

## MEMORANDUM

FILE: **District Policy Manual 20.2.1**  
TO: District Engineers, Interested Parties  
THROUGH: Lou Harmon, Water and Wastewater Section Manager  
FROM: Kim Parker, Operator Certification Program Administrator  
DATE: December 9, 2008

SUBJECT: WQD Chapter 5, Operator Certification: System Classification Review Using ABC Criteria.

**Background:** This policy is meant to establish a process to classify Wyoming systems using the Association of Boards of Certification (ABC) national classification criteria. Water Quality Rules and Regulations (WQRR), Chapter 5 gives the administrator the ability to alter the classification of an individual plant or system after negotiation with the owner, if special circumstances exist.

The Operator Certification Program began using nationally recognized ABC certification exams in the spring of 2005. These exams were developed using the ABC national plant and system classification criteria. Wyoming facilities are typically classified at a higher level than similar facilities nationally. Consequently, Wyoming operators must study and be tested on knowledge and skills that are well beyond what is required to operate their particular plant and system. The Operator Certification Program believes that this constitutes special circumstances and warrants a classification review, if requested by the owner.

### **Policy 20.2.1**

#### **Classified systems:**

- 1) Classification reviews will be conducted by the District Engineer for that District. The Operator Certification Program feels it is necessary to have an engineer to complete the reviews in order to maximize consistency among reviewers. This requirement is also intended to promote familiarity between District Engineers and the systems, facilities, and the operators in each district.
- 2) The owner, or their representative (i.e. Public Works Director or Chief Operator), of each facility must request a classification review in writing. Email, fax, or hardcopy requests are all valid.
- 3) The Operator Certification Program will forward the request electronically to the appropriate District Engineer. The Operator Certification Program will supply the District Engineer with the contact information currently on file for each facility.
- 4) The District Engineer will contact the facility, verify the contact information, and conduct a phone review of the facility configuration. The District Engineers will use the electronic form provided to record the configuration data.
- 5) District Engineers will complete the review and return the completed electronic form to the Operator Certification Program within 30 days of their receipt of the request for review.

#### **Newly activated or unclassified systems:**

- 1) Classification reviews will be conducted by the District Engineer for that District.
- 2) The US EPA will notify the Operator Certification Program of newly activated systems.
- 3) The Operator Certification Program will supply the District Engineer with the contact information provided by EPA for each facility.
- 4) The District Engineer will contact the facility, verify the contact information, and conduct an onsite inspection during which they will review of the facility configuration. The District Engineers will use the electronic form provided to record the configuration data.
- 5) District Engineers will complete the review and return the completed electronic form to the Operator Certification Program within 60 days of their receipt of the request for review.