



Operator Certification Program

State Board for Certification Of Water and Wastewater Systems Operators

Board Guidelines

**Prepared by
Bureau of Water Standards and Facility Regulation
Division of Technical and Financial Assistance**

(Revised: April 2011)

Editor's Note – The following is a proposed addition to the Draft Board Guidelines reviewed at the last State Board for Certification of Water and Wastewater Systems Operators. The proposed language is Section 5.5, under the Chapter on Board Actions. The entire chapter has been provided for easy reference. This was developed at the request of the Board in response to discussions regarding the review of compliance histories for non-certified operators.

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5. Board Decisions on Applications for Certification Action

5.1. General requirements for certification.

As defined in Chapter 302 Regulations an applicant must meet all the specified requirements for:

- (1) Certification,
- (2) Recertification,
- (3) Certificate upgrade, or
- (4) Certificate renewal.

Applicants who have met the requirements for certification, but do not have the appropriate amount of experience shall be issued a letter designating them as an Operator-In-Training.

The test results do not expire. Therefore, the applicant can submit documentation to the Board secretary whenever the applicant has accumulated the necessary experience.

The Board will issue a certificate when an applicant provides the necessary documentation that the requirements for certification as defined in Chapter 302 Regulations have been met. The certificate will:

- (1) Be issued on a date corresponding to the date of the Board action,
- (2) Be issued for the current 3-year period (starting either the first day of January, April, July or September),
- (3) Specify the class and subclassification of certification,
- (4) Be issued with a wall certificate and wallet size card for identification purposes,
- (5) Be issued with a client ID, and
- (6) Expire on the date indicated.

5.2. Board actions.

The Board will take action on all complete applications for certification action. All actions of the Board are considered an action of DEP and are appealable to the EHB.

The Board is required to take an action on complete applications for certification action within 120 days of receipt of a complete application:

- (1) All individual applications are completed to the satisfaction of the Board,
- (2) All issues related to the applicant's Criminal History Record are resolved, and
- (3) The Board's review procedure has been completed.

The Board secretary will review complete applications for certification upgrade and make a recommendation for certification to the Board in accordance with the principles defined in **Appendix C, Upgrade Model**.

The Board secretary will review complete applications for DEP employees and the documentation of experience in accordance with **Appendix D, Experience Credit for DEP Employees & Local Agency Employees with DEP Delegated Programs** to make a recommendation for certification to the Board.

The Board secretary will review applications from employees with DEP-delegated regulatory authority and the documentation of experience in accordance with **Appendix D, Experience Credit for DEP Employees & Local Agency Employees with DEP Delegated Programs** to make a recommendation for certification to the Board.

Failure by the Board to take action does not constitute issuance of a certification.

5.3. Reciprocity.

An applicant for a certification action based on reciprocity shall submit a completed application with all required documentation to the Board secretary. If the application is not complete, the applicant will be notified within 14 days from receipt of the application of the specific information required to make the application complete.

When the application is complete, the Board secretary shall make a recommendation to the Board on the appropriate class and subclassification to issue, using **Appendix E, Reciprocity Model** to ensure equivalency with the operator's current level of certification.

5.4. Delegation of Board authority.

In order to expedite the delivery of services by the Board, the Board has delegated a number of decisions to the Board Secretary or other DEP program staff in accordance with the matrix in **Appendix F, Decision Matrix – Board/Staff Actions.**

5.5. Operator Compliance Review.

One of the factors the Board can consider when issuing an operator certificate is the compliance history of the applicant and the system where the applicant is working. To accomplish this, the Board needs to identify and track operators with ongoing compliance issues or a history of problems in the operation of a water and/or wastewater system. The Board recognizes the DEP regional office program staff is in the best position to capture this information. Therefore, the Board has developed a one-page “Operator Compliance Report” in **Appendix G** to facilitate the reporting of this information. This form must be signed by the DEP regional office Operations Chiefs or Program Managers. The form is then mailed to:

The State Board for Certification of Water and Wastewater Systems
Operators
Attention: Board Secretary
P.O. Box 8454
Harrisburg, PA 17105-8454

When the Board Secretary receives the “Operator Compliance Report”, the Board Secretary will place a comment in the operator’s eFACTS certification record indicating “DEP has reported compliance issues with this operator”. At the time the operator completes an application for certification action, the Board Secretary will submit the compliance report with the application to the Board for review, discussion and final action. The Board Secretary will also confirm with the appropriate Operations Chief or Program Manager that the information captured in the “Operator Compliance Report” is still accurate and current at the time the complete application for certification action is received.



APPENDIX G OPERATOR COMPLIANCE REPORT

Operator Information

Name: _____

Address: _____

Phone Number: _____

Client ID (if certified) & Certification Level: _____

If Operator is a Circuit Rider, Identify Name of Circuit Rider Business: _____

What Facility is the Operator currently employed at: (Name & Permit ID#): _____

	<u>Yes (how many)</u>	<u>No</u>
Any NOV's issued to this operator:	_____	_____
Any Orders issued to this operator:	_____	_____
Any Fines issued to this operator:	_____	_____
Any Violation of State/Federal laws associated with the operation of a water/wastewater treatment system:	_____	_____

Explain why you believe this operator should not be certified (problems or issues in performing operator duties and responsibilities, incompetence, falsifying records, negligence)? _____

Operations Chief or Operations Manager

Date

Complete and mail this signed report to:
State Board for Certification of Water and Wastewater System Operators,
Attention Board Secretary
P.O. Box 8454
Harrisburg, PA 17105-8454

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For Discussion Purposes Only

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