

**USET CERTIFICATION BOARD  
BYLAWS  
FOR WATER AND WASTEWATER  
TREATMENT PLANT OPERATORS AND  
LABORATORY ANALYSTS**



**USET CERTIFICATION BOARD FOR WATER AND WASTEWATER TREATMENT PLANT  
OPERATORS AND LABORATORY ANALYSTS  
BYLAWS**

**SECTION I**  
**Table of Contents**

**Articles:**

Article I.	Organization.....	3
Article II.	Purpose.....	3
Article III.	Membership.....	4
Article IV.	Definitions.....	7
Article V.	Creation & Composition of the Certification Board; members; meetings; officers.....	9
Article VI.	USET Executive Director as Secretary of the Certification Board.....	9
Article VII.	Adoption of Rules and Regulations by the Certification Board.....	9
Article VIII.	Certification of operators of water or wastewater treatment plants and laboratory analysts.....	10
Article IX.	Lateral entry or reciprocity.....	10
Article X.	Revocation and suspension of certificates.....	11
Article XI.	Classification of certification of water and wastewater treatment plant operators and laboratory analysts.....	11
Article XII.	Wellhead protection.....	12

# **USET CERTIFICATION BOARD FOR WATER AND WASTEWATER TREATMENT PLANT OPERATORS AND LABORATORY ANALYSTS BYLAWS**

## **PREAMBLE**

United South and Eastern Tribes, Inc. (USET) member Tribal Nations have adopted this certification program to further Tribal Nation sovereignty by obtaining Utility certification outside of State governments. Discussing sovereignty is difficult and the difficulty is in two areas: operators and lab analysts do not typically think of Tribal jurisdiction; and operators and lab analysts at Tribal Utilities are often non-Tribal people. Another issue is that operators and lab analysts at Tribal Utilities, and most Tribal employees, do not typically get training that a Tribal Nation, like other sovereigns such as states, have public trust obligations to provide drinking water and wastewater treatment to their citizens. Or, that Tribal Nations still possess and assert inherent rights, from which governmental functions are carried out. Instead, operators and lab analysts may be familiar with the Safe Drinking Water Act or the Clean Water Act, and that Tribal Nations like states may carry out delegated federal environmental programs. Clearly, Tribal Nations have two paths to choose from to establish regulatory programs for drinking water and wastewater. The Tribal Nation can assert their own authority over their certification program and all environmental programs or continue to operate under delegated federal authority. When an operator or a laboratory analyst chooses to seek a USET certification, he or she chooses to recognize and uphold the sovereignty of a Tribal Nation. While there are unique situations among the jurisdictional patterns of member Tribal Nations within the USET region, generally state governments do not have jurisdiction within Tribal territories. The reciprocity element of the USET certification program was included to allow for recognition of professional licenses obtained by operators or laboratory analysts through state certification programs. While it may be that Tribal or non-Tribal employees may not understand or care about the jurisdictional aspects of drinking water or wastewater utilities, many non-Tribal employees may not be as likely to invest in a career at a Tribal Utility. USET has seen many utility workers launch their careers from a Tribal Nation, and then transfer to an opportunity for higher pay and advancement outside of Tribal employment. A state certification may be perceived as more transferable, and a USET certification may not seem as valuable. The USET Certification Board contends that a USET and a State certification are complimentary and would encourage all Tribal Utility employees to pursue and hold USET certification. USET is affiliated with the Association of Boards of Certification and have USEPA approved certification programs.

## **SECTION I-ARTICLE I. ORGANIZATION**

The title of this organization is the USET Certification Board for Water and Wastewater Treatment Plant Operators and Laboratory Analysts, further known as the USET Certification Board. The USET Certification Board is hereby created as a subsidiary, under the authority of the United South and Eastern Tribes, Inc. (USET).

## **SECTION I-ARTICLE II. PURPOSE**

The purpose of this organization is to promote and insure a standard of excellence of performance and compliance among those individuals, employed by a federally recognized Indian Tribal Nation, who meet the established standards, set forth by the federal government in the Safe Drinking Water Act, Federal Clean Water Act, EPA Tribal Drinking Water Operator Certification Program. The program is approved by the U.S. Environmental Protection Agency (EPA), for operators of water and wastewater treatment plants. USET Certification Board recognizes tribal sovereignty through its ability to certify operators of tribal facilities, at the same level as other certification boards. This organization is a vehicle for Tribal Nations to undergo training and the certification required by EPA without having to participate in a state's certification program.

The set of standards used to insure adequate performance and compliance are modeled after the Georgia State Board of Examiners, and are at an accepted level of compliance with the Environmental Protection Agency (EPA) and the Safe Drinking Water Act as well as at the Association of Boards of Certification (ABC Board). USET has entered into an agreement with the Georgia Water and Wastewater Institute to provide training of applicants for certification. USET has developed its own training for operator certification. The USET Certification Board has approved trainers to provide operator certification. Once training has been satisfactorily completed, and the applicant has taken and satisfactorily passed an ABC Board proctored exam, the applicant may submit application to the USET Certification Board for their operator certification. USET commits to put out a calendar of training events that USET certified staff can attend.

## **SECTION I-ARTICLE III. MEMBERSHIP**

Participation in the USET Certification Board is entirely optional and voluntary for each individual federally recognized USET member Tribal Nation. For a member Tribal Nation to participate, they must notify the USET Office of Environmental Resource Management Program Manager. Once a member Tribal Nation elects to be involved with the USET Certification Board, all individual operator and tribal responsibilities, set forth in these bylaws, should be followed as closely as possible.

## SECTION I-ARTICLE IV. DEFINITIONS

The following words or phrases shall, unless a different meaning is required by context, have the following meaning:

- (a) "Certification Board" means the USET Certification Board for the certification of Water and Wastewater Operators and Laboratory Analysts unless specified otherwise.
- (b) "Certificate" means the document issued by the Certification Board stating that the operator or laboratory analyst has met the requirements for the specified operator classification of the certification program.
- (c) "Class IV Public Water Supply System" means any very small public water supply system in which a ground water/purchased water system is serving a population of less than 1,000.
- (d) "Community Water System" means a public water system having at least 15 service connections used by year-round residents or regularly serving at least 25 year-round residents.
- (e) "Contact Hours" means direct technical topic on an hour for hour basis exclusive of meals and breaks.
- (f) "Course work" means curriculum as approved by the USET Certification Board.
- (g) "Laboratory Analyst" means any person who performs a laboratory analysis in conjunction with the operation of public water supply system or wastewater treatment plant for a federally recognized Tribal Nation.
- (h) "Laboratory Test" means any test performed in conjunction with the operation of a public water supply system or wastewater treatment plant that is required for regulatory reporting purposes including dissolved oxygen, pH, chlorine residual, turbidity, temperature, and specific conductance for a federally recognized Tribal Nation.
- (i) "License, Licensee, and Licensed" means the certification issued by the USET Certification Board, the certificate holder, and the certifying process of the USET Certification Board, respectively.
- (j) "Non-Transient Non-Community System" means a public water system that is not a community water system serving the same 25 persons for at least 6 months a year, but not year-round. Common types are those systems serving schools, day care centers, casinos, community centers, and hospitals.
- (k) "Operator" means any person who performs operational duties and water treatment and wastewater treatment plant laboratory testing for reporting purposes for all operator

classifications, as defined by the Certification Board, at wastewater treatment plants, wastewater collection systems, water distribution systems, or public water supply systems for a federally recognized Tribal Nation.

- (l) “Operator In Responsible Charge” means any operator who has direct general charge of the day-to-day field operation of a wastewater treatment plant, wastewater collection system, water distribution system, or public water supply system, and who is responsible for the quality of the treated water or wastewater effluent for a federally recognized Tribal Nation.
- (m) “Operator-In-Training Apprentice” means any operator who has passed a basic math course and English composition course.
- (n) “Operator-In-Training Journeyperson” means any operator who has passed the ABC exam for a Very Small Water System, Public Water Supply System Operator Class IV, Wastewater Treatment System Operator Class IV, and/or Wastewater Treatment System Operator Class III has applied to the USET Certification Board for this designation, and only has to fulfill the experience requirements for their respective certification.
- (o) “Operational Duties” for a wastewater treatment plant and for a water treatment plant means day-to-day process control decisions which may affect the treatment, and, therefore, the quality of the treated water and/or wastewater effluent; and for a wastewater collection system or for a water distribution system means the on-site supervision of the cleaning, maintaining, and repairing of the system.
- (p) “Person” means any individual, corporation, company, association, partnership, county, municipality, state agency, federal agency, federally recognized Indian Tribal Nation, or tribal organization.
- (q) “Points” means continuing education requirements by the USET Certification Board as a condition of certificate renewal. The number of points awarded by the USET Certification Board for a course or conference will be the same as the number of contact hours in a course or conference.
- (r) “Process Control Decisions” means decisions which may affect the treatment and, therefore, quality of the treated water supply and/or wastewater effluent.
- (s) “Public Water System” means a system for the provision to the public of water for human consumption through pipes or other constructed conveyances, if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. System includes any collection, treatment, storage, and distribution facilities under control of the operator of such system and used primarily in connection with such system; and any collection or pretreatment storage facilities not under such control that are used primarily in connection with such system.

