

MEMORANDUM

TO: Interested Parties

FROM: Don McKenzie, Water and Wastewater Section, Program Manager

DATE: July 25, 2006

SUBJECT: **Operator Certification, Policy Manual 20.6.1.** Clarification of Restricted Certification Requirements.

Background: This policy replaces the current Restricted Certification of Operators, Policy Manual 2.2.3.1. This policy is meant to further clarify the conditions under which restricted certification shall be considered appropriate by the administrator.

Policy 20.6.1 Restricted certification shall be considered only when an operator is physically or mentally unable to take the conventional exam. The operator, however, should still be able to safely and completely perform his or her duties as an operator.

- 1) The owner of the facility will provide the Administrator with a written request for restricted certification.
- 2) The Certification Officer will review the request. The Certification Officer may consult the Operator Certification Committee and/or the Water and Wastewater Section Staff in the process of evaluating the request.
- 3) The Certification Officer will provide the owner of the facility a written response to the restricted certification request.
- 4) If the Certification Officer approves the restricted certification request, the Certification Officer will arrange an on-site evaluation of the operator in question by one of the Water and Wastewater Section Staff.
- 5) The on-site evaluation will be designed to determine that the operator knowledge, skills, and abilities to correctly operate and maintain the facility. The evaluating staff member will document the subject areas covered and make recommendations to the Certification Officer with respect to the operator's competence in each.
- 6) The Certification Officer will review the results and the evaluator's comments. The Certification Officer may consult the Operator Certification Committee and/or the Water and Wastewater Section Staff in the process of evaluating the performance of the operator.
- 7) The Certification Officer will provide the owner of the facility and the operator with written notification of the results of the restricted certification evaluation.