

Rule 12. Classification of Community Public Water System and Nontransient Noncommunity Public Water System

Treatment Plants and Distribution Systems; Examination and Certification of Operators

327 IAC 8-12-0.3 Purpose

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 0.3. (a) The purpose of this rule is to establish the following:

(1) A classification system for community public water system and nontransient noncommunity public water system treatment

plants and distribution systems.

(2) The criteria by which a person may become a water treatment plant and water distribution system certified operator.

(b) The intended result of this rule is to ensure that the water treatment plant and water distribution system operators of:

(1) community public water systems;

(2) nontransient noncommunity public water systems;

(3) transient noncommunity public water systems using surface water or ground water under the direct influence of surface

water; and

(4) transient noncommunity public water systems that employ complex treatment;

are trained, certified, and have knowledge of the public health reasons for drinking water standards thereby providing consumers

with a safe drinking water supply. (*Water Pollution Control Board; 327 IAC 8-12-0.3; filed Nov 20, 2000, 4:11 p.m.: 24 IR 972*)

327 IAC 8-12-0.5 Applicability

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 0.5. This rule applies to:

(1) a certified operator who works at;

(2) a person endeavoring to become a certified operator at; and

(3) the owner of;

a community public water system, nontransient noncommunity public water system, transient noncommunity public water system

using surface water or ground water under the direct influence of surface water, or a transient

noncommunity public water system

that requires complex treatment. (*Water Pollution Control Board; 327 IAC 8-12-0.5; filed Nov 20, 2000,*

4:11 p.m.: 24 IR 973)

327 IAC 8-12-1 Definitions

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-11-2; IC 13-18-11

Sec. 1. In addition to the definitions contained in IC 13-11-2 and 327 IAC 1, the following definitions apply throughout this

rule:

(1) "Acceptable experience" means employment in the actual hands-on operation of a water treatment plant or water

distribution system. Experience in water w treatment plant maintenance that directly relates to plant operation will be given

a maximum of fifty percent (50%) credit for operational experience for those employed solely in this area.

Experience in a

water treatment plant laboratory that directly relates to plant operation will also be given a maximum of fifty percent (50%)

credit for operational experience for those employed solely in this area. Acceptable experience shall be

obtained under the

supervision of a certified operator or by otherwise demonstrating to the commissioner that the applicant's experience meets

the requirements described by this subdivision.

- (2) "Applicant" means a person seeking certification as a water treatment or water distribution system certified operator, whether or not the person is currently employed as an operator.
- (3) "Application" means a written request for certification under this rule addressed to the commissioner.
- (4) "Automated monitoring" means a continuous monitoring system that will cause an alarm, dialer, or pager to notify a certified operator in cases where a water treatment plant or water distribution system may fail during periods of normal operation.
- (5) "Available" means that, based on water treatment or water distribution system size, complexity, and source water quality, a certified operator must be on site or able to be contacted if needed to initiate appropriate action in a timely manner.
- (6) "Certificate" means an appropriate document containing the following information:
- (A) Affirmation that the named person has fulfilled the requirements, including receiving a passing examination grade, necessary for the operation of the water treatment plant or water distribution system for which application was made.
- (B) The water treatment plant or water distribution system classification that may be operated under the issued certificate.
- (C) The date of issuance.
- (D) An identification number unique to each certificate document.
- (7) "Certification card" means a card issued to a person who has fulfilled the requirements to be a water treatment plant or distribution system certified operator and contains the following information:
- (A) The name and certificate number of the person.
- (B) The classification of the water treatment plant or distribution system that the named person may operate.
- (C) An expiration date.
- (8) "Certified operator" means a person who has:
- (A) met the requirements of this rule;
- (B) a valid certificate in a classification identified in section 2 of this rule for water treatment or water distribution operation; and
- (C) the ability to make decisions regarding the daily operational activities of a a public water system water treatment plant or water distribution system that will directly impact the quality or quantity of the drinking water.
- (9) "Certified operator in responsible charge" means a person designated by the owner or governing body of a water treatment plant or water distribution system to be the certified operator who has complete responsibility for the proper operation of a water treatment plant or water distribution system and makes decisions regarding the daily operational activities of a public water system treatment plant or distribution system that will directly impact the quality or quantity of drinking water from community public water supply systems and nontransient noncommunity public water supply systems.
- (10) "Commissioner" means the commissioner of the department of environmental management.
- (11) "Contact hour" means a fifty (50) to sixty (60) minute instructional session involving an instructor or lecturer approved by the commissioner. Ten (10) contact hours equals one (1) continuing education unit (CEU) as defined by the National Task Force on the Continuing Education Unit.

(12) "Operating shift" means that period of time during which operator decisions that affect public health are necessary for the proper operation of the system.

(13) "Plant operation" means the time of:

(A) actual production; or

(B) pumping to produce drinking water supply.

(14) "Population served" means the currently accepted population equivalent.

(15) "Training provider" means a person who conducts or presents a course training session approved under section 7.1 of this rule.

(Water Pollution Control Board; 327 IAC 8-12-1; filed Sep 24, 1987, 3:00 p.m.: 11 IR 719; filed Sep 19, 1990, 3:00 p.m.: 14 IR

259; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1230; filed Nov 20, 2000, 4:11 p.m.: 24 IR 973)

327 IAC 8-12-1.1 Responsibilities

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 1.1. The owner or governing body of a water treatment plant or water distribution system shall be responsible to accomplish the following:

(1) Place each water treatment facility and water distribution system under the direct supervision of a certified operator in responsible charge who:

(A) has a valid certification of a grade eligible for operation at the classification of water treatment facility or water

distribution system of responsibility; and

(B) is available to make process control or system integrity decisions about water quality or quantity that affect public health.

