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**STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL**

**REGULATIONS FOR LICENSING OPERATORS
OF WASTEWATER TREATMENT FACILITIES**

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WASTEWATER TREATMENT FACILITIES**

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Section 1 - Authority and Purpose

- 1.1 Authority - These regulations are adopted by the Secretary of the Department of Natural Resources and Environmental Control, under and pursuant to, the authorities set forth in 7 Del. C. Chapter 60, Section 6023.
- 1.2 Purpose - The purpose of these regulations is to protect the public health and to conserve and protect the water resources of the State; to provide for the classification of all public and private (including industrial) Wastewater Treatment Facilities; to require the examination of Wastewater Operators and licensing of their competency to operate, on-location, such facilities; to create a Board of Certification; and to provide for reciprocal licensing arrangements with other states.

Section 2 - Definitions

- 2.1 **ABC** - Means the Association of Boards of Certification which serves as an information center for certification activities; recommends minimum standards and guidelines for classification of Wastewater Treatment Facilities and certification of Wastewater Operators; aids in the establishment of reciprocity between state programs; and assists authorities in establishing new certification programs and updating existing ones.
- 2.2 **Board** - Means the Board of Certification for Wastewater Operators.
- 2.3 **Department** - Means the Department of Natural Resources and Environmental Control.
- 2.4 **DRC** – Means Direct Responsible Charge: on-location accountability for, and on-location performance of, active daily operation (including technical supervision, administrative supervision, or maintenance supervision) for a Wastewater Treatment Facility, an operating shift of a system or a facility, or a major segment of a system or facility.
- 2.5 **Multi-Plant Operator** – A licensed Wastewater Operator who operates more than one (1) Wastewater Treatment Facility as a regular or back-up operator.
- 2.056 **On-Site Wastewater Treatment and Disposal System** - Means a Wastewater Treatment Facility permitted under The Regulations Governing the Design, Installation, and Operation of On-site Wastewater Treatment and Disposal Systems.
- 2.067 **Operate** - Means the actions necessary for the effective performance of a Wastewater Treatment Facility or a major segment of a system or facility.

2.078 **Person** - Means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, municipality or any other political subdivision of this State, any interstate body, or any other legal entity.

2.09 **Publicly Owned Treatment Works (POTW)** – a sewage treatment plant that is owned, and usually operated by a government agency, and are usually designed to treat domestic sewage and not industrial wastewater.

2.0910 **Responsible Management Entity (RME)** - is a legal entity that contracts to maintain responsibility for managing and operating multiple Wastewater Treatment Facilities.

2.101089 **Secretary** - Means the Secretary of the Department of Natural Resources and Environmental Control or his/her duly authorized designee.

2.91+20 **Wastewater Treatment Facility (Facilities)** - Means the system of pipes, structures, equipment, or processes required to treat any wastewater, and dispose of the effluent; including the treatment, handling, and disposal of residuals and biosolids related thereto.

2.1023+ **Wastewater Operator** - Means an individual, who at a given time, through observation, interpretation, or decision, operates a Wastewater Treatment Facility or a segment of a system or facility.

Section 3 - Board of Certification for Wastewater Operators

3.1 The Board shall be appointed by the Secretary to advise and assist the Secretary in the administration of the certification program. The Board will consist of ~~three (3)~~ five (5) members with the Chairman being a non-Departmental member: One (1) member who is currently certified as a Wastewater Operator or who is eligible to be licensed under these regulations of an individual NPDES permitted point source discharge facility; one (1) member who is currently certified as a Wastewater Operator of a non-point source discharge facility (less than 50,000 gallons per day (gpd) permitted plant design); one (1) member representing the Department's Surface Water Discharges Section, who shall be responsible for maintaining records; one (1) member who is currently certified as a Wastewater Operator of an industrial, commercial or other non-POTW Publicly Owned Treatment Workstreatment facility; and one (1) member-at-large. Board members will serve The members of the Board shall serve at the discretion of the Secretary for three (3) year terms, which will be staggered so that the term of not more than ~~one (1)~~ two (2) members will expire in any single year.

3.2 The Board, with the consent of the Secretary, shall establish such procedures and guidelines as may be necessary for the administration of these regulations, and shall include at least the following provisions:

[a] procedures for examination of applicants and renewal of licenses

- [b] procedures for the suspension and revocation of licenses
- [c] guidelines for evaluating equivalency of training and examinations conducted by recognized agencies and institutions
- [d] guidelines for evaluating equivalency of other certification and/or licensing programs for the purpose of according reciprocal treatment
- [e] procedures for establishing regularly scheduled meetings
- [f] procedures for evaluating continuing education requirements, in accordance with Section 8.01(d)
- ~~[g] procedures for evaluating applications to operate more than one (1)~~

Wastewater Facility.

3.3 When taking action pursuant to these regulations, the Board may consider generally applicable criteria and guidelines developed by the ABC.

Section 4 - Licensing Requirements

- 4.1 Any Wastewater Treatment Facility (except those specifically exempted by the Department), whether publicly or privately owned, used or intended for use by the public or private persons, *shall* be under the supervision of a Wastewater Operator(s) in DRC, whose competency is licensed by the Secretary in a classification corresponding to, or higher than, the classification of the Wastewater Treatment Facility.
- 4.2 No person shall perform the duties of a Wastewater Operator without obtaining a Delaware Wastewater Operator's license.
- 4.3 Any Wastewater Treatment Facility (except those specifically exempted by the Department), whether publicly or privately owned, used or intended for use by the public or private persons, *shall* at all times have available, a Delaware licensed Wastewater Operator(s) capable of operating the Wastewater Treatment Facility.
- 4.4 ~~On or before January 31~~ In January (no later than January 31) of each year, any owner of a Wastewater Treatment Facility whether publicly or privately owned, used or intended for use by the public or private persons, *shall* register with the Department and list the type of facility, the average daily flow, and the name(s) of all Wastewater Operator(s) ~~in Direct Responsible Charge (DRC)~~ on a standard form provided by the Department (commonly known as a Section 4.04 Report). Any personnel changes involving the Wastewater Operator(s) ~~in Direct Responsible Charge (DRC)~~ shall be reported to the Department within 30 days after the change.
- 4.5 On-Site Wastewater Treatment and Disposal Systems with a design flow less than 2,500 gallons per day (gpd), are exempt from the provisions of these regulations. Other

Wastewater Treatment Facilities may be granted exemption by the Department under Section 5.02.

- 4.6 All persons must be operating (~~or have written offer of employment or have documented evidence of "Promise of Employment"~~) at a Wastewater Treatment Facility in Delaware, in order to be issued a Wastewater Operators license.

Section 5 - Classification of Wastewater Treatment Facilities

- 5.1 The Department shall classify Wastewater Treatment Facilities which discharge into other wastewater systems, or to receiving bodies of water, or on land surface or subsurface. The classification shall consider the skill, knowledge, and experience required of a Wastewater Operator; and shall be in accordance with the criteria hereby established.
- 5.2 Classification of Wastewater Treatment Facilities: Wastewater Treatment Facilities shall be classified in one (1) of four (4) classes. These classifications shall be made in accordance with the Point System established in accordance with the "Point Classification of Wastewater Treatment Facilities" (included as Table 1 of these regulations), and the range of points for each class of facility as shown below:

Class I	11 - 30 Points
Class II	31 - 55 Points
Class III	56 - 75 Points
Class IV	76 Points or greater

Wastewater Treatment Facilities other than those with On-Site Wastewater Treatment and Disposal Systems, scoring fifteen (15) points or less, shall be exempt from the requirements of Section 4.01 of these regulations, and the owner shall be so notified by the Department. Wastewater Treatment Facilities with On-Site Wastewater Treatment and Disposal Systems only, scoring ten (10) points or less, shall be exempt from the requirements of these regulations (unless otherwise required by the Department), and the owner shall be so notified by the Department.

