

NESOWEA Operations Seminar

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Andrew Barienbrock

What's New in Operator Certification?

- eBusiness Center
 - Using for certification applications (exam, 3rd party, and reciprocity)
 - Using for renewal applications
 - Contact hour providers are required to submit course applications via eApps as of April 1, 2016.
- Rule Making

Operations, Resiliency, and Certification Section

Andrew Barienbrock	Environmental Manager	
Dave Riley	Environmental Specialist 2	Reclassifications, Technical Assistance, Emergency Response and Sanitary Survey Auditing
Josh Legg	Environmental Specialist 2	Operator of Record notifications, Technical assistance, Sanitary Survey Auditing
Chad Wegner	Environmental Specialist 2	Security, Contingency Planning, Emergency Response Planning, Operator Notifications and Enforcement
<i>Tanushree Courlas</i>	<i>Environmental Supervisor</i>	<i>Operator Certification</i>
Susan Parkins	Environmental Specialist 2	Contact Hours, Advisory Council, eBusiness and application processing
Kevin Jarrel	Environmental Specialist 2	Contact hours, eBusiness, ACHTP Program, and application processing
Deidra Davis	Administrative Assistant	Operator Certification, Exams

Ohio EPA Operator Certification Update

RULE MAKING

Rule Making

- Division of Surface Water has changed the small systems general permits for facilities that meet certain criteria and are designed to handle <1,500 gallons per day
- 2017 All of the Operator Certification rules are due for review.

Rule Making (Continued)

- 2017 Proposals for change to the Current Operator Certification Rules.
 - Throughout the rules we will be referring to operators as “Professionals”
 - 3745-7-01 (Definitions)
 - Changes to the definition of operating experience
 - Moving laboratory, pretreatment and engineering components to experience which only counts for a maximum of 25% of the total operating experience requirement
 - Collection and Distribution experience moved to the same provision when an operator is applying for a Wastewater Treatment or Water Supply Certificate.

Rule Making (Continued)

- 3745-7-01 (Definitions)
 - Adding the definition of a “Week” – 7 day period beginning on Sunday and ending on Saturday
- 3745-7-02 (Certified **professional** operators required)
 - Contract must clearly define the responsibilities of the owner and the **professional** operator
 - Contracted **professional** operator shall perform their duties in accordance with the contract operator rule

Rule Making (Continued)

- 3745-7-04 (Treatment works and sewerage system classification and staffing requirements)
 - Collection System staffing requirements
 - Class 1 visits to the collection system 3 days per week
 - Class 2 visits to the collection system 5 days per week
 - Clarification of backup operator provisions for Class A and 1 facilities
 - Addition of a provision clarifying backup operators are responsible for violations that occur while they are staffing a plant
 - Waiver of daily visit requirement with continuous monitoring

Rule Making (Continued)

- 3745-7-05 (Classification of **professional** operator certification)
 - Moved limited Class A description here
 - Adding a chart showing superseding certificates
- 3745-7-06 (Certification of **professional** operators)
 - Provide minor clarifications to some paragraphs
 - Add a deadline for submittal of the Class IV exam

Rule Making (Continued)

- 3745-7-07 (**Professional** operator in training)
 - Clarify that OITs are not certified and cannot act as a **professional** operator of record
- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified **professional** operator)
 - Operation and maintenance records must be maintained in hard bound books with consecutive page numbering or computer logs which automatically document the date, time and person making entry

Rule Making (Continued)

- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified **professional** operator)
 - Each **professional** operator shall ensure the record keeping requirements are being met
 - Each **professional** operator of record shall ensure the minimum staffing requirements are met
 - Each **professional** operator shall display a copy of their certificate at the plant or office of the owner. (Moved from 3745-7-05)

Rule Making (Continued)

- 3745-7-09 (Recordkeeping requirements and responsibilities of a certified **professional** operator)
 - Report minimum staffing times to the agency on a form approved by the Director

Rule Making (Continued)

- 3745-7-13 (Reciprocity)
 - Fee clarification
- 3745-7-15 (Expiration and renewal of **professional** operator certification)
 - Requirement for electronic submission of renewal applications beginning with certificates that expire December 31, 2018
 - Moving official due date for renewals to November 30 of the expiration year.
 - Reducing grace period from 1 year to 6 months.

