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Appendix A

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**TITLE 252. DEPARTMENT OF ENVIRONMENTAL QUALITY
CHAPTER 710. WATERWORKS AND WASTEWATER WORKS OPERATOR
CERTIFICATION**

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SUBCHAPTER 1. GENERAL PROVISIONS

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252:710-1-1. Purpose, authority and applicability

(a) **Purpose.** This Chapter establishes procedures for persons seeking certification as waterworks and wastewater works operators and laboratory operators.

(b) **Authority.** This Chapter is authorized by 27A O.S. § 2-1-101, 59 O.S. § 1101 *et seq.* and the *Final Guidelines for the Certification and Recertification of the Operators of Community and Nontransient Noncommunity Public Water Systems* (Federal Register, Volume 64, No. 24, Friday, February 5, 1999) adopted by the U.S.E.P.A. under the federal Safe Drinking Water Act.

(c) **Applicability.** The rules in this Chapter apply to any person who seeks certification from or is certified by the DEQ to operate waterworks, wastewater works, distribution and collection systems, and laboratories owned by or associated with waterworks/wastewater works. The rules also apply to any person who seeks certification from or is certified by the DEQ as a technician for distribution and collection systems.

252:710-1-2. Duty to comply

Each person certified under this Chapter shall comply with the Act and this Chapter, the Code and its rules, terms and conditions of the certification, and any final order issued by the Executive Director. Failure to comply may result in administrative, civil or criminal enforcement actions.

252:710-1-3. Synonymous terms

(a) For purposes of this Chapter, the term "waterworks or wastewater works laboratory operator" is synonymous with "laboratory operator".

(b) The words "he" and "his" are synonymous with the words "she" and "hers" when used in this Chapter.

252:710-1-4. Definitions

In addition to the definitions contained in the Environmental Quality Code (27A O.S. § 2-1-101 *et seq.*), and the Waterworks and Wastewater Works Operator Certification Act (59 O.S. § 1101 *et seq.*), the following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Act" means the Waterworks and Wastewater Works Operator Certification Act, 59 O.S. § 1101 *et seq.*

"Associated laboratory" means any laboratory, not directly owned by or located on the premises of a waterworks or wastewater works, that performs required laboratory tests for the works.

"Available" means on site or able to be contacted as needed to initiate the appropriate action in a timely manner.

"Certificate year" means July 1 through June 30.

"Certification of competency" means a certification issued by the Department pursuant to this Chapter.

"**Code**" means the Oklahoma Environmental Quality Code, 27A O.S. § 2-1-101 *et seq.*

"**Collection system**" shall have the same definition as contained in OAC 252:656, Water Pollution Control Facility Construction Rules.

"**Community Water System (CWS)**" means a public water system providing water to at least 15 service connections used by year round residents or regularly serving at least 25 year-round residents.

"**DEQ**" means the Oklahoma Department of Environmental Quality and, for purposes of certifications issued and enforcement matters arising from certifications issued prior to July 1, 1993, "DEQ" also means the Oklahoma State Department of Health.

"**Distribution and Collection Technician**" means a person who works solely on distribution and collection lines and is not in responsible charge.

"**Distribution system**" means any combination of pipes, tanks, pumps or other equipment which delivers water from the source(s) and/or treatment facility(ies) to the consumer.

"**Distribution system complexity**" means pressure zones, booster stations, storage tanks, fire protection, chlorination, nonresidential consumers, cross connection potential, and/or demand variations.

"**Groundwater system**" means a waterworks where all water is obtained from dug, drilled, bored or driven wells or infiltration lines not under the influence of surface water contamination, but not springs which are a surface water supply.

"**Laboratory operator**" means an individual who is in general supervision of a laboratory which performs laboratory analyses for waterworks and wastewater works and who is responsible for the accuracy of the laboratory tests and reports for the facility, but who does not operate the waterworks or wastewater works unless appropriately certified as an operator for that type facility.

"**Lagoon**" shall have the same definition as contained in OAC 252:619, Operation and Maintenance of Non-Industrial Total Retention Lagoon Systems and Land Application or OAC 252:621, Non-Industrial Flow Through and Public Water Supply Impoundments Including Land Application.

"**Nontransient noncommunity (NTNC) water system**" means a public water system that is not a community water system and that regularly serves at least 25 of the same persons over six months per year, including schools, day care centers, factories, restaurants and hospitals.

