

# **Operator Certification** **“Are you prepared”**

## **39<sup>th</sup> Annual Water** **Distribution Workshop**

Andrew Barienbrock

# Certificate Renewal Information

- 2009 renewals
  - 5133 letters sent in August 2009  
(1550 processed)
  - O & M requirements (At least 50%)
  - Have you submitted your renewal forms?

# Renewal Information

- Audit documentation
- Deadline (November 30, 2009)
- DMA forms “Are you a terrorist?”

# Operator Responsibility

- Be Proactive
  - Maintain your contact hour records
  - Keep the Operator Certification Unit informed of address changes
  - Timeliness (1 year grace period – but can not act as operator in responsible charge!)

# 2009 Exam Schedule

Spring 2010	Fall 2010
Wastewater exam date: May 11, 2010	Wastewater exam date: November 3, 2010
Applications due: <b>February 10, 2010</b>	Applications due: <b>August 5, 2010</b>
Water exam date: May 12, 2010	Water exam date: November 4, 2010
Applications due: <b>February 11, 2010</b>	Applications due: <b>August 6, 2010</b>

# Exam Applications

- Problem areas
  - Inconsistent job information
  - Failure to include attachments
  - Failure to fill out boxes

**WDD**  
**Application for Water and Wastewater Certification**  
*DM Hope*

Failure to properly complete this application may be reason for disapproval.

EXAMINATION DATE: 5 / 14 / 08  
(Month) (Day) (Year)

**1. Biographical Information**

Social Security# or Core Person ID \_\_\_\_\_

\_\_\_\_\_  
(County)

**2. Examination Being Applied for**  
**Application Fee: \$45.00 (Non-refundable)**

	Circle Only One	
Water Supply	I	II
Water Distribution	I	II
Wastewater Treatment	I	II
Wastewater Collection	I	II

All statements in this application are made under oath and are subject to investigation by Ohio EPA. All applications and fees must be received by Ohio EPA 60 days before the examination. All checks and money orders must be made payable to Treasurer, State of Ohio. All fees are non-refundable. All applications shall be typed or printed legibly in ink and mailed to Ohio EPA, Office of Fiscal Administration, P.O. Box 1049, Columbus, Ohio 43216-1049. Failure to complete all sections may cause this application to be disapproved. Applicant's qualifications will be determined from this application. Failure to send this application to the address listed above will be reason for disapproval.

**FOR AGENCY USE ONLY** Postmark Date: 2-6-08

Check No. 139591 Check I.D. 439862  
 Check Date 2-6-08 Revenue I.D. \_\_\_\_\_  
 Date Received 2-11-08 Amount \$ 45.00  
 Needed \_\_\_\_\_ Accepted \_\_\_\_\_  
 Rejected \_\_\_\_\_  
 Total \_\_\_\_\_ **648561**

2008	Exam Dates	Application Deadline
Wastewater	May 13	February 13
Water	May 14	February 14
Wastewater	November 5	August 7
Water	November 8	August 8

**3. Education**

a) High School graduate or GED:  yes  no  
 b) College graduate:  yes  no  
 If no, number of years completed: \_\_\_\_\_  
 If yes,  BA  BS  Associate Degree  
 Major: \_\_\_\_\_  
 Name of College: \_\_\_\_\_  
**Attach copy of college transcript or diploma**

**4. Training**

A list of approved training courses which can be substituted for experience credit at the class II and III level can be found on the Examination Announcement.

Training will NOT be substituted for months of experience unless course completion certificate is attached.

**5. Background**

Have you ever been convicted of, or pled guilty to, a criminal charge of falsification, fraud or terrorism?  Yes  No  
 Have you ever had any Ohio operator certifications revoked or do you have a certification under suspension?  Yes  No  
 Have you had a certificate revoked or currently suspended in any other state?  Yes  No

**6. Valid Ohio Certificates You Currently Hold**

	Circle Correct Class			
Water Supply	I	II	III	IV
Water Distribution	I	II	III	IV
Wastewater Treatment	I	II	III	IV
Wastewater Collection	I	II	III	IV

2008 FEB 13 AM 11:21

RECEIVED  
 DDAGW

**Oath**

THIS APPLICATION WILL NOT BE ACCEPTED IF OATH IS OMITTED

I, the undersigned, do solemnly swear that I am the applicant; that all statements made and information contained in this application and attachments are full and correct to the best of my knowledge and belief; and that I understand any omissions or misrepresentations may result in ineligibility for the examination applied for or revocation of any certificate granted. I also consent to a thorough investigation of my employment record and other experience in related activities for the purpose of verification of my qualifications for the certificate for which I have applied, and I hereby authorize my present and previous employers to provide information concerning the employment record listed.