(2) Designate one (1) certified operator to have complete responsibility for the proper operation of the water treatment plant or water distribution system.

(3) Assure that a minimum of one (1) operator certified according to this rule must be available for each operating shift.

(4) Notify the commissioner of the name of the person designated according to subdivision (1) to be the certified operator in responsible charge.

(5) Submit written notice to the commissioner no later than thirty (30) days after the occurrence of one (1) of the following:

(A) A change in the person serving as the certified operator in responsible charge.

(B) A change in conditions or circumstances that were used as the basis for the original classification of the water

treatment plant or water distribution system.

(Water Pollution Control Board; 327 IAC 8-12-1.1; filed Sep 19, 1990, 3:00 p.m.: 14 IR 259; filed Nov 20, 2000, 4:11 p.m.: 24 IR

974)

327 IAC 8-12-2 Classification of water distribution systems and water treatment plants

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

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Sec. 2. (a) A water distribution system shall be classified in one (1) of three (3) classifications as follows:

(1) Class DSS (distribution system small) includes systems that:

(A) serve a population of less than three thousand three hundred (3,300); and

(B) have no components other than:

(i) pressure tanks; or

(ii) storage tanks.

- (2) Class DSM (distribution system medium) includes systems that meet one (1) of the following:
- (A) Serve a population greater than or equal to three thousand three hundred one (3,301) but less than or equal to ten thousand (10,000) people and have no mechanical means of movement of water other than one (1) of the following:
 - (i) Pressure tanks.
 - (ii) Storage tanks.
 - (B) Consist of the following:
 - (i) Pump.
 - (ii) Storage tanks.
 - (iii) Booster pumps to storage tanks.
- (3) Class DSL (distribution system large) includes systems that meet one (1) of the following:
- (A) Serve a population greater than or equal to ten thousand one (10,001) people.
 - (B) Consist of the following:
 - (i) Storage tanks.
 - (ii) Booster pumps to the distribution system.
 - (iii) Mechanical devices for movement of water beyond storage.
- (b) A water treatment plant shall be classified in one (1) of six (6) classifications, based on population served and type of treatment, as follows:
- (1) Class WT 1 includes systems that meet the following:
- (A) Serve a population less than or equal to five hundred (500) people.
 - (B) Acquire water from one (1) of the following:
 - (i) Ground water.
 - (ii) Purchase.
 - (C) Have one (1) of the following:
 - (i) Ion exchange softening process for cation removal.
 - (ii) Inline filtration device with no chemical treatment.
- (2) Class WT 2 includes systems with no population limitations that meet the following:
- (A) Acquire water from one (1) of the following:
 - (i) Ground water.
 - (ii) Purchase.
 - (B) Utilize chemical feed to achieve one (1) of the following:
 - (i) Disinfection.
 - (ii) Fluoride standardization.
 - (iii) Water stabilization.
- (3) Class WT 3 includes systems that meet the following:
- (A) Acquire water from one (1) of the following:
 - (i) Ground water.
 - (ii) Purchase.
 - (B) Utilize chemical feed.
 - (C) Have one (1) of the following:
 - (i) Pressure or gravity filtration.
 - (ii) Ion exchange processes if the population served is greater than five hundred one (501).
 - (iii) Lime soda softening.
 - (iv) Reverse osmosis.
- (4) Class WT 4 includes systems that meet the following:
- (A) Serve a population less than or equal to ten thousand (10,000) people.
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- (B) Acquire water from one (1) of the following:
 - (i) Surface water.
 - (ii) Ground water under the direct influence of surface water.
- (5) Class WT 5 includes systems that meet the following:
- (A) Serve a population greater than ten thousand one (10,001) people.
 - (B) Acquire water from one (1) of the following:

- (i) Surface water.
 - (ii) Ground water under the direct influence of surface water.
- (6) Class WT 6 includes systems that utilize newly emerging treatment technology not commonly in use for drinking water treatment in Indiana, as determined by the commissioner.
(Water Pollution Control Board; 327 IAC 8-12-2; filed Sep 24, 1987, 3:00 p.m.: 11 IR 719; filed Sep 19, 1990, 3:00 p.m.: 14 IR 259; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1230; errata filed Mar 9, 1995, 4:15 p.m.: 18 IR 1836; filed Nov 20, 2000, 4:11 p.m.: 24 IR 974)

327 IAC 8-12-2.5 Reclassification of water treatment plants and water distribution systems

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 2.5. (a) Water treatment plants and water distribution systems will be reclassified by the commissioner if there are changes in the conditions or circumstances upon which the original classification was based.

(b) A water treatment plant or water distribution system may be reclassified by the commissioner if one (1) of the following situations exists:

(1) The treatment plant or water distribution system utilizes:

- (A) special or complex equipment;
- (B) newly emerging treatment technology; or
- (C) features of design requiring a change in operation.

(2) The demonstration of the reliability of new technology.

(3) Change necessitated by law.

(4) The commissioner determines that a new classification is required to protect public health.

(c) Notice of the commissioner's decision according to subsection (a) or (b) to reclassify a water treatment plant or water

distribution system shall be given to the governing body or owner and to the operators, and such notice shall indicate the grade of

the certified operator in responsible charge who will be required to supervise the reclassified plant or system and how soon an

operator with such qualifications must be obtained. *(Water Pollution Control Board; 327 IAC 8-12-2.5; filed Nov 20, 2000, 4:11*

p.m.: 24 IR 977)

327 IAC 8-12-3 Qualifications of a certified operator

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-11-2; IC 13-18-11

Sec. 3. (a) In order to become a certified operator of a water treatment plant or a water distribution system, a person must:

(1) meet the minimum qualifications specified in subsection (b); and

(2) pass the certification examination required by the commissioner unless exempted by statute or rule.

