OTCO Class III and IV Workshop Operations, Resiliency and Certification Update

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Ohio Environmental Protection Agency

What's New in Operator Certification?

- eBusiness Center
    - Using for certification applications (exam, 3rd party, and reciprocity)
    - Using for renewal applications
    - Contact hour providers are required to submit course applications via eApps as of April 1, 2016.
- Rule Making

Operations, Resiliency, and Certification Section

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Dave Riley	Environmental Specialist 2	Reclassifications, Technical Assistance, Emergency Response and Sanitary Survey Auditing
Josh Legg	Environmental Specialist 2	Operator of Record notifications, Technical assistance, Sanitary Survey Auditing
Chad Wegner	Environmental Specialist 2	Security, Contingency Planning, Emergency Response Planning, Operator Notifications and Enforcement
Tanushree Courlas	*Environmental Supervisor*	*Operator Certification*
Susan Parkins	Environmental Specialist 2	Contact Hours, Advisory Council, eBusiness and application processing
Kevin Jarrel	Environmental Specialist 2	Contact hours, eBusiness, ACHTP Program, and application processing
Deidra Davis	Administrative Assistant	Operator Certification, Exams

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RULE MAKING

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Contingency Plan Rules

- 3745-85-01 (Revised 12/23/2016)
- Revised to say 10 most likely circumstances instead of emergencies
- Procedures must include response and recovery activities such as sampling plans, treatment options and notification to the public and government agencies
- Identify sampling points that are accessible 24/7
- Systems with automation shall have plans to manually operate the system. Test plans monthly

Contingency Plan Rules

- Plans for auxiliary power. Exercised monthly.
- Discussion of alternative sources. Sources must have sufficient quantity and quality to support drinking water needs of the system
- Method for providing water within 24 hours if system cannot produce or distribute water
- List and contact info for consecutive systems.
- Annual exercise of responses to one or more circumstance identified in plan. Each circumstance should be exercised 1/5yrs

Contingency Plan Rules

- Must follow your contingency plan
- Immediately notify Ohio EPA contingency plan has been activated
- Director may require an after action report
- Supply the Agency emergency contact information at least 1/yr. Guarantee a response from a public water system representative w/in 30 minutes

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Keys in an Emergency

- Notify Ohio EPA ASAP !!!
- Follow contingency plan
- Provide water to critical populations
- To come of boil advisories take samples as soon as possible.
- If your lab is not open 24/7 find one that is.

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Rule Making

- 2017 All of the Operator Certification rules are due for review.

Rule Making (Continued)

- 2017 Proposals for change to the Current Operator Certification Rules.
  - Throughout the rules we will be referring to operators as “Professionals”
  - 3745-7-01 (Definitions)
    - Changes to the definition of operating experience
      - Moving laboratory, pretreatment and engineering components to experience which only counts for a maximum of 25% of the total operating experience requirement
      - Collection and Distribution experience moved to the same provision when an operator is applying for a Wastewater Treatment or Water Supply Certificate.

Rule Making (Continued)

- 3745-7-01 (Definitions)
  - Adding the definition of a “Week” – 7 day period beginning on Sunday and ending on Saturday
- 3745-7-02 (Certified professional operators required)
  - 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

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Rule Making (Continued)

- 3745-7-03 (Public water system classification and staffing requirements)
  - Remove provision allowing 12 months after a change in classification by the Director to obtain an appropriately certified operator
  - Distribution staffing -
    - Class 1 - Visit the system 3 days per week
    - Class 2 - Visit the system 5 days per week
  - Clarification of backup operator provisions for Class A and 1
  - Addition of a provision clarifying backup operators are responsible for violations that occur while they are staffing a plant

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Rule Making (Continued)

- 3745-7-04 (Treatment works and sewerage system classification and staffing requirements)
  - 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
  - Clarification of backup operator provisions for Class A and 1 facilities
  - Addition of a provision clarifying backup operators are responsible for violations that occur while they are staffing a plant

Rule Making (Continued)

- 3745-7-05 (Classification of professional operator certification)
  - Moved limited Class A description here
  - Adding a chart showing superseding certificates
- 3745-7-06 (Certification of professional operators)
  - Provide minor clarifications to some paragraphs
  - Add a deadline for submittal of the Class IV exam

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Rule Making (Continued)

- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified professional operator)
  - Operation and maintenance records must be maintained in hard bound books with consecutive page numbering or computer logs which automatically document the date, time and person making entry

Rule Making (Continued)

- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified professional operator)
  - 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. (Moved from 3745-7-05

Rule Making (Continued)

- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified professional operator)
  - Report minimum staffing times to the agency on a form approved by the Director

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Rule Making (Continued)

- 3745-7-15 (Expiration and renewal of professional operator certification)
  - Requirement for electronic submission of renewal applications beginning with certificates that expire December 31, 2018
  - Moving official due date for renewals to November 30 of the expiration year.
  - Reducing grace period from 1 year to 6 months.