"**OAC**" means Oklahoma Administrative Code.

"**Operating experience**" means the time spent at a plant or system in performance of operational duties.

"**Operating shift**" means that period of time during which operator decisions that affect public health are necessary for proper operation of the system.

"**Operational engineering assistance**" means regulatory or consulting experience in providing technical assistance to a variety of water/wastewater works systems.

"**O.S.**" means Oklahoma Statutes.

"**Owner**" means:

- (A) a sole proprietor;
- (B) a homeowners' association;
- (C) the controlling or managing partner of a partnership;
- (D) the major stockholders of a corporation; or
- (E) a government entity including the State of Oklahoma, municipalities, counties, or districts, and all sub-divisions thereof.

"**Purchased water system**" means a water supply system which buys its water from a waterworks and has a mastermeter.

"**Responsible charge**" means making decisions regarding the daily operational activities of

- (A) a public water system, water treatment facility and/or distribution system that will directly impact the quality and/or quantity of drinking water; or
- (B) a wastewater system, wastewater treatment facility and/or collection system.

"**Small system**" as used in 59 O.S. § 1118 means a Waterworks or a Wastewater Works required to be operated by a Class C operator with a population of five hundred (500) or less.

"**Source water**" means the type (surface water, groundwater, groundwater under the influence

of surface water, purchased water), quality (variability) and/or protection (e.g. wellhead protection).

"Standard course" means a DEQ approved training class or classes that directly relate to waterworks, wastewater works, waterworks laboratories or wastewater works laboratories and that meet the requirements of OAC 252:710-3-36 for content and clock hours, completed in preparation for an Operator Certification examination for initial certification.

"Superintendent" means an operator in direct responsible charge of day to day operations of an entire plant, distribution system or collection system.

"Supervision" means the act of supervising and or giving direction. "Direct" supervision requires a certified operator to be present one hundred percent (100%) of the time while supervising an uncertified person. "General" supervision means that the certified operator must be available to help the certified person and give advice, but the person can work alone.

"Supervisor" means an individual who directs and inspects the work of operators, helpers or plumbers/contractors.

"Treatment facility complexity" means difficulty in controlling water quality, potential effect to the consumer and/or safety of the operator.

"Water treatment facility" means any place(s) where a community water system or nontransient noncommunity water system alters the physical or chemical characteristics of the drinking water. Chlorination may be considered as a function of a distribution system.

"Validated exam" means an examination that is independently reviewed by subject matter experts to ensure that the exam is based on a job analysis and related to the classification of the system or facility.

252:710-1-5. Application requirements

(a) **Generally.** The application must be submitted to the DEQ with a nonrefundable \$40.00 fee at least three weeks before the examination date requested. The application must be clearly written and signed by the applicant. Before an applicant may take the exam, he must fulfill all certification requirements listed in Appendix B.

(b) **Required documentation.** An applicant must submit the following documents with an application for certification:

(1) Evidence of age;

(2) Proof of current, valid license or certificate from another state or territory where the requirements for licensure or certification are equivalent to the rules of this Chapter, if applicable; and

(3) Confirmation of experience and required training, including but not limited to official academic transcripts, letters of verification from employers, and/or a record of attendance at seminars.

(c) **DEQ review.** The DEQ will not approve an application unless the applicant has complied with this section.

(d) **Forfeit.** If an applicant has not taken the exam within 120 days after submitting an application, he forfeits the \$40.00 nonrefundable fee and must reapply.

252:710-1-6. Validated exams

(a) An applicant shall take and pass an exam that demonstrates that the operator has the necessary skills, knowledge, ability and judgement as appropriate for the classification. The applicant must answer at least seventy percent (70%) of the questions correctly on the exam. An applicant who does not do so may not take the exam again for thirty (30) days unless he has taken additional training.

(b) Validated exams shall be administered by the DEQ or its designee at such times and places as necessary.

(c) Exams, answer sheets and test scores are confidential and shall not be disclosed to any person except the applicant. Proper identification may be required.

(d) An applicant found cheating on an exam shall be deemed to have failed the exam and shall be prohibited from applying for certification for a period of twelve (12) months.

252:710-1-7. Renewals

(a) **Individual responsibility.** Each person is responsible for renewing or reactivating his certification by the annual renewal date. Failure to receive a renewal invoice does not extend the renewal deadline. The renewal application shall be completed and submitted to the DEQ with the renewal invoice and all applicable fees by 4:30 p.m. on or before June 30. If any date specified in this section falls on a weekend or holiday, the date of the following working day shall be the effective date.