- (t) “Reciprocity” means the exchange, recognition, or enforcement of licenses, privileges or obligation between USET and other EPA approved certifying agencies.
- (u) “Supervision” means accountability for the work of supervisee.
- (v) “System” means all integral unit operations and processes, including conduits, appurtenances, machine, control elements and laboratory functions.
- (w) “Trainee” means an individual engaged in a training period. A trainee is not required to hold a certification and may not perform operational duties or perform laboratory tests, unless under the direct supervision of a certified operator or a certified laboratory analyst.
- (x) “Training Period” means a period during which a trainee is learning operator or laboratory analyst duties and under the direction of a certified operator / laboratory analyst.
- (y) “Transient Non-Community System” means a public water system typically serving travelers and other transients at locations such as highway rest stops, restaurants, and
- (z) Public parks, and serving at least 25 people a day for at least 60 days per year, but not typically the same 25 people each day.
- (aa) “Wastewater Collection System” means the system of sanitary sewers, pipes, manholes, pumps, and other such apparatus used to convey sewage to wastewater treatment plants.
- (bb) “Wastewater Treatment” means any biological, physical / chemical, or settling processes which removes pollutants from industrial or domestic wastewaters prior to discharge to a stream, sewer, or land. It excludes those processes that consist solely of one or more of the following: screening, pH adjustment, sedimentation processes without mechanical solids removal, septic tanks, grease traps or oil-water separators.
- (cc) “Wastewater Treatment Plant” means the facilities provided for the treatment and disposal of wastewater, including industrial processed wastewater.
- (dd) “Wastewater Treatment System” means the combination of a wastewater collection system and a wastewater treatment plant.
- (ee) “Water Distribution System” means the system of pipes, pumps, valves, and other such apparatus used to distribute water to the public.
- (ff) “Water Treatment Plant” means that portion of the water supply system, which in some way alter the physical, chemical, or bacteriological composition of the water.
- (gg) “Water Treatment System” means a public water supply system.

- (hh) “Very Small Water Systems” means a public community water system which does not have treatment and serves a population of 500 or less.

**SECTION I-ARTICLE V. CREATION & COMPOSITION OF CERTIFICATION BOARD; MEMBERS; MEETINGS; OFFICERS.**

- (A) There is created the USET Certification Board for the certification of Water and Wastewater Treatment Plant Operators and Laboratory Analysts serving member Tribal Nations.
- (B) The Certification Board shall be composed of seven members. A person cannot hold more than one appointed position at the same time. The appointments shall be made as follows:
- (1) One member from the USET Natural Resources Committee.
  - (2) One member who is a current Tribal Nation Assistant Director or Public Works Director or equivalent that carries a USET certification in water or wastewater.
  - (3) One member who is currently employed at a Tribal Nation Public Water Supply system as a plant operator or a distribution system operator holding a valid certificate of the highest classification required for his/her system issued by USET certification board and is currently in good standing;
  - (4) One member who is currently employed at a Tribal Nation Wastewater Treatment Plant as an operator or a Wastewater Collection System operator holding a valid certificate of the highest classification required for his/her system issued by USET certification board and is currently in good standing;
  - (5) One member who is currently employed at a Tribal Nation as a lab analyst holding a valid certificate issued by USET certification board and is currently in good standing.
  - (6) One member who is a current Tribal Nation employee, employed as an engineer; or a consultant in the field of water supply and distribution and/or wastewater treatment and collections; and,
  - (7) One member from the USET Board of Directors.

The term for the Certification Board members one (1) through six (6) above will be a minimum three-year commitment and may serve until a successor assumes the office. The USET Board of Directors, member seven (7), may serve until a successor assumes the office. The Certification Board composition and established rotation provides for stakeholder involvement

and gives opportunity to other qualified Tribal Nation members to serve on the Certification Board without jeopardizing the effectiveness and stability of the Certification Board.

- (C) The USET Chairperson shall cause to be sent to all USET certification holders and all USET member Tribal Nations with utilities a request to submit nominations for all board seats to be filled. Such nominations shall be in writing, shall include consent of the nominee, and shall be sent to the USET Chairperson or his/her designee for the nomination tally. The USET Certification Board will fill any vacancy in the appointed membership of the Certification Board from these nominations that meet the criteria for the seat (1) – (6) via an affirmative two-thirds vote. The USET Board of Directors shall make an appointment of their appointee.
- (D) The Certification Board may remove any appointed member for cause including missing two consecutive Tribal Utility Summits for seats (1) – (6) excluding the assigned USET Board of Director member. Or two meetings of the Certification Board for seats (1) – (6) excluding the assigned USET Board of Director member. Both types of removal require an affirmative two-thirds vote of the Certification Board.
- (D) The members of the Certification Board shall be reimbursed for allowable expenses as set forth in the USET, Inc. Fiscal Policies and Procedures governing travel (i.e.: per diem, mileage, lodging, travel). Members of the Certification Board shall not receive any other compensation for their service.
- (E) The members of the Certification Board shall meet at least once a year. Special meetings may be called by the Chairperson or the USET Executive Director at such time and under such circumstances as they may deem necessary and proper. The Certification Board is authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate in the meeting.
- (F) At the Annual Certification Board meeting every three years, the members shall elect one of its members to serve as Chairperson, one to serve as Vice-Chairperson, and one to serve as Treasurer. The Vice-Chairperson, upon completion of the term, shall advance automatically to the office of Chairperson. The Chairperson will advance to Immediate Past-Chairperson and will serve for an additional three years to bring consistency to the Certification Board. All four will take office on October 1 of each year.
- (G) A majority of appointed members of the Certification Board in attendance or via electronic communications media as described in (E) above, shall constitute a quorum for the transaction of business. Votes that require an affirmative two-thirds vote consisting of five of the seven Certification Board members is for new Certification Board member appointments or removal of an appointed member.
- (H) All meetings of the Certification Board shall be governed by Roberts Rules of Order.

## **SECTION I-ARTICLE VI. USET EXECUTIVE DIRECTOR AS SECRETARY OF THE CERTIFICATION BOARD**

The USET Executive Director shall act as the administrative agent for the Certification Board and shall, with respect to the Certification Board, exercise those powers and duties conferred on him by the Certification Board. All rules and regulations pertaining to the Administration of the USET Certification Board for the Certification of Water and Wastewater Operators and Laboratory Analysts shall be administered by the USET Executive Director.

## **SECTION I-ARTICLE VII. ADOPTION OF RULES AND REGULATIONS BY CERTIFICATION BOARD**

The Certification Board shall have the authority to adopt such rules and regulations as necessary to administer the purposes expressed in these bylaws. The rules and regulations shall include, but are not limited to, provisions establishing qualifications of applicants and procedures for examination of candidates. All rules and regulations and bylaw modifications are approved by the Certification Board and submitted to the USET Board of Directors for final approval through Resolution.

## **SECTION I-ARTICLE VIII. CERTIFICATION OF OPERATORS OF WATER OR WASTEWATER TREATMENT PLANTS AND LABORATORY ANALYSTS**

- (A) The Certification Board shall certify persons as qualified to operate and/or perform analyses for: public water supply systems, water distribution systems, wastewater treatment plants, wastewater collection systems and laboratory analyst.
- (B) Any person who operates a public water supply system, water distribution system, wastewater treatment plant, wastewater collection system, or performs laboratory analysis may obtain a certificate from the Certification Board. Such person shall make application to the Certification Board for such certificate, said application shall be accompanied by:
  - 1) Appropriate fees, in the amount established by the Certification Board.
  - 2) Proof of successfully completing the training for which the certificate will be awarded at the level approved by the Certification Board.
  - 3) Proof of experience in actual system operation.
  - 4) A letter of endorsement from the Tribal Nation which the applicant is employed by at the time of issue of the certification.
  - 5) Pass the appropriate examination for the class of license applied for.

- (C) Any laboratory analysts who conduct certain tests (i.e.: temperature, pH, dissolved oxygen, settleable solids, Chlorine, suspended solids, turbidity, and mixed liquors), as defined by the Certification Board, of water or wastewater samples in conjunction with the operation of public water supply systems, wastewater treatment plants, industrial wastewater, or pretreatment may obtain a certificate from the Certification Board, subject to the provisions in paragraph B.
- (E) Any certificate granted under these bylaws shall be renewable bi-annually. Application for renewal of certificates shall be accompanied by a renewal fee in the amount established by the Certification Board as well as, personal and professional endorsement by the Tribal Nation they are employed by at the time of renewal. The Certification Board shall also require continuing education as a condition for certificate renewal.
- (F) Any person who possesses certification by the Certification Board as an operator of a public water supply system shall be required to obtain a certificate to operate a water distribution system if that system serves a population of 3,300 or less and meets the additional requirements of a Class IV water distribution system (Appendix A (2), Distribution Classification).
- (G) Any person who possesses certification by the Board as an operator of a wastewater treatment plant shall be required to obtain a certificate to operate a wastewater collection system.
- (H) Those Tribal Nations that participate in the USET Certification System shall be required to have a minimum of one certified operator per Tribal Nation which meets the standards of federal regulations for the operation of a Public Water System, Wastewater Treatment System, Distribution System and Collection System.

