

Operator Certification
“Are you prepared”

2009 OTCO Class III/IV
Workshop

Andrew Barienbrock

Certificate Renewal Information

- 2008 renewals
 - 3800 letters sent in August 2008
 - O & M requirements
 - 3269 renewal cards sent
 - Have you submitted your renewal forms?

Renewal Information

- Audit documentation
- Deadline
- 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: February 10, 2010	Applications due: August 5, 2010
Water exam date: May 12, 2010	Water exam date: November 4, 2010
Applications due: February 11, 2010	Applications due: August 6, 2010

Exam Applications

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

WDS
Application for Water and Wastewater Certification
DM Holt

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)

Water Supply	I	II	III
Water Distribution	I	<u>II</u>	III
Wastewater Treatment	I	II	III
Wastewater Collection	I	II	III

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. <u>139591</u>	Check I.D. <u>439862</u>
Check Date <u>2-6-08</u>	Revenue I.D. _____
Date Received <u>2-11-08</u>	Amount \$ <u>45.00</u>
Needed _____	Accepted _____
Rejected _____	
Total _____	<u>648561</u>

EPA 4220 (Rev. 9/07)

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

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 plead 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

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
 ODA&M

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 Holt*

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 1-800-411-OPCT (6726). Failure to submit a completed DMA shall result in denial of the application.

Supervisor Information (print)

Current Supervisor: KATHY VAUGHN
 Certification No.: 1007539
 Title: WATER SUPERINTENDENT
 Address: 3706 DARROW RD SOW 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

None

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

RECEIVED
08 FEB 14 AM 11:50
DEPA / BPA
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.

WW2

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
(Name)

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

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

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

Check No. 192071533 Check I.D. 440803

Check Date 2-12-08 Revenue I.D.

Date Received 2-15-08 Amount \$ 45.00

Needed _____ Accepted _____

Rejected _____

Total 648809

EPA 4220 (Rev. 9/07)

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5. Background

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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

	Class Control 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 11:08
RECEIVED DDAGH

Oath

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Signature of Applicant: Kenneth C. Mills

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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 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

**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

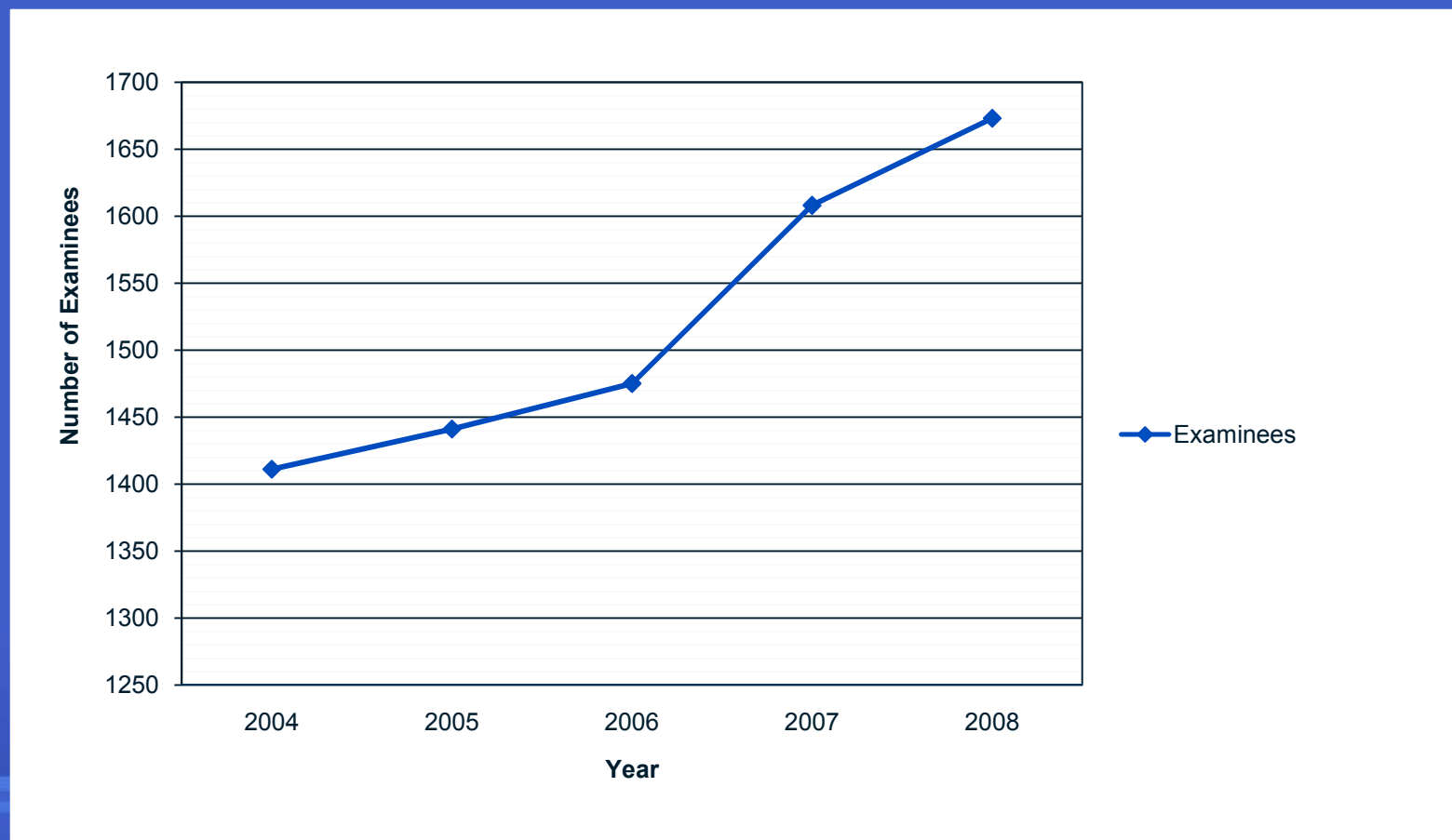
- Conduct that subverts or attempts to subvert:
 - Falsifying or submitting incorrect info on applications;
 - Reproducing or reconstructing the exams;
 - Communication with another examinee, copying answers, allowing answers to be copied
 - Possession of notes, written or printed materials or data of 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
“Subscribe opcert”
- DDAGW Rules list serve
 - majordomo@lists.epa.state.oh.us
“Subscribe dwrules”