(b) Prior to applying to take the water treatment plant or water distribution system operator certification examination given

by the commissioner, a person must have the following qualifications:

(1) The educational skills necessary to:

(A) make simple computations with fractions and decimals;

(B) read a linear scale;

(C) calculate volumes of simple shapes;

(D) make simple computations of multiplication and division;

(E) keep records;

(F) read and write the English language to the extent of interpreting service manuals and work orders and submitting

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written reports;

- (G) understand basic principles of sanitation; and
- (H) understand basic principles of science.
- (2) With the exception of an operator-in-training, experience acceptable to the commissioner in the field of water treatment or water distribution that:
 - (A) demonstrates the examination applicant's technical knowledge;
 - (B) can be verified based on information from available sources, primarily the applicant's water treatment plant or water distribution system employer; and
 - (C) is the result of satisfactory accomplishment of work in accordance with the following:
 - (i) Measured from the date of employment of the applicant to the date of the next scheduled examination.
 - (ii) Received under the supervision of a certified operator qualified to operate the same classification of treatment plant or distribution system as that of the applicant's certification application.

(Water Pollution Control Board; 327 IAC 8-12-3; filed Sep 24, 1987, 3:00 p.m.: 11 IR 721; filed Sep 19, 1990, 3:00 p.m.: 14 IR 262; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1232; errata filed Mar 9, 1995, 4:15 p.m.: 18 IR 1836; filed Nov 20, 2000, 4:11 p.m.: 24 IR 977)

327 IAC 8-12-3.2 Certified operator grades

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 3.2. (a) Grade operator-in-training (O.I.T.) is available under the following guidelines:

- (1) To a person meeting the following:
 - (A) Currently employed at a public water system with facilities classified as a Class WT 3, Class WT 4, or Class WT 5 water treatment plant or a DSL water distribution system.
 - (B) Has fulfilled the qualifications of section 3(a)(2) and 3(b)(1) of this rule.
- (2) In accordance with the following:
 - (A) Until the O.I.T. meets the experience requirement needed for the classification of treatment plant or distribution system where the O.I.T. is accumulating work experience.
 - (B) Operating work must be accomplished under the supervision of a certified operator in responsible charge who must verify to the commissioner the satisfactory achievement of acceptable experience by the O.I.T.
 - (C) An O.I.T. may not:
 - (i) serve as a certified operator in responsible charge;
 - (ii) transfer an O.I.T. certification to a water treatment plant or distribution system with a public water system identification number (PWSID) different than the PWSID for which the certification was issued;
 - (iii) hold two (2) treatment plant or distribution system O.I.T. certifications concurrently; or
 - (iv) renew the O.I.T. certification.
- (b) A water distribution system certified operator may possess a valid certification in one (1) or more of the following three
 - (3) grades:
 - (1) Grade DSS is a certified operator qualified to operate a Class DSS water distribution system after having fulfilled the following requirements:
 - (A) Possess a high school diploma or its equivalent.
 - (B) Meet the qualifications of section 3 of this rule.
 - (C) Attain a minimum of one (1) year of acceptable work experience in the operation of a Class DSS water distribution system.
 - (2) Grade DSM is a certified operator qualified to operate a Class DSS and Class DSM water distribution system after having fulfilled the following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Attain one (1) of the following acceptable work experience requirements:
 - (i) One (1) year in the operation of a Class DSM water distribution system.
 - (ii) Two (2) years in the operation of a Class DSS water distribution system.

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(3) Grade DSL is a certified operator qualified to operate a Class DSS, Class DSM, and Class DSL water distribution system

after having fulfilled the following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Must be able to:
 - (i) maintain inventories;
 - (ii) order supplies and equipment; and
 - (iii) interpret chemical and bacteriological sample reports.
- (D) Attain one (1) of the following acceptable work experience requirements:
 - (i) One (1) year in the operation of a Class DSL water distribution system.
 - (ii) Three (3) years in the operation of a Class DSM water distribution system.
 - (iii) Five (5) years in the operation of a Class DSS water distribution system.
 - (iv) An acceptable number of years of experience approved by the commissioner if gained in operation of a combination of the various classifications of water distribution systems.
- (c) A water treatment plant certified operator may possess a valid certification in one (1) or more of the following five (5) grades:

(1) Grade WT 1 is a certified operator qualified to operate a Class WT 1 water treatment plant after having fulfilled the

following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Must be able to:
 - (i) maintain inventories;
 - (ii) order supplies and equipment; and
 - (iii) interpret chemical and bacteriological sample reports.
- (D) Attain a minimum of one (1) year of acceptable work experience in the operation of a Class WT 1 water treatment plant.

(2) Grade WT 2 is a certified operator qualified to operate a Class WT 1 and a Class WT 2 water treatment plant after having

fulfilled the following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Must be able to:
 - (i) maintain inventories;
 - (ii) order supplies and equipment; and
 - (iii) interpret chemical and bacteriological sample reports.
- (D) Attain one (1) of the following acceptable work experience requirements:
 - (i) One (1) year in the operation of a Class WT 2 water treatment plant.
 - (ii) Two (2) years in the operation of a Class WT 1 water treatment plant.