## **SECTION I-ARTICLE IX. LATERAL ENTRY OR RECIPROCITY**

The Certification Board, upon application, may issue a certificate without examination to any person who holds a certificate in good standing issued by any entity approved through the EPA Tribal Drinking Water Operator Certification Program, by another country, or by any Tribal Nation, state, territory, or possession of the United States, which has requirements for certification that meet or exceed the requirements of the Certification Board, provided that the applicant provides (a) a copy of a system facility classification as determined by the appropriate jurisdictional agency (b) the classification criteria used by the agency which issued the applicant's current certification (c) the issuing agency's continuing education and/or retesting requirements (d) documentation that the applicant has met the continuing education requirements and/or retesting requirements.

## **SECTION I-ARTICLE X. REVOCATION AND SUSPENSION OF CERTIFICATES**

The Certification Board may investigate the actions of any operator or laboratory analyst and may revoke or suspend the certificate of an operator and/or analyst, as approved by the USET Board of Directors, following a hearing of facts conducted by the Certification Board in accordance with the established administrative procedures as set forth in these bylaws. This applies when it is found that the operator or laboratory analyst has practiced fraud or deception; that reasonable care, judgment, or the application of the operators knowledge or ability was not used in the performance of duties; or that the operator or laboratory analyst is incompetent or unable to perform duties properly.

## **SECTION I-ARTICLE XI. CLASSIFICATION OF CERTIFICATION OF WATER AND WASTEWATER TREATMENT PLANT OPERATORS AND LABORATORY ANALYSTS**

- (A) Water Treatment Plant Operators: The level of certification for water treatment plant operators is determined by the appropriate jurisdictional agency using the Public Water System Classification for Community and Non-transient Non-community Systems in Appendix A (1). A copy of the current facility classification is requested at the time of application. The USET Certification Board encourages facilities to notify EPA or other applicable agency of jurisdiction of any treatment modifications, expansions, or other significant system changes that may affect classification. The classifications at subpart E of this section shall be considered as minimum levels.
- (B) Water Distribution System Operators: The level of certification for water distribution system operators is determined by the appropriate jurisdictional agency using the Distribution Classification (Appendix A (2)).
- (C) Wastewater Treatment Plant Operators: The level of certification for wastewater treatment plant operators is determined by the appropriate jurisdictional agency using the Wastewater Treatment Plant Point Rating System (Appendix A (3)). A copy of the current facility classification is requested at the time of application. The USET Certification Board encourages facilities to notify EPA or other applicable agency of jurisdiction of any treatment modifications, expansions, or other significant system changes that may affect classification. The classifications at subpart E of this section shall be considered as minimum levels.
- (D) USET issues four levels of certification (class I – IV) for drinking water and wastewater lab analyst certification through ABC exams or reciprocity.

USET Certification Board will utilize classifications completed by the appropriate jurisdictional agency to classify all community and non-community treatment facilities at member Tribal Nations. EPA approved point rating systems are included as Appendix A (1), A (2), and A (3).

(E) Minimum Level Classification for Water and Wastewater Treatment Plant Operators  
(does not apply to Water Distribution System Operators and Wastewater Collection Systems)

Class IV.....76 points or greater

Class II.....31-55 points

Class III.....56-75 points

Class I.....30 points or less

All transient non-community water systems with groundwater sources must have at least a Class I operator certification.

Certification of transient non-community water systems with surface water will be specified in their permit to operate a public water system.

When the complexity of water treatment warrants it, a higher classification may be required and specified in the permit to operate a public water system.

**SECTION I-ARTICLE XII. WELLHEAD PROTECTION**

- (1) This section serves to help protect wells and springs used as sources of water supply for community public water systems serving municipalities, counties, and authorities from nearby pollution sources.
- (2) The Certification Board encourages use of the current EPA and/or Indian Health Service Wellhead Protection Guidelines for every well, well field, or spring which is used as a source for a community public water supply system serving a Tribal Nation.

**USET CERTIFICATION BOARD FOR WATER AND WASTEWATER TREATMENT PLANT  
OPERATORS AND LABORATORY ANALYSTS BYLAWS**

**SECTION II**  
**Table of Contents**

**Articles:**

Article I.	Certification Requirements.....	14
Article II.	Operator in Responsible Charge.....	14
Article III.	Operator-In-Training.....	14
Article IV.	Classification.....	15
Article V.	Requirements.....	15
Article VI.	Operational Activities without Further Certification.....	19
Article VII.	Expiration Date.....	19
Article VIII.	Renewal of a certificate.....	19
Article IX.	Renewal of more than one certificate.....	20
Article X.	Basic, advanced, and continuing education courses.....	20
Article XI.	Documentation of continuing education.....	21
Article XII.	Revocation for failure to renew.....	21
Article XIII.	Reinstatement.....	21
Article XIV.	Change of name or address.....	22
Article XV.	Fees.....	22
Article XVI.	Disciplinary Procedures.....	22

## SECTION II-ARTICLE I. CERTIFICATION REQUIREMENTS

- (1) **Public Water Supply System Operators and Biological Wastewater Treatment System Operators.** All operators should be certified; provided, however, that each individual public water supply system or wastewater treatment or pretreatment facility, ge obtain such a
- (2) **Water Distribution System and Wastewater Collection System Operators.** All operators should be certified; provided, however, that each wastewater collection system or distribution system shall be required to have only one operator in responsible charge obtain such a certification; and
- (3) **Water and Wastewater Laboratory Analyst.** All laboratory analysts should be certified; provided, however, that each individual public water supply system or wastewater or pretreatment plant shall be required to have only one responsible analyst obtain such certification, and any other analysts in that facility shall be supervised by that person.

## SECTION II-ARTICLE II. OPERATOR IN RESPONSIBLE CHARGE

The operator who is in responsible charge of a public water supply system or wastewater treatment system shall hold a certificate of a class equal to or higher than the class of the plant or system being operated. It is recommended that all operators aspire to a certification level that matches the system they operate.

## SECTION II-ARTICLE III. OPERATOR-IN-TRAINING

- (1) **Apprentice Operator-In-Training.** Any operator who has passed a basic math course and an English composition course and provides proof of course completion will be provided this entry level certification.
- (2) **Journeyperson Operator-In-Training.** An operator who has taken and passed the ABC exam for either a Very Small Water System, or a Public Water Supply System Operator Class I, or a Wastewater Treatment System Operator Class I can apply for an Operator-In-Training Certification (OIT). This certification shall remain in effect until the operator has met the experience requirement for the respective certification. The operator, after having met the experience requirement, may apply for their certification at no additional fee.
- (3) The operator's Tribal Nation must submit the Qualifying Experience Form with appropriate documentation and signatures Appendix A (4).

## SECTION II-ARTICLE IV. CLASSIFICATION

Operator and Laboratory Analysts shall be certified as follows:

- (b) Public Water Supply System Operator: Class VSWS I, II, III, IV
- (c) Water Distribution System Operator; Class I, II, III, or IV
- (d) Wastewater Treatment System Operator: Class I, II, III, or IV
- (e) Wastewater Collection System Operator; Class I, II, III, or IV
- (f) Water Laboratory Analyst: Class I, II, III, or IV.
- (g) Wastewater Laboratory Analyst: Class I, II, III, or IV.
- (h) Operator-In-Training Journeyperson.
- (i) Operator-In-Training Apprentice.

## SECTION II-ARTICLE V. REQUIREMENTS

In order to be certified in a class or category, an applicant must meet requirements as set forth below:

### (1) Current Certification

Applicants must hold the following certifications before taking an examination for the next level of certification.

<u>Certificate Applied For:</u>	<u>Current Certificate</u>
Public Water Supply System Operator	
Very Small Water System	None
Class I	None
Operator-In-Training	None
Class II	I
Class III	II
Class IV	III
Wastewater Treatment System Operator	
Class I	None
Operator-In-Training	None
Class II	I
Class III	II
Class IV	III
Water or Wastewater Laboratory Analysts	None
Class I	None
Class II	I

Class III	II
Class IV	III
Water Distribution System Operator	
Class I	None
Class II	I
Class III	II
Class IV	III
Wastewater Collection System Operator	
Class I	None
Class II	I
Class III	II
Class IV	III

(2) **Education**

Every applicant must have earned a minimum of a high school diploma or GED certificate prior to taking the examination and must provide proof of education when he/she submits the application for certificate to the USET Certification Board.