(b) **Failure to renew.** A person who has failed to renew a certification may apply for reactivation in accordance with 59 O.S. § 1107(E) and 252:710-1-8.

(c) **Continuing education.** Four (4) hours of approved training per certificate year is required for certification renewal, reactivation or reinstatement. Experience may not be substituted for required training.

(d) **Exception.** A person who submits all documentation required by 252:710-1-5 and passes the exam as required by 252:710-1-6 between April 1 and June 30 shall not be required to renew the newly obtained certification until June of the next calendar year.

(e) **Nonresidents.** A nonresident who holds an Oklahoma certification may renew by paying applicable fees and providing evidence of four (4) hours of training per certificate year.

(f) **Renewal training.** Any person teaching a renewal training course must:

- (1) submit an outline of the training materials to the DEQ for review and approval at least thirty (30) days prior to the class being held;
- (2) provide at least 4 hours teaching time in the class room with renewal students per course; and
- (3) submit an attendance roll sheet to the DEQ within ten (10) days after the renewal training session was held.

252:710-1-8. Reinstatement

(a) **Suspension.** A suspended certificate may be reinstated by the DEQ upon proper application, payment of all back fees and a satisfactory demonstration that all reinstatement requirements of the DEQ have been met. A person holding a suspended certificate may work as a helper under the supervision of a person certified by the DEQ.

(b) **Revocation.** Any person whose certification has been revoked by the DEQ must wait one year from the date of revocation before filing an application for any new certificate.

(c) **Reactivation.** Any person whose certification has expired for a period exceeding two years must re-apply in accordance with 252:710-1-5 and take a validated exam in accordance with 252:710-1-6. Previous experience and training will be taken into consideration under 252:710-1-5.

(d) **Reinstatement requirements.** To satisfy reinstatement requirements, a person must:

- (1) satisfy again the training requirements in accordance with the requirements of this Chapter; and
- (2) take again the certification examination at a level not to exceed the prior level and score 70% or higher to pass the examination. An applicant who fails to receive a passing grade on the examination may not repeat the examination for one (1) year.

252:710-1-9. Certificate issuance prohibited

The DEQ shall not issue a certification if the applicant:

- (1) is not in compliance with the Act, the Code, or rules of the DEQ;
- (2) holds a revoked or suspended certification;
- (3) was found cheating on an exam; or
- (4) misrepresented or omitted material facts on an application within the past year.

252:710-1-10. Certification documentation

The DEQ will provide a wall certificate upon initial certification.

252:710-1-11. Identification credentials

The DEQ will provide identification credentials upon initial certification, classification change and/or renewals.

252:710-1-12. Certification fee schedule

(a) **Operators of waterworks or wastewater works.** Certification fees for operators of waterworks or wastewater works are:

- (1) Application fee for certification - beginning July 1, 2008, \$51.00; beginning July 1, 2009, \$62.00.
- (2) Certification renewal fee - beginning July 1, 2008, \$38.00; beginning July 1, 2009, \$46.00.
- (3) Registration fee for helpers (per helper) - beginning July 1, 2008, \$19.00; beginning July 1, 2009, \$23.00.
- (4) Renewal registration fee for helpers (per helper) - beginning July 1, 2008, \$19.00; beginning July 1, 2009, \$23.00.
- (5) Reinstatement penalty - beginning July 1, 2008, \$6.50; beginning July 1, 2009, \$8.00 per month for each month certification is expired.
- (6) Late payment of application fee - beginning July 1, 2008, \$6.50; beginning July 1, 2009, \$8.00 per month for each month the application fee is not received after a 120 day grace period from the date of the examination. After 180 days without payment of the application fee, the applicant must reapply and pass the validated exam. The beginning July 1, 2008, \$6.50; beginning July 1, 2009, \$8.00 per month late fee will apply to all previously delinquent application fees 180 days after the effective date of this subsection.