(3) Grade WT 3 is a certified operator qualified to operate a Class WT 1, Class WT 2, and Class WT 3 water treatment plant

after having fulfilled the following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Must be able to:
 - (i) maintain inventories;

- (ii) order supplies and equipment; and
- (iii) interpret chemical and bacteriological sample reports.
- (D) Attain the following acceptable work experience at a minimum:
 - (i) Two (2) years in the operation of a Class WT 3 water treatment plant.
 - (ii) Successful completion of educational work at college level in:
 - (AA) engineering;
 - (BB) chemistry; or
 - (CC) science;

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related to water treatment may be substituted for work experience required according to item (i) at the ratio of four (4) semesters or six (6) quarters of schooling for a maximum substitution of one (1) year of experience.

(4) Grade WT 4 is a certified operator qualified to operate a Class WT 1, Class WT 2, and Class WT 4 water treatment plant

after having fulfilled the following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Must be able to:
 - (i) maintain inventories;
 - (ii) order supplies and equipment; and
 - (iii) interpret chemical and bacteriological sample reports.
- (D) Attain the following acceptable work experience at a minimum:
 - (i) Two (2) years in the operation of a Class WT 4 water treatment plant.
 - (ii) Successful completion of educational work at college level in:
 - (AA) engineering;
 - (BB) chemistry; or
 - (CC) science;

related to water treatment may be substituted for work experience required according to item (i) at the ratio of four (4) semesters or six (6) quarters of schooling for a maximum substitution of one (1) year of experience.

(iii) Two (2) years in the operation of a Class WT 3 water treatment plant may substitute for a maximum of one

(1) year of experience required according to item (i).

(5) Grade WT 5 is a certified operator qualified to operate a Class WT 1, Class WT 2, Class WT 4, and Class WT 5 water

treatment plant after having fulfilled the following requirements:

- (A) Possess a high school diploma or its equivalent.
- (B) Meet the qualifications of section 3 of this rule.
- (C) Must have the ability to:
 - (i) use conversion factors;
 - (ii) solve simple mathematical equations;
 - (iii) understand simple chemical laboratory equipment;
 - (iv) understand the bacteriological procedures used in water supply work;
 - (v) maintain inventories; and
 - (vi) order supplies and equipment.
- (D) Attain the following acceptable work experience at a minimum:
 - (i) One (1) of the following:
 - (AA) Three (3) years in the operation of a Class WT 5 water treatment plant.
 - (BB) Five (5) years in the operation of a Class WT 4 water treatment plant.
 - (ii) Successful completion of educational work at college level in:
 - (AA) engineering;
 - (BB) chemistry; or
 - (CC) science;

related to water treatment may be substituted for work experience required according to item (i) at the ratio of four (4) semesters or six (6) quarters of schooling for one (1) year of experience, up to a maximum of two (2) years of experience.

(iii) Two (2) years in the operation of a WT 3 water treatment plant may be substituted for one (1) year of experience required according to item (i) up to a maximum substitution of two (2) years experience.

(6) Grade WT 6 is a certified operator qualified to operate a Class WT 6 water treatment plant that requires operator qualifications determined by the commissioner on an individual plant basis in response to the specialized nature of the water treatment plant.

(d) An applicant for water treatment plant or water distribution system operator certification may submit proof to the commissioner to demonstrate the achievement of an equivalent level of acceptable work experience for that required by the following subsections:

(1) (b)(1)(C).

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(2) (b)(2)(C).

(3) (b)(3)(D).

(4) (c)(1)(D).

(5) (c)(2)(D).

(6) (c)(3)(D).

(7) (c)(4)(D).

(8) (c)(5)(D).

(e) A Grade WT 3, Grade WT 4, and Grade WT 5 operator is qualified to apply for the appropriate wastewater treatment certification according to 327 IAC 5-22 to treat wastewater from a water treatment plant provided the operator is certified to operate that classification of water treatment plant. (*Water Pollution Control Board; 327 IAC 8-12-3.2; filed Nov 20, 2000, 4:11 p.m.: 24 IR 980*)

327 IAC 8-12-3.4 Grandparenting

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-10.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 3.4. (a) For the purposes of this rule, grandparenting is the process through which the commissioner may issue operator certification to a person who has been working at a water treatment plant or water distribution system that prior to the effective date of this rule was not required to be under the supervision of a certified operator. An operator certificate to be conferred through grandparenting may be issued if:

(1) the owner or governing body meets the criterion of subsection (b); and

(2) the recipient of such certificate must abide by the requirements of subsection (d).

(b) The commissioner may issue an operator certification in the operator grade appropriate to the classification of water treatment plant or water distribution system where the recipient has been an employee acting in the capacity of an operator making process control decisions that affect the quality or quantity of water from the treatment plant or distribution system if the owner or governing body submits an application to the commissioner before September 1, 2002, requesting certification of each person intended to be designated as one (1) of the facility's operators in responsible charge.

(c) A certification conferred under grandparenting shall be:

(1) valid only at the site where the person receiving the grandparent certification gained operator experience;

(2) valid for three (3) years during which time the operator must:

(A) fulfill the continuing education requirements for the grade of operator certification that has been conferred through grandparenting as listed in section 7.5 of this rule in order to be eligible for certification renewal according to section 7(e)(3) of this rule; and

(B) successfully complete an operator training course specified by the commissioner; and

(3) invalid if the classification of the water treatment plant or water distribution system changes to one (1) requiring a certified operator with more extensive education or experience qualifications, such as may be based on:

(A) increased capacity;

(B) an increase in population served;

(C) a basic change in the method of water treatment; or

(D) another change in conditions that causes a more difficult or complex operation.