- 5.3 Any Wastewater Treatment Facility may be classified in a ~~group~~class other than indicated by the general criteria after determination by the Secretary. The Secretary may consider special features of design, characteristics or conditions of flow, or use of the receiving waters or combination of such conditions. The owner of the Wastewater Treatment Facility shall be given due notice of the Secretary's tentative determinations, and any comments shall be considered before making the final determination.
- 5.4 The classification of any Wastewater Treatment Facility may be changed at the discretion of the Secretary by reason of changes in condition or circumstances on which the original classification was predicated. Due notice of any such change shall be given to the owner of the Wastewater Treatment Facility.

Section 6 – Wastewater Operator Qualifications and Classifications

- 6.1 Applicants for licensing shall be evaluated by the Board as to education, experience, and knowledge. Further, applicants may be required to give evidence of good character, dependability, interest in work, and other pertinent characteristics in relation to responsible operations. ~~Applicants must pass the required written examination~~Any person seeking a license under this Section shall submit a complete application to the Department, on a standard form provided by the Department, pay the non-refundable application fee and must have passed the required written examination within the previous three (3) years, unless the Board determines that an alternate examination format is necessary, or when applying for a “Temporary License”. Licenses issued pursuant to this Section are not transferrable and shall be issued for two (2) years.
- 6.2 Wastewater Operators - Four (4) Levels of Wastewater Operators are hereby established. The qualifications are intended to relate, as nearly as possible, to the corresponding classifications for Wastewater Treatment Facilities.

Level IV

- [1] A Bachelor’s Degree in science or engineering from an accredited college or university, or ~~or~~ equivalent credit hours in any other ~~a standard curriculum in~~ engineering or as otherwise approved by the Board, plus
- [2] Four (4) years of acceptable operating experience in Wastewater Treatment Facilities of Class III or higher; two (2) years of which must have been in a position of DRC.

Level III

- [1] An Associate’s Degree in science or engineering from an accredited college or university, or equivalent credit hours in any other ~~a standard curriculum as~~ approved by the Board, plus
- [2] Four (4) years of acceptable operating experience in Wastewater Treatment Facilities of Class II or higher; two (2) years of which must have been in a position of DRC.

Level II

- [1] High School Diploma or equivalent, plus
- [2] Three (3) years of acceptable operating experience in Wastewater Treatment Facilities of Class I or higher.

Level I

[1] High School Diploma or equivalent, plus

[2] One (1) year of acceptable operating experience.

6.032—In evaluating an applicant’s qualifications, the Board will be guided by the following:

[a] Experience requiring technical knowledge, and whether or not Direct Responsible Charge (DRC) was included. In large plants where responsibility is divided, operators of important divisions may be credited with having ~~Direct Responsible Charge~~DRC, as long as the DRC designation appears on the annual Section 4.04 submission.

[b] Experience, to be acceptable, must be the result of satisfactory accomplishment of work. Evaluation may be based on reports of the employers, or by state and local agencies having appropriate responsibilities for supervising systems and plants.

[c] Partial credit may be given for operating experience in maintenance, laboratories, or other work involving water or Wastewater Treatment Facilities.

[d] Where applicable, education may be substituted for a portion of operating experience requirements as specified below:

[i] Where education or training is substituted for operating experience, it shall not exceed an amount which would reduce the requirement of actual operating experience to less than one (1) year for ~~Class~~Level I, or less than two (2) years actual operating experience for ~~Classes~~Levels II, III, and IV.

[ii] Education applied to the operating experience requirement cannot also be applied to the education requirement.

[iii] ~~College level education, in engineering or allied subjects, or equivalent,~~ as approved by the Board, may be substituted on a year-for-year basis for operating experience (any Wastewater Treatment Facility Classification). College level education cannot be substituted for DRC experience at any level.

[iv] Specialized Wastewater Operator training courses, correspondence courses, seminars, workshops, etc., may be substituted for operating experience on a case-by-case basis; and the equivalency, will be determined by the Board.

[e] Where applicable, operating experience may be substituted for educational requirements as specified below:

[i] Operating experience applied to educational requirement may not also be applied to the operating experience requirement.

[ii] One (1) year of DRC operating experience may be substituted on a year-for-year basis for one (1) year of college level education.

[f] ~~Substitutions for formal education may be made as follows:~~

~~[i]—Specialized operator training courses, correspondence courses, seminars, workshops, etc., may be substituted for formal education on a case-by-case basis; and the equivalency will be determined by the Board.~~

~~[ii]—An acceptable High School Equivalency Certificate (GED), as approved by the Board, may be used to substitute for a High School Diploma.~~

[g] Additionally, the Board may be guided by special circumstances, if appropriate.

~~6.3 Wastewater Operators—Four (4) Classes/Levels of Wastewater Operators are hereby established. The qualifications are intended to relate, as nearly as possible, to the corresponding classifications for Wastewater Treatment Facilities.~~

~~**Class Level IV**~~

~~[1] A college Bachelor's Degree or completion of four (4) years equivalent credit hours in a standard curriculum in engineering or allied subjects as approved by the Board, plus~~

~~[2] Four (4) years of acceptable operating experience in Wastewater Treatment Facilities of Class III or higher; two (2) years of which must have been in a position of DRC.~~

~~**Class Level III**~~

~~[1] High School Diploma and two (2) years of approved college level education in engineering or allied subjects An Associate's Degree or equivalent credit hours in a standard curriculum as approved by the Board, plus~~

~~[2] Four (4) years of acceptable operating experience in Wastewater Treatment Facilities of Class II or higher; two (2) years of which must have been in a position of DRC.~~

~~**Class Level II**~~

~~[1]—High School Diploma, plus~~

~~[2]—Three (3) years of acceptable operating experience in Wastewater Treatment Facilities of Class I or higher.~~

ClassLevel I

[1] — ~~High School Diploma, plus~~

[2] — ~~One (1) year of acceptable operating experience.~~

- 6.4 Specialty License - where a Wastewater Treatment Facility is of a highly unusual character, requiring skills and techniques other than those indicated by the general criteria, the Board **may**, with the consent of the Secretary, provide a Specialty License to a Wastewater Operator. Such Specialty License shall only be valid for operating the specific Wastewater Treatment Facility for which it is issued. The requirements for a Specialty License shall be determined by the Board on a case-by-case basis.

