



Division of Surface Water
Operator Certification – Wastewater

Send To: Division of Surface Water – OpCert
50 W. Town Street, Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049

Minimum Staffing Hour Reduction Request Plan - WWTP

Applicant			
Facility Name:			
Mailing Address:			
City:		State:	Zip:
Facility Contact:			
Contact Title:			
Phone:	() -	Fax: () -	E-mail :

Facility Information	
NPDES Permit Number:	
NPDES Permit Renewal Date:	/ /
Facility Classification:	<input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV
Operator of Record(s) (ORC):	Certification #:
	Certification #:
Back-up Operator:	Certification #:
	Certification #:

Note: Please provide updated Operator of Record Form with request.

Staffing Level Reduction Option (Table A: 3745-7-04)				N/A	<input type="checkbox"/>
Classification	5 Hour Reduction	10 Hour Reduction	15 Hour Reduction	20 Hour Reduction	
II	There is a Class I operator onsite at the WWTP 3 hrs/day, 5 days/wk	There is a Class I operator onsite at the WWTP 4 hrs/day, 5 days/wk	Option Not Available	Option Not Available	
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>			
III	There is another operator certified at a level no more than 2 classes below that of the WWTP 2 hrs/day, 5 days/wk	There is another operator certified at a level no more than 2 classes below that of the WWTP 4 hrs/day, 5 days/wk	There is another operator certified at a level no more than 2 classes below that of the WWTP 6 hrs/day, 5 days/wk	There is another operator certified at a level no more than 2 classes below that of the WWTP 8 hrs/day, 5 days/wk	
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>			
IV	There is another operator certified at a level no more than 2 classes below that of the WWTP 2 hrs/day, 5 days/wk	There is another operator certified at a level no more than 2 classes below that of the WWTP 4 hrs/day, 5 days/wk	There is another operator certified at a level no more than 2 classes below that of the WWTP 6 hrs/day, 5 days/wk	There is another operator certified at a level no more than 2 classes below that of the WWTP 8 hrs/day, 5 days/wk	
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>			

Note: Provide list of all certified operators w/ classification # & work schedule with request.

Automation or Continuous Monitoring Level Reduction Option (Table B: 3745-7-04)				N/A <input type="checkbox"/>
Classification	5 Hour Reduction	10 Hour Reduction	15 Hour Reduction	20 Hour Reduction
II	WWTP has SCADA equipment for monitoring permit requirements (pH, flow, chlorine residual, turbidity, DO, and temp)	WWTP is automated with continuous monitoring.	Option Not Available	Option Not Available
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>		
III	WWTP has SCADA equipment for monitoring permit requirements (pH, flow, chlorine residual, turbidity, DO, and temp)	WWTP is automated with continuous monitoring.	WWTP is automated with continuous monitoring; WWTP must have personnel onsite at facility or electronic notification system that notifies ORC when problems occur at WWTP.	WWTP is automated with continuous monitoring & electronic notification system or certified operators on each shift that will notify the ORC when problems at WWTP occur; WWTP must also have ability to operate remotely or have certified operator respond within 30 min
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>
IV	WWTP has SCADA equipment for monitoring permit requirements (pH, flow, chlorine residual, turbidity, DO, and temp)	WWTP is automated with continuous monitoring.	WWTP is automated with continuous monitoring; WWTP must have personnel onsite at facility or electronic notification system that notifies ORC when problems occur at WWTP.	WWTP is automated with continuous monitoring & electronic notification system or certified operators on each shift that will notify the ORC when problems at WWTP occur; WWTP must also have ability to operate remotely or have certified operator respond within 30 min
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>

Automation / Continuous Monitoring (Use additional Sheet if necessary)

Please describe the SOP & calibration frequency for continuous monitoring equipment:

Total Hour Request

Designate what option(s) was used to determine hours and total number of hours requested per option.

<input type="checkbox"/> Staffing Level Hours:	hrs.
<input type="checkbox"/> Automation or Continuous Monitoring Level Hours:	hrs.
Total Hours Requested:	hrs.
Signature:	Date: / /