Operator-In-Training Apprentice means any operator who has passed a basic math course and English composition course. Detailed educational requirements are listed in 4. Course Work below.

(3) **Experience**

Applicants can take an exam at any time but must have completed experience in actual system operation prior to Certification Board issuance of the Class level achieved.

The experience needed for actual system operation is cumulative, i.e., starts when an operator begins work as an operator at a facility. New operators should apply for the Operator-In-Training certificate to formally track their experience working as a plant operator. Operators in responsible charge need to sign off on the work performed by the Operator-In-Training as delineated in Appendix A (4). The amount of experience that is required is dependent upon the applicant's education, as follows:

<u>Certificate Applied For:</u>	<u>Experience</u>	<u>Experience</u>
Apprentice Operator-In-Training	H.S. Diploma or GED Certificate and basic math and English composition	None

All Other Classifications	H.S. Diploma or GED Certificate	With Accredited B.S. Degree or higher in Biology, Chemistry, Engineering, or an equivalent degree, or a current Class I certificate in another category
<b>Public Water Supply System Operator</b>		
Operator-In-Training	None	None
Very Small Water System	6 months	6 months
Class I	6 months	6 months
Class II	18 months	18 months
Class III	3 years	2 years
Class IV	5 years	4 years
<b>Wastewater Treatment System Operators</b>		
Operator-In-Training	None	None
Class I	6 months	6 months
Class II	18 months	18 months
Class III	4 years	3 years
Class IV	5 years	4 years
<b>Water or Wastewater Laboratory Analysts</b>		
Class I	1 Year	6 months
Class II	2 Years	18 months
Class III	4 years	3 years
Class IV	4 years	4 years
<b>Water Distribution System Operator</b>		
Class I	6 months	6 months
Class II	18 months	18 months
Class III	3 years	2 years
Class IV	5 years	4 years
<b>Wastewater Collection System Operator</b>		
Class I	6 months	6 months
Class II	18 months	18 months
Class III	3 years	2 years
Class IV	5 years	4 years

(4) **Course Work**

Applicants must have completed the required course work prior to taking the examination and provide proof of completion of course work when they submit their application for certificate to the USET Certification Board. The USET Certification Board may evaluate, on a case-by-case basis, post-secondary education to determine satisfaction of the course work requirements.

**Certificate Applied For:**

**Course Work**

**Public Water Supply System Operator**

Operator-In-Training	Basic math and English composition
Very Small Water System	12 Hours basic water operator and water distribution course work
Class I	12 Hours basic water operator course work
Class II	40 Hours basic water operator course work
Class III	48 Hours advanced water operator course work
Class IV	No additional

**Wastewater Treatment System Operator**

Operator-In-Training	Basic math and English composition
Class I	12 hours basic wastewater operator to include activated sludge course work
Class II	40 Hours basic wastewater operator course work
Class III	48 Hours advanced wastewater operator course work

Class IV

No additional

**Water or Wastewater Laboratory Analyst**

Class I

27 Hours basic water or wastewater laboratory course work or Associates Degree or higher in Biology, Environmental Science, Chemistry, or an equivalent degree and 1 year of acceptable experience

Class II

Class I and 3 years of acceptable experience

Class III

Class II and 4 years of acceptable experience

Class IV

Class III and no additional experience

**Water Distribution System Operator**

Class I

12 Hours basic water distribution course work

Class II

40 Hours basic water distribution course work

Class III

48 Hours advanced water distribution course work

Class IV

No additional

**Wastewater Collection System Operator**

Class I

12 hours basic wastewater collection system course work

Class II

40 Hours basic wastewater collection system course work

Class III	48 Hours advanced wastewater collection system course work
Class IV	No additional

**(5) Examination**

An applicant must pass an ABC Board proctored examination or a proctored examination in a state that meets or exceeds USET standards or through an entity approved through the EPA Tribal Drinking Water Operator Program in order to receive a certificate. The applicant must pass the examination within 24 months of training. Failure to pass the examination in the allotted time period results in the applicant retaking the training before attempting to pass the examination again. Examinations will be offered through the USET Certification Program at on-line ABC testing centers upon request of any applicant and annually at the Tribal Utility Summit.

**SECTION II-ARTICLE VI OPERATIONAL ACTIVITIES WITHOUT FURTHER CERTIFICATION**

- (1) Certified Class I Public Water Supply System Operators may operate only very small public water supply systems and their distribution systems.
- (2) Certified Class I Wastewater Treatment System Operators may operate only Class I Wastewater Treatment Systems and their collection systems.

**SECTION II-ARTICLE VII. EXPIRATION DATE**

All certificates will expire two years after the effective date.

**SECTION II-ARTICLE VIII. RENEWAL OF A CERTIFICATE**

- (1) An application for renewal of a certificate must be accompanied by a renewal fee (See Fee Schedule, Appendix B (1)) and proof of continuing education points accumulated since the last renewal period. The following chart lists the required number of points for each renewal certification:

<u>Certification Held:</u>	<u>Continuing Education Points</u>
Class IV Operator Water & Wastewater	24
Class IV Water Distribution System Operator	24
Class IV Wastewater Collection System Operator	24
Class IV Laboratory Analyst Water & Wastewater	24

Class III Operator Water & Wastewater	18
Class III Laboratory Analyst Water & Wastewater	18
Class III Water Distribution System Operator	18
Class III Wastewater Collection System Operator	18
Class II Operator Water & Wastewater	12
Class II Water Distribution System Operator	12
Class II Wastewater Collection System Operator	12
Class II Laboratory Analyst Water & Wastewater	12
Class I Operator Water & Wastewater	8
Class I Water Distribution System Operator	8
Class I Wastewater Collection System Operator	8
Very Small Water System Operator	8
Class I Laboratory Analyst Water & Wastewater	8

- (2) The bi-annual renewal fee is due and payable prior to expiration of the certification (See Fee Schedule, Appendix B (1)). A surcharge will be added for payments received within a three-month penalty period. Any continuing education points acquired to renew that certificate during the penalty period may not be used again during the next renewal cycle.

## **SECTION II-ARTICLE IX. RENEWAL OF MORE THAN ONE CERTIFICATE**

- (1) An operator may maintain multiple certifications in more than one class of a category.
- (2) An operator or analyst who holds more than one certificate must submit the following:
- the renewal application must indicate all certificates being renewed.
  - a renewal fee for each certificate (See Fee Schedule, Appendix B (1));
  - proof of the continuing education points earned which are required to renew each of the Operator's or Laboratory Analyst's certificates (i.e., 24, 18, 12, or 8).

## **SECTION II-ARTICLE X. BASIC, ADVANCED, AND CONTINUING EDUCATION COURSES**

- (1) The USET Certification Board shall maintain a list of currently approved course providers in accordance with eligibility criteria published by the USET Certification Board. Course providers must be approved by the USET Certification Board or its designee for applicants to receive credit. Applicants seeking renewal who have taken a course approved by their respective state or EPA or any other EPA approved certifying entity shall have the CEU credits accepted for renewal credits. The USET Certification Board may also elect to approve individual courses. A request by a course provider for approval must be submitted and accompanied by the appropriate fee and supporting documents

as required by the USET Certification Board. All continuing education units must be earned during the certification period prior to renewal; two years during which the certification is valid is the time to earn continuing education units.

- (2) Persons who have attended courses which have not received Certification Board approval may petition the USET Certification Board for approval and the Certification Board may grant credit at its discretion. This information should be submitted to the USET Certification Board 30 days prior to certification renewal for a determination to be made and not negatively affect certification.

## **SECTION II-ARTICLE XI. DOCUMENTATION OF CONTINUING EDUCATION**

- (1) Each operator or laboratory analyst shall maintain for three years their own record of the continuing education activities which they have completed and shall provide a copy to the USET Certification Board for their records when submitting the renewal application. Documentation provided to the USET Certification Board must be in the form of a certification of attendance, a statement signed by the provider verifying participation in the activity, or an official transcript.
- (2) Applicants shall attest on their biennial application via their signature on the application that they have satisfied the continuing education requirements set out in these rules. Documentation of the activities should be submitted with the application.
- (3) The USET Certification Board shall conduct an annual audit of all applications to ensure compliance with requirements. The number or percentage of applications to be audited may be changed at the discretion of the USET Certification Board.

## **SECTION II-ARTICLE XII. REVOCATION FOR FAILURE TO RENEW**

Failure to renew a certificate within 90 days of the renewal date shall have the same effect as revocation of the certificate.

## **SECTION II-ARTICLE XIII. REINSTATEMENT**

- (1) Certificates that have not been renewed may be reinstated at the discretion of the USET Certification Board. An operator or analyst may not be issued more than one certificate number in a class and category.
- (2) Applications for reinstatement shall be accompanied by:
  - a) A reinstatement fee established by the USET Certification Board (see fee schedule, Appendix B (1))

- b) Evidence of the completion, since last renewal, of the total continuing education points which would have been required if the certificate had been maintained in a current status; and
  - c) Evidence of meeting the minimum current education requirements for that class and category of certificate.
- (3) If a certificate has lapsed for a period of 2 or more years, the USET Certification Board shall require, as a prerequisite for reinstatement, passage of an examination for that category of certificate unless an applicant has maintained any other USEPA approved certification and can prove it has been in full force and effect consistently throughout the period of USET lapse.

