

# OTCO Wastewater Workshop Operator Certification Update

April 4, 2018

Andrew Barienbrock

# What's New in Operator Certification?

- eBusiness Center
  - Using for certification applications (exam, 3<sup>rd</sup> 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

Andrew Barienbrock	Environmental Manager	
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
<i>Tanushree Courlas</i>	<i>Environmental Supervisor</i>	<i>Operator Certification</i>
Marissa Ganzfried	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

# Rule Making

- Division of Surface Water has changed the small systems general permits for facilities that meet certain criteria and are designed to handle <1,500 gallons per day
- 2017 All of the Operator Certification rules were due for review.

## Rule Making (Continued)

- 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
      - For applicants who solely have laboratory, pretreatment and engineering components to experience it will only count for a maximum of 25% of the total operating experience requirement. 1 year from date of rules.
      - 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

## 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
  - Waiver of daily visit requirement with continuous monitoring



## 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

## Rule Making (Continued)

- 3745-7-07 (**Professional** operator in training)
  - Clarify that OITs are not certified and cannot act as a **professional** operator of record
- 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

## Rule Making (Continued)

- 3745-7-13 (Reciprocity)
  - Fee clarification
- 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

## Rule Making (Continued)

- 3745-7-17 (**Professional** operator certification fees)
    - Clarification of fees for examination, certification, reciprocity and renewal
  - 3745-7-21 (Contract Operator Rule)
    - In development.
      - 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

# 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

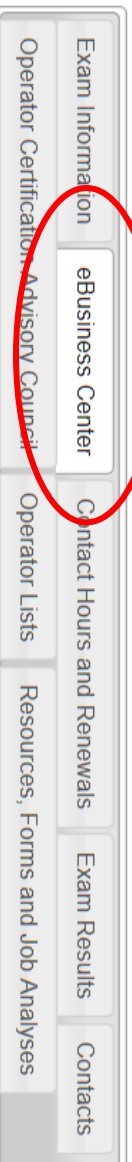


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# **EBUSINESS CENTER**



# eBusiness Center Instructions



## 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



### 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



# Renewal Applications

- Over 6,000 renewal applications were mailed out in September.
- Electronic Renewals become available on August 1<sup>st</sup> 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 1<sup>st</sup> of renewal year

# 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

# Contact Information

## **Toll Free Hotline**

**1-866-411-OPCT (6728)**

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

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# QUESTIONS