Rule Making (Continued)

- 3745-7-15 (Expiration and renewal of professional operator certification)
  - Within 30 days of the effective date of the rule all training providers will be required to electronically submit attendance documentation
  - Clarification that training providers must notify Ohio EPA of each training session
  - Allowance for a third party course approval program
  - Penalty provisions for not following course approval requirements
  - Requirement to certify that you have taken Ohio EPA Operator Course

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Rule Making (Continued)

- 3745-7-21 (Contract Operator Rule)
  - Require registration for all contract operators and contract operation companies
  - Spell out requirements for contract operations companies
  - Provisions for preventing companies or operators from acting as contract operators

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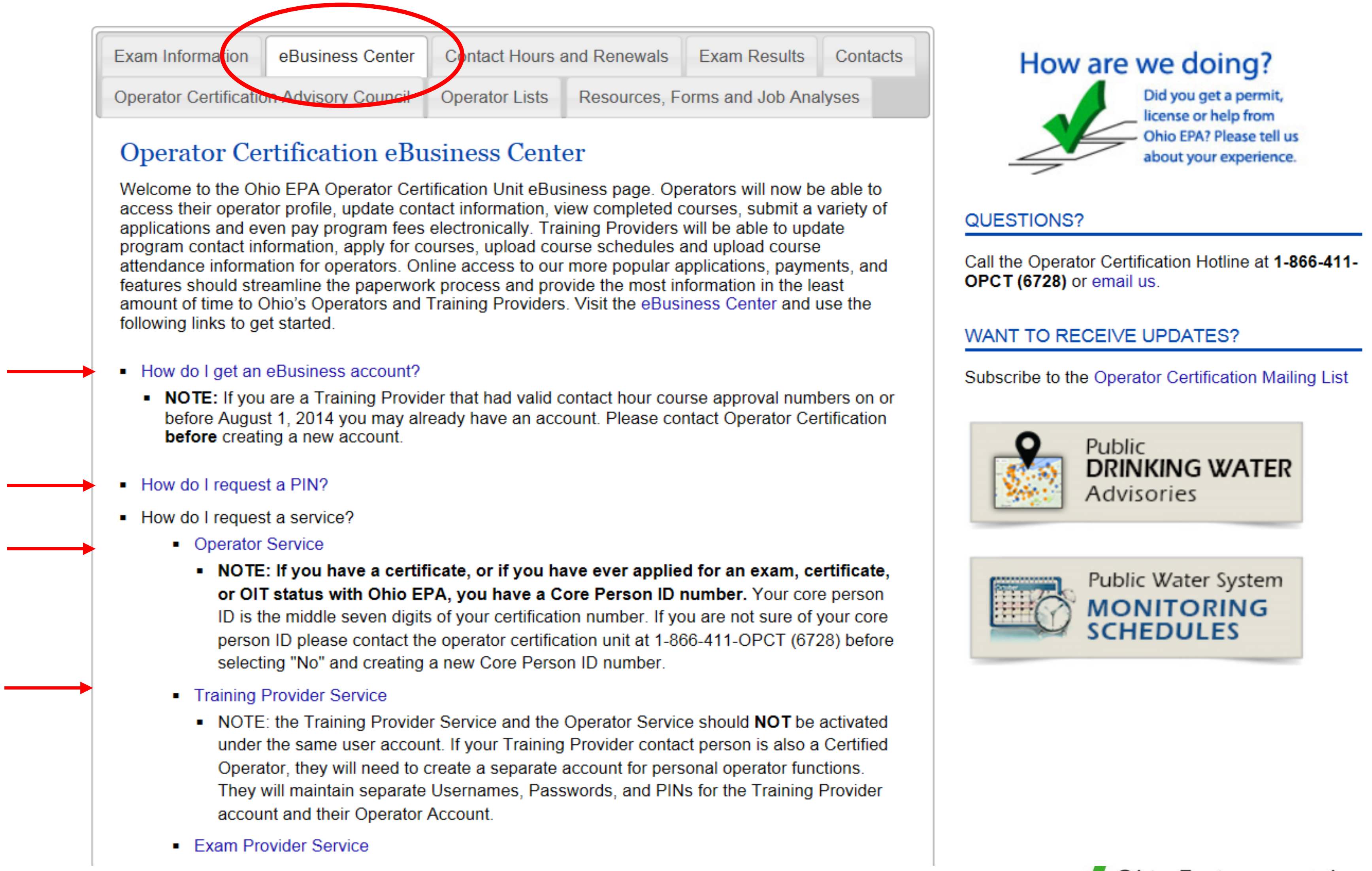
Rules