(d) If an operator certified under grandparenting according to this section:

(1) fails to meet the continuing education requirements of section 7.5 of this rule within the required time according to subsection (c)(2); or

(2) goes to work at water treatment plant or water distribution system other than the one for which the grandparent certification was conferred;

then the grandparent certification is voided and the operator must become certified according to the requirements of this rule. (*Water Pollution Control Board; 327 IAC 8-12-3.4; filed Nov 20, 2000, 4:11 p.m.: 24 IR 982*)

327 IAC 8-12-3.6 Certified operator in responsible charge

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

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Sec. 3.6. (a) A certified operator may be in responsible charge of more than one (1) water treatment plant or water distribution

system, if the following conditions are met:

(1) The certified operator will be able to provide adequate supervision to all units involved.

(2) Prior to undertaking multiple operator positions of responsible charge, a letter signed by the certified operator is submitted

to the owner or governing body of each water treatment plant and water distribution system to be under the responsible charge

of the certified operator providing the following information:

(A) The name and location of each each water treatment plant and water distribution system to be under the responsible

charge of the certified operator.

(B) The number of hours per week the certified operator shall work at each water treatment plant and water distribution

system.

(b) As used in this section, "adequate supervision" means that sufficient time is spent at a water treatment plant or water

distribution system on a regular basis to assure that the certified operator is knowledgeable of the actual operations and that test

reports and results are representative of the actual operational conditions. A daily visit is the time that a certified operator is present

on site at the facility of responsibility during a twenty-four (24) hour period; a certified operator shall be credited for no more than

one (1) daily visit within a twenty-four (24) hour period. The following establishes minimum criteria regarding adequate supervision

at each classification of water distribution system and water treatment plant:

(1) DSS must:

(A) be monitored daily by a dependable person or automated system; and

(B) have a certified operator on site for a minimum of two (2) daily visits every week.

(2) DSM must:

(A) be monitored daily by a dependable person or automated system; and

(B) have a certified operator on site for a minimum of three (3) daily visits every week.

(3) DSL must:

(A) be monitored daily by a dependable person or automated system; and

(B) have a certified operator on site for a minimum of five (5) daily visits every week.

(4) WT 1 must:

(A) be monitored daily by a dependable person or automated system; and

(B) have a certified operator on site for a minimum of three (3) daily visits every week.

(5) WT 2 must:

(A) be monitored daily by a dependable person or automated system; and

(B) have a certified operator on site for a minimum of five (5) daily visits every week.

(6) WT 3 must:

(A) be monitored daily by a dependable person or automated system; and

(B) have a certified operator on site for a minimum of five (5) daily visits every week.

(7) WT 4 must have a certified operator on site during water treatment plant operation unless the plant is equipped with an automated system approved by the commissioner.

(8) WT 5 must have a certified operator on site during water treatment plant operation unless the plant is equipped with an automated system approved by the commissioner.

(c) The commissioner may request written submission documenting the following:

(1) The name, location, and classification of each water treatment plant and water distribution system under the responsible charge of a certified operator.

(2) The amount of time that a certified operator in responsible charge spends at a facility of responsibility identified according to subdivision (1).

(d) The commissioner shall evaluate information required by this section and any other information pertinent to a water treatment plant or water distribution system under the supervision of a certified operator in responsible charge of multiple facilities and may determine the following:

(1) The time provided for supervision is inadequate.

(2) An amount of time that the certified operator in responsible charge shall be required to spend in the operation of each water treatment plant or water distribution system.

(3) A reduction of the number of water treatment plants or water distribution systems over which the certified operator may have responsible charge.

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(4) A reduction of the number of daily visits to be required by the certified operator.

(Water Pollution Control Board; 327 IAC 8-12-3.6; filed Nov 20, 2000, 4:11 p.m.: 24 IR 982)

327 IAC 8-12-3.8 Certification transition

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 3.8. (a) A certified operator whose certification is valid on the effective date of this rule shall transition to a grade of

certification according to the following:

(1) A Grade DS certified operator shall transition to a Grade DSM certification.

(2) A Grade DS certified operator shall transition to a Grade DSL certification if the certified operator has experience in the operation of a distribution system that:

- (A) serves a population of more than ten thousand one (10,001); or
- (B) is classified as DSL according to section 2 of this rule.

(3) A Grade DS-L certified operator shall transition to a Grade DSL certification.

(4) A Grade CT certified operator shall transition to a Grade WT 2 certification.

(5) A Grade PF certified operator shall transition to a Grade WT 3 certification.

(6) A Grade GF certified operator shall transition to a Grade WT 4 certification.

(7) A Grade GF certified operator shall transition to a Grade WT 5 certification if the certified operator has experience in the operation of a water treatment plant that is classified as Class WT 5 according to section 2 of this rule.

(8) A Grade AT certified operator shall transition to a Grade WT 3 and Grade WT 5 certification.

(b) A certified operator having certification that:

- (1) is valid on the effective date of this rule; and
- (2) was obtained by virtue of the position held July 1, 1972;

shall be eligible to operate only the water treatment plant or water distribution system that is designated on the issued certification.

(c) A certified operator shall be qualified to operate at the same classification of facility as the operator was certified to operate prior to the effective date of this rule.

(d) The commissioner may request proof of required experience to transition to a grade identified in subsection (a).