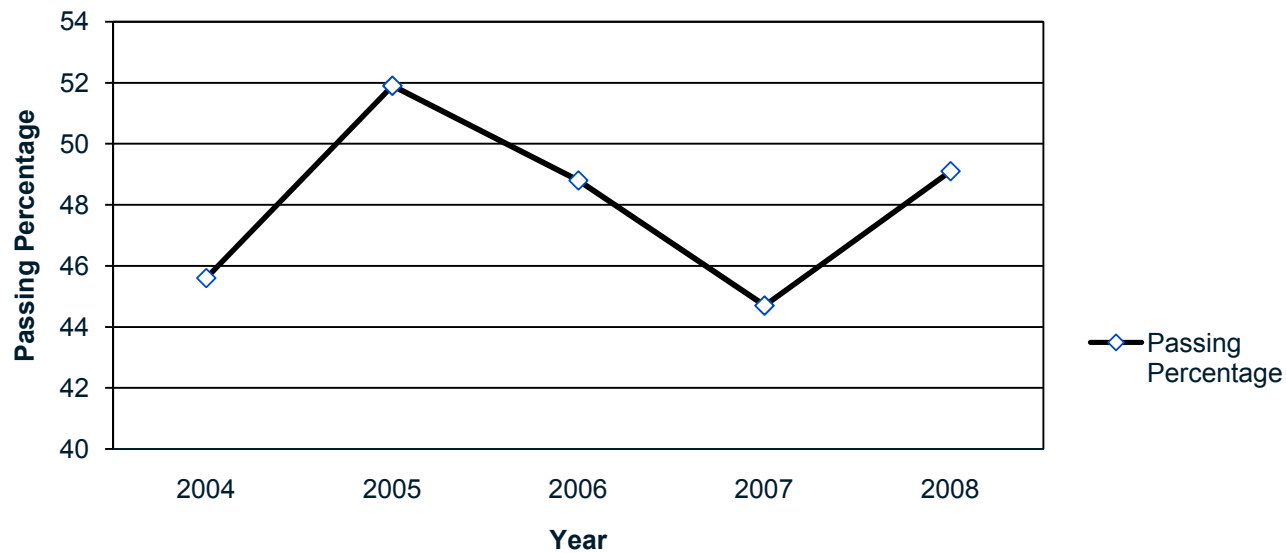
What's New in Operator Certification?

- 1673 people took exams in 2008
- Data since 2004



What's New in Operator Certification?

Passing Percentage



What's New in Operator Certification?

- Beginning in February 2010, all exam related fees will be collected at the application deadline
- Researching a reduction to the amount of time for exams
- Class A wastewater training and certification

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

Enforcement

- Cases located on website
- Interesting Cases
- Criminal Implications

Certification Exam Tips

- 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

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

Toll Free Hotline

1-866-411-OPCT (6728)

<http://www.epa.state.oh.us/ddagw/opcert.html>