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## **WASTEWATER OPERATOR CERTIFICATION APPLICATION**

Welcome to the Montana Department of Environmental Quality Water and Wastewater Operator Certification Program! The following information has been gathered in order to assist you in completing an application. Should you have any questions, please contact our office at (406) 444-4584.

Section 17.38.249, Administrative Rules of Montana (ARM), provides that: “The owner of a community or nontransient non community public water supply or wastewater treatment system shall retain a certified operator, as defined in Title 37, chapter 42, MCA, to perform monitoring and reporting in accordance with the requirements of this subchapter. The certified operator must be in responsible charge of the public water supply or wastewater treatment system.”

### **OPERATOR CERTIFICATION APPLICATION CHECKLIST:**

- \_\_\_ 1. **Fill out the application COMPLETELY and sign and date it.** Full and detailed completion of this application is important in determining your qualifications to become a fully certified operator versus an operator-in training. Read and follow instructions provided in each section of the application. Apply to be certified for the class (1-4) and type (C-municipal; D-industrial; E-on-site) of system described on the classification chart enclosed.
- \_\_\_ 2. **Send in the application with the appropriate application and examination fees** to the address at the top of the application. NOTE: The completed application and fees must be returned to the department postmarked at least 30 days before the date of the examination. Although complete applications are usually processed within a 48 hour period, please allow up to 2 weeks for processing. Make checks payable to: **DEQ WWO**C. Application fees are \$70 for water and/or \$70 for wastewater. Examination fees are \$70 for each type of examination (water distribution, water treatment, and/or wastewater). Examination fees are due for each type of exam you take. *The application is good for one year and fees are not refundable.*
- \_\_\_ 3. **Please be aware** that the study guide materials our office provides upon receipt of applications and fees are strictly supplemental materials and other documents and training should be utilized.
- \_\_\_ 4. **All applicants for every class must pass an examination** with a grade of 70 or above. Examinations are scheduled several times throughout the year for all classifications. Applicants can take an exam at one of the scheduled exam sites **OR** by appointment in one of our DEQ offices in Billings, Helena or Kalispell. To make arrangements, call the Operator Certification Program at (406) 444-4584.

The scheduled exams for all classifications are given each year, spring, summer and fall, following Water Schools. See examination notices for specific dates or contact the certification office at (406) 444-4584. Again, the deadline for our office to receive applications for any examination is thirty (30) days before the exam date. No exam will be given unless the completed application and appropriate fees have been turned-in at least 30 days before the date of the examination.

- \_\_\_ 5. **To be fully certified, all operators must fulfill experience requirements**, working with the system described for that class and type. Once certified, operators will be required to earn Continuing Education Credits units **every two years, on the even numbered year.**

<b>CLASS</b>	<b>EXPERIENCE NEEDED</b>	<b>FC CEC REQUIREMENTS</b>	<b>OIT CEC REQUIREMENTS</b>
Class 1	2.5 yrs	20 hours (2.0)	10 hours (1.0)
Class 2	2 yrs	10 hours (1.0)	5 hours (.50)
Class 3	1.5 yr	10 hours (1.0)	5 hours (.50)
Class 4	1 yr	10 hours (1.0)	5 hours (.50)

**Report the number of months or years of experience** working with water and wastewater systems on the SYSTEM GENERAL EXPERIENCE RECORD section inside the application. Report where this experience was gained on the SYSTEM DETAILED EXPERIENCE RECORD section along with any other work experience you think might be applicable.

**Describe the system you presently operate** where indicated at the end of the experience records.

**Report post-secondary education on your application and include copies of transcripts.** Post-secondary education deemed applicable may satisfy up to one-half of any experience requirement if properly reported on the application. Applicants who pass their examinations before completing experience requirements are certified as operators-in-training until such time as the requirements are met and reported by the operator to our office on the Experience Voucher supplied with the Operator-In-Training Certificate.

- \_\_\_ 6. **All applicants are requested to provide a copy of their high school diploma, G.E.D. certificate, or competency assessment at the Job Service.**

If you have any questions about the certification process or this application package, please contact a Water and Wastewater Operator Certification Technician at (406) 444-4584 or (406) 444-3434.