(e) A certified operator affected by the transition of certification according to this section may submit additional information to substantiate a request to transition to a grade other than that indicated in subsection (a) if the substantiating information is submitted to the commissioner by July 1, 2002. (*Water Pollution Control Board; 327 IAC 8-12-3.8; filed Nov 20, 2000, 4:11 p.m.: 24 IR 983*)

327 IAC 8-12-4 Examination of applicants to become a certified operator of a water treatment plant or water distribution system

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 4. (a) A standardized examination prepared to reflect the duties and responsibilities required of each grade of water

treatment plant and water distribution system certified operator shall be:

- (1) used to test knowledge, ability, and judgment of an applicant to become a water treatment plant or water distribution system certified operator;
- (2) conducted at least annually; and
- (3) held at places and times established by the commissioner:
 - (A) with at least sixty (60) days advanced announcement; and
 - (B) except in such cases as may be declared necessary exceptions by the commissioner.

(b) A person wishing to be examined for water treatment plant or water distribution system certification shall fulfill the following requirements:

- (1) Complete an application on a form approved by the commissioner that:
 - (A) contains true and accurate information to the best of the applicant's knowledge; and
 - (B) is free of omissions and misrepresentations, either of which may result in rejection of the application or revocation of any certificate previously granted.
- (2) Submit a completed application, with the necessary fee, to the commissioner not later than forty-five (45) days preceding the date of the examination.

(c) The commissioner shall:

(1) review an application and supporting documents concerning the eligibility of an applicant for water treatment plant or water distribution system certification; and

(2) issue a written notification in the form of an admission slip, providing the time and place of the examination, to be presented by an applicant deemed eligible for examination.

(d) A person who has been notified and scheduled to take an examination:

(1) may submit a written request to the commissioner for a postponement to take the examination one (1) offering later than the examination granted by the commissioner if:

(A) the postponement for a nonemergency reason is requested no later than fourteen (14) days prior to the examination

date noticed to the applicant under subsection (c)(2);

(B) the postponement request for an emergency reason is submitted as soon as conditions of the emergency warrant;

(C) the applicant provides the commissioner an explicit description of extenuating circumstances necessitating the requested postponement; and

(D) the applicant understands that only one (1) postponement shall be allowed; or

(2) will be considered to have failed that examination if one (1) of the following occurs:

(A) The person does not attend the examination and has not requested a postponement according to subdivision (1).

(B) The person is caught cheating on an examination, an occurrence that will make an applicant ineligible to take any

operator certification examination for a period of two (2) years following the examination date of the incidence of cheating.

(e) Completed examinations shall be managed by the commissioner according to the following:

(1) Graded in a manner prescribed by the commissioner with a minimum result of seventy percent (70%) needed in order to pass the examination.

(2) The commissioner shall notify an applicant of the examination result:

(A) in writing; and

(B) no later than two (2) months after the date of the examination.

(3) Examination papers shall be retained by the commissioner with an opportunity afforded to an applicant notified of having

failed the examination for review of the graded examination until a date ninety (90) days prior to the next scheduled

examination if the applicant submits the following to the commissioner:

(A) A written request for review of the graded examination.

(B) A statement affirming the applicant's understanding that examination review does not include the right to copy,

by any means, the examination or any portion of it.

(f) A person previously certified as a water treatment plant or water distribution system operator under this rule but who has

failed to meet the renewal requirements according to section 7(e)(3) of this rule must:

(1) retake an examination; and

(2) meet the renewal requirements of section 7(e)(3) of this rule, including an amount of continuing education equivalent to

that required for one (1) renewal period, as specified in section 7.5 of this rule;

within a grace period of one (1) year. (*Water Pollution Control Board; 327 IAC 8-12-4; filed Sep 24, 1987, 3:00 p.m.: 11 IR 723;*

filed Sep 19, 1990, 3:00 p.m.: 14 IR 265; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1235; filed Nov 20, 2000, 4:11 p.m.: 24 IR 984)

327 IAC 8-12-5 Certification fees

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-6.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 5. (a) Fees for water treatment plant and water distribution system operator certification shall be as follows:

- (1) Certification, including certificate \$30
- (2) Certification by examination for a new classification \$30
- (3) Triennial renewal fee \$30
- (4) Duplicate or replacement certificate \$15

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- (5) Replacement card \$15

(b) An application fee will not be returned to an applicant:

- (1) who is deemed by the commissioner to be ineligible for water treatment plant or water distribution system certification examination;
 - (2) who does not receive a minimum score of seventy percent (70%) as required by section 4(e)(1) of this rule; or
 - (3) whose examination is voided for cheating according to section 4(d)(2)(B) of this rule.
- (Water Pollution Control Board; 327 IAC 8-12-5; filed Sep 24, 1987, 3:00 p.m.: 11 IR 724; filed Sep 19, 1990, 3:00 p.m.: 14 IR 266; filed Oct 22, 1991, 5:00 p.m.: 15 IR 225; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1236; errata filed Mar 9, 1995, 4:15 p.m.: 18 IR 1836; filed Sep 3, 1996, 3:00 p.m.: 20 IR 12; filed Nov 20, 2000, 4:11 p.m.: 24 IR 985)*

327 IAC 8-12-6 Certification; reciprocity; provisional certificate

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11-9

Sec. 6. (a) The commissioner shall issue a certificate designating competency in the appropriate certified operator's grade to each person who makes proper application if the applicant meets the necessary requirements of education and experience and successfully completes a grade appropriate examination. Upon successful completion of examination according to section 4 of this rule, the commissioner shall issue a certification in the certified operator grade in which the applicant was examined.

(b) The commissioner may issue a certificate by reciprocity as outlined in IC 13-18-11-9 if the following conditions are met:

(1) A person seeking reciprocal certification submits an application for such a certificate that includes the following:

(A) Proof of current certification.

(B) Grade of the applicant.