Rule Making (Continued)

- 3745-7-15 (Expiration and renewal of **professional** operator certification)
 - Within 30 days of the effective date of the rule all training providers will be required to electronically submit attendance documentation
 - Clarification that training providers must notify Ohio EPA of each training session
 - Allowance for a third party course approval program
 - Penalty provisions for not following course approval requirements
 - Requirement to certify that you have taken Ohio EPA Operator Course

Rule Making (Continued)

- 3745-7-17 (**Professional** operator certification fees)
 - Clarification of fees for examination, certification, reciprocity and renewal
- 3745-7-21 (Contract Operator Rule)
 - In development.
 - Require registration for all contract operators and contract operation companies
 - Spell out requirements for contract operations companies
 - Provisions for preventing companies or operators From acting as contract operators

Rules

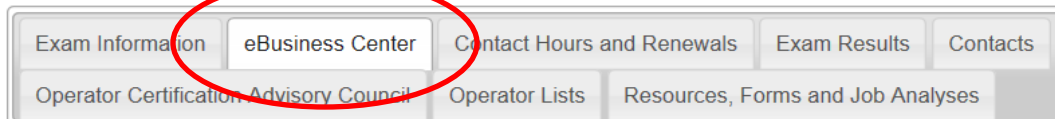
- Rules that are here to stay
 - Minimum staffing
 - Log book requirements – any operator of record or back up is required to keep operational records and follow all the requirements in 3745-7-09

Ohio EPA Operator Certification Update

EBUSINESS CENTER



eBusiness Center Instructions



Operator Certification eBusiness Center

Welcome to the Ohio EPA Operator Certification Unit eBusiness page. Operators will now be able to access their operator profile, update contact information, view completed courses, submit a variety of applications and even pay program fees electronically. Training Providers will be able to update program contact information, apply for courses, upload course schedules and upload course attendance information for operators. Online access to our more popular applications, payments, and features should streamline the paperwork process and provide the most information in the least amount of time to Ohio's Operators and Training Providers. Visit the [eBusiness Center](#) and use the following links to get started.

- [How do I get an eBusiness account?](#)
 - **NOTE:** If you are a Training Provider that had valid contact hour course approval numbers on or before August 1, 2014 you may already have an account. Please contact Operator Certification **before** creating a new account.
- [How do I request a PIN?](#)
- [How do I request a service?](#)
 - [Operator Service](#)
 - **NOTE: If you have a certificate, or if you have ever applied for an exam, certificate, or OIT status with Ohio EPA, you have a Core Person ID number.** Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728) before selecting "No" and creating a new Core Person ID number.
- [Training Provider Service](#)
 - NOTE: the Training Provider Service and the Operator Service should **NOT** be activated under the same user account. If your Training Provider contact person is also a Certified Operator, they will need to create a separate account for personal operator functions. They will maintain separate Usernames, Passwords, and PINs for the Training Provider account and their Operator Account.
- [Exam Provider Service](#)

How are we doing?



Did you get a permit, license or help from Ohio EPA? Please tell us about your experience.

QUESTIONS?

Call the Operator Certification Hotline at **1-866-411-OPCT (6728)** or [email us](#).

WANT TO RECEIVE UPDATES?

Subscribe to the [Operator Certification Mailing List](#)



eBusiness Center (eBiz)

State of Ohio | Ohio EPA



eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

New Account

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

System Support

Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays,
except State [holidays](#).

eBusiness Center Login

User ID:

Password:

Login

[Forgot your password?](#)

It is recommended that you use **Microsoft Internet Explorer version 9.0** or higher when using the eBusiness Center.
If you would like to download the latest version of Internet Explorer please click [here](#).



eBusiness Center (eBiz)

- PIN = Personal Identification Number
- To get a PIN:
 - Submit an electronic request
 - Print and complete the Subscriber Agreement form (Form must be notarized)
 - Mail form to Ohio EPA - PIN will be mailed back to you
 - Activate PIN on eBiz
- PIN is required to submit any application

eBusiness Center (eBiz)

- FAQ

- Can I just email my PIN request instead of mailing?
- Do I need a PIN to just set up my account?
- Can I give my PIN to someone else?
- I can't find the email with the Subscriber Agreement. What do I do?
- I forgot my PIN. What do I do?
- I forgot my security questions. What do I do?