Section 7 - Examination

- 7.1 The Board, or its authorized designee, shall prepare written examinations to be used in determining knowledge, ability, and judgment of the ~~operator~~ applicant. Any person wishing to take the examination shall submit a complete application to the Department, on standard form provided by the Department, and pay the non-refundable fee no later than 14 calendar days prior to the examination, or as provided by the Board of Certification.
- 7.2 Examinations shall be held at places and times as set by the Board, with a suitable method of advance announcement made by the Board. Examinations shall be conducted at least semi-annually.
- 7.3 Examinations shall be written, unless the Board determines that an alternate format is necessary. All examinations will be graded by the Board, or by others designated by the Board, and the applicant notified of the outcome. Examinations will not be returned to the applicant. However, a method will be provided to review the results with a member of the Board or its authorized designee on request by the applicant. Examination results are valid for three (3) years from the date of the examination.
- 7.4 Separate examinations shall be prepared to cover each ~~class~~ level of Wastewater Operator, as established in Section 6.03.
- 7.5 Any person who has failed the written examination for a particular Wastewater Operator ~~class~~ level on three (3) consecutive occasions shall then satisfactorily complete an approved educational examination review course prior to again being considered to take that particular ~~class~~ level of written examination.

Section 8 - Licensing

8.1 Issuance of a License

- [a] Upon satisfactory fulfillment of the requirements provided herein, and based on

the recommendation of the Board, the Secretary **may** issue a suitable license to the applicant. This license will indicate the classlevel for which the Wastewater Operator has qualified.

- [b] A license may be issued, without examination, in a comparable classification, to any person who holds a current valid certificate or license in any jurisdiction, if in the judgment of the Board, the requirements under which the person's certification or license was issued, are of a standard not lower than that specified by these regulations.
- [c] A license shall be renewable every two (2) years unless revoked for cause, replaced by one of a higher gradelevel, or invalidated under Subsection [d] below. Operator-In-Training and Temporary license renewals must be approved by the Board.
- [d] An applicant for a license renewal shall submit a complete application to the Department, on a standard form provided by the Department, pay the non-refundable application fee and provide with the renewal application, proof that the applicant has in the preceding two (2) years, attended or satisfactorily completed a minimum of twenty (20) hours of approved classroom, seminar, or workshop hours, relating training, of which; a minimum of ten (10) hours directly related to Wastewater Treatment Facility operations or maintenance, that are sponsored by recognized government, educational, or industrial groups, including equipment manufacturers and a maximum of ten (10) hours indirectly related training. Failure to do so shall be grounds for invalidation. This requirement applies to all Level licenses, including Operator-In-Training licenses and Temporary Licenses.
 - [i] The Board will maintain and make available a report of approved/denied continuing education training courses. Approved courses will be reflected as directly or indirectly related to Wastewater Treatment Facility operations or maintenance.
 - [ii] Duplication of directly related courses in consecutive renewal periods will be denied.
 - [iii] Hours for approved on-line courses will be given for actual time of courses as indicated on the certificate of completion.
 - [iv] Licensed Wastewater Operators who teach an approved continuing education training course will receive the advertised hours for the course.
- [e] A Wastewater Operator whose license is invalidated (per Subsection [d] above), may be re-issued a new license of like classification, provided that: appropriate proof of competency is presented to the Board. Successful completion of a written examination shall be required if the license has been invalidated for two

~~(2) or more years.~~

[i] Less than two (2) years from date of invalidation, the Wastewater Operator shall meet the requirements of Subsection [d] above with the addition of a non-refundable late fee, (the license shall be issued on the date of approval); or

[ii] Greater than two (2) years from date of invalidation, the Wastewater Operator shall show appropriate proof of competency (i.e. operating experience) by submitting a complete application to the Department, on a standard form provided by the Department, pay the non-refundable application fee and provide proof of successful completion of a written examination within the previous three (3) years.

[f] Operator-In-Training License - An applicant who desires to become licensed and does not meet the experience or educational requirements may, with the approval of the Board, receive an Operator-In-Training (OIT) license, pending fulfillment of these requirements, providing the appropriate examination has been successfully passed within the previous three (3) years. A holder of an OIT license **may, only with the recommendation of the Board**, be allowed to be in DRC (in accordance with Section 4.01) of a Wastewater Treatment Facility on a temporary basis, until the requirements are met; up to a maximum period of two (2) years.

[g] Emergency License – Based on the recommendation of the Board, the Secretary may issue an Emergency License ~~may be issued~~, when it is demonstrated to the satisfaction of the Secretary, that the owner is unable to hire a licensed Wastewater Operator in spite of good faith efforts. The applicant for an Emergency License shall meet specific requirements as set forth by the Board. Such licenses may be issued with special conditions or requirements deemed necessary to protect the public health and the water resources of the State. An Emergency License shall be valid only for that plant or system for a period of one (1) year, and may be renewed for a maximum of one (1) additional year, when extreme extenuating circumstances are shown and concurred with by the Board.

[h] Temporary Level I OIT License – Based on the recommendation of the Board, the Secretary may issue a Temporary License to an applicant who desires to become licensed and does not meet the experience or educational requirements, and has not successfully passed an appropriate examination within the previous three (3) years. Upon passing the examination, applicant is eligible for the appropriate Level I license. In order to be considered for a Temporary Level I OIT License, the applicant:

1. Must be employed (or have documented evidence of “Promise of Employment”) as a Wastewater Operator in Delaware.
2. Must, at all times, work only under the immediate direction of a

licensed/certified Delaware Wastewater Operator.

3. Must show enrollment in courses as approved by the board.
4. A Temporary Level I OIT License is valid for two years, and may only be extended with Board approval.

8.2 Suspension and Revocation of License - The Secretary may suspend or revoke the license of a Wastewater Operator, after considering the recommendation of the Board, when it is found that the Wastewater Operator has practiced fraud or deception; that reasonable care, judgment, or the application of knowledge or ability, was not used in the performance of the Wastewater Operator's duties; or that the Wastewater Operator is incompetent or unable to perform duties properly. The Board shall ~~act in accordance with the procedures established under Section 3.02[b] of these regulations, and shall hold a hearing before making its recommendations.~~

8.3 Additional Persons Licensed - The Secretary may determine, due to size of plant, shift operation, or other influencing factors, that more than one (1) Wastewater Operator shall be required to be in DRC at a given facility.

8.4 Additional Wastewater Treatment Facilities

[a] Application may be made to the Secretary to operate more than one (1) Wastewater Treatment Facility, and must include justification and capabilities. The Board will evaluate the application in accordance with the ~~procedures~~ Approval for a Wastewater Operator to Operate More Than One (1) Wastewater Treatment Facility established ~~under in Section 3.02[g]~~ Table 2 of these regulations.

[b] Any person considered in DRC of more than one (1) Wastewater Treatment Facility may be required to be licensed in a ~~classification~~ level higher than the classification of those facilities in the Wastewater Operator's charge. The ~~degree~~ level of the Wastewater Operator's ~~license classification~~ may be further increased depending upon the total number of facilities under the DRC of the Wastewater Operator. The Board will recommend, with the consent of the Secretary, the level of the Wastewater Operator's license ~~degree of classification~~ in accordance with these factors.

Section 9 - Fees

9.01 The fee schedule for Wastewater Operator applications, examinations, and licenses, shall be established by the General Assembly.

Section 10 - Prohibited Acts

10.01 It shall be unlawful:

[a] To operate any Wastewater Treatment Facility (except those exempted under provisions of these regulations) unless the person(s) in DRC is (are) duly licensed under the provisions of these regulations; and

[b] For any person to ~~routinely~~ perform the duties of a Wastewater Operator without being duly licensed under the provisions of these regulations.

Section 11 - Penalties

11.01 Any person who knowingly and willfully violates any provision of these regulations shall be subject to enforcement and penalties under 7 Del. C., Subsection ~~§~~ 6005.