- Rules that are here to stay
  - Minimum staffing
  - Log book requirements – any operator of record or back up is required to keep operational records and follow all the requirements in 3745-7-09

eBusiness Center Instructions


Exam Information
eBusiness Center
Contact Hours and Renewals
Exam Results
Contacts
Operator Certification Advisory Council
Operator Lists
Resources, Forms and Job Analyses

Operator Certification eBusiness Center

Welcome to the Ohio EPA Operator Certification Unit eBusiness page. Operators will now be able to access their operator profile, update contact information, view completed courses, submit a variety of applications and even pay program fees electronically. Training Providers will be able to update program contact information, apply for courses, upload course schedules and upload course attendance information for operators. Online access to our more popular applications, payments, and features should streamline the paperwork process and provide the most information in the least amount of time to Ohio's Operators and Training Providers. Visit the eBusiness Center and use the following links to get started.

- How do I get an eBusiness account?
  - **NOTE:** If you are a Training Provider that had valid contact hour course approval numbers on or before August 1, 2014 you may already have an account. Please contact Operator Certification **before** creating a new account.
- How do I request a PIN?
- How do I request a service?
  - Operator Service
    - **NOTE: If you have a certificate, or if you have ever applied for an exam, certificate, or OIT status with Ohio EPA, you have a Core Person ID number.** Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728) before selecting "No" and creating a new Core Person ID number.
  - Training Provider Service
    - NOTE: the Training Provider Service and the Operator Service should **NOT** be activated under the same user account. If your Training Provider contact person is also a Certified Operator, they will need to create a separate account for personal operator functions. They will maintain separate Usernames, Passwords, and PINs for the Training Provider account and their Operator Account.
  - Exam Provider Service

How are we doing?
Did you get a permit, license or help from Ohio EPA? Please tell us about your experience.

QUESTIONS?