(b) **Operators of laboratories owned by or associated with waterworks or wastewater works.** Certification fees for Operators of laboratories owned by or associated with waterworks or wastewater works are:

- (1) Application fee for certification - beginning July 1, 2008, \$51.00; beginning July 1, 2009, \$62.00.
- (2) Certification renewal fee - beginning July 1, 2008, \$38.00; beginning July 1, 2009, \$46.00.
- (3) Reinstatement penalty - beginning July 1, 2008, \$6.50; beginning July 1, 2009, \$8.00 per month for each month certification is expired.
- (4) Late payment of application fee - beginning July 1, 2008, \$6.50; beginning July 1, 2009, \$8.00 per month for each month the application fee is not received after a 120 day grace period from the date of the examination. After 180 days without payment of the application fee, the applicant must reapply and pass the validated exam. The beginning July 1, 2008, \$6.50; beginning July 1, 2009, \$8.00 per month late fee will apply to all previously delinquent fees 180 days after the effective date of this subsection.

(c) **Nonrefundable.** Fees charged under this section are not refundable.

(d) **Nontransferable.** Fees may not be transferred from one applicant to another.

(e) **Automatic fee adjustment.** To assist in meeting rising costs to the Department of the operator certification program associated with licensing and enforcement of certified operators, the fees set out in paragraphs (a) and (b) above shall be automatically adjusted on July 1st every five years to correspond to the percentage, if any, by which the Consumer Price Index (CPI) for the most recent calendar year exceeds the CPI for the calendar year immediately preceding the start of that five-year time period. The Department may round the adjusted fees up to the nearest dollar. The Department may waive collection of an automatic increase in a given year if it determines other revenues, including appropriated state general revenue funds, have increased sufficiently to make the funds generated by the automatic adjustment unnecessary in that year. A waiver does not affect future automatic adjustments.

- (1) Any automatic fee adjustment under this subsection may be averted or eliminated, or the adjustment percentage may be modified, by rule promulgated pursuant to the Oklahoma Administrative Procedures Act. The rulemaking process may be initiated in any manner provided by law, including a petition for rulemaking pursuant to 75 O.S. § 305 and OAC 252:4-5-3 by any person affected by the automatic fee adjustment.
- (2) If the United States Department of Labor ceases to publish the CPI or revises the methodology or base years, no further automatic fee adjustments shall occur until a new automatic fee adjustment rule is promulgated pursuant to the Oklahoma Administrative Procedures Act.
- (3) For purposes of this subsection, "Consumer Price Index" or "CPI" means the Consumer Price

Index - All Urban Consumers (U.S. All Items, Current Series, 1982-1984=100, CUUR0000SA0) published by the United States Department of Labor. The CPI for a calendar year is the figure denoted by the Department of Labor as the "Annual" index figure for that calendar year.

SUBCHAPTER 3. CERTIFICATION

Section

- 252:710-3-31. Certificate required
- 252:710-3-32. Types of certifications
- 252:710-3-33. Classes of facilities
- 252:710-3-34. Classes of certifications
- 252:710-3-35. Requirements for certification
- 252:710-3-36. Approved equivalents for waterworks/wastewater works operators
- 252:710-3-37. Approved instructor
- 252:710-3-38. Reciprocity [REVOKED]

252:710-3-31. Certificate required

(a) **General requirement.** The following shall hold certifications issued under the Act and this Chapter:

- (1) All persons who make decisions regarding the daily operational activities of:
 - (A) a public water system, water treatment facility and/or distribution system that will directly impact the quality and/or quantity of drinking water, including a nontransient noncommunity water system; or
 - (B) a wastewater system, wastewater treatment facility and/or collection system.
- (2) All persons who program or maintain telemetry/SCADA systems and also make process control/system integrity decisions.
- (3) All laboratory operators who are in general supervision of waterworks/wastewater works laboratory control tests.

(b) **Exceptions.** The following exceptions apply:

- (1) **Plumbers and contractors.** Plumbers licensed by the Oklahoma State Department of Health and contractors working under the general supervision of such plumbers are not required to obtain certification for construction, maintenance, or renovation of water/wastewater works systems. Such plumbers may also make connections to public water systems or lines or sewer systems or lines. All work performed shall be supervised and inspected by the responsible entity to ensure compliance with the Safe Drinking Water Act, OAC 252:626; and OAC 252:656 and 27A O.S. § 2-6-101 *et seq.*
- (2) **Noncommunity and minor systems.** Noncommunity or minor systems as defined in Chapter 631 are not required to have certified operators.
- (3) **Small public sewage systems.** Public sewage systems as defined in 27A O.S. § 2-6-101(12) are not required to have certified operators.
- (4) **Populations of 1,500 or less.** Certification is not required for laboratory operators of distribution/collection systems or chlorinated groundwater systems serving populations of 1,500 or less where chlorination is used only for disinfection or total retention lagoons serving populations of less than 1,500. If the DEQ determines that additional tests which must be performed by a certified laboratory operator are necessary, the laboratory operator must obtain the applicable certification or use the services of an associated laboratory.

