

**CHAPTER 302
ADMINISTRATION OF THE WATER AND WASTEWATER SYSTEMS
OPERATORS' CERTIFICATION PROGRAM**

DUTIES OF OWNERS AND OPERATORS

Duties of Owners

| Ch. 302 Citation | Description | Example |
|---------------------|--|---|
| 302.104(a) | An unauthorized person made process control decisions at a wastewater facility without proper certification | Uncertified/not properly certified owner or owner's representative shall contact the available operator, shall follow direction or an SOP, or autocontrol by a PLC/SCADA. |

| Ch. 302 Citation | Description |
|---------------------|---|
| 302.1202 | Owner shall comply with the Act or Chapter 302 regulations |
| 302.1202(a)(1) | Owner shall comply with permit conditions and requirements applicable to the operation of the system. |
| 302.1202(a)(2) | <p>Owner shall ensure process control decisions were made by available operators with a valid, appropriate certificate. i.e. operator available – onsite and for sufficient time, able to be contacted with correct contact info given, or an approved and adequate SOP, or a PLC/SCADA system set up for automatic control.</p> <p>Owner shall employ an operator with a valid, appropriate certificate.</p> <p>Owner shall approve a circuit rider's Specific Management Plan.</p> |
| 302.1202(a)(3) | Owner shall post the name and contact information of available operator(s). |
| 302.1202(a)(4) | Owner shall take appropriate action in a timely manner in response to the Operator Report to Owner. |
| 302.1202(a)(5) | <p>Owner shall provide a copy of current, relevant permits to all available operators.</p> <p>Owner shall submit a written request to DEP to provide the current permits to the designated available operator.</p> |
| 302.1202(b)(6) | Owner shall designate an operator in responsible charge (OIRC) when the owner chooses to develop and use SOPs. |
| 302.1202(c) | <p>Owner shall notify DEP within 10 days of when the available operator(s) changed.</p> <p>https://www.logiforms.com/formdata/user_forms/23785_4145344/77494/</p> |
| 302.1203(c) | Owner shall have a process control plan when required by DEP. |

**CHAPTER 302
ADMINISTRATION OF THE WATER AND WASTEWATER SYSTEMS
OPERATORS' CERTIFICATION PROGRAM**

DUTIES OF OWNERS AND OPERATORS

Duties of Owners (continued)

| Ch. 302 Citation | Description |
|---------------------|--|
| 302.1204(b) | Owner shall ensure the 4 requirements for SOPs are met, if in use: <ol style="list-style-type: none"> 1. name of OIRC, 2. who may use the SOP, 3. processes covered by SOP or whom to contact if not covered, 4. trigger parameters and actions to be taken. |
| 302.1204(c) | Owner shall approve and date the SOP, and have the SOP available at the system. |
| 302.1205 | Owner shall have the necessary number of available operators [1]; or more if required by DEP. |
| 302.1206(a) | Owner shall notify DEP within 10 days of when the operator in responsible charge (OIRC) changed. Owner shall notify the OIRC of this designation in writing. |
| 302.1206(b) | Owner shall provide the required information (name, client ID, cert. #) about an OIRC upon request by DEP. |
| 302.1206(c) | Owner shall ensure that the operator designated as the OIRC holds a valid, appropriate certificate. |
| 302.1207(d) | Owner shall notify DEP within 10 days of when a circuit rider is employed to operate the system. |
| 302.1207(g) | Owner shall approve through signature the circuit rider's specific management plan. |

**CHAPTER 302
ADMINISTRATION OF THE WATER AND WASTEWATER SYSTEMS
OPERATORS' CERTIFICATION PROGRAM**

DUTIES OF OWNERS AND OPERATORS

Duties of Operators

| Ch. 302 Citation | Description | Examples |
|---------------------|--|--|
| 302.104(a) | An unauthorized person made process control decisions at a wastewater facility without proper certification | Uncertified/not properly certified person shall contact the available operator, shall follow direction or an SOP, or autocontrol by a PLC/SCADA. |

| Ch. 302 Citation | Description |
|--|---|
| Operator shall comply with the Act or Chapter 302 regulations | |
| 302.1201(a) | Certified operator / available operator shall comply with the act, this chapter, and other law or rules and regulations applicable to the operation of systems. Certified operator shall provide suitable operation and maintenance <u>using available resources</u> . [consider report per 302.1201(c) & owner's response per 302.1202(a)(4)] |
| 302.1201(c) | Certified operator shall report to the owner known violations or conditions that may be or are causing violations.[when resources are needed or lacking] |
| 302.1201(c) | Certified operator shall provide an <i>Operator Report to the Owner</i> including the 6 requirements (name, date, nature of violation or condition, suspected cause including lack of needed resources, degree of severity, action or measures associated with process control to prevent or eliminate violation/condition). [template available] |
| 302.1203(a) | Available operator shall make all process control decisions. [by being available onsite or remotely, by using approved SOPs, or by using a PLC/SCADA system <u>to direct the actions of certified and noncertified operators</u>] |
| 302.1204(c) | Operator in responsible charge (OIRC) shall approve and date SOPs. |
| 302.1207(e) | Circuit rider shall develop and submit a general work plan [work contract or template] to the owner, that includes the 4 requirements: 1. business name/location, 2. inventory of circuit rider's facilities/systems, 3. class & subclass of each system, 4. number of estimated hours per week and visits per month at each. [template available] |
| 302.1207(f) | Circuit rider shall develop and submit a system specific management plan that includes the 4 requirements: 1. name, contact info & certificates for available operators, 2. SOP & process control plan, 3. emergency contact info, 4. estimate of emergency response time. [template available] |