Section 12 - Reciprocity

12.1 Certification or licensing of Wastewater Operators by any State, as determined by the Secretary, which accepts certifications made or certification requirements determined to be substantially equivalent to the requirements of these regulations or any rules promulgated hereunder, shall be recognized as valid and sufficient within the purview of these regulations.

12.2 In making determination pursuant to Subsection 12.01 of this section, the Secretary shall consult with the Board, and may consider any generally applicable criteria and guidelines developed by the ABC.

Section 13 - Repealer

13.01 The provisions of these regulations are intended to supersede existing regulations of this State insofar as they relate to the matters included in these regulations.

Section 14 - Severability

14.01 If any part of these regulations, or the application of any part thereof, is held invalid or unconstitutional, the application of such part to other persons or circumstances and the remainder of these regulations shall not be affected thereby, and shall be deemed valid and effective.

Section 15 - Department Contact Point

~~Division of Water Resources, Wastewater Board of Certification~~
Department of Natural Resources and Environmental Control
Division of Water
Board of Certification for Wastewater Operators
89 Kings Highway
Dover, DE 19901
Telephone: (302) 739-9946

TABLE 1
POINT CLASSIFICATION OF
WASTEWATER TREATMENT FACILITIES

Definitions:

Activated Sludge: ~~Wastewater treatment by aeration of suspended organisms, followed by clarification, including extended aeration~~ A secondary (biological) wastewater treatment process which utilizes micro-organisms suspended by aeration in an aerobic environment followed by clarification. Some common examples are: Conventional, Extended Aeration, Intermittent Cycle Extended Aeration System (ICEAS), Contact Stabilization, Oxidation Ditches, Sequential Batch Reactor (SBR), and Membrane Bioreactor (MBR), ~~and other similar processes. A Sequencing Batch Reactor, with the purpose of providing this form of treatment, would be rated under this category.~~

Aeration: The process of adding air to water. Air can be added to water by passing air through water or passing water through air.

Biological or Chemical/Biological Advanced Waste Treatment: The advanced treatment of wastewater for nutrient removal, including nitrification, denitrification, or phosphorus removal, utilizing biological or chemical processes or a combination thereof. If the Wastewater Treatment Facility is designed to nitrify based solely on detention time in an extended aeration system, only the points for nitrification by designed extended aeration, should be given.

Biological Nutrient Removal (BNR): The biological removal of nitrogen and phosphorus from wastewater.

Chemical Addition/Pretreatment: The addition of a chemical to wastewater, at an application point for the purposes of adjusting pH or alkalinity, improving solids removal, dechlorinating, removing odors, providing nutrients, or otherwise enhancing treatment, excluding chlorination for disinfection of effluent and the addition of enzymes or any process included in the Tertiary Chemical/Physical Processes. The capability to add a chemical at different application points for the same purpose, should be rated as one (1) application; the capability to add a chemical(s) to dual units, should be rated as one (1) application; and the capability to add a chemical at different application points for different purposes, should be rated as separate applications.

Chemical Pretreatment: ~~The addition of a chemical to wastewater, at an application point for the purposes of adjusting pH or alkalinity, improving solids removal, dechlorinating, removing odors, providing nutrients, or otherwise enhancing treatment, excluding chlorination for disinfection or effluent and the addition of enzymes or any process included in the Tertiary Chemical/Physical Processes. The capability to add a chemical at different application points for the same purpose, should be rated as one (1) application; the capability to add a chemical(s) to dual units, should be rated as one application; and the capability to add a chemical at different application points for different purposes, should be rated as separate applications.~~

Chemical/Physical Advanced Treatment Following Secondary Treatment: The use of chemical or physical advanced treatment processes following (or in conjunction with) a secondary treatment process. This would include processes such as carbon adsorption, air stripping, chemical coagulation, and precipitation, etc.

Chemical/Physical Advanced Treatment Without Secondary Treatment: The use of chemical or physical advanced treatment processes without the use of a secondary treatment process. This would include processes such as carbon adsorption, air stripping, chemical coagulation, and precipitation, etc.

Dissolved Air Flotation (DAF)/Dissolved Nitrogen Flotation (DNF): Process of solids removal where dissolved air is added to the clarifier treatment unit from the bottom of the basin, and the air raises suspended particles to the top of the water, where the particles are removed by skimming.

Dissolved Nitrogen Flotation (DNF): Same process as DAF. **Enhanced Nutrient Removal (ENR):** Refines the Biological Nutrient Removal (BNR) process and removes total nitrogen to levels as low as 3 mg/L and total phosphorus to 0.3 mg/L or less.

Filtration: The advanced treatment of wastewater for removal of solids by sand or other media or mixed media filtration.

Fixed-Film Reactor: Biofiltration by trickling filters or rotating biological contactors, followed by secondary clarification.

Land Treatment and Disposal (surface or subsurface): The ultimate treatment and disposal of the effluent onto the surface of the ground by rapid infiltration or rotary distributor or by spray irrigation. Subsurface treatment and disposal would be accomplished by infiltration gallery, injection, or gravity or pressurized drain field.

Mechanical Dewatering: The removal of water from sludge by any of the following processes, and including the addition of polymers, vacuum filtration; frame, belt or plate filter presses; centrifuge; or Rotary Press.; or dissolved air flotation.

Mechanical Post-Aeration: The introduction of air into the effluent by mechanical means such as diffused or mechanical aeration. Cascade aeration would not be assigned points.

Mechanical Thickening: To reduce the liquid content of the sludge by a thickening process and including the additional of polymers in any of the following common examples: Dissolved Air Flotation (DAF) or Gravity Belt Thickeners (GBT).

Membrane Bioreactor (MBR): A combination of two basic processes – biological degradation and membrane separation – into a single process where suspended solids and microorganisms responsible for biodegradation are separated from the treated water by membrane filtration unit.

Odor Control: Specific devices for reducing odors. Does not include “masking” devices.

Oil and Water Separator: Specific devices for the separation of oil from wastewater.

~~**Operator in Direct Responsible Charge:** Means on location accountability for, and on site performance of, active daily operation (including Technical Supervision, Administrative Supervision or Maintenance Supervision) for a Wastewater Facility, an operating shift of a system or facility, or a major segment of a system or facility.~~

P.F.R.P.: Processes to “further” reduce pathogens in bioresiduals, prior to further use. Now currently known as Class A sludge which limits coliform bacteria to a single count of less than one (1) thousand per gram by analysis.

P.S.R.P. : Processes to “significantly” reduce pathogens in bioresiduals, prior to further use. Now currently known as Class B sludge which limits coliform bacteria to an average count of less than two (2) million per gram by analysis.

pH Adjustment: The alteration of the pH of the raw wastewater or pre-finished wastewater by mechanical or chemical procedures, to enhance the performance of the treatment process.

Population Equivalent (P.E.): Means the population computed by relating the total daily weight (W lbs.) of Biochemical Oxygen Demand (BOD) to the daily per capita BOD of 0.17 lb. as shown below:

$$P.E. = \frac{W/0.17}{10,000 \text{ (per capita)}}$$

Rapid Infiltration Basins (RIBs): A shallow artificial pond that is designed to infiltrate treated wastewater through permeable soils into the groundwater aquifer.

Reverse Osmosis (R.O.): Passage of wastewater from a concentrated solution through a semipermeable membrane, to finished water with the application of pressure.