(2) A person from another state seeking a certificate by reciprocity earns the number of continuing education contact hours for all future renewal periods, in the time period required by section 7.5(a) of this rule though no continuing education contact hours shall be required at the time of conferring the reciprocal certification.

(c) The commissioner may issue a provisional water treatment plant or water distribution operator's certificate, if the following occur:

(1) The governing body or owner of a water treatment plant or water distribution system submits a written request specifying

the existence of the vacancy and a reason necessitating the provisional certification, including one (1) of the following:

(A) To fill a vacancy created by death.

(B) Resignation of the certified operator in responsible charge.

(C) Extended illness of the certified operator in responsible charge.

(D) A justifiable cause due to unforeseen circumstances beyond the control of the governing body or owner that leaves

the treatment plant or distribution system without a certified operator.

(2) The written request required by subdivision (1) provides the name, education, and experience of the person for whom the provisional certificate is requested.

(3) The provisional certificate nominee named under subdivision (2) submits, simultaneously with the request submitted under subdivision (1), an application as required by section 4(b) of this rule requesting examination and certification.

(4) The provisional certificate nominee named under subdivision (2) is eligible at the time of the request submitted under subdivision (1) for the next scheduled certification examination.

(d) A provisional certificate shall be:

(1) issued by the commissioner in the form of a letter that specifies the conditions of the certification; and
(2) valid for the shorter of the following lengths of time:

(A) The period between the date of application and the end of the thirty (30) day grading period following the next examination that is available to the provisional certificate nominee.

(B) One (1) year.

(Water Pollution Control Board; 327 IAC 8-12-6; filed Sep 24, 1987, 3:00 p.m.: 11 IR 724; filed Sep 19, 1990, 3:00 p.m.: 14 IR

266; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1236; filed Nov 20, 2000, 4:11 p.m.: 24 IR 985)

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327 IAC 8-12-7 Certificates and certification cards; renewal; duplicates

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-13

Affected: IC 13-18-11-6

Sec. 7. (a) A water treatment plant and water distribution system operator's certificate shall:

- (1) be issued after an applicant's successful completion of the grade appropriate examination;
- (2) specify the month and year that the applicant qualified and the issuance date of the certificate;
- (3) be permanent in nature but will be effective only when validated by a current certification card; and
- (4) not be valid if obtained through fraud, deceit, or by the submission of inaccurate data on the application.

(b) A water treatment plant or water distribution system certified operator must:

- (1) provide permanent and visible display of his or her certificate at the water treatment plant or water distribution system office; and
- (2) obtain a duplicate certificate to display in the office of each water treatment plant and water distribution system supervised,

if the certified operator supervises more than one (1) water treatment plant or water distribution system.

(c) A certification card shall:

- (1) be issued simultaneously with the certificate;
- (2) be issued for a time period of no more than thirty-six (36) months; and
- (3) expire on the last day of June nearest the end of the triennial period following issuance.

(d) A water treatment plant or water distribution system certified operator needing a replacement or duplicate certificate must

or card submit a written request to the commissioner that includes the following:

(1) The following information:

- (A) The grade of the water treatment plant or water distribution system certified operator.
- (B) The name and classification of the water treatment plant or water distribution system to be operated.
- (C) The date of issuance of the original certificate if known.
- (D) The certificate number.

(2) A fee specified according to section 5(a)(4) or 5(a)(5) of this rule.

(e) The commissioner shall accomplish the following:

(1) Issue to each certified operator of a water treatment plant or water distribution system a renewal notification stating the

following:

- (A) The expiration date of the certified operator's certification card.
- (B) The amount of the fee required for certification card renewal.
- (2) Mail certification card renewal notifications:
 - (A) at least thirty (30) days prior to expiration of the certification card; and
 - (B) to the last known address filed with the commissioner.
- (3) Renew a certification card if:
 - (A) the continuing education requirements of section 7.5 of this rule are met;
 - (B) a renewal fee described in section 5(a)(3) of this rule is submitted to the commissioner on or before the first day of July of the triennial period for which a certification card is to be issued; and
 - (C) the notice is signed and returned by the certified operator to the commissioner.
- (4) Reinstate certification if the operator:
 - (A) submits payment of any arrearage of fees;
 - (B) submits payment of the current renewal fee;
 - (C) passes the grade appropriate examination;
 - (D) fulfills arrearage of continuing education credit requirements; and
 - (E) is current in meeting continuing education credit requirements.
- (5) Deny renewal of a certification card that is not renewed within the time limit established in section 7.5(a) of this rule and IC 13-18-11-6(c) unless the operator pursues reinstatement through reapplication and reexamination following the requirements of section 4 of this rule.

(Water Pollution Control Board; 327 IAC 8-12-7; filed Sep 24, 1987, 3:00 p.m.: 11 IR 724; filed Sep 19, 1990, 3:00 p.m.: 14 IR

267; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1236; filed Nov 20, 2000, 4:11 p.m.: 24 IR 986)

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327 IAC 8-12-7.1 Continuing education credit; criteria for approval

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-6.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 7.1. (a) Continuing education contact hour credit shall be given only for completed course work that has been approved

by the commissioner according to the following:

- (1) A training provider has submitted an application and received continuing education course approval from the commissioner prior to publicly offering a water treatment plant or water distribution system continuing education course. The application must:
 - (A) be submitted on a form approved by the commissioner;
 - (B) be submitted no less than sixty (60) days before the first date when the course is conducted;
 - (C) be accompanied by a written course outline or brochure; and
 - (D) contain the following information:
 - (i) Name, address, and telephone number of a course sponsor, training provider, or other contact person.
 - (ii) Name of course.
 - (iii) Specific topics that are included in the course presentations.
 - (iv) Amount of time devoted to each topic.
 - (v) Instructor's name and qualifications, including the following:
 - (AA) Educational background.
 - (BB) Professional experience.
 - (CC) Current professional affiliation.
 - (vi) Dates and locations where the course will be offered.
- (2) The water treatment plant or water distribution system continuing education course meets the following requirements:
 - (A) The course deals with one (1) or more of the following as determined by the commissioner:
 - (i) Technical matters related directly to water distribution or water treatment.

