

**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**

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

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 tribe, 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, and administered through the U.S. Environmental Protection Agency (EPA), for operators of water and wastewater treatment plants. This organization 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 tribes to undergo training and the certification required by EPA without having to participate in a particular 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.

SECTION I-ARTICLE III. MEMBERSHIP

Participation in the USET Certification Board is entirely optional and voluntary for each individual federally recognized tribe. In order for a tribe to participate, they must submit

a formal application to the USET Executive Director's office. Once a tribe 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. "Grandparenting" means exempting an operator from meeting initial certification requirements such as having a high school education or equivalent and passing an exam.
- (g) "Laboratory Analyst" means any person who performs a laboratory analysis in conjunction with the operation of public water supply systems or wastewater treatment plants for a federally recognized tribe.
- (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 excluding dissolved oxygen, pH, chlorine, residual, turbidity, temperature, and specific conductance for a federally recognized tribe.
- (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 tribe.
- (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 tribe.
- (m) “Operator in Training” means any operator who has passed the ABC exam for a VSWS, 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.
- (n) “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.
- (o) “Person” means any individual, corporation, company, association, partnership, county, municipality, state agency, federal agency, federally recognized Indian tribe, or tribal organization.
- (p) “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.
- (q) “Process Control Decisions” means decisions which may affect the treatment and, therefore, quality of the treated water and/or wastewater effluent.
- (r) “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.

- (s) “Reciprocity” means the exchange, recognition, or enforcement of licenses, privileges or obligation between USET and other EPA approved certifying agencies.
- (t) “Supervision” means accountability for the work of supervisee.
- (u) “System” means all integral unit operations and processes, including conduits, appurtenances, machine, control elements and laboratory functions.
- (v) “Trainee” means an individual engaged in a training period. A trainee is not required to hold a certification and may not perform operation duties or perform laboratory tests, unless under the direct supervision of a certified operator or a certified laboratory analysts.
- (w) “Training Period” means a period of time during which a trainee is learning operator or laboratory analyst duties and under the direction of a certified operator/laboratory analyst.
- (x) “Transient Non-Community System” means a public water system typically serving travelers and other transients at locations such as highway rest stops, restaurants, and 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.
- (y) “Wastewater Collection System” means the system of sanitary sewers, pipes, manholes, pumps, and other such apparatus used to convey sewage to wastewater treatment plants.
- (z) “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
- (aa) “Wastewater Treatment Plant” means the facilities provided for the treatment and disposal of wastewater, including industrial processed wastewater.
- (bb) “Wastewater Treatment System” means the combination of a wastewater collection system and a wastewater treatment plant.

- (cc) "Water Distribution System" means the system of pipes, pumps, valves, and other such apparatus used to distribute water to the public.
- (dd) "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.
- (ee) "Water Treatment System" means a public water supply system.
- (ff) "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. The Certification Board shall be composed of seven members to be confirmed by the USET Board of Directors. The appointments shall be made as follows:
 - (1) One member from the USET Natural Resources Committee
 - (2) One member who is a currently employed public water supply system operator holding a valid certificate of the highest classification issued by any certification board and is currently in good standing
 - (3) One member who is a currently employed wastewater treatment plant operator holding a valid certificate of the highest classification issued by any certification board and is currently in good standing
 - (4) One member who is currently employed as an engineer or director of public works
 - (5) One member who is a consultant in the field of water supply and water pollution control, or who is engaged in teaching or administering courses in water supply and water pollution control in an educational institution,
 - (6) One member from the USET Board of Directors, and
 - (7) One member who is currently employed as a certified lab analyst.

The initial terms for the Certification Board will be staggered: positions 1-3 shall be two-year terms and positions 4-6 shall be one-year terms. After the first term, members will

be appointed to three year terms. The Certification Board composition and established rotation provides for stakeholder involvement and gives opportunity to other interested tribal members to serve on the Certification Board without jeopardizing the effectiveness and stability of the Certification Board.

- (B) The USET Board of Directors may fill any vacancy in the appointed membership of the Certification Board and may remove any appointed member for cause.
- (C) 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 (ie: per diem, mileage, lodging, travel).
- (D) The members of the Certification Board shall meet for an organizational meeting at the call of the USET Executive Director, within 60 days after their appointments and thereafter at least once a year, at such time and place as may be provided by rules and regulation adopted by the Certification Board. 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.
- (E) At the first meeting of the Certification Board and annually thereafter, the members shall elect one of its members to serve as Chairperson and one to serve as Vice-Chairperson, to take office on October 1 of each year.
- (F) The members shall elect one of its members to serve as Treasurer, to take office on October 1 of each year and annually thereafter.
- (G) A majority of appointed members of the USET Certification Board, in attendance, shall constitute a quorum for the transaction of business.
- (H) All meetings of the USET 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, and wastewater collection systems.
- (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) a letter of endorsement from the tribe which the applicant is employed by at the time of issue of the certification.
- (C) Any laboratory analysts who conduct certain tests (ie: 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).
- (D) Notwithstanding the provisions of paragraph (C) of this subsection, any person who possesses certification by the Certification Board as Class I and II operators

of water treatment plant or wastewater treatment plant shall not be required to obtain a certificate to perform the duties of a laboratory analyst.

- (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 tribe 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 not 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). However, any person/tribe who wishes to pursue a certification for a Class IV water distribution system would be considered acceptable to the Certification Board.
- (G) Any person who possesses certification by the Board as an operator of a wastewater treatment plant shall not be required to obtain a certificate to operate a wastewater collection system.
- (H) Those tribes that participate in the Certification Board shall be required to have a minimum of one certified operator per tribe which meets the standards of federal regulations for the operation of safe drinking water treatment facilities.