SCADA Instrumentation: The Supervisory Control and Data Acquisition system is a computer-based system that monitors and controls remote wastewater facility sites. A SCADA master control is typically located in a dedicated control center or treatment plant control room. Remote sites are equipped with remote terminal units to gather information and issue controls from the master station.

Secondary Treatment: A type of biological treatment of wastewater followed by secondary clarifiers.

~~**Sequential Batch Reactor (S.B.R.):** A process of enhanced biological treatment which also removes both nitrogen and phosphorus.~~
An activated sludge treatment process that takes place in a single vessel, cycling through stages FILL, REACT (aeration), SETTLE (clarification), DECANT, and IDLE.

Solids Composting: ~~Mixing of sludge with decaying organic material for eventual use as a fertilizer.~~ Biosolids treatment process whereby solids are combined with other organic matter and operated to promote thermophilic decomposition of wastes which may then be used as a soil conditioner or fertilizer.

Solids Stabilization: The processes to oxidize or reduce the organic matter in the sludge, to a more stable form. These processes reduce pathogens or reduce the volatile organic chemicals, and thereby reduce the potential for odor. These processes would include lime (or similar) treatment and thermal conditioning. ~~Other stabilization processes such as aerobic or anaerobic digestion and composting are listed individually.~~

Spray Irrigation: A method for disposing of treated wastewater by spraying it on the land surface.

Subsurface Disposal: See definition for **Land Treatment and Disposal (surface or subsurface)** above.

Tertiary Treatment: Those processes commonly used after secondary treatment to meet water reuse requirements.

Facility: _____ Date: _____

Address: _____ Classifier: _____

Permit No. _____ Facility Representative: _____

POINT SYSTEM CLASSIFICATION OF WASTEWATER TREATMENT FACILITIES (Assign points for every item that applies)			
ITEM		PTS	PTS
SIZE		2 point minimum to 20 point maximum	
Maximum Population Equivalent (P.E.) served, peak (lbs. BOD) day, per 10,000 P.E. or part	$P.E. = \frac{W}{0.17 \times 10,000}$ (per capita)	Per. Calc.	
Design daily flow or peak month's daily <u>average</u> flow, whichever is larger, per MGD or part		Per. Calc.	<u>Permit</u>
EFFLUENT DISCHARGE			
Receiving Stream Sensitivity			
Slight – “Effluent Limited Segment” in USA EPA Terminology; Secondary Treatment is adequate		2	
Moderate – More than Secondary Treatment is required		4	
Extreme – “Water Quality Limited Segment” in USA EPA Terminology; stream conditions are critical, and a very high degree of treatment is required		6	
Discharge into Treatment System		1	
Land Treatment			
<u>Spray/Rotary Irrigation</u>			
<u>Unlimited Public Access</u>		<u>2</u>	
1 - 50,000 gallons per day		<u>4</u>	
50,001 - 250,000 gallons per day		<u>6</u>	
250,001 or greater gallons per day		<u>8</u>	
Rapid Infiltration <u>Basins (RIBs)</u>		<u>4</u>	
Subsurface Disposal		4	
VARIATION IN RAW WASTE		0 point minimum to 6 point maximum	
Variations do not exceed those normally or typically expected from the design parameters		0	
Variations of 100% to 200% in strength and/or flow		2	
Variations of more than 200% in strength and/or flow		4	
Raw wastes subject to toxicity		6	
Impact of septage or truck-hauled waste		0 point minimum to 4 point maximum	
No septage received		0	
Less than one half of one percent (<0.5%) of the design flow		2	

Equal to or greater than one half of one percent ($\geq 0.5\%$) of the design flow	4	
POINT SYSTEM CLASSIFICATION OF WASTEWATER TREATMENT FACILITIES (Assign points for every item that applies)		
ITEM	PTS	PTS
PRETREATMENT (COLLECTION SYSTEM)		
Preaeration	3	
*Chemical Addition (pre-chlorination, pH, peroxide, permanganate, enzymes, etc.)	3	
Collection System (screens and/or comminution, pump and/or lift stations)	3	
PRELIMINARY TREATMENT		
Plant Pumping of Main Flow Maximum of 3 points for an entire Wastewater Treatment Facility	3	
Oil & Grease Removal (trap or skimmer)	3	
Screening	3	
Comminution	3	
Grit Removal	3	
Septage Receiving Station	3	
Equalization with or without aeration	3	
*Chemical Addition	3	
PRIMARY TREATMENT		
Settling Basin, Tanks or Lagoons	5	
Primary Clarifier(s)	5	
Combined Sedimentation and/or Digestion	5	
Oil and Water Separator	4	
<u>Dissolved Air Flotation (DAF) Units</u>	8	
<u>Dissolved Nitrogen Flotation (DNF) Units</u>	8	
*Chemical Addition	3	
SECONDARY TREATMENT		
Fixed Film with Secondary Clarifiers	10	
<u>Activated Sludge Processes: Conventional Activated Sludge, Extended Aeration, Contact Stabilization, Oxidation, Ditches, SBRs, MBRs or equivalent with Secondary Clarification</u>	15	
<u>Biological Nutrient Removal (BNR) or Enhanced Nutrient Removal (ENR) or equivalent</u>	5	
Stabilization Ponds without Aeration	5	

Aerated Lagoon or Tanks	8	
POINT SYSTEM CLASSIFICATION OF WASTEWATER TREATMENT FACILITIES <i>(Assign points for every item that applies)</i>		
ITEM	PTS	PTS
SECONDARY TREATMENT (continued)		
Artificial Wetlands	5	
Recirculating Filter	4	
*Chemical Addition	3	
TERTIARY/ADDITIONAL TREATMENT		
Polishing Ponds	2	
Chemical/Physical without Secondary Treatment	10	
Physical – following Secondary Treatment (i.e., sand filters, microscreens, etc. <u>or other media or mixed media filtration, etc.</u>)	6	
Carbon Filtration	4	
Cartridge Filtration	2	
Dissolved Air Flotation (DAF)	8	
Biological or Chemical/Biological (including artificial wetland)	10	
Ion Exchange	10	
Reverse Osmosis	15	
Carbon Regeneration	4	
Air/Steam Stripping	3	
Oil and Water Separator	5	
Odor Control	3	
Post Aeration	2	
*Chemical Addition	3	
SOLIDS HANDLING		
Aerated Solids Holding Tank	3	
Non-aerated Solids Holding Tank	1	
Thickening by Settling Methods	3	
Thickening by Mechanical Methods	5	
Mechanical Dewatering	8	
Anaerobic Digestion	10	

Aerobic Digestion	6	
POINT SYSTEM CLASSIFICATION OF WASTEWATER TREATMENT FACILITIES <i>(Assign points for every item that applies)</i>		
ITEM	PTS	PTS
SOLIDS HANDLING (continued)		
Biosolids Drying Beds	4	
Evaporative Drying	2	
Solids Reduction (incineration, wet oxidation)	12	
Landfilling of Biosolids on Permittee Property	3	
Land Application by Plant Personnel	8	
P.S.R.P. (Alkaline Stabilization, Composting, Other)	6	
P.F.R.P. (Alkaline Stabilization, Composting, Other)	10	
Reed Beds	2	
*Chemical Addition	3	
DISINFECTION		
<i>Chlorination</i>		
Gas	5	
Liquid	3	
Ultraviolet Disinfection	3	
Ozone Disinfection	8	
<i>Dechlorination</i>		
Gas	5	
Liquid	3	
Aeration	3	
LABORATORY CONTROL BY PLANT PERSONNEL 0 point min. to 15 point maximum		
Assign one point for each test done (permit required test only)	1 ea.	
INSTRUMENTATION 0 point minimum to 6 point maximum		
The use of SCADA or similar instrumentation systems to provide data with no process operation	0	
The use of SCADA or similar instrumentation systems to provide data with limited process operation	2	
The use of SCADA or similar instrumentation systems to provide data with moderate process operation	4	
The use of SCADA or similar instrumentation systems to provide data with extensive or total process operation	6	