(ii) General matters related to the responsibilities of a certified operator.
(B) Each instructor or speaker is qualified by academic work or practical experience to teach the proposed water

treatment plant or water distribution system continuing education course.

(b) A water treatment plant or water distribution system certified operator may petition the commissioner for approval of a water treatment plant or water distribution system continuing education course if the following procedures are met:

(1) An application of petition is submitted to the commissioner prior to or within thirty (30) days of course completion.

(2) The application must contain the information required by subsection (a)(1)(A), (a)(1)(C), and (a)(1)(D).

(3) The certified operator must supply written proof of attendance within thirty (30) days after course completion.

(c) Continuing education contact hours of credit earned in another state, whether that state has reciprocity with Indiana for

the purpose of transferring a certificate of water treatment plant or water distribution system operator competency, may be eligible

for credit if the commissioner is provided the information required by subsection (a)(1)(A), (a)(1)(C), and (a)(1)(D) for the course

work from which the contact hours were earned.

(d) A certified operator who is an instructor or speaker at a water treatment plant or water distribution system continuing

education course shall be credited the same number of contact hours as the students of the course. (*Water Pollution Control Board;*

327 IAC 8-12-7.1; filed Sep 19, 1990, 3:00 p.m.: 14 IR 268; filed Dec 12, 1994, 4:39 p.m.: 18 IR 1237; filed Nov 20, 2000, 4:11

p.m.: 24 IR 988)

327 IAC 8-12-7.5 Continuing education requirements

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-6.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 7.5. (a) All water treatment plant and water distribution system certified operators shall fulfill continuing education

requirements in amounts specified in Table 7.5(b) in subsection (b) during each three (3) year period following the issuance of the

certification card and prior to having that certification card renewed.

(b) Continuing education credits required for certification card renewal in the grades of water treatment plant and water

distribution system certified operators are listed in the following table:

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Table 7.5(b)

Certified Operator

Grades, Water

Distribution System

and Water Treatment

Plant

Continuing Education Credits

Required for Renewal

Grade O.I.T. Contact hours shall match those

required for the classification

where operator is in training;

certification card not renewable

Grade DSS 10 contact hours

Grade DSM 15 contact hours

Grade DSL 15 contact hours

Grade WT 1 10 contact hours

Grade WT 2 15 contact hours

Grade WT 3 25 contact hours

Grade WT 4 30 contact hours

Grade WT 5 30 contact hours

Grade WT 6 30 contact hours

(c) Continuing education credits required according to Table 7.5(b) in subsection (b) must adhere to a distribution of subject

matter according to the following:

(1) A minimum of seventy percent (70%) of the required continuing education contact hours shall be obtained from the

technical category of approved continuing education courses.

(2) No more than thirty percent (30%) of the required continuing education contact hours shall be obtained from nontechnical

subject matter of approved continuing education courses.

(d) A person having a valid certification card in more than one (1) classification of water treatment plant or water distribution

system:

(1) may be given duplicate continuing education credit from a single approved continuing education course for each water

treatment plant and water distribution system certification to which the subject matter is applicable; and

(2) must obtain the greatest number of continuing education contact hours required by the various certifications held within

the shared time period of overlap in order not to be required to obtain continuing education for each certificate held.

(Water Pollution Control Board; 327 IAC 8-12-7.5; filed Nov 20, 2000, 4:11 p.m.: 24 IR 989)

327 IAC 8-12-7.6 Continuing education credit; training provider responsibilities

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-6.5; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 7.6. (a) A training provider shall generate records of each water treatment plant or water distribution system continuing

education course conducted that include the following:

(1) The date of the water treatment plant or water distribution system continuing education course.

(2) The name of each person attending the water treatment plant or water distribution system continuing education course.

(3) The length of time of the course.

(4) The instructor's name.

(5) The course content.

(6) The name of the organization sponsoring the course.

(b) Records required by subsection (a) shall be maintained for a five (5) year period following the presentation of each water

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treatment plant or water distribution system continuing education course.

(c) A training provider must submit the information required by subsection (a) to the commissioner according to the following:

(1) On a form approved by the commissioner.

(2) Within thirty (30) days of the conclusion of the water treatment plant or water distribution system continuing education

course.

(Water Pollution Control Board; 327 IAC 8-12-7.6; filed Nov 20, 2000, 4:11 p.m.: 24 IR 989)

327 IAC 8-12-8 Suspension or revocation of certification

Authority: IC 13-14-8; IC 13-18-11-1.5; IC 13-18-11-8; IC 13-18-11-13

Affected: IC 4-21.5; IC 13-18-11

Sec. 8. The commissioner may suspend or revoke the certificate of a water treatment plant or water distribution system

certified operator, following a hearing pursuant to IC 4-21.5, if it is found that the certified operator has violated any provision of IC 13-18-11-8. (*Water Pollution Control Board; 327 IAC 8-12-8; filed Sep 24, 1987, 3:00 p.m.: 11 IR 725; filed Nov 20, 2000, 4:11 p.m.: 24 IR 990*)
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