

Type: _____

(Restaurant, motel, school, campground, etc.)

Address: _____

Descriptive Location: _____

Name of Contact person: _____

(owner, operator, employee, etc.)

Address of Contact Person: _____

Phone Number: () _____

U.S. ENVIRONMENTAL PROTECTION AGENCY WATER PROGRAM OPERATIONS (WH-450) WASHINGTON, D.C. 20460		INVENTORY OF PUBLIC WATER SUPPLIES (See instructions on the reverse)		KEY IDENTIFICATION NUMBER <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>																																																																																																																																																																																																																																													
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TIME AND ATTENDANCE REPORT

Name _____

Project Location _____

Social Security No. _____

Payroll Period _____

Job Title _____

Rate of Pay _____

Agency Name _____

Agency Phone No. _____

	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total	Remarks
Date																
Hours																

I hereby certify that the reported information
is correct for the payroll period indicated.

Enrollee _____ Date _____

Supervisor _____ Date _____

Approved: _____
Date _____

Project Director _____

Key for abbreviations to be used above:

S -- Sick Leave with pay

I -- Inactive but still enrolled

T -- Terminated

H -- Holiday

O -- Absence

Location _____

NRTA-AARP Senior Community Service Employment Project

Travel Voucher

Local Travel

NAME _____ MONTH _____ 19 _____

POSITION _____ Travel authorized

ADDRESS _____ By _____

Date	Purpose of Travel	Speedometer	No. of Miles	Amount Claimed @ \$...75 mi.
		Reading		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
		Ending _____ Began _____		
NOTE: If more space is needed use other side		TOTALS		

I certify that the foregoing account is correct and just and that payment therefor has not been received.

SIGNATURE _____ DATE _____

APPROVED _____ DATE _____



NATIONAL
RETIRED
TEACHERS
ASSOCIATION



AMERICAN
ASSOCIATION
OF RETIRED
PERSONS

PERSONNEL PROCEDURES

Instructions for Time and Attendance Report

1. Insert hours worked under day and date (just hours of time worked).
2. Please sign all three (3) copies of Time Sheets on Enrollee Line and Date.
3. Time Sheets should be mailed no later than the last Friday of each pay period, therefore, if you plan on working the following Monday, Tuesday and Wednesday this time will be projected on Time Sheets. If you project the time and you do not work, then deduct this time from the following Time Sheets.
4. In the right hand column under Total please write total amount of hours worked (never more than 40 hours). Please note key for abbreviations to be used on Time Sheet.
5. Do not write any notations of any kind on T & A; if additional notes are needed, place on a separate sheet of paper.

Instructions for Travel Voucher

- | | |
|---------------------------------------|--|
| 1. NAME - Your Name | 8. PURPOSE OF TRAVEL - Address of start and finish |
| 2. POSITION - Older Worker Specialist | 9. Leave Right Hand Column blank as our office will fill this column in |
| 3. ADDRESS - Your Address | 10. Total No. of Miles Column |
| 4. MONTH - From and To | 11. Sign and date |
| 5. LOCATION - Leave Blank | 12. Do not use tenths-for instance if mileage is 12.4 use 12 miles, if it is 12.5 use 13 miles |
| 6. BY - Leave Blank | |
| 7. DATE - Date of Travel | |

Mary Mullen
President, NRTA

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Bernard E. Nash
Executive Director

National Headquarters: 1909 K Street, N.W., Washington, D. C. 20006/(202) 872-4700

Time and Attendance Report and Travel Voucher may be mailed together to our office. If for any reason you have questions, please feel free to contact this office.

S.C.S.E.P.

Department DEQ

P.O. Box 4991

Des Moines, Iowa 50306

Telephone: 1-515-288-5731

HELLO, MR. _____

MY NAME IS _____ (SHOW IDENTIFICATION CARD).

I REPRESENT A JOINT PROJECT BETWEEN THE IOWA DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE IOWA COMMISSION ON THE AGING DESIGNED TO LOCATE AND INVENTORY PUBLIC WATER SYSTEMS THROUGHOUT THE STATE.

ALTHOUGH THE STATE HAS MAINTAINED A WATER SUPPLY PROGRAM FOR YEARS, A NEW FEDERAL LAW HAS REQUIRED THAT MANY RESTAURANTS, MOTELS, CAMPGROUNDS, FILLING STATIONS, AND OTHERS SERVING DRINKING WATER TO THE PUBLIC BE INCLUDED WITHIN THE PROGRAM.

1. WE NEED YOUR HELP IN FINDING THE PUBLIC WATER SYSTEMS IN YOUR AREA. DO YOU KNOW OF ANY RESTAURANTS, MOTELS, CAMPGROUNDS, FILLINGS STATIONS, AND OTHER SUCH FACILITIES - LOCATED OUTSIDE THE CITY LIMITS - WHICH MAY SERVE DRINKING WATER TO THE PUBLIC?

(GO TO REPORT FORM B FOR SPECIFIC QUESTIONS ON EACH PROSPECTIVE PUBLIC WATER SYSTEM)

(IF THEY ARE IN DOUBT, GIVE THEM MORE EXAMPLES SUCH AS REST AREAS, ETC.)

2. DO YOU KNOW OF ANYONE ELSE WHO MAY BE CONTACTED FOR THIS INFORMATION?

LEAVE YOUR NAME AND NUMBER AND SUGGEST HE CONTACT YOU IF HE THINKS OF ANY MORE FACILITIES OR PEOPLE.

THANK HIM AND END THE CALL.

SUGGESTED CONVERSATION WITH THE OWNER OR OPERATOR OF A "PROSPECTIVE PUBLIC WATER SYSTEM"

1. When you visit a prospective public water system, ask the individual you meet for the name of the owner and his whereabouts. If he is not available, ask for the name and whereabouts of the Manager or the individual in charge. (BE SURE TO NOTE THOSE NAMES FOR FUTURE REFERENCE)

2. "Hello Mr. _____.

My name is _____ (SHOW IDENTIFICATION CARD). I represent a joint project between the Iowa Department of Environmental Quality and the Iowa Commission on the Aging designed to inventory drinking water systems within the State.

Although the State has had a water supply program for years, a new Federal Law called the Safe Drinking Water Act was recently passed which requires that information on all public drinking water systems be gathered.

I am one of the individuals employed to collect that information, and would like to ask several questions about your drinking water system."

(BEGIN WITH EPA FORM 7500-11)

3. After gathering the information available through conversation, explain that you would like to see the water treatment equipment on hand.
4. Once the inventory is complete, ask the party being interviewed if he is aware of any additional facilities in the area which serve drinking water to the public.
5. If additional information on the State Program or the Safe Drinking Water Act is requested, leave the name and phone number of the IDEQ Regional Administrator.