POINT SYSTEM CLASSIFICATION OF WASTEWATER TREATMENT FACILITIES
 (Assign points for every item that applies)

TOTAL NUMBER OF POINTS	
CLASSIFICATION	
Class I (11 - 30 points)	
Class II (31 - 55 points)	
Class III (56 - 75 points)	
Class IV (76 points or greater)	
<i>Unless otherwise required by permit or regulations</i>	

***Chemical Addition – maximum of nine (9) points for an entire Wastewater Treatment Facility.**

Notes: _____

WASTEWATER TREATMENT FACILITY DIAGRAM

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TABLE 2
APPROVAL FOR A WASTEWATER OPERATOR TO
OPERATE MORE THAN ONE (1) WASTEWATER TREATMENT FACILITY

Section 1 - Basic Concept

Operation of a Wastewater Treatment Facility is intimately connected to the protection of the environment and therefore such operation requires training, experience, and a degree of commitment and care by the Wastewater Operator.

Performing the functions of a Wastewater Operator is not a custodial function, but is a professional activity that requires planning, scheduling and active intervention by the Wastewater Operator.

Section 2 – Wastewater Operator Eligibility

To be approved to operate more than one (1) Wastewater Treatment Facility, a regular or backup Wastewater Operator must meet the following requirements:

1. The Wastewater Operator shall have a minimum of a ~~Class~~Level II license and shall be ~~properly~~-licensed for the highest class of Wastewater Treatment Facility being operated. Special circumstances will be considered by the Board. Note: A Level I operator may be approved to operate more than one treatment facility, however, this applies only to additional facilities that are Type E (septic tanks only).
2. The existing Wastewater Treatment Facility being operated by the Wastewater Operator shall show no violations (that are within the Wastewater Operator's control) of the same effluent parameter for more than two (2) consecutive months ~~that are not beyond the operator's control~~ before the Board will consider the Wastewater Operator's written request to operate more than one (1) Wastewater Treatment Facility.
3. If the Wastewater Operator is ~~permanently~~-employed full-time ~~by others~~, then the Wastewater Operator shall provide a letter (on company letterhead) from the ~~permanent~~full-time employer stating the Wastewater Operator can maintain the Wastewater Treatment Facilities and be immediately available during normal working hours of the ~~permanent~~full-time employer to answer and immediately respond to emergency calls at the Wastewater Treatment Facilities being operated. The letter shall also state that the ~~permanent~~full-time employer will notify the Department in writing within five (5) calendar days if this ~~internal~~ policy approval changes.

Section 3 - Limitations

1. A Wastewater Operator may serve as a regular and/or backup Wastewater Operator in Direct Responsible Charge (DRC) of a combination of Wastewater Treatment Facilities in accordance with the following table. A Wastewater Operator may be approved to operate in DRC any combination of Wastewater Treatment Facilities provided that the total accumulation of regular points from the table below does not exceed 25 regular points. A Wastewater Operator may serve as a backup Wastewater Operator at Wastewater Treatment Facilities other than the ones currently operated provided the total accumulation of backup points from the table below does not exceed 20 backup points. Special circumstances will be considered by the Board.

WASTEWATER		
Type	Points, Regulator Wastewater Operator	Points, Backup Wastewater Operator
A	<u>20-15</u>	<u>10-8</u>
B	10	5
C	5	3
D	3	2
E	2	1

Where the type of Wastewater Treatment Facility is determined by permitted plant design average flow as shown in the following table:

TYPES OF WASTEWATER TREATMENT FACILITIES BY PERMITTED PLANT DESIGN AVERAGE FLOW	
Types	Design Average Flow
A	Greater than 500,000 Gals/Day
B	200,001 – 500,000 Gals/Day
C	50,000 – 200,000 Gals/Day
D	<50,000 Gals/Day
E ***	<50,000 Gals/Day
<i>***Limited to basic, conventional type on-site wastewater treatment and disposal systems utilizing a septic tank as the primary treatment process. Does not include any "enhanced" conventional septic tank systems.</i>	

2. The Wastewater Operator's authority to operate more than one (1) Wastewater Treatment Facility may be immediately revoked by the Department if:
 - a) It is found that the Wastewater Operator has practiced fraud or deception;
or
 - b) That reasonable care, judgment, or the application of knowledge or ability was not used in the performance of the Wastewater Operator's duties; **or**
 - c) That the Wastewater Operator is incompetent or unable to perform duties properly; **or**

- d) If Discharge Monitoring Reports (DMRs) for any one (1) specific Wastewater Treatment Facility being operated show violations of the same effluent parameter for more than two (2) consecutive months that are ~~not~~ beyond within the Wastewater Operator's control.

The Wastewater Operator may recommend, for the Department's consideration, which one (1) of the Wastewater Treatment Facilities the Wastewater Operator would prefer to continue to operate, if approved.

~~3. Prior to consideration of multi-plant operations, the owner(s) of the facility shall have submitted to DNREC a plan for the operation of the facilities, including provision for: employment of needed staff; receipt of information; transmission to staff of operational direction; and review, approval and submittal of plans.~~

4.3. The Wastewater Operator shall submit ~~the normal~~ schedule for operating and maintaining all Wastewater Treatment Facilities. A minimum of two (2) Wastewater Treatment Facility operation and maintenance visits per calendar week is required for the simplest of Wastewater Treatment Facilities, [except as noted in the table below]. More frequent visits may be required depending upon the operational complexity of each Wastewater Treatment Facility. In submitting the schedule, the Wastewater Operator shall note thereon that the Department shall be notified in writing with an amended schedule within five (5) calendar days of any change to the original or previously approved schedule. Failure to do so may result in revocation of the Wastewater Operator's privilege to operate more than one (1) Wastewater Treatment Facility.

The Wastewater Operator in DRC charge ~~should~~ shall visit each Wastewater Treatment Facility for which he/she is responsible at least as frequently as shown on the following table:

ALL WASTEWATER TREATMENT FACILITY TYPES	
Types	Minimum Frequency
A	Daily
B	Daily
C	Three Times Per Week
D	Two Times Per Week
E ***	One Time Every Two Weeks
<i>***Limited to basic, conventional type on-site wastewater treatment and disposal systems utilizing a septic tank as the primary treatment process. Does not include any "enhanced" conventional septic tank systems.</i>	

5.4. The regular Wastewater Operator or, in his/her absence the backup Wastewater Operator, shall be on 24-hour call and shall be able to respond to any Wastewater Treatment Facility being operated and arrive at the Wastewater Treatment Facility within 60 minutes after receiving notification, whether during emergencies or normally scheduled operations and shall have a communication system which will

provide for contact with the Wastewater Operator(s) during both working and off-duty hours. This communication system may be as fundamental as a list of telephone numbers where the Wastewater Operator(s) can most likely be reached during routine daily activities.