#### **SECTION II-ARTICLE XIV. CHANGE OF NAME OR ADDRESS**

- (1) Change of Name. The holder of a certificate shall notify the USET Certification Board, through the USET Office, in writing, within 30 days of a change in their name and must accompany such a notice with a certified copy of the marriage certificate, court order, or other documentation of a legal name change, with the appropriate fee (See Fee Schedule, Appendix B (1)).
- (2) Change of Address. The holder of a certificate shall notify the USET Certification Board, through the USET Office, in writing within 30 days of a change in their mailing address.

#### **SECTION II-ARTICLE XV. FEES**

Refer to the Fee Schedule (Appendix B (1)) for appropriate fees payable to the USET Certification Board or its agent. Fees may be reviewed and changed at the discretion of the Certification Board.

#### **SECTION II-ARTICLE XVI. DISCIPLINARY PROCEDURES**

Disciplinary proceedings will be in accordance with the USET Certification Board's Administrative Procedures.

- (1) The USET Certification Board may revoke or suspend the certificate of an Operator or Laboratory Analyst, following a hearing.
- (2) The USET Certification Board may, upon its own motion or upon the verified complaint in writing of any person, investigate the actions of any operator or laboratory analyst or anyone who shall assume the act in such capacity, if the USET Certification Board has reason to believe a violation of the Laws and Rules regulating Water and Wastewater Plant Operators or Laboratory Analyst may have occurred. Complaints which the USET Certification Board may investigate include, but are not limited to, that the Operator or

Laboratory Analyst may have practiced fraud or deception; that reasonable care, judgment, or the application of his knowledge or ability was not used in performance of his duties; or that the Operator or Laboratory Analyst is incompetent or unable to perform his duties properly.

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May 2021

**USET CERTIFICATION BOARD FOR WATER AND WASTEWATER TREATMENT PLANT  
OPERATORS AND LABORATORY ANALYSTS  
BYLAWS**

**SECTION III**  
**Table of Contents**

**Articles:**

Article I.	Grounds for refusing to grant or revoke licenses, Application of administrative procedures.....	25
Article II.	Licensed application to include questions on prior revocation or denial of license.....	28

**SECTION III-ARTICLE I.      GROUNDS FOR REFUSING TO GRANT OR REVOKING  
LICENSES; APPLICATION OF ADMINISTRATIVE  
PROCEDURES; SUBPOENA POWERS; JUDICIAL REVIEW.**

- (A) The USET Certification Board shall have the authority to refuse to grant a license to an applicant therefore or to revoke the license of a person licensed by that Board or to discipline a person licensed by that Board, upon a finding by a majority of the entire Certification Board that the license or applicant has:
- (1) Failed to demonstrate the qualifications or standards for a license contained in these bylaws, or the rules and regulations under which the licensure is sought or held; it shall be incumbent upon the applicant to demonstrate to the satisfaction of the Certification Board that he or she meets all the requirements for the issuance of a license, and, if the Certification Board is not satisfied as to the applicant's qualifications, it may deny a license without a prior hearing; provided, however, that the applicant shall be allowed to appear before the Certification Board if he or she so desires.
  - (2) Knowingly made misleading, deceptive, untrue, or fraudulent representations in the practice of a business or profession licensed under this document or any document connected therewith; or practiced fraud or deceit or intentionally made any false statement in obtaining a license to practice the licensed business or profession; or made a false statement or deceptive registration with the Certification Board.
  - (3) Been convicted of any felony or of any crime involving moral turpitude in the courts of the federal government or any tribal courts; as used in this paragraph, the term "felony" shall include any offense which, if committed in the applicant's state, would be deemed a felony, without regard to its designation elsewhere; and as used in this paragraph the term "conviction" shall include a finding or verdict of guilty or a plea of guilty, regardless of whether an appeal of the conviction has been sought; or has been arrested, charged, and sentenced for the commission of any felony, or any crime involving moral turpitude, where:
    - (a) First offender treatment without adjudication of guilty pursuant to the charge was granted; or
    - (b) An adjudication of guilt or sentence was otherwise withheld or not entered on the charge, except with respect to a plea on nolo contendere.
  - (4) Had his or her license to practice a business or profession licensed under these bylaws revoked, suspended, or annulled by any other lawful licensing authority other than the USET Certification Board, or had other disciplinary action taken

against him or her by any such lawful licensing authority other than the Certification Board; or was denied a license by any such lawful licensing authority other than the Certification Board, pursuant to disciplinary proceedings, or was refused the renewal of a license by any such lawful licensing authority other than the Certification Board, pursuant to disciplinary proceedings.

- (5) Engaged in any unprofessional, immoral, unethical, deceptive, or deleterious conduct or practice harmful to the public, which conduct or practice materially affects the fitness of the licensee or applicant to practice a business with professional license under these bylaws, or of a nature likely to jeopardize the interest of the public, which conduct or practice need not have resulted in actual injury to any person or be directly related to the practice of the licensed business or profession, but shows that the licensee to the applicant has committed any act or omission which is indicative of bad moral character or untrustworthiness; unprofessional conduct shall also include any departure from, or the failure to conform to, the minimal reasonable standards of acceptable and prevailing practice of the business or profession licensed under this title;
- (6) Knowingly performed any act which in any way aids, assists, procures, advises, or encourages any unlicensed person or any licensee whose license has been suspended or revoked by a professional licensing board to practice a business or profession licensed under these bylaws or to practice outside the scope of any disciplinary limitation placed upon the licensee by the Certification Board;
- (7) Violated a regulation of the USET Certification Board or any other lawful authority (without regard to whether the violation is criminally punishable), which the regulations relates to the practice of a business or profession licensed under these bylaws, when the licensee or applicant knows or should know that such action is a violation of such regulations; or violated an order of the Certification Board previously entered by the Certification Board in a hearing, decree, or licensing reinstatement.
- (8) Been adjudged mentally incompetent by a court of competent jurisdiction; any such adjudication shall automatically suspend the license of any such person and shall prevent the re-issuance or renewal of any license so suspended for as long as the adjudication of incompetence is in effect; or
- (9) Display an inability to practice business or profession licensed under these bylaws with reasonable skill and safety to the public or has become unable to practice the licensed business to profession with reasonable skill and safety to the public by reason of illness, use of alcohol, drugs, narcotics, chemicals, or any type of material;

- (B) Applicants or licensee shall obtain from their individual Tribal Nation, where they operate under the license issued by the USET Certification Board, a personal endorsement by the Tribal Nation insuring that all of the requirements are met and no violations have been made; and they are an “employee in good standing” with that Tribal Nation.
- (C) The Executive Director of USET is vested with the power and authority to make, or cause to be made through employees or agents of each professional license board, such investigations as he or she and the USET Certification Board may deem necessary and proper for the enforcement of the provisions of these bylaws.
- (1) The results of all investigations initiated by the USET Certification Board shall be reported solely to the Certification Board, and the records of such investigations shall be kept for the Certification Board by the USET Executive Director, with the Certification Board retaining the right to have access to such records. No part of any such records shall be released, except to the Certification Board, for any purpose, nor shall such records be subject to subpoena; provided however, that the Certification Board shall be authorized to release such records to another enforcement agency or lawful licensing authority upon request. If information is gathered and needs to be shared to protect the welfare of the public at a Tribal Nation the Executive Director of USET will work with Counsel and Tribal Leaders at the effected Tribal Nation.
  - (2) A person, firm, corporation, association, authority, tribal entity shall be immune from civil and criminal liability for reports in or investigating the acts or omission of a licensee or applicant which violate the provisions of these bylaws or any other provision of law relating to a licensee’s or applicant’s fitness to practice the profession licensed under these bylaws.
  - (3) Neither the issuance of a private reprimand nor the denial of a license by reciprocity nor the denial of a request for reinstatement of a revoked license nor the refusal to issue a previously denied license shall be considered a contested case. The applicant or licensee shall be permitted to appear before the Certification Board if they so request at the next available meeting. The Certification Board may resolve a pending action by the issuance of letter of concern.
  - (4) If any licensee or applicant after reasonable notice fails to appear at any hearing of the professional licensing Board for that licensee or applicant, the Certification Board may proceed to hear the evidence against such licensee or applicant and take action as is such licensee or applicant had been present. A notice of hearing, initial or recommended decision, or final decision of the Certification Board in a hearing shall be served personally to the licensee or applicant by certified mail, return receipt requested.