252:710-3-32. Types of certifications

(a) **Class A - C.** Class A, B, and C operator certifications are available for:

- (1) Waterworks Operator;
- (2) Wastewater Works Operator;
- (3) Waterworks Laboratory Operator; and
- (4) Wastewater Works Laboratory Operator;

(b) **Class C.** Class C certification is available for Distribution and Collection Operator;

(c) **Class D.** Class D certifications are available for:

- (1) Waterworks Operator;
- (2) Wastewater Works Operator; and
- (3) Distribution and Collection Technician.

(d) **Technician.** The DEQ may give oral exams to Distribution and Collection Technicians who are unable to take written exams.

(e) **Temporary.** A person age eighteen (18) or older may apply for temporary certification as a waterworks or wastewater works operator within ten (10) days after being hired or appointed. A temporary certification is valid for one year from the date of employment and is not renewable. Temporary certification is available only to operators required to obtain a Class D certificate but who, because of time restrictions, have been unable to meet the training requirements. Temporary certification is not available to superintendents, assistant superintendents, supervisors, or managers of superintendents who make decisions regarding the daily operational activities of water/wastewater works.

252:710-3-33. Classes of facilities

Waterworks and wastewater works facilities are categorized into classes in Appendix A based on treatment facility complexity and distribution/ collection system complexity.

252:710-3-34. Classes of certifications

(a) **Generally.** Owners shall place the direct supervision of their water/wastewater system or laboratory, including each treatment facility and/or distribution/collection system, under the responsible charge of a manager/superintendent/operator(s) holding a valid certification equal to or greater than the classification of the water/wastewater system or laboratory.

(b) **Operator(s) in Responsible Charge.** The manager/ superintendent/operator(s) in responsible charge or equivalent must hold a valid certification equal to or greater than the classification of their water/wastewater system, including each treatment facility and/or distribution/collection system.

(c) **Assistant superintendents or assistant supervisors.** Assistant superintendents, assistant supervisors, shift leaders or all other supervisors shall be certified at the same class as or one class less than the facility for which they are responsible.

(d) **Others.** All other persons who make decisions regarding the daily operational activities of

- (1) a public water system, water treatment facility and/or distribution system that will directly impact the quality and/or quantity of drinking water;
- (2) a wastewater system, wastewater treatment facility and/or collection system; or
- (3) program or maintain telemetry/SCADA systems and also make process control/system integrity decisions, including assistant superintendents or supervisors, shall be certified at the same class as or one class less than the facility for which they are responsible.

252:710-3-35. Requirements for certification

(a) **Education.** Applicants for certification as a Class A - D waterworks/wastewater works operator shall have a high school diploma or a general equivalency diploma. Experience and/or training may be substituted.

(b) **Experience and training.** Applicants shall comply with the experience and training requirements in Appendix B.

252:710-3-36. Approved equivalents for waterworks/wastewater works operators

(a) **Experience.** One year operational engineering assistance to water or wastewater facilities and an undergraduate degree in biological sciences, biology, engineering, physical science, hydrology, geology, mathematics, environmental science, chemistry, microbiology, toxicology, or civil, chemical, sanitary or environmental engineering or equivalent sciences may be substituted for 5 years experience.

(b) **Training.** For initial certification of waterworks/wastewater works operators, applicants for any operator certification may substitute the following for the training requirements listed in Appendix B:

- (1) **Academic credit.** One (1) semester hour of higher education courses in biological sciences, biology, engineering, physical science, hydrology, geology, mathematics, environmental science, chemistry, microbiology, toxicology, or civil, chemical, sanitary or environmental engineering or equivalent sciences for sixteen (16) hours in the classroom;
- (2) **Presenter credit.** One hour DEQ-approved training course or workshop for four (4) hours training credit;
- (3) **Publication credit.** Publication of one technical article related to water or wastewater in journals or magazines generally accepted in the field for ten (10) hours training credit; and
- (4) **Continuing education credit.** One continuing education unit for ten (10) hours in the classroom.

252:710-3-37. Approved instructor.