- 6.5. A schedule of routine visits to each Wastewater Treatment Facility, for which a Wastewater Operator is responsible, must be submitted with the request for approval to operate more than one (1) Wastewater Treatment Facility. The schedule should be updated if significant changes occur. Copies of the schedule shall be provided to the designated backup Wastewater Operator for each facility and shall be posted at each facility for which the Wastewater Operator is responsible.
6. The regular Wastewater Operator shall assure that the backup Wastewater Operator is available to assume responsibility for the operation of each facility when the regular Wastewater Operator is not available. The backup Wastewater Operator shall meet the requirements of a regular Wastewater Operator during such period of service.
7. Wastewater Operators (not associated with an RME) must complete the following: **Approval for a Wastewater Operator to Operate More Than One (1) Wastewater Treatment Facility – Wastewater Operators Not Associated with a Responsible Management Entity (RME).**
8. Authorization for the Wastewater Operator to be responsible for the operation of the Wastewater Treatment Facilities listed will be granted, upon approval of the Department in the form of an authorization letter.
9. Upon receiving official authorization, the Wastewater Operator must post a copy of the authorization letter, along with a copy of his/her certificate, at each Wastewater Treatment Facility listed on the form.

Section 4 - Requirements/Exceptions for Responsible Management Entities (RME):

RME is a legal entity that contracts to maintain responsibility for managing and operating multiple Wastewater Treatment Facilities, and shall be guided by all of the requirements of this ~~policy~~regulation, with the following additional requirements and/or exceptions:

1. An RME is defined as any legal entity (ie: company, corporation, partnership, etc.), consisting of six (6) or more employees, that is responsible for providing various management and operating services with the requisite managerial, financial, and technical capacity to ensure the long-term management of multiple Wastewater Treatment Facilities in accordance with all applicable regulations and performance requirements.

2. Any Wastewater Treatment Facility being managed and operated by an RME will continue to be required to send in a Section 4.04 Report “4.04 Letter” whenever there is a change in the DRC Wastewater Operator(s) as defined in “Regulations for Licensing Operators of Wastewater Facilities”. ~~Changes in other operators would not require an updated 4.04 Letter.~~ The RME managing the Wastewater Treatment Facilities, however, will be required to send in a Quarterly Report to the Department. This Quarterly Report must list all Wastewater Operators employed by the RME (full-time and part-time), their assigned locations, dates assigned, points allocation, etc. The report will show DRC Wastewater Operators, backup Wastewater Operators, Wastewater Treatment Facility assignments, location of Wastewater Treatment Facilities, visit frequencies, etc. Any change in the Wastewater Treatment Facility listing must be communicated to the Department within 30 days (this includes any additions or deletions of Wastewater Treatment Facilities). This Quarterly Report will be used to track Wastewater Operator’s ~~facility locations, facility classification, and operator~~ and their experience.

3. The RME must maintain and track “Point Allocations” as specified in Section ~~C3.1 of this policy current~~ this Table 2 “Policy For Approval Of Certified Operator To Operate More Than One Wastewater Treatment Facility”. It will be the responsibility of the RME to ensure that the scope of work and responsibilities for all Wastewater Operators is guided by the “Point Allocations” and that the maximum allowable multi-plant points are not exceeded. If it is found that a Wastewater Operator(s) have or are operating beyond their maximum allowable points for multi-plant operations, this could be grounds for revocation of the Wastewater Operators authority to operate in more than one (1) Wastewater Treatment Facility. Additionally, if the RME is found to have practiced fraud or deception in tracking and/or allocating points for their Wastewater Operators, authority to operate multiple Wastewater Treatment Facilities for all Wastewater Operators working for the RME could be subject to revocation.

4. ~~Full-time e~~ Employees (full-time and part-time) of an RME who will be assigned to multi-plant operations must complete the following: Approval for a Wastewater Operator to Operate More Than One (1) Wastewater Treatment Facility – Employee of a Responsible Management Entity (RME). This application must be filed on the initial assignment of any ~~full-time~~ employee; thereafter, any changes to assignments will be included in the RME’s required Quarterly Report to the Department.

~~If the RME employs any Part-Time Operators who desire to operate more than one wastewater facility, the Part Time Operator must follow all sections of this policy as would apply to any single operator, and must submit the traditional application to gain approval to operate more than one wastewater facility. The RME must note all part time Operating Personnel on the required Quarterly Report to the Department.~~

APPLICATION PROCESS

~~———— To apply for approval of a certified operator to operate more than one wastewater treatment plant, the applicant must submit two copies of the application to the Board of Certification.~~

~~———— The following documents must be attached to each copy of the application:~~

- ~~1. A map, folded to the size of the application form, showing a scale and the name and location of:
 - a) All plants named on the application.
 - b) Office and homes of regular and backup operators.
 - c) Roads and distances between plants, offices and homes of the regular and backup operators.~~
- ~~2. A letter from the permittee of each facility listed on the application form which gives concurrence with the request of the applicant.~~

Instructions for Completing Application Form

~~NOTE: ——— Please type or print legibly all information being placed on the form. Upon approval, the application will be officially signed and returned to the applicant and copies must be posted at each facility listed.~~

- ~~1. Operator's Name:~~
- ~~2. Home Address and Telephone Numbers:~~
- ~~3. ——— Business Address and Telephone Numbers: Enter address and telephone number where applicant can most likely be contacted during business hours.~~
- ~~4. ——— Operator's Certification Number & Class: Enter certificate number of valid certificate which has been issued to the applicant by the State Board of Certification. Enter Class (IV, III, II, I) of each certificate held by the applicant.~~
- ~~5. ——— Class: Enter the appropriate number (I, II, III, IV) for each facility listed.~~
- ~~6. ——— Type: Enter the appropriate letter (A, B, C, D, E) for each facility listed.~~
- ~~7. ——— Name of Facility:~~
- ~~8. ——— Municipality: Enter name of municipality or area in which the facility is located.~~
- ~~9. ——— County: Enter name of county in which the facility is located.~~

10. ~~Position (Check One): Place an X in the appropriate column (First Certified Operator or Backup Certified Operator) to denote the position for which the applicant is applying for approval at each facility. A first certified operator is an operator in direct responsible charge and a backup certified operator is an operator who would be in direct responsible charge when the first certified operator is not available.~~
11. ~~Name of Employer: Indicate the names of employees for any full or part-time position(s) applicant holds in addition to those listed in Item 12.~~
12. ~~Position Applicant Holds or Work Description:~~
13. ~~Hours of Work: Indicate hours per week for each position in Item 14.~~
14. ~~Work Plan: Answer in detail the question stated.~~
15. ~~Signature:~~

~~Authorization for the applicant to be responsible for the operation of the facilities listed will be granted, upon approval of the Department, by returning the form to the applicant with the signature of the Board members or authorized person.~~

~~Upon receiving official approval, the applicant must post a copy of the form, along with a copy of his certificate, at each facility listed on the form.~~

~~DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL~~

~~APPROVAL FOR CERTIFIED OPERATOR TO OPERATE MORE THAN ONE
WASTEWATER TREATMENT FACILITY~~

- 1: ~~OPERATOR'S NAME:~~ _____
- 2: ~~HOME ADDRESS AND TELEPHONE NUMBER:~~ _____
- 3: ~~BUSINESS ADDRESS AND TELEPHONE NUMBER:~~ _____
- 4: ~~OPERATOR'S CERTIFICATE NUMBER & CLASS:~~ _____

