

County/City _____

Fiscal Year _____

Time Task Analysis

The purpose of the time-task analysis is to demonstrate that the LEA has adequate staff to carry out all the duties of the solid waste permitting and inspection program. The specific documentation required is listed in 14 CCR 18073.

TASK	NUMBER OF UNITS	FREQUENCY PER YEAR	HOURS PER TASK	TOTAL HOURS PER YEAR
INSPECTIONS				
Operating Facilities				
Active Solid Waste Landfills				
MRF				
Limited Volume TS				
Non-Operating Facilities				
Closed Solid Waste Disposal Sites				
Closed Solid Waste Disposal Sites				
Abandoned Disposal Sites				
ENFORCEMENT				
Warnings				
Notices				
Meetings				
Hearings				
Legal proceedings				
Documentation				
PERMIT				
Reviews				
Modifications & Revisions				
Closure/Post Closure Activities				

Site Evaluation and Investigation				
Documentation				
CORRECTIVE ACTIONS				
Review and approval of site investigations				
Assessments				
Characterizations				
Remediation alternatives				
Corrective Measures				
TRAINING				
Meetings, seminars, workshops, courses, literature reviews				
MANAGEMENT				
Operations				
Scheduling				
Supervision				
SUPPORT STAFF				
Clerical				
Administration				
Technical				
OTHER				
TOTAL HOURS				