The DEQ may establish special requirements for instructors of approved training courses.

(1) **Standard course.** To be an instructor of a standard course for certification of any type, a person must have at least a C Certification in the subject to be taught and have one of the following:

- (A) have made at least 80% on the exam for the standard course to be taught; or
 - (B) have made at least 80% on exams at a higher type of certification than the course taught.
- Persons who were approved instructors before the effective date of this Chapter are not required to comply with this subsection for the level of instruction approved. To change approved instructor status to a higher level, compliance with this subsection is required.

(2) **Exemption.** A person who is approved as an instructor before July 1, 2002 pursuant to (1)(B) above, must take the appropriate exam before December 31, 2004 and meet or exceed the scores listed in (1)(A) or (1)(B) of this section.

(3) **Fees.** For any certified operator, retaking an exam at a class certification level already obtained, for the purposes of becoming an approved instructor, the application fee is waived for the initial time to take the exam. For any subsequent exams, the certified operator shall pay the application fee.

(4) **Exam Failure.** An applicant who fails to answer at least 80% of the questions correctly may not take the exam again for thirty (30) days.

(5) **Exam Review.** No instructor will be allowed to review the exam during the six-month period prior to taking the exam.

(6) **Instruction.** At least four (4) hours of documented instruction must be completed each certificate year to maintain approved instructor status. Each person must retake the exam at least once every four (4) years and obtain a score of 80% or above to retain certification as an approved instructor.

(7) **Renewal training class.** The teaching by an instructor of a renewal training class shall be deemed as compliance with the continuing education requirement located at 252:710-1-7(c) for the certificate year the class is taught.

252:710-3-38. Reciprocity [REVOKED]

SUBCHAPTER 5. DUTIES AND RESPONSIBILITIES

Section

- 252:710-5-51. Waterworks operator
- 252:710-5-52. Wastewater works operator
- 252:710-5-53. Laboratory operator
- 252:710-5-54. Temporary operator
- 252:710-5-55. Helpers
- 252:710-5-56. Individual recordkeeping
- 252:710-5-57. Responsibility of owners
- 252:710-5-58. Distribution and collection operator
- 252:710-5-59. Distribution and collection technician

252:710-5-51. Waterworks operator

- (a) A certified waterworks operator may perform all duties relating to the operation and maintenance of water treatment plants, groundwater systems, and storage and distribution systems, including purchased-water systems and nontransient, noncommunity systems.
- (b) Laboratory work must be performed under the general supervision of a properly certified laboratory operator.
- (c) A designated certified operator shall be available for each operating shift.

252:710-5-52. Wastewater works operator

- (a) A certified wastewater works operator may perform all duties relating to the operation and maintenance of wastewater treatment plants, lagoon systems and collection systems.
- (b) Laboratory work must be performed under the general supervision of a properly certified laboratory operator.
- (c) A designated certified operator shall be available for each operating shift.

252:710-5-53. Laboratory operator

- (a) All duties relating to the laboratory analysis of water quality samples from water treatment plants, groundwater systems, storage and distribution systems (including purchased-water systems) must be performed by or under the general supervision of a laboratory operator certified by the DEQ.
- (b) Operators of laboratories owned by or associated with waterworks/wastewater works shall record the results of all laboratory analyses in a bound volume for each facility and shall date and sign each entry. Records shall be kept on file at the laboratory for inspection and review for ten (10) years for waterworks and three (3) years for wastewater works.
- (c) Laboratory operator certification is not required for waterworks or wastewater works laboratory operators performing the minimum analyses required by rules of the Department for purchased water systems, groundwater systems using no treatment other than chlorination for disinfection, or for total retention lagoon facilities unless the Department has determined that additional laboratory tests, required to be performed by a certified laboratory operator, are necessary for proper operation.

252:710-5-54. Temporary operator

A person holding a temporary certification may perform the duties of a certified operator under the general supervision of an appropriately certified operator.

252:710-5-55. Helpers

An employer shall submit the name and address of each helper on a registration application when each helper is employed and thereafter by July 1 of each succeeding year the helper is in his employment.

252:710-5-56. Individual recordkeeping

Each person is responsible for keeping his own records of training and experience.