FACILITY INFORMATION

	10: First Certified	Back-Up			
5: CLASS	6: TYPE	7: FACILITY	8: CITY	9: COUNTY	Operator

~~THIS APPROVAL IS GRANTED UNDER THE REGULATIONS FOR LICENSING
OPERATORS OF WASTEWATER FACILITIES:~~

BY: _____ DATE: _____
Board of Certification

OTHER JOBS APPLICANT HOLDS

11: NAME OF EMPLOYER _____

12: POSITION APPLICANT HOLDS OR WORK DESCRIPTION: _____

13: HOURS OF WORK: _____

14: WORK PLAN — DESCRIBE NORMAL WORK SCHEDULES, EMERGENCY STAFFING PLANS, AND ESTIMATED TRAVEL TIMES BETWEEN FACILITIES AND BETWEEN YOUR HOME AND EACH FACILITY (USE ADDITIONAL SHEET IF NECESSARY).

15: I, _____, BEING DULY SWORN ACCORDING TO LAW, DEPOSE AND SAY THAT I AM THE APPLICANT AND THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT: _____ **DATE:** _____



DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL

FULL TIME EMPLOYEES OF A RESPONSIBLE MANAGEMENT ENTITY (RME)

APPROVAL FOR CERTIFIED WASTEWATER OPERATOR TO OPERATE MORE THAN ONE FACILITY.

Operator's Name: _____.

Home Address: _____
_____.

Name and business address of the RME: _____
_____.

Operator's Certificate Number and Classification: _____.

Initial Multi Plant Assignments: Use Appendix A to list all facility assignments

Describe initial plan of work schedule: Use Appendix A to describe initial work plan schedule

I, _____, being duly sworn according to the law, depose and say that I am the applicant and that the statements in this application are true and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____.

I, _____, being duly sworn according to the law, depose and say that I am an authorized representative of the above mentioned RME, and that the statements in this application are true and correct to the best of my knowledge and belief.

Signature of RME Representative: _____ Date: _____.

THIS APPROVAL IS GRANTED UNDER THE REGULATIONS FOR LICENSING OPERATORS OF WASTEWATER FACILITIES:

By: _____ Date: _____

(Board of Certification)

APPENDIX A

Initial Multi-Plant Assignments:

FACILITY	CLASS	TYPE	MUNICIPALITY	COUNTY



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL
DIVISION OF WATER
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

Board of Certification

Telephone (302) 739-9946
Fax (302) 739-8369

Describe initial plan of work schedule:

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**APPROVAL FOR A WASTEWATER OPERATOR TO
OPERATE MORE THAN ONE (1) WASTEWATER TREATMENT FACILITY**

**Wastewater Operators Not Associated with a
Responsible Management Entity (RME)**

Application Must Be Complete, Typewritten or Clearly Printed

OPERATOR INFORMATION					
Prefix	First Name	Middle Name	Last Name	Suffix	
Physical Home Address					
City		State	Zip		
Telephone (during business hours)		Alternative Telephone	E-Mail Address		
License Number		License Level <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> OIT			
FULL TIME EMPLOYER INFORMATION					
Company Name					
Physical Business Address					
City		State	Zip		
Telephone (during business hours)		Alternative Telephone (Cell)	Hours of Work		
Position		Description of Work			
MULTI-PLANT APPROVAL REQUESTED FOR THE FOLLOWING FACILITIES					
<u>Facility Name</u>	<u>Class</u> I, II, III or IV	<u>Type</u> A, B, C, D or E	<u>City</u>	<u>County</u> Kent, New Castle or Sussex	<u>Operator Type</u> Regular or Back-Up
WORK PLAN (use additional sheets if necessary)					
Describe Normal Work Schedules (include schedule of routine visits to each Wastewater Treatment Facility)					

Emergency Staffing Plans	
Estimated Travel Times Between Facilities	
Estimated Travel Time Between Your Home and Each Facility	
VERIFICATION	
I hereby certify that this application contains no misrepresentation or falsifications, is true and complete to the best of my knowledge and belief. I am aware that any willful falsification or misrepresentation will result in the revocation of any authorizations issued.	
Operator's Signature	Date

Attach the following required documentation to the completed application and mail to: DNREC, SWDS, 89 Kings Highway, Dover, DE 19901

1. A map, ~~folded to the size of the application form,~~ showing a scale and the name and location of:
 - a) All Wastewater Treatment Facilities named on the application.
 - b) Office and homes of regular and backup Wastewater Operators.
 - c) Roads and distances between Wastewater Treatment Facilities, offices and homes of the regular and backup Wastewater Operators.

2. A letter from the permittee of each Wastewater Treatment Facility (and the full-time employer) listed on the application form which gives concurrence with the request of the applicant.

BOARD OF CERTIFICATION USE ONLY	
This approval is granted under the Regulations for Licensing Operators of Wastewater Treatment Facilities.	
Board of Certification	Date



STATE OF DELAWARE
 DEPARTMENT OF NATURAL RESOURCES &
 ENVIRONMENTAL CONTROL
DIVISION OF WATER
 89 KINGS HIGHWAY
 DOVER, DELAWARE 19901

Board of Certification

Telephone (302) 739-9946
 Fax (302) 739-8369

**APPROVAL FOR A WASTEWATER OPERATOR TO
 OPERATE MORE THAN ONE (1) WASTEWATER TREATMENT FACILITY**

Employee of a Responsible Management Entity (RME)

Application Must Be Complete, Typewritten or Clearly Printed

OPERATOR INFORMATION						
Prefix	First Name	Middle Name	Last Name	Suffix		
Physical Home Address						
City		State	Zip			
Telephone (during business hours)		Alternative Telephone (Cell)	E-Mail Address			
License Number			License Level <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> OIT			
RESPONSIBLE MANAGEMENT ENTITY (RME) INFORMATION						
Company Name						
Physical Business Address						
City		State	Zip			
Telephone (during business hours)		Alternative Telephone	Hours of Work			
Position			Description of Work			
RME APPROVAL REQUESTED FOR THE FOLLOWING FACILITIES						
Facility Name	Class I, II, III or IV	Type A, B, C, D or E	City	County Kent, New Castle or Sussex	Operator Type Regular or Back-Up	

Delaware's good nature depends on you!

DESCRIBE INITIAL PLAN OF WORK SCHEDULE	
EMPLOYEE VERIFICATION	
I hereby certify that this application contains no misrepresentation or falsifications, is true and complete to the best of my knowledge and belief. I am aware that any willful falsification or misrepresentation will result in the revocation of any authorizations issued.	
Operator's Signature _____	Date _____
RME VERIFICATION	
I hereby certify that this application contains no misrepresentation or falsifications, is true and complete to the best of my knowledge and belief. I am aware that any willful falsification or misrepresentation will result in the revocation of any authorizations issued.	
RME Representative Signature _____	Date _____
BOARD OF CERTIFICATION USE ONLY	
This approval is granted under the Regulations for Licensing Operators of Wastewater Treatment Facilities.	
Board of Certification _____	Date _____

Mail the Completed Application To: DNREC, SWDS, 89 Kings Highway, Dover, DE 19901