Signature of Applicant: *DM Hope*

All drinking water applications must include a completed Declaration of Material Assistance (DMA) form. Forms may be obtained on the operator certification Web site: <http://www.epa.state.oh.us/dlagw/opcert.html> or by calling 1-866-411-OPCT (6728). Failure to submit a completed DMA shall result in denial of the application.

**Supervisor Information (print)**

Current Supervisor: KATHY VAUGHN  
 Certification No.: 1009539  
 Title: WATER SUPERINTENDENT  
 Address: 37th DARROW RD STOW 44224  
 Bus. Phone: 330-689-2911

I certify that the statements on this application are true to the best of my knowledge and belief based on my supervision of the applicant.

Supervisor Signature: *Kathy Vaughn*

Date: 2-5-08

**Duties and Responsibilities**

Nan

at employment in detail, but ONLY the work which applies to the examination for which you are applying. Attach additional copies of this  
 Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and must be obtained at a public  
 • Failure to thoroughly describe water or wastewater duties may be reason for disapproval.

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 08 FEB 14 AM 11:50  
 WPA / WPA SECTION  
 DIVISION FISCAL SECTION

Current Employment Dates		Experience Time*	Percent of Time on Wastewater Duties	Percent of Time on Water Duties
From Month/Day/Year	To Month/Day/Year			
1/23/06	Present	2 Years 1 month		100%
Your Title	Employer Name		Employer Address	
	Public Water System ID# (if applicable)			
Duties				
Repair & Install WATER MAINS & MAINTAIN DISTRIBUTION SYSTEM				
Prior Employment Dates		Experience Time*	Percent of Time on Wastewater Duties	Percent of Time on Water Duties
From Month/Day/Year	To Month/Day/Year			
Your Title	Employer Name		Employer Address	
	Public Water System ID# (if applicable)			
Duties				

\* If you are a full-time employee, record time in months. If you are a part-time employee, record your experience time in hours.

WWS2

### Application for Water and Wastewater Certification

Failure to properly complete this application may be reason for disapproval.

EXAMINATION DATE: May 13 2008  
(Month) (Day) (Year)

Holmes  
(County)

#### 2. Examination Being Applied for Application Fee: \$45.00 (Non-refundable)

	Circle One	
Water Supply	I	II
Water Distribution	I	
Wastewater Treatment	II	III
Wastewater Collection	II	

All statements in this application are made under oath and are subject to investigation by Ohio EPA. All applications and fees must be received by Ohio EPA 90 days before the examination. All checks and money orders must be made payable to Treasurer, State of Ohio. All fees are non-refundable. All applications shall be typed or printed legibly in ink and mailed to Ohio EPA, Office of Fiscal Administration, P.O. Box 1049, Columbus, Ohio 43219-1049. Failure to complete all sections may cause this application to be disapproved. Applicant's qualifications will be determined from this application. Failure to send this application to the address listed above will be reason for disapproval.