252:710-5-57. Responsibility of owners

- (a) Owners of waterworks or wastewater works shall:
 - (1) upon request, furnish the DEQ with the names, addresses and positions of all employees;
 - (2) advise the DEQ in writing within ten (10) days when an operator begins or terminates employment;
 - (3) furnish the necessary equipment and materials for adequate maintenance and operation of the treatment plant, laboratory and supporting facilities;
 - (4) give operators a reasonable opportunity to obtain the necessary hours of training for required certification upgrades and renewals; and
 - (5) within ten (10) days after contracting with an associated laboratory for the analysis of its water quality samples, notify the DEQ in writing about whether:
 - (A) the laboratory is currently certified by the DEQ; and
 - (B) the laboratory will only be performing operational testing.

252:710-5-58. Distribution and collection operator

A person holding certification as a distribution and collection operator may perform all duties relating to the operation and maintenance of storage and distribution systems, including purchased-water systems and nontransient, noncommunity systems. A person holding certification as a distribution and collection operator may also perform all duties relating to the operation and maintenance of total retention lagoon systems and collections systems.

252:710-5-59. Distribution and collection technician

A person holding certification as a distribution and collection technician may perform all duties relating to the operation and maintenance of storage and distribution systems, including purchased-water systems and nontransient, noncommunity systems. A person holding certification as a distribution and collection technician may also perform all duties relating to the operation and maintenance of total retention lagoon systems and collection systems. All the duties must be performed under the general supervision of an appropriately certified operator.

SUBCHAPTER 7. SHARED OPERATORS FOR SMALL SYSTEMS

Section

252:710-7-1. Purpose

252:710-7-2. Requirements

252:710-7-1. Purpose

The purpose of this subchapter is to implement the requirements set forth in 59 O.S. § 1118.

252:710-7-2. Requirements

A municipality, sewer improvement district, water or sewer public trust, rural water or sewer district, consortium of small publicly owned water supply or wastewater systems, substate planning district or the Oklahoma Rural Water Association may hire or contract an operator or operators to provide services for one or more small system(s) if the following requirements are met:

- (1) the operator has a Class C or greater certification;
- (2) a Public Water Supply System using disinfection, the operator must be at the Public Water Supply System a minimum of five (5) days per week to ensure proper operation, and can only operate three (3) systems;
- (3) a Public Water Supply System not using disinfection or a wastewater system, the operator must be at the Public Water Supply or wastewater system a minimum of two (2) days per week to ensure proper operation, and can only operate five (5) systems total;
- (4) the operator(s) must operate the small system(s) in compliance with all Federal and State statutory and regulatory requirements;
- (5) the operator, municipality, sewer improvement district, water or sewer public trust, rural water or sewer district, consortium of small publicly owned water supply or wastewater systems, substate planning district or the Oklahoma Rural Water Association and the small system must enter into a written agreement, that at a minimum shall:
 - (A) explicitly state the duties of the operator;
 - (B) explicitly state who is responsible for repairs to the Public Water Supply or wastewater system;
 - (C) explicitly state compensation for the operator, including, but not limited to, salary, transportation, insurance and administration costs; and
 - (D) consider and approve recommendations of the operator for upgrades and/or improvements to the system.
- (6) an operator shall only provide services to a facility located in the county of his or her residence or place of employment and any adjacent county.

**APPENDIX A. CLASSIFICATION OF COMMUNITY AND NON-TRANSIENT,
NON-COMMUNITY WATER SYSTEMS, WASTEWATER SYSTEMS
AND LABORATORIES**