## **SECTION III-ARTICLE II. LICENSED APPLICATION TO INCLUDE QUESTIONS ON PRIOR REVOCATION OR DENIAL OF LICENSE**

Each application for a license to practice a profession or business to be issued by a professional licensing by the USET Certification Board shall include a question as to whether the applicant for such license:

- (1) Has had revoked or suspended or otherwise sanctioned any license issued to the applicant by any board or agency; or
- (2) Was denied issuance of or, pursuant to disciplinary proceedings, refused renewal of license by any board or agency.

The question shall be answered under oath and the answer shall include the name of the board or agency, which revoked, suspended, denied, refused renewal of, or otherwise sanctioned the license.

Said Bylaws with Amendments were duly approved by the USET Certification Board, at which a quorum was present, on the 9th day of February, 2021.

Signature

Signature

\_\_\_\_\_, President

\_\_\_\_\_, Secretary

\_\_\_\_\_  
May 2021

Amendments were duly approved by the USET Executive Officers Committee on May 5, 2021.

# Appendix A (1)

## Appendix A (1)

### PLANT POINT RATING WORKSHEET – WATER TREATMENT FACILITIES (AS PER “NATIONAL TRIBAL DRINKING WATER OPERATOR CERTIFICATION PROGRAM”)

EPA will classify all community and nontransient noncommunity treatment facilities in Indian country using a point system shown in the table below. Regions may increase classification of treatment based on other system characteristics or treatment needs.

**Copy and complete this worksheet for each water treatment facility that you have been employed.**

*A water system with a groundwater supply and only (non-gaseous) chlorination is considered a distribution system, not a water treatment facility. A water system with the addition of any chemical to a public water supply other than for chlorination shall be considered a treatment facility and should use this rating worksheet to determine the classification of the facility. Each unit process should have points assigned only once.*

Employment and Facility Information				
<b>Facility</b>	<i>Plant Name</i>			
	<i>Street</i>			
	<i>City</i>		<i>State</i>	<i>Zip</i>
<b>Supervisor</b>	<i>Name</i>		<i>Title</i>	
	<i>Phone</i>		<i>Email</i>	
<b>Dates employed as an operator at this facility</b>		<i>Start date</i>	<i>End date</i>	
<b>Is this treatment facility in Indian country? Yes No</b>				
<b>Item</b>		<b>Points Possible</b>	<b>Your Plant</b>	
<b>Size (1 point minimum to 20 point maximum)</b>				
Design flow average day, or peak month's average day, whichever is larger (1 point per 0.5 Millions of Gallons per Day (MGD). Round up.) Design flow: Consider this to be the design capacity of the plant. Examples: 9.2 MGD = 19 points 4.7 MGD = 10 points		1 - 20		
<b>Water Supply Sources (Rating based on public health significance)</b>				
Seawater/saltwater		0		
Groundwater		0		
Groundwater under direct influence of surface water (GWI)		8		
Surface water		10		

<p>Average Raw Water Quality Variation (<b>0 to 10 point maximum</b>). Applies to all sources (surface and groundwater). Key is the effect on treatment process changes that would be necessary to achieve optimized performance.</p> <p><input type="checkbox"/> Little or no variation -no treatment provided except disinfection (0 points)</p> <p><input type="checkbox"/> Minor variation - e.g., "high quality" surface source appropriate for slow sand filtration (1 point)</p> <p><input type="checkbox"/> Moderate variation in chemical feed, dosage changes made monthly (2 points), weekly (3 points), or daily (4 points)</p> <p><input type="checkbox"/> Variation significant enough to require pronounced and/or very frequent changes (5 points)</p> <p><input type="checkbox"/> Severe variation - source subject to non-point discharges, agricultural/urban storm runoff, flooding (7 points)</p> <p><input type="checkbox"/> Raw water quality subject to agricultural or municipal waste point source discharges (8 points) <input type="checkbox"/> Raw water quality subject to industrial waste pollution (10 points)</p>	0 - 10		
Raw water quality is subject to:			
<input type="checkbox"/> Taste and/or odor for which treatment process adjustments are routinely made <sup>1</sup>	2		
Item	Points Possible	Your Plant	
<input type="checkbox"/> Color > 15 Color Units (CU) (not due to precipitated metals) - <i>see exceptions in Note 1 at end of table 1</i>	3		
<input type="checkbox"/> Iron or/and manganese > Maximum Contaminant Level (MCL): Fe (2 points), Mn (3 points) (3 points maximum allowed) - <i>see exceptions in Note 1 at end of table 1</i>	2 - 3		
<input type="checkbox"/> Algal growths for which treatment process adjustments are routinely made <sup>1</sup>	3		
Chemical Treatment/Addition Processes			
Fluoridation	4		
<p>Disinfection/Oxidation (Note: Points are additive to a <b>maximum of 15 points</b> allowed for this category.) CHECK <input checked="" type="checkbox"/> ALL THAT APPLY:</p> <p><input type="checkbox"/> Chlorination:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Hypochlorites..... <input type="checkbox"/> (5 points)</p> <p style="padding-left: 40px;"><input type="checkbox"/> If generated on site..... <input type="checkbox"/> (1 point)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Chlorine gas..... <input type="checkbox"/> (8 points)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Chloramination..... <input type="checkbox"/> (10 points)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Chlorine dioxide..... <input type="checkbox"/> (10 points)</p> <p><input type="checkbox"/> Ozonation..... <input type="checkbox"/> (10 points)</p> <p><input type="checkbox"/> UV Irradiation..... <input type="checkbox"/> (2 points)</p> <p><input type="checkbox"/> Iodine, Peroxide, or similar..... <input type="checkbox"/> (5 points)</p> <p><input type="checkbox"/> Potassium permanganate (without greensand filtration) ..... <input type="checkbox"/> (4 points)</p>	0 - 15		
pH adjustment for process control (e.g. pH adjustment aids coagulation)	4		
Stability or Corrosion Control (If the same chemical is used for both Corrosion Control and pH adjustment, count points only once)	4		
Coagulation/Flocculation & Filter Aid			
Primary coagulant addition	6		

Coagulant aid / Flocculant chemical addition (in addition to primary coagulant use)	2	
Flocculation	2	
Filter aid addition (Non-ionic/anionic polymers)	2	
<b>Clarification/Sedimentation</b>		
Sedimentation (plain, tube, plate)	4	
Contact adsorption	6	
Other clarification processes (air flotation, ballasted clarification, etc.)	6	
Upflow clarification ("sludge blanket clarifier") 2	8	
<b>Filtration</b>		
Granular media filtration (Surface water/GWI) <input type="checkbox"/> 3 gpm/sq ft	10	
Granular media filtration (Surface water/GWI) <input type="checkbox"/> 3 gpm/sq ft	20	
Groundwater filtration	6	
Membrane filtration <input type="checkbox"/> For compliance with a primary regulation (10 points) <input type="checkbox"/> For compliance with a secondary regulation (6 points)	6-10	
Diatomaceous earth (pre-coat filtration)	10	
<b>Item</b>	<b>Points Possible</b>	<b>Your Plant</b>
Cartridge/bag	5	
Pre-filtration (staged cartridges, pressure sand w/o coagulation, etc.): add one point per stage to maximum of 3 points	1 - 3	
Slow sand	5	
<b>Other Treatment Processes</b>		
Aeration	3	
Air stripping (including diffused air, packed tower aeration)	5	
Ion-exchange/softening	5	
Greensand filtration	10	
Lime-soda ash softening (includes chemical addition, mixing/flocculation/ clarification/filtration - do not add points for these processes separately)	20	
Granular activated carbon filter (do not assign points when included as a bed layer in another filter)	5	
Powdered activated carbon	2	
Blending sources with significantly different water quality <input type="checkbox"/> To achieve MCL compliance (4 points) <input type="checkbox"/> For aesthetic reasons (2 points)	2-4	
Reservoir management employing chemical addition	2	
Electrodialysis	15	

<b>Residuals Disposal</b>		
<input type="checkbox"/> Discharge to surface, sewer, or equivalent (0 points) <input type="checkbox"/> On-site disposal, land application (1 point) <input type="checkbox"/> Discharge to lagoon/drying bed, with no recovery/recycling – e.g., downstream outfall (1 point) <input type="checkbox"/> Backwash recovery/recycling: discharge to basin or lagoon and then to source (2 points) <input type="checkbox"/> Backwash recovery/recycling: discharge to basin or lagoon and then to plant intake (3 points)	0 - 3	
<b>Facility Characteristics</b>		
Instrumentation - Use of SCADA or similar instrumentation systems to provide data, with: <input type="checkbox"/> Monitoring/alarm only, no process operation - plant has no automated shutdown capability (0 points) <input type="checkbox"/> Limited process operation - e.g., remote shutdown capability (1 point) <input type="checkbox"/> Moderate process operation - alarms and shutdown, plus partial remote operation of plant (2 points) <input type="checkbox"/> Extensive or total process operation - alarms and shutdown, full remote operation of plant possible (4 points)	0 - 4	
	<b>Total Points</b>	

- **NOTE:** EPA considers the following special processes as “other”, including but not limited to: POE and POU devices, various adsorption technologies, ion-exchange for Arsenic removal, etc.