FOR AGENCY USE ONLY Postmark Date: 2/12/08

Check No. 19209153 Check ID. 440803

Check Date: 2/12/08 Revenue ID:

Date Received: 2/15/08 Amount \$: 45.00

Needed \_\_\_\_\_ Accepted \_\_\_\_\_

Rejected \_\_\_\_\_

Total 648809

2008	Exam Dates	Application Deadline
Wastewater	May 13	February 13
Water	May 14	February 14
Wastewater	November 5	August 7
Water	November 6	August 8

#### 3. Education

a) High School graduate or GED:  Yes  No

b) College graduate:  Yes  No

If no, number of years completed: \_\_\_\_\_

If yes,  BA  BS  Associate Degree

Major: \_\_\_\_\_

Name of College: \_\_\_\_\_

Attach copy of college transcript or diploma

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#### 5. Background

Have you ever been convicted of, or pled guilty to, a criminal charge of falsification, fraud or terrorism?  Yes  No

Have you ever had any Ohio operator certifications revoked or do you have a certification under suspension?  Yes  No

Have you had a certificate revoked or currently suspended in any other state?  Yes  No

#### 6. Valid Ohio Certificates You Currently Hold

	Circle Correct Class			
Water Supply	I	II	III	IV
Water Distribution	I	II		
Wastewater Treatment	<input checked="" type="checkbox"/> I	II	III	IV
Wastewater Collection	I	II		

2008 FEB 13 AM 11:08

RECEIVED  
DDAGM

#### Oath

THIS APPLICATION WILL NOT BE ACCEPTED IF OATH IS OMITTED

I, the undersigned, do solemnly swear that I am the applicant; that all statements made and information contained in this application and attachments are full and correct to the best of my knowledge and belief; and that I understand any omissions or misrepresentations may result in ineligibility for the examination applied for or revocation of any certificate granted. I also consent to a thorough investigation of my employment record and other experience in related activities for the purpose of verification of my qualifications for the certificate for which I have applied, and I hereby authorize my present and previous employers to provide information concerning the employment record listed.

Signature of Applicant: Kenneth C. [Signature]

All drinking water applications must include a completed Declaration of Material Assistance (DMA) form. Forms may be obtained on the operator certification Web site: <http://www.epa.state.oh.us/ddagw/opcert.html> or by calling 1-888-411-OPCT (6728). Failure to submit a completed DMA shall result in denial of the application.

#### Supervisor Information (print)

Current Supervisor: \_\_\_\_\_

Certification No.: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_

I certify that the statements on this application are true to the best of my knowledge and belief based on my supervision of the applicant.

Supervisor Signature: [Signature]

Date: 2/12/08

# **Ohio's New Operator Certification Rules**

- Effective Date 12-21-2006

# Ohio's New Operator Certification Rules

- 3745-7-02 Certified operators required
  - Notification of changes in ORC must be reported to the director w/in 3 days.
  - Technical supervision provisions have been eliminated.

**Are you in  
compliance?**

# Minimum Staffing Requirement Implementation

- Water Supply –
  - July 1, 2009 or upon plan approval
- Wastewater Treatment –
  - Upon renewal of NPDES (December 21, 2008)

# Minimum staffing requirements

- Class A (no treatment) – 1 day per week for a minimum of 30 minutes per week.
- Class A – 2 days per week for a minimum of 1 hour per week
- Class I - 3 days per week for a minimum of 1.5 hours per week
- Class II – 5 days per week for a minimum of 20 hours per week
- Class III & IV – 5 days per week for a minimum of 40 hours per week

# Minimum Staffing Requirements

- Reductions to minimum staffing times available for Class II and above
  - Up to 30 consecutive days with an operator of 1 classification less than the facility (no notice required)
  - >30 consecutive days with Ohio EPA approval

# Record Keeping Requirements

- **3745-7-09 Recordkeeping requirements and responsibilities of a certified operator**
  - Owners and operators of record shall cause to be maintained operation and maintenance records.
  - Records Shall:
    - Be protected from the weather
    - Guarantee authenticity and accuracy
    - Be accessible onsite for 24 hour inspection by agency or emergency response personnel

# Record Keeping



# Record Keeping Requirements

- **3745-7-09 Recordkeeping requirements and responsibilities of a certified operator**
  - Records shall include:
    - Identification of the facility
    - Date and time of arrival and departure for the ORC and any other operator required by the rules
    - Specific O & M activities that affect quality or quantity
    - Results of tests performed and samples taken, unless documented on laboratory sheet
    - Performance of preventative maintenance and repairs or requests for repairs that affect quality or quantity
    - Identification of the persons making entry

