

2019 OTCO Wastewater
Workshop
Op Cert Update

March 6, 2019

Andrew Barienbrock

Operator Certification Rules

Throughout the rules operators are referred to as “Professional”

Rules became effective on 08/15/18

- 3745-7-01 (Definitions)
 - **Active Instruction** – receiving instruction. “Butts in Seats”
 - **Average daily flow** – Average of the 60 highest daily flows during a calendar year

Operator Certification Rules

- **Operating experience**
 - **Beginning August 15, 2019**, changes to the definition of operating experience are:
 - For applicants who solely have laboratory, pretreatment and engineering experience, can only use a maximum of 25% of the total operating experience requirement.
 - Collection and Distribution experience moved to the same provision as above when an operator is applying for a Wastewater Treatment or Water Supply Certificate.

Operator Certification Rules

- 3745-7-01 (Definitions)
 - **Population** – specific to classification
 - **Private Sewer** – Not Public
 - **Public Sewer** – Owned by a municipality, county, state or public body.
 - **Week** – 7 day period beginning on Sunday and ending on Saturday.

Operator Certification Rules

- 3745-7-02 (Certified professional operators required)
 - Owners of private sewerage systems **classified** by the director must provide an appropriately certified ORC.
 - Owners of all public sewerage systems must provide an appropriately certified ORC.
 - Contract must clearly define the responsibilities of the owner and the professional operator.
 - Contracted professional operator shall perform their duties in accordance with the contract operator rule.

OAC Rule 3745-7-04

- Provision added to allow systems that correct the issues, which resulted in a higher classification, to return to their previous classification.
- Added a statement that time spent working on equipment within the service area of a treatment works as part of the Professional ORC's normal job responsibilities counts toward the minimum staffing time.

OAC Rule 3745-7-04 (Cont.)

- Collection System staffing requirements:
 - **Class 1** visits to the collection system 3 days per week
 - **Class 2** visits to the collection system 5 days per week
 - Both provisions allow the ORC or an authorized collection system or wastewater treatment certified operator above a Class A to perform the visits. The system must maintain documentation of who is authorized to perform the visits

OAC Rule 3745-7-04 (Cont.)

- Visits must be documented in the log book.
- Visit is defined and can include performing routine sampling, maintenance, or observation

OAC Rule 3745-7-04 (Cont.)

- Added a provision to staffing reduction charts that allows reductions based on staffing by an OIT.
- Added provisions to allow systems to have flex schedules and use a backup operator, 1 class lower, on the remaining days of the week. Also, allows an OIT at Class II facilities.
- Addition of a provision clarifying backup operators are responsible for violations that occur while they are staffing a plant.

OAC Rule 3745-7-04 (Cont.)

- Provision that allows a 50% reduction in staffing when an owner has 2 separate permitted facilities within 100 feet of each other.
- Added provisions for systems with design capacity <1,500 gpd to use a health department registered service provider, in lieu of, a Class A operator.

Operator Certification Rule Changes

- 3745-7-05 (Classification of professional operator certification)
 - Added a chart showing superseding certificates.
- 3745-7-06 (Certification of professional operators)
 - All applicants for certification shall complete Ohio EPA's professional operator training course.
 - Class IV exam deadline. (2 years from approval)

Operator Certification Rule Changes

- 3745-7-07 (Professional operator in training)
 - Clarify that OITs are not certified and cannot act as a professional operators of record.
- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified professional operator)
 - Hard bound books with consecutive page numbering, computer logs which automatically document the date, time and person making entry or an equivalent methodology approved by the Director.

Operator Certification Rule Changes

- 3745-7-09 (Cont.)
 - Date and times of arrival and departure shall be recorded in military time.
 - Failure to document minimum staffing is evidence that minimum staffing requirements have not been met.

Operator Certification Rule Changes

- 3745-7-09 (Cont.)
 - Each professional operator shall ensure the record keeping requirements are being met.
 - Each professional operator of record shall ensure the minimum staffing requirements are met.
 - Each professional operator shall display a copy of their certificate at the plant or office of the owner.

Operator Certification Rule Changes

- Report minimum staffing times to the agency on a form approved by the Director
 - Beginning with November reports.
 - Guidance and youtube video for PWS.
 - Guidance for eDMR.
 - Better reporting being developed.

OAC Rule 3745-7-15

- Renewal applications must be submitted electronically.
- Due date for renewals is November 30th of the expiration year.
- Grace period reduced to 6 months. **June 30th.**
- All operators renewing must complete the Ohio EPA professional operator certification training course.

OAC Rule 3745-7-15 (Cont.)

- 3745-7-15 (Expiration and renewal of professional operator certification)
 - All training providers now required to electronically submit attendance documentation.
 - Clarified items related to courses
 - Approval of training based on active instruction.
 - Minimum course time 30 minutes.
 - Documentation requirements based on course format.

OAC Rule 3745-7-21 (Contract Operator Rule)

- All contract operators and contract operation companies were required to apply for approval by September 15, 2018.
 - Application must include a sample contract.
- As of September 15, 2018, must be approved by the Director prior to acting as the ORC.