**Classification Levels determined by the point rating system:**

Level I (Class I<sup>1</sup>) – Basic 30 points or less      Level III (Class III) – Advanced Intermediate 56 -75 points  
Level II (Class II) – Intermediate 31 – 55 points      Level IV (Class IV) – Advanced 76 points and greater

**Notes:**

- <sup>1</sup> **Raw water quality is subject to:**
- Taste and/or odor (T&O) for which treatment process adjustments are routinely made (2 points): 1) T&O issue has been identified in a pre-design report, etc., 2) a process has been installed to address, and 3) operational control adjustments are made at least seasonally. Do not give points for T&O when there is no specific additional impact on operation. E.g. if a system is already pre-chlorinating for disinfection, give no points for T&O.
  - Color > 15 CU (not due to precipitated metals) (3 points) **with following exceptions.** Color will be considered elevated and points assigned when levels exceed 75 Color Units (CU) for conventional filtration, 40 CU for direct filtration, or 15 CU for all other technologies, except reverse osmosis (no points given for color for reverse osmosis).
  - Iron and/or manganese > MCL: Fe (2 points), Mn (3 points) (3 points maximum allowed) **with following exceptions.** Iron and manganese levels will be considered elevated and points assigned if they are greater than the MCL, except for applications of manganese greensand filters. For applications of manganese greensand filters, iron and manganese levels will be considered elevated when their combined level exceeds 1.0 mg/L (3 points allowed).
  - Algal growths for which treatment process adjustments are routinely made (3 points): Raw water will be considered subject to algae growths when treatment processes are specifically adjusted due to the presence of high levels of algae on at least a weekly basis for at least two months each year.

<sup>2</sup> **Up flow clarification** ("sludge blanket clarifier") – 8 points – Also known as sludge blanket clarification. Includes such proprietary units as Super-Pulsator. These units include processes for flocculation and sedimentation. Important note: these are not the same as adsorption clarifiers.

## **Water Treatment Definitions**

Definitions reprinted from "Master Glossary of Water and Wastewater Terms,"

[<http://www.owp.csus.edu/glossary/glossary.php>], with permission from Office of Water Programs, California State University, Sacramento.

### **Adsorption**

The gathering of a gas, liquid, or dissolved substance on the surface or interface zone of another material.

### **Aeration**

The process of adding air to water. Air can be added to water by passing air through water or passing water through air.

### **Air stripping**

A treatment process used to remove dissolved gases and volatile substances from water. Large volumes of air are bubbled through the water being treated to remove (strip out) the dissolved gases and volatile substances.

### **Chloramination**

The application of chlorine and ammonia to water to form chloramines for the purpose of disinfection.

### **Diatomaceous earth**

A fine, siliceous (made of silica) "earth" composed mainly of the skeletal remains of diatoms.

### **Direct filtration**

A method of treating water which consists of the addition of coagulant chemicals, flash mixing, coagulation, minimal flocculation, and filtration. The flocculation facilities may be omitted, but the physical-chemical reactions will occur to some extent. The sedimentation process is omitted.

### **Electrodialysis**

The selective separation of dissolved solids based on electrical charge, by diffusion through a semipermeable membrane across which an electrical potential is imposed.

### **Reverse osmosis**

The application of pressure to a concentrated solution which causes the passage of a liquid from the concentrated solution to a weaker solution across a semipermeable membrane. The membrane allows the passage of the water (solvent) but not the dissolved solids (solutes).

### **SCADA system**

The Supervisory Control and Data Acquisition system is a computer-monitored alarm, response, control and data acquisition system used by drinking water facilities to monitor their operations.

### **Stabilization**

Processes that convert organic materials to a form that resists change. Organic material is stabilized by bacteria which convert the material to gases and other relatively inert substances. Stabilized organic material generally will not give off obnoxious odors.

# Appendix A (2)

## Appendix A (2)

### Plant Point Rating Worksheet – Water Distribution Systems

EPA will classify distribution systems to population served and system characteristics. EPA Regions may increase classification based on other system characteristics. **Copy and complete this worksheet for each water distribution system that you have been employed.**

Conditions or characteristics that exist in a distribution system, such as pressure zones, booster stations, storage tanks, fire protection, chlorination, non-residential consumers, cross-connection potential, demand variations, size of pipes, total distance of pipes and/or total geographic area, must be considered when classifying the distribution system.

System Characteristics	Check all that apply	Class Determination
Population is 3,300 or less	<input type="checkbox"/>	Class IV
Distribution Storage	<input type="checkbox"/>	Class IV
Hypochlorination	<input type="checkbox"/>	Class IV
Population is 3,301 to 10,000	<input type="checkbox"/>	Class III
Gaseous and other Chlorine Disinfectant	<input type="checkbox"/>	Class III
Pressure Zones greater than 5	<input type="checkbox"/>	Class III
Recycled Water Distribution	<input type="checkbox"/>	Class III
System is blending sources to meet MCL	<input type="checkbox"/>	Class III
Population if greater than 10,000	<input type="checkbox"/>	Class II
Distribution System complexity	<input type="checkbox"/>	Class I - III

<sup>1</sup> Distribution system complexity=Conditions or characteristics that exist in a distribution system, such as: pressure zones, booster stations, storage tanks, fire protection, chlorination, non-residential consumer, cross connection potential demand variations, size of pipes, total distance of pipes and/or total geographic area that must be considered when classifying the distribution system.

# Appendix A (3)

## APPENDIX A (3)

### Wastewater Plant Point Rating System (Non-Industrial/Municipal)

A wastewater system with only collection, lift stations, and chlorination is considered a collection system and not a wastewater treatment plant. Each unit process should have points assigned only once.

Item	Points	
<b>Size (2 point minimum to 20 point maximum)</b>		
Maximum population equivalent (PE) or part served, peak day (1 point minimum to 10 point maximum)	1 pt. per 10,000 or part	
Design flow average day or peak month's part flow average day, whichever is larger (1 point minimum to 10 point maximum)	1 pt. per MGD or part	
<b>Variation in raw waste (0 point minimum to 6 point maximum)<sup>1</sup></b>		
Variations do not exceed those normally or typically expected	0	
Recurring deviations or excessive variations of 100 to 200% in strength and/or flow	2	
Recurring deviations or excessive variations of more than 200% in strength and/or flow	4	
Raw wastes subject to toxic waste discharges	6	
Impact of septage or truck-hauled waste (0 point minimum to 4 point maximum)		
<b>Preliminary treatment</b>		
Plant pumping of main flow	3	
Screening, comminution	3	
Grit removal	3	
Equalization	1	
<b>Primary Treatment</b>		
Clarifiers	5	
Imhoff tanks or similar	5	
<b>Secondary Treatment</b>		
Fixed-film reactor	10	
Activated sludge	15	
Stabilization ponds without aeration	5	
Stabilization ponds with aeration	8	

<b>Tertiary Treatment</b>		
Polishing ponds for advanced waste treatment	2	
Chemical/physical advanced waste treatment w/o secondary	15	
Chemical/physical advanced waste treatment following secondary	10	
Biological or chemical/biological advanced waste treatment	12	
Nitrification by designed extended aeration only	2	
Ion exchange for advanced waste treatment	10	
Reverse osmosis, electrodialysis and other membrane filtration techniques	15	
Advanced waste treatment chemical recovery, carbon regeneration	4	
Media filtration	5	
<b>Additional Treatment Processes</b>		
Chemical additions (2 points each for a maximum of 6 points)	6	
Dissolved air flotation (for other than sludge thickening)	8	
Intermittent sand filter	2	
Recirculating intermittent sand filter	3	
Microscreens	5	
Generation of oxygen	5	
<b>Solids Handling</b>		
Solids stabilization	5	
Gravity thickening	2	
Mechanical dewatering	8	
Anaerobic digestion of solids	10	
Utilization of digester gas for heating or cogeneration	5	
Aerobic digestion of solids	6	
Evaporative sludge drying	2	
Solids reduction (including incineration, wet oxidation)	12	
On-site landfill for solids	2	
Solids composting	10	
Land application of biosolids by contractor	2	
Land application of biosolids under direction of facility operator in direct responsible charge	10	
<b>Disinfection (0 point minimum to 10 point maximum)</b>		

Chlorination	3	
Ultraviolet irradiation	2	
Ozonation	10	
<b>Effluent discharge (0 point minimum to 10 point maximum)</b>		
Mechanical post aeration	2	
Direct recycle and reuse	6	
Land treatment and disposal (surface or subsurface)	4	
<b>Instrumentation (0 point minimum to 6 point maximum)</b>		
The use of SCADA or similar instrumentation systems to provide data with no process operation	0	
The use of SCADA or similar instrumentation systems to provide data with limited process operation	2	
The use of SCADA or similar instrumentation systems to provide data with moderate process operation	4	
The use of SCADA or similar instrumentation systems to provide data with extensive or total process operation	6	
<b>Laboratory control (0 point minimum to 15 point maximum)<sup>2</sup></b>		
<b>Bacteriological/biological (0 point minimum to 5 point maximum)</b>		
Lab work done outside plant	0	
Membrane filter procedures	3	
Use of fermentation tubes or any dilution method; fecal coliform determination	5	
<b>Chemical/physical (0 point minimum to 10 point maximum)</b>		
Lab work done outside the plant	0	
Push-button or visual methods for simple tests such as pH, settleable solids	3	
Additional procedures such as DO, COD, BOD, gas analysis, titrations, solids, volatile content	5	
More advanced determinations such as specific constituents; nutrients, total oils, phenols	7	
Highly sophisticated instrumentation such as atomic absorption, gas chromatography	10	

<sup>1</sup> The key concept is frequency and/or intensity of deviation or excessive variation from normal or typical fluctuations, such as deviation can be in terms of strength, toxicity, shock loads, I/I, with points from 0 to 6.