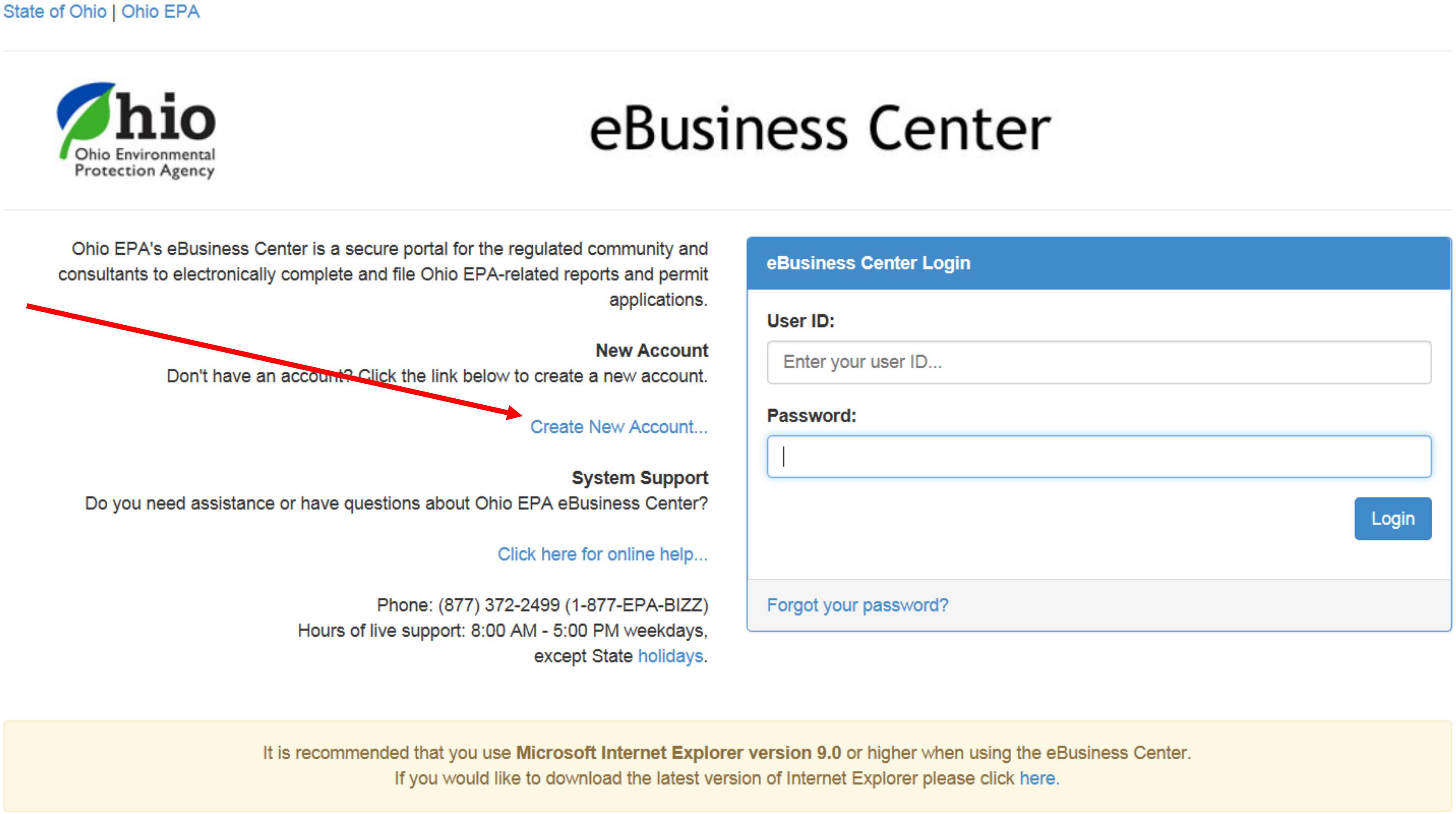
Call the Operator Certification Hotline at **1-866-411-OPCT (6728)** or email us.

WANT TO RECEIVE UPDATES?

Subscribe to the Operator Certification Mailing List

Public DRINKING WATER Advisories
Public Water System MONITORING SCHEDULES

eBusiness Center (eBiz)



State of Ohio | Ohio EPA

eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

New Account

Don't have an account? Click the link below to create a new account.

Create New Account...

System Support

Do you need assistance or have questions about Ohio EPA eBusiness Center?

Click here for online help...

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State holidays.

eBusiness Center Login

User ID:

Enter your user ID...

Password:

Forgot your password?

It is recommended that you use **Microsoft Internet Explorer version 9.0** or higher when using the eBusiness Center.
If you would like to download the latest version of Internet Explorer please click here.

eBusiness Center (eBiz)

- PIN = Personal Identification Number
- To get a PIN:
  - Submit an electronic request
  - Activate PIN on eBiz
- PIN is required to submit any application