**Montana Operator Code of Ethics:**

"Using my best judgment and operating skills, I will always work, to protect the public health, to ensure good service, to protect public property and the environment, by applying my skills in operating water and wastewater system equipment, by properly and accurately completing required records, following and complying with state and federal rules and regulations, continuing my education in my field, and working with management to establish distinct and safe operating policies for the public utilities for which I am entrusted."

**APPLICATION, FEES, AND VERIFICATION OF EDUCATION ARE DUE IN OUR OFFICE 30 DAYS BEFORE THE EXAMINATION DATE!!!!**

## WASTEWATER CERTIFICATION CLASSES

<b>CLASS TYPE</b>	<b>- 1 - FIRST CLASS</b>	<b>- 2 - SECOND CLASS</b>	<b>- 3 - THIRD CLASS</b>	<b>- 4 - FOURTH CLASS</b>
<b>- C - WASTEWATER SYSTEM OPERATOR</b>	Secondary and advanced (tertiary) treatment provided by: conventional activated sludge plants, biological nutrient removal plants, ammonia conversion processes, extended aeration activated sludge plants such as oxidation ditches and package plants, fixed-growth trickling filter and bio-disc plants; sequence batch reactors and/or other tertiary processes, such as effluent filtration and membrane bioreactor systems.	<b>X</b>	Secondary treatment provided by aerated lagoons or lagoons not utilizing artificial aeration.	<b>X</b>
<b>- D - INDUSTRIAL WASTEWATER TREATMENT OPERATOR</b>	Industrial biological or physical-chemical treatment facility treating more than 1.0 mgd <b>and/or</b> employing one or more of the following: air flotation, air stripping, reverse osmosis, electrochemical treatment, activated sludge, anaerobic digestion, aerobic digestion, nutrient removal systems, tertiary treatment and chemical clarification	Industrial wastewater systems including biological treatment facilities treating less than 1.0 mgd <b>or</b> employing one or more of the following: clarification, filtration, constructed wetlands, carbon adsorption, ion exchange, disinfection, trickling filters, bio-disc systems, sequencing batch reactors, biological sand filters, membrane filtration and advanced onsite treatment and disposal systems described under Certification Class E2 requirements.	Industrial wastewater treatment systems employing one or more of the following: oil-water separation, grinding or comminutors, land surface disposal, neutralization (pH adjustment), aerated lagoons, onsite septic tank treatment systems with pressure dosed drainfields, siphon dosed drainfields and elevated sand mounds.	Industrial wastewater treatment systems including one or more of the following: detention ponds, sedimentation ponds, stabilization ponds, lagoons without mechanical mixing or aeration, septic systems treating the discharge from drinking water treatment systems and onsite treatment utilizing standard septic tanks and gravity drainfields.

<p align="center"><b>- E -</b></p> <p align="center"><b>ON-SITE WASTEWATER SYSTEM OPERATOR</b></p>	<p align="center"><b>X</b></p>	<p>On-site package biological wastewater treatment systems including conventional activated sludge, SBR, fixed film and extended aeration systems with discharge to groundwater. Must be a public sewage system and flow to the facility will generally be greater 5000 gpd.</p>	<p>On-site treatment systems discharging to groundwater including all Montana DEQ Level 2 systems, biological sand filters, intermittent sand filters, recirculating trickling filters and recirculating textile filters. Must be a public sewage system and flow to the facility will generally be greater 5000 gpd.</p>	<p>On-site septic tank primary treatment systems with complex or pumped sub-surface disposal. Includes pressure-dosed drainfields, siphon-dosed drainfields, elevated sand mound systems. Onsite septic tank primary treatment systems with simple sub-surface disposal by gravity drainfield. Must be a public sewage system and flow to the facility will generally be greater 5000 gpd.</p>
<p><b>EXPERIENCE REQUIREMENT FOR FULLY CERTIFIED OPERATORS</b></p>	<p>2.5 years</p>	<p>2 years</p>	<p>1.5 years</p>	<p>1 year</p>