<sup>2</sup> The key concept is to credit laboratory analyses done on-site by plant personnel under the direction of the operator in direct responsible charge with points from 0 to 15.

# Appendix A (4)



**United South and Eastern Tribes, Inc. Certification Board**

**USET CERTIFICATION BOARD  
WATER OR WASTEWATER TREATMENT PLANT  
JOURNEYPerson OPERATOR-IN-TRAINING (OIT) QUALIFYING EXPERIENCE FORM**

According to the USET Certification Bylaws:

Operator-in-training (OIT) Journeyperson certificates are issued only when the candidate has taken and passed the ABC exam for either a Very Small Water System, or a Public Water Supply System Operator Class IV, or a Wastewater Treatment System Operator Class IV can apply for an Operator-in-Training certification. Operator-in-Training certificates are valid only while the OIT is in training on operational duties at the water or wastewater treatment plant for which the certificate was issued. When the OIT either obtains one year of full time qualifying experience, (1,800 hours of water or wastewater operational experience) or when the OIT stops working at the plant, the Supervisor or Public Working Director shall return the certificate to OERM within 30 days with a statement as to the amount of qualifying experience the operator-in-training acquired before training stopped.

<b>OIT Name:</b>
<b>OIT Issuance Date:</b> _____ <b>Last Date OIT Worked in Water or Wastewater Operations (Circle One):</b> _____
<b>Total hours accrued in Water or Wastewater Operations (Circle One):</b> _____
<b>Name of the Water or Wastewater Treatment Plant:</b>
<b>Supervisor's Telephone Number:</b>
<input type="checkbox"/> <b>Check box if all apply:</b> <ol style="list-style-type: none"> <li>1) there were only two wastewater or water operators working at the WWTP or WTP (the Licensed Operator and the OIT) who were solely responsible for the operation of the WWTP</li> <li>2) OIT was directly supervised by the licensed operator</li> <li>3) OIT worked for one calendar year, but did not necessarily work 1800 hours</li> </ol>

**SIGNATURE OF CHIEF PLANT OPERATOR:**

I, the undersigned, certify that I am the Licensed Operator in Responsible Charge or the Supervisor of the above-named water or wastewater treatment plant. I have read and understand the USET requirements for an OIT Journeyperson and I acknowledge and accept the responsibilities of the above-named water or wastewater treatment plant.

\*PLEASE SIGN IN **BLUE INK**

**Licensed Operator in Responsible Charge (print name):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Licensed Operator in Responsible Charge Certification Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Original Signature Licensed Operator in Responsible Charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor (print name):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

# Appendix B (1)



**SET CERTIFICATION BOARD FOR WATER &  
WASTEWATER TREATMENT PLANT OPERATORS  
AND LABORATORY ANALYSTS**

**FEE SCHEDULE**

<b>Application for Initial Certification</b>	<b>\$50.00</b>
<b>Application for Renewal of Certification</b>	<b>\$50.00</b>
<b>Surcharge for Late Renewal Payments During 90-Day Period</b>	<b>\$100.00</b>
<b>Name or Address Change Processing Fee</b>	<b>\$10.00</b>
<b>Reinstatement Fee</b>	<b>\$150.00</b>
<b>Lost/Replacement Certificate</b>	<b>\$25.00</b>
<b>Lost/Replacement Wallet Card</b>	<b>\$10.00</b>
<b>Examination Fee</b>	<b>\$65.00</b>

(charge per certification)

# Appendix B (2)

## **STANDARD OPERATING PROCEDURE I.**

### **USET CERTIFICATION BOARD NOTICE TO CERTIFICATE HOLDERS FOR SUSPENSIONS, REVOCATIONS OR DENIAL TO RENEW TO CERTIFICATE HOLDERS**

#### **I. PROCEDURE FOR NOTIFICATION OF SUSPENSION, REVOCATION, OR DENIAL TO RENEW TO CERTIFICATE HOLDERS**

A. Any order, notice of suspension of license, notice of revocation of license, or notice of intent to deny an application to renew a license issued pursuant to these Bylaws shall:

1. Be served either personally or by certified mail, return receipt requested upon the person or persons who are the subject of the order or notice.
2. Identify the person or persons alleged to have committed the violation described in the order or notice.
3. Describe the activity or activities which constitute the violation.
4. Identify the specific provision or provisions of the Bylaws which have been violated.
5. Describe the remedial or other action which must be implemented or caused to be implemented by the violator and the time periods within which such implementation shall commence and be completed.
6. Identify the office within USET to which any required reply or other correspondence must be directed.
7. Advise the person or persons named in the order of the right to request an adjudicatory hearing pursuant to the provisions of the Bylaws.
8. In the case of a suspension of a license, revocation of a license, or denial of an application to renew a license, include a description of the specific grounds for the suspension, revocation, or the denial of an application to renew; and
9. In the case of a suspension of license, the length of time for which the suspension shall remain in effect.

B. Suspension or revocation of license shall commence upon receipt by the violator of a final order of the USET Certification Board or when the notice of suspension or revocation of license becomes a final order as follows:

1. If no hearing is requested pursuant to Section IV Article I C (3) of the Bylaws, a notice of suspension or revocation becomes a final order on the 21st day following receipt of the notice as outlined in paragraph A (1-9) above sent to the violator;
2. If a hearing request is submitted by the violator and subsequently withdrawn, the notice of suspension, revocation, or denial to renew becomes a final order upon such withdrawal unless the violator and the USET Certification Board have executed an administrative consent order or comparable instrument providing otherwise.

## STANDARD OPERATING PROCEDURE II.

### CERTIFICATE HOLDERS REQUEST FOR AN ADMINISTRATIVE HEARING OR REVIEW

#### I. PROCEDURE FOR CERTIFICATE HOLDERS TO REQUEST AN ADMINISTRATIVE HEARING OR REVIEW

A. A Certificate Holder may request an adjudicatory hearing or review in accordance with the provisions of Section IV Article I (C) (3) of the Bylaws to contest a suspension, revocation, or denial of an application to renew a license.

B. Procedures to request an adjudicatory hearing or review to contest an administrative order, suspension of license, revocation of license, or the denial of an application to renew a license.

1. To request an adjudicatory hearing or review to contest an administrative order, suspension or revocation of license, or a denial of an application to renew a license, the person requesting the hearing or review (hereinafter "petitioner") shall:

a). Submit the original request in writing to:

Attention: USET Certification Board  
Hearing and/or Review Request  
711 Stewarts Ferry Pike, Suite 100  
Nashville, TN 37214

b). All written requests for an adjudicatory hearing or review must be received by the USET Certification Board within 20 calendar days after receipt by the petitioner of notice of the USET Certification Board's action being contested. If the USET Certification Board does not receive a hearing request within the allotted time, it shall deny the hearing request.

c). Each written request for an adjudicatory hearing shall include the following:

(1). The name, address and telephone number of the petitioner and of the petitioner's legal or authorized representative.

(2). An admission or denial of each of the USET Certification Board's findings of fact.

(a). If the petitioner lacks sufficient knowledge or information to form a belief as to the truth of a finding, the petitioner shall so state and this shall have the effect of a denial.

(b). A denial shall fairly meet the substance of the findings denied. When the petitioner intends, in good faith, to deny only part or a qualification of a finding, the petitioner shall specify so much of it as is true and material and deny only the remainder.

(c). The petitioner may not generally deny all of the findings, but shall make all denials as specific denials of designated findings.

(d). For each finding the petitioner denies, the petitioner shall allege the fact or facts as the petitioner believes it or them to be;

(3). A description of any facts or issues which the petitioner believes constitute a defense to the allegations made by the USET Certification Board;

(4). Information supporting the hearing request and specific reference to, or copies of, other written documents relied upon to support the request;

(5). An estimate of the time required for the hearing (in days and/or hours); and

(6). A request, if necessary, for a barrier-free hearing location for physically disabled person;

d) If the petitioner fails to provide all the information required by c) above, the USET Certification Board shall deny the hearing request.