# Why should I keep records?

- Documentation of quality
- Process Control
- Collect information that will be used in the design and/or expansion of the treatment facility
- Minimize liabilities and ensure regulatory sampling and reporting requirements are met

# Examples of information to include in records

- Equipment failure
- Main breaks/Sewer blockages
- Line breaks/depressurizations
- Equipment that has been rotated
- Change in alarm conditions
- Significant alarms
- Non-routine tasks
- Corrective maintenance
- Violations/Warning/Alarm conditions
- Process changes (intentional/unintentional)

**Becoming a  
certified operator  
is more than just a  
pay raise!**

# Ohio's New Operator Certification Rules

- **3745-7-09 Recordkeeping requirements and responsibilities of a certified operator**
  - Duties of a certified operator
    - Perform in a responsible and professional manner consistent with SOPs and BMPs
    - Operate and maintain so as not to endanger the health and safety of the employees, public and environment due to negligence or incompetence.
    - Report all instances of noncompliance with applicable regulations to the ORC or facility supervisor

# Ohio's New Operator Certification Rules

- **3745-7-09 Recordkeeping requirements and responsibilities of a certified operator**
  - Duties of an ORC:
    - Everything required of a certified operator.
    - Responsible and effective on site management and supervision of the technical operation
    - Immediately notifying the permittee or owner and ensuring the agency and any local regulatory agencies are notified of items that require notification in accordance with sections 6109 and 6111 of the ORC or the facility's NPDES permit

# Ohio's New Operator Certification Rules

- **3745-7-09 Recordkeeping requirements and responsibilities of a certified operator**
  - All operators should document their efforts to rectify problems that are within their area of responsibility, but beyond their ability to address (e.g. budgetary constraints)

# Ohio's Operator Certification Rules

- 3745-7-18 Conduct during the examination process “Cheater Rule”
  - (A) No person shall engage in conduct that subverts or attempts to subvert the application, examination, or review process. Any such action shall cause a person's scores to be withheld and declared invalid.

# Ohio's Operator Certification Rules

- Conduct that subverts or attempts to subvert:
  - Falsifying or submitting incorrect info on applications;
  - Reproducing or reconstructing the exams;
  - Communication with another examinee, copying answers, allowing answers to be copied
  - Possession of notes, written or printed materials or data of any kind

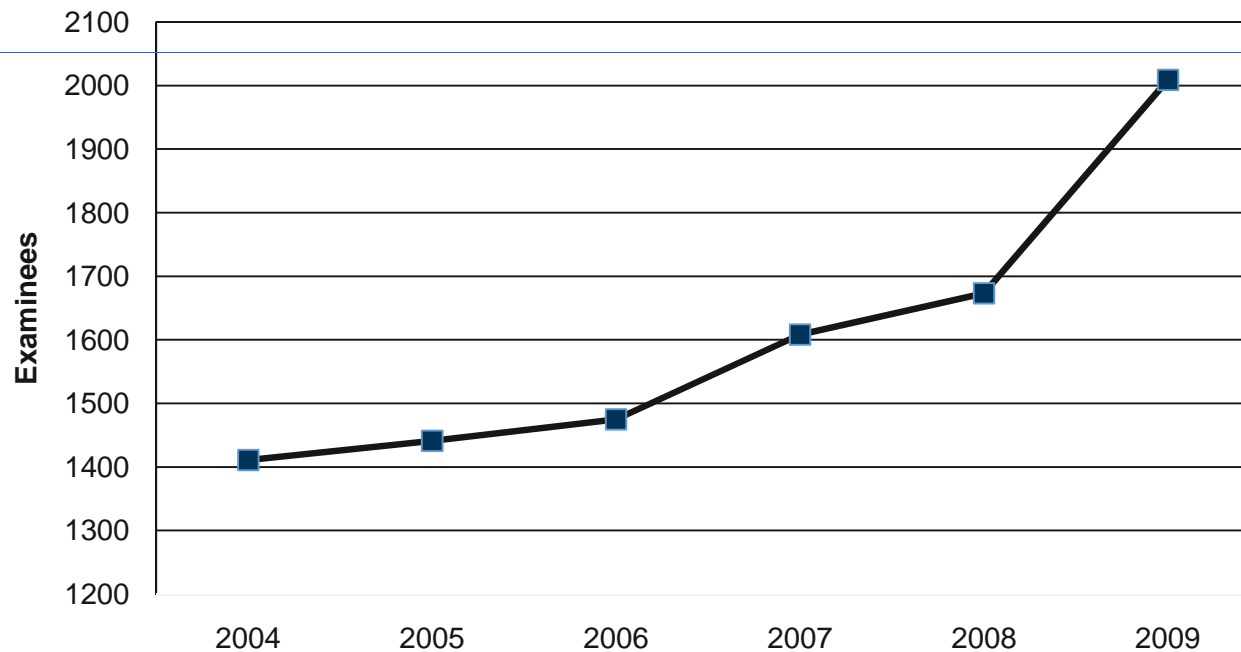
# What's New in Operator Certification?