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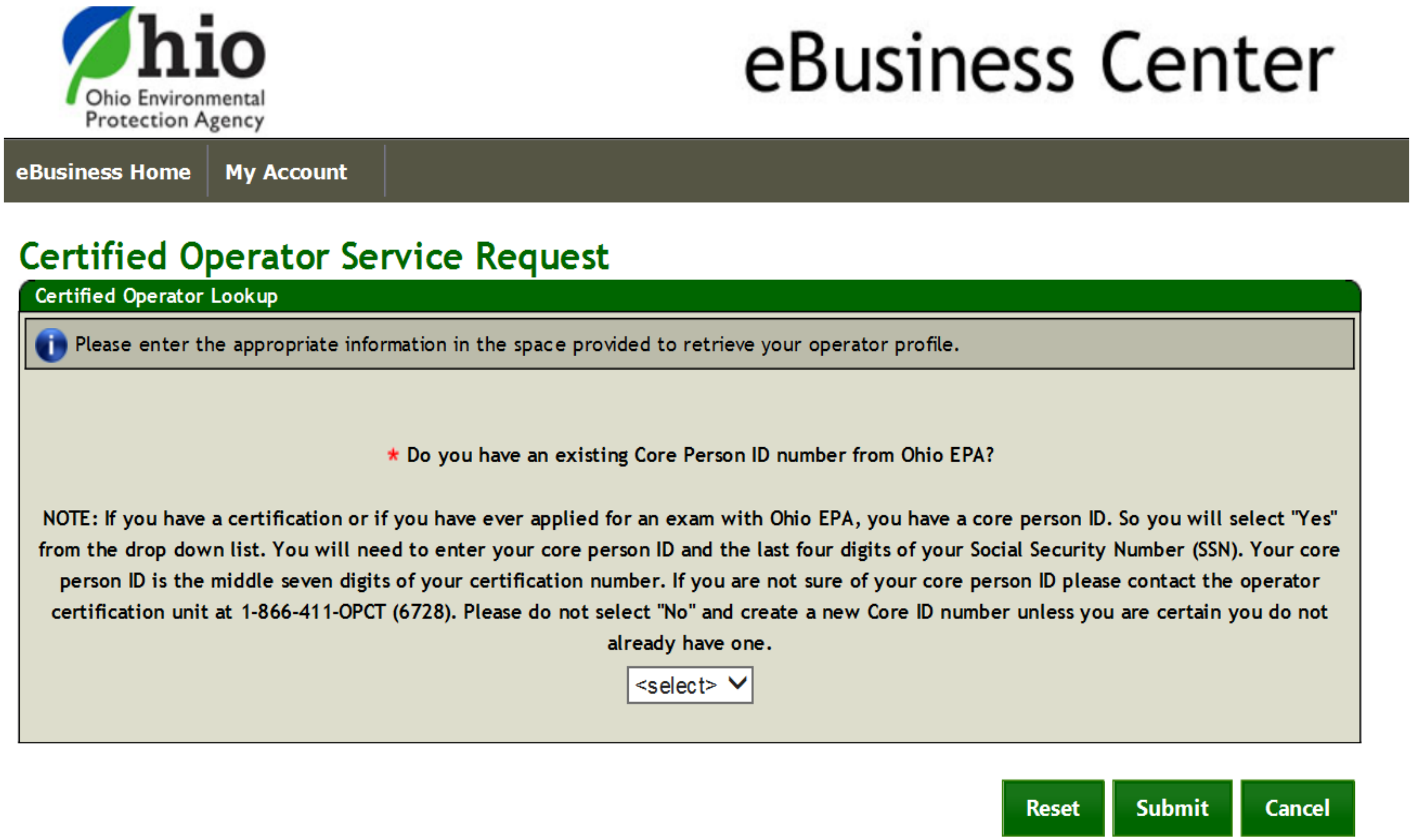
Very Important!


Ohio Environmental Protection Agency
eBusiness Center
eBusiness Home
My Account
Reset
Submit
Cancel

Certified Operator Service Request

Certified Operator Lookup

Please enter the appropriate information in the space provided to retrieve your operator profile.

* Do you have an existing Core Person ID number from Ohio EPA?

NOTE: If you have a certification or if you have ever applied for an exam with Ohio EPA, you have a core person ID. So you will select "Yes" from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728). Please do not select "No" and create a new Core ID number unless you are certain you do not already have one.

<select>

Core Person ID Numbers

- Core ID numbers are the middle 7 digits of an operators certificate number

Certificate #	Core Person ID
WS1-1234567-12	1234567

- Persons who do not have a certificate, may still have a Core Person ID.
  - If there is a question, please contact Ohio EPA.

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ELECTRONIC APPLICATIONS

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Renewal Applications

- Electronic Renewals become available on August 1st of the renewal year
- What courses are accessible on eBusiness?
  - Most courses are available
  - Most attendance is uploaded
  - Operators can upload their own course/contact hour information after August 1st of renewal year

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Renewal Applications

- FAQ
  - Do I need to submit both the paper application and an eBiz application?
  - Do I have to use eBiz to renew?
  - Why don't I see all my hours in my eBiz account?
  - Can I add contact hours to my list?
  - How do I add correspondence/internet course contact hours?
  - Will I be mailed a renewal card?
  - If I am audited, do I do anything different in eBiz?

Fee Payments

- What can you pay for on eBusiness right now?
  - Exams
  - Renewals
  - Reciprocity
  - Third Party Exam Certifications
- Payment Types
  - Credit Card, eChecks, Money Order/Paper Checks

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Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

http://www.epa.ohio.gov/ddagw/opcert.aspx

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QUESTIONS