OAC Rule 3745-7-21 (Cont.)

- Contract must include language which identifies who is responsible and the minimum expectations for:
 - Operation of the facility
 - Minimum staffing
 - Emergency Operations
 - Maintenance (routine and preventative)
 - Ensuring operators comply with responsibilities
 - Sharing of correspondence
 - Sampling

OAC Rule 3745-7-21 (Cont.)

- Approved contract operators must
 - Ensure professional certified operators, they employ, comply with the rules.
 - Respond to emergencies within one hour of being notified.
 - Provide an appropriately certified operator of record when the listed ORC is unavailable.
 - Provide a list of facilities operated by June 30th of each year.

OAC Rule 3745-7-21 (Cont.)

- Contract operators must:
 - Maintain a copy of the contract onsite at the system
 - Maintain a copy of the contract for 3 years after the end of the contract
 - Provide a copy of the contract within 5 days of request by Ohio EPA
 - Ensure all relevant personnel are notified of written correspondence from or to Ohio EPA

OAC Rule 3745-7-21 (Cont.)

- Contract operating companies may be held liable for violations of the rules if the director determines any one of the following:
 - Failing to take reasonable steps to comply with the rule or negligence or incompetence results in violation of the rule. The Director can consider the following factors:
 - Repeated violations by one or more operators
 - Patterns of violation
 - Previous efforts to counsel, discipline or adjust policies or procedures to address violations
 - Any other relevant factors

OAC Rule 3745-7-21 (Cont.)

- The company knew or should have known of a violation and failed to take reasonable steps to require the professional operator to correct the violation or failed to take reasonable steps to ensure the violation does not occur again in the future.
- The Director may withdraw approval for failure to ensure employees comply with Chapter 6111 and 6109 of the Revised Code.

Common Questions on New Rules

The collection/distribution system is under a different department. How do I handle reporting collection system visits as the plant ORC?

Does the ORC of the collection/distribution system have to be the one who makes the visits?

Our NPDES permit states we don't have to meet minimum staffing for collection systems. Does that mean we don't have to follow the new requirements?

Ohio EPA Operator Certification Update

WEBSITE UPDATE



Website Update

[Operator](#) [Contract Operators](#) [Training Provider](#) [Exam Information](#) [Advisory Council](#)
[Forms and Resources](#) [Career Information](#) [Contacts](#)

Access to any services, lists or forms you may need as an operator, or to become an operator, can be found here. Use the [eBusiness Center](#), to submit a variety of applications, access your profile, update contact information and pay fees online.

NEW REQUIRED TRAINING: Starting Aug. 15, 2018, all applicants will need to review the [Operator Certification Required Training](#) document prior to submitting the Ohio EPA exam, third-party exam certification, reciprocity and renewal applications and Operator-in-Training forms.

- ▶ [eBusiness Center](#)
- ▶ [Certification](#)
- ▶ [Operator-in-Training \(OIT\)](#)
- ▶ [Renewal](#)
- ▶ [Operator Lists](#)
- ▶ [Operator of Record](#)

QUESTIONS?

Call the Operator Certification Hotline at 1-866-411-OPCT (6728) or [email us](#).

WANT TO RECEIVE UPDATES?

Subscribe to the [Operator Certification Mailing List](#)

DDAGW Site Links

Select an item and click "Go" to navigate
[Go](#)



Public **DRINKING WATER** Advisories



Public Water System **MONITORING SCHEDULES**

Website Update

New future
training calendar

New career
information tab

- Updated job boards.
- Improved veteran information and outreach.
- Provide links to apprenticeship, associate degrees and certification programs.

Website Update

Operator	Contract Operators	Training Provider	Exam Information	Advisory Council
Forms and Resources	Career Information	Contacts		

[Water and Wastewater Operator Career Brochure](#)

JOB BOARDS

If you would like to be added to this list, please contact the Operator Certification Unit at (614) 644-2752.

- [Ohio Means Jobs](#)
- [Water Environment Federation \(WEF\)](#)
- [Operator Training Committee of Ohio \(OTCO\)](#)
- [Ohio Water Environment Association \(OWEA\)](#)
- [Ohio Section American Water Works Association \(OAWWA\)](#)
- [Ohio Rural Water Association \(ORWA\)](#)
- [American Water Works Association \(AWWA\)](#)

VETERANS

The United States Environmental Protection Agency and Department of Veterans Affairs have joined forces to help prepare and employ veterans in civilian water and wastewater related careers. While serving in the military, many veterans obtain experience and credentials while assigned to Military Occupation Specialties (M.O.S.). There are several M.O.S. areas that are related to civilian positions within the water and wastewater sectors. The following link provides tips for hiring veterans, as well as M.O.S. that apply to drinking- and wastewater-related jobs.

- [From M.O.S. to J-O-B](#)
- [Palm Card](#)



Questions?

Andrew Barienbrock

614-728-1216

andrew.barienbrock@epa.ohio.gov