Required Classification for Operator	Laboratories	Waterworks	Wastewater Works
Class A	Required for supervision of laboratories using gas chromatography, mass spectrometry and atomic absorption or similar instrumentation plus requirements for Class B and C.	Required for: (1) Water treatment plants, distribution systems, or chlorinated groundwater systems serving populations greater than 50,000; or (2) All water treatment plants classified as an "A" facility by complexity by DEQ.	Required for: (1) Wastewater works and/or collection systems serving populations greater than 50,000; or (2) All wastewater works classified as an "A" facility by complexity by DEQ.
Class B	Required for supervision of bacteriological testing plus requirements for Class C.	Required for: (1) Water treatment plants, distribution systems or chlorinated groundwater systems serving populations greater than 15,000 and up to and including 50,000; or (2) All water treatment plants classified as a "B" facility by complexity by DEQ.	Required for: (1) Wastewater works and/or collection systems serving populations greater than 15,000 and up to and including 50,000; or (2) All wastewater works classified as a "B" facility by complexity by DEQ.
Class C	Required for supervision of process control testing for: (1) Wastewater: BOD, TSS, pH, Residual Chlorine, COD, DO, Ammonia, Oil and Grease; and/or (2) Water: pH, Residual Chlorine, Turbidity, Alkalinity, Hardness, Stability and Fluoride	Required for: (1) Water treatment plants, distribution systems, and chlorinated or nonchlorinated groundwater systems serving populations greater than 1,500 and up to and including 15,000; (2) Surface water treatment plants serving a population of 15,000 or less; (3) Groundwater systems utilizing any form of chemical treatment other than chlorination for disinfection only; or (4) Water treatment plants classified as a "C" facility by complexity by the DEQ.	Required for: (1) Wastewater works and/or collection system facilities serving populations greater than 1,500 and up to and including 15,000; (2) Discharging wastewater facilities serving 15,000 or less; or (3) Wastewater works classified as a "C" facility by complexity by DEQ.
Class D	N/A	Required for distribution systems or chlorinated groundwater systems serving populations of 1,500 or less.	Required for total retention lagoons and/or collection systems serving populations of 1,500 or less.

APPENDIX B. CERTIFICATE REQUIREMENTS (252:710-3-35)

**Table 1. WATERWORKS AND WASTEWATER WORKS OPERATORS
CERTIFICATE REQUIREMENTS (252:710-3-35)**

<u>Classes</u>	<u>Experience¹</u>	<u>Training²</u>
<u>Class A</u>	<u>Five years of waterworks or wastewater works operation including two years actual hands-on operating experience</u>	<u>200 hours of approved training, including at least 40 hours of DEQ approved courses in advanced treatment and managerial training or its approved equivalent³</u>
<u>Class B</u>	<u>Three years of waterworks or wastewater works operation including one year actual hands-on operating experience</u>	<u>100 hours of DEQ approved training or its approved equivalent</u>
<u>Class C</u>	<u>(a) For waterworks/wastewater works operators, one year of waterworks or wastewater works operation</u> <u>(b) For distribution/collection operators, one year of distribution/ collection operation</u>	<u>36 hours of DEQ approved training or its approved equivalent</u> <u>36 hours of DEQ approved training or its approved equivalent</u>
<u>Class D</u>	<u>None</u>	<u>16 hours of approved training</u>
<u>Tech</u>	<u>None</u>	<u>8 hours of approved training</u>

**Table 2. WATERWORKS OR WASTEWATER WORKS LABORATORY OPERATORS
CERTIFICATE REQUIREMENTS (252:710-3-35)**

<u>Classes</u>	<u>Experience⁰</u>	<u>Training</u>
<u>Class A</u>	<u>One year of waterworks or wastewater works laboratory operation; or</u>	<u>32 hours of DEQ approved Class B training and a Bachelor of Science degree in chemistry, microbiology, instrumental analysis or other field of science approved by the DEQ</u>
	<u>Three years of waterworks or wastewater works laboratory operation; or</u>	<u>32 hours of DEQ approved Class B training and an Associates Degree in chemistry, microbiology, instrumental analysis or other field of science approved by the DEQ</u>
	<u>Five years of waterworks or wastewater works laboratory operation</u>	<u>32 hours of DEQ approved Class B training</u>
<u>Class B</u>	<u>Six months of waterworks or wastewater works laboratory operation</u>	<u>32 hours of DEQ approved Class B training and 32 hours of DEQ approved Class C training. An Associates Degree or greater in chemistry, biological sciences, biology, engineering, physical science, hydrology, geology, mathematics, environmental science, microbiology, toxicology, or civil, chemical, sanitary or environmental engineering may be substituted for the 32 hours of DEQ approved Class C training.</u>
<u>Class C</u>	<u>None</u>	<u>32 hours of DEQ approved Class C training</u>

⁰ Experience that is used to meet the experience requirement for any class of certification may not be used to meet the education or training requirements.

⁰ Training credit will be granted only for courses or workshops listed as approved by the DEQ or for courses, workshops or alternative activities which have been approved in writing by the DEQ in advance.

⁰ Approved equivalents are listed in 252:710-36.

⁰ Experience that is used to meet the experience requirement for any class of certification may not be used to meet the education or training requirements.

⁰ Training credit will be granted only for courses or workshops listed as approved by the DEQ or for courses, workshops or alternative activities which have been approved in writing by the DEQ in advance.