- Job analyses on the web
- Contract Operators List
- Opcert list serve
  - [majordomo@lists.epa.state.oh.us](mailto:majordomo@lists.epa.state.oh.us)  
“Subscribe opcert”
- DDAGW Rules list serve
  - [majordomo@lists.epa.state.oh.us](mailto:majordomo@lists.epa.state.oh.us)  
“Subscribe dwrules”

# What's New in Operator Certification?

- 2009 people took exams in 2009
- Data since 2004

**Number of People Taking Certification Exams**



# What's New in Operator Certification?

- Researching a reduction to the amount of time for exams
- Ohio EPA will be offering **FREE** Class A, I and II Water Supply examinations beginning in 2010
- 5 year rule review

**WE NEED  
EXAM  
QUESTIONS!!!!**

# Enforcement

- Cases located on website
- Interesting Cases
- Criminal Implications

# Certification Exam Tips

- Pay exam fees on time
- Arrive slightly before the doors open
  - 9:30 Class II and III
  - 10:30 Class A, I, II
- Bring your exam admittance letter and a photo ID
- Make sure the spot you sit has an instruction sheet that matches the exam you intend to take
- Study

# Certification Exam Tips

- Use the information that is given to you (Need to Know Criteria, References, etc.)
- Include the units on every number you use in a math problem, cancel out the units as you go, make sure units left match the answer
- Use deductive reasoning when you guess

**Toll Free Hotline**

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

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

# Test your Knowledge

- A main break may cause loss of pressure in the distribution system, which may in turn result in:
  - A. Contamination of the system by backsiphonage
  - B. “Ice” formation in the pipes
  - C. Increase in chlorine residual
  - D. Water Hammer
  - E. A big #@\$ mess

# Test your Knowledge

- As a certified operator you are required to:
  - A. Follow SOPs and BMPs
  - B. Report noncompliance to the ORC or facility supervisor
  - C. Operate a facility so as not to endanger public health and the environment
  - D. All of the Above
  - E. None of the Above

# Test your Knowledge

- A person holding a certificate can have their certificate suspended or revoked for which of the following:
  - A. Recreating exam questions from memory
  - B. Discussing the content of exam questions with other potential candidates
  - C. Inflating the actual work experience on the application
  - D. Discussing the exam in the break area
  - E. All of the above

# Test your Knowledge

- What are the sources of Inflow?
  - A. Cracks in the line
  - B. Illicit connections
  - C. Surface drainage
  - D. All of the above
  - E. Both B and C

# Test your Knowledge

- In a distribution system, where a chlorine samples typically collected?
  - A. At points representative of the conditions within the system
  - B. Points that are uniformly distributed in the system
  - C. Wherever you want to
  - D. At the extremes of the system
  - E. At points throughout the system based on elevation

# Test your Knowledge

- What is pressure head caused by?
  - A. Water flow
  - B. Water pressure
  - C. Exam deadlines
  - D. Gauge pressure
  - E. Water elevation

# Test your Knowledge

- Why must extreme care be used when handling a rod or clearing tool?
  - A. Pathogenic material on the rod
  - B. The rod may be under tension and dangerous if it gets away from you
  - C. It could damage the line
  - D. The cost of replacing the tool
  - E. None of the above