Ohio EPA Operator Certification Update

OPERATOR SERVICE



Request the Operator Service

Available Services <small>(What is this?)</small>	
Service	Action
Air Services	Request
Conference and Events Registration	Request
DMWM Compliance	Request
DMWM Compost/Scrap Tire Facility Registration	Request
DMWM Infectious Waste Generator Registration	Request
DMWM Scrap Tire Transporter Registration	Request
DMWM Solid Waste/C&DD Disposal Fees (Pay Existing Invoice)	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request
DMWM Solid Waste/C&DD Facility Licensing	Request
DSW 401 Certification and Isolated Wetlands Permit	Request
DSW Credible Data	Request
e-DMR	Request
e-Drinking Water Reports	Request
Hazardous Waste Report (eDRUMS)	Request
OEEF Grant Service (No PIN Required)	Request
Pay Ohio EPA Fees Online	Request
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request



Very Important!



eBusiness Center

[eBusiness Home](#)

[My Account](#)

Certified Operator Service Request

Certified Operator Lookup



Please enter the appropriate information in the space provided to retrieve your operator profile.

* Do you have an existing Core Person ID number from Ohio EPA?

NOTE: If you have a certification or if you have ever applied for an exam with Ohio EPA, you have a core person ID. So you will select "Yes" from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728). Please do not select "No" and create a new Core ID number unless you are certain you do not already have one.

<select> ▼

Reset

Submit

Cancel



Core Person ID Numbers

- Core ID numbers are the middle 7 digits of an operators certificate number

Certificate #	Core Person ID
WS1-1234567-12	1234567

- Persons who do not have a certificate, may still have a Core Person ID.
 - If there is a question, please contact Ohio EPA.

Ohio EPA Operator Certification Update

ELECTRONIC APPLICATIONS



Electronic Applications

- Ohio EPA eBusiness Center
 - Exam Applications
 - Third Party Certification Applications
 - Renewals Applications
 - Reciprocity Applications
 - Fee payments
 - Course Approval Applications
 - Approved Contact Hour Training Provider Applications

Course Approvals

- Faster turn around time
- Same time restrictions apply for both Training Provider and Operator Applications
 - Apply and Schedule prior to or within 30 days of completion
- Training Providers upload attendance records
 - This will connect courses with operators

Course Approvals

- FAQ
 - Should I submit a course approval application if I don't see a course on my list?
 - How do I know the course I took has been approved?
 - I attended a training out of state and want contact hours for it. It's close to the 30 days deadline and I don't have my proof of attendance. What do I do?

Exam Applications

- Paper applications are no longer accepted
- One time detailed employment info entry
- Print off, sign and mail paper documentation
- Email confirmations:
 - Submission confirmation
 - Application Approval and Exam Entrance Letter
 - Check Spam folder

Third Party Exam Certification

- Must use electronic applications
- Must meet experience requirements before you apply
 - Class III must meet all requirements before taking the exam
- Still need to mail the documentation
 - Signed by supervisor and applicant

Renewal Applications

- Over 6,000 renewal applications were mailed out in September.
- Electronic Renewals become available on August 1st of the renewal year
- What courses are accessible on eBusiness?
 - Most courses are available
 - Most attendance is uploaded
 - Operators can upload their own course/contact hour information after August 1st of renewal year

Renewal Applications

- FAQ

- Do I need to submit both the paper application and an eBiz application?
- Do I have to use eBiz to renew?
- Why don't I see all my hours in my eBiz account?
- Can I add contact hours to my list?
- How do I add correspondence/internet course contact hours?
- Will I be mailed a renewal card?
- If I am audited, do I do anything different in eBiz?

Fee Payments

- What can you pay for on eBusiness right now?
 - Exams
 - Renewals
 - Reciprocity
 - Third Party Exam Certifications
- Payment Types
 - Credit Card, eChecks, Money Order/Paper Checks

Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

<http://www.epa.ohio.gov/ddagw/opcert.aspx>



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QUESTIONS