SECTION I-ARTICLE IX. GRANDPARENTING OF OPERATORS

The Certification Board recognizes that many small tribal systems are maintained by competent operators who may not be able to meet the initial requirements of certification. The Certification Board may provide for grandparenting of an operator to exempt that operator from meeting initial certification requirements, such as a high school education or passing an exam. The operator will be required to meet all training and other requirements necessary for certification (see also, Section II, Article 1). Grandparenting of operators is subject to the following requirements:

- (A) Applications for grandparent status will be received by the Certification Board and submitted to the appropriate Environmental Protection Agency (EPA) Regional Office. The Regional Office will review and accept or decline all applications for grandparent status. The Regional Office will send their response to the system owner stating the determination of the Region. The Certification Board will accept the determination of the Region.

- (B) Grandparent status is site and/or facility specific and non-transferable. If the grandparented operator goes to work for a different water system, he or she will need to meet the initial certification requirements for that system and will lose their grandparent status.
- (C) The Certification Board will determine, in consultation with the appropriate Regional Office, the training and necessary certification requirements applicable to the grandparented operator. The operator must meet all requirements of certification, including completion of training and payment of all applicable fees, within one year of grandparent status approval.
- (D) If the classification of the plant or distribution system changes to a higher level, then the grandparent status will no longer be valid.

SECTION I-ARTICLE X. 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 Tribe, 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 XI. REVOCATION AND SUSPENSION OF CERTIFICATES

The Certification Board may investigate the actions of any operator or laboratory analysts and may revoke or suspend the certificate of an operator and/or analysts, 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 analysts 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 analysts is incompetent or unable to perform duties properly.

SECTION I-ARTICLE XII. 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)). Certification is not required for Class IV distribution system operators.
- (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) Classification for the minimum levels of laboratory analysts shall be established by the Certification Board at a later date as the Certification Board deems necessary.

USET Certification Board will utilize classifications completed by the appropriate jurisdictional agency to classify all community and non-community treatment facilities in Indian Country. 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)

Class I.....76 points or greater	Class III.....31-55 points
Class II.....56-75 points	Class IV.....30 points or less

All transient non-community water systems with groundwater sources must have at least a Class IV 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 XIII.

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 municipality, county, or authority

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

SECTION II

Articles:

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

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 wastewater treatment or pretreatment facility, shall be required to have only one operator in responsible charge obtain such a certification; and
- (2) Water Distribution System and Wastewater Collection System Operators. All operators should be certified; provided, however, that each industrial 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 any industrial 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; and
- (4) All applicable operators and laboratory analysts must have an active certification, at minimum, in the level of system which they are administering (ie. Class three or four operators must have a class three or four certification).

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.

SECTION II-ARTICLE III. OPERATOR IN TRAINING

An operator who has taken and passed the ABC exam for either a Very Small Water System, a Public Water Supply System Operator Class IV, and a Wastewater Treatment System Operator Class IV 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 submit an application for their certification at no additional fee. The operator's Tribe must submit a letter stating the experience level has been met.

SECTION II-ARTICLE IV. CLASSIFICATION.

Operator and Laboratory Analysts shall be certified as follows:

- (a) Public Water Supply System Operator: Class I, II, III, IV, or VSWS
- (b) Water Distribution System Operator; Class I, II, III, or IV
- (c) Wastewater Treatment System Operator: Class I, II, III, or IV

- (d) Wastewater Collection System Operator; Class I, II, III, or IV
- (e) Water Laboratory Analyst;
- (f) Wastewater Laboratory Analyst;
- (g) Operator in Training

SECTION II-ARTICLE V. REQUIREMENTS.

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

(1) **Current Certification.**

- (A) 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	
VSWS Joint Certification	None
Class IV	None
Operator in Training	None
Class III	IV
Class II	III
Class I	II
Wastewater Treatment System Operator	
Class IV	None
Operator In Training	None
Class III	None
Class II	III
Class I	II
Water or Wastewater Laboratory Analysts	None
Water Distribution System Operator	
Class IV	None
Class III	None

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

(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.

(3) **Experience.**

(A) Applicants must have completed experience in actual system operation prior to taking an examination. The experience needed for actual system operation is cumulative, i.e. starts when an operator receives their first certification. 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>
All 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
Public Water Supply System Operator		
VSWJ Joint Certification	6 months	6 months
Class IV	6 months	6 months
Class III	18 months	18 months
Class II	3 years	2 years
Class I	5 years	4 years
Wastewater Treatment System Operators		
Class IV	6 months	6 months
Class III	18 months	18 months
Class II	4 years	3 years

Class I	5 years	4 years
Water or Wastewater Laboratory Analysts	3 months	3 months
Water Distribution System Operator		
Class IV	6 months	6 months
Class III	18 months	18 months
Class II	3 years	2 years
Class I	5 years	4 years
Wastewater Collection System Operator		
Class IV	6 months	6 months
Class III	18 months	18 months
Class II	4 years	3 years
Class I	5 years	4 years

(B) For those applicants who have a high school diploma or GED certificate, the USET Certification Board may consider other factors, including post secondary education and other training and experience, to determine satisfaction of the experience requirements.

(4) **Course Work.**

(A) Applicants must have complete 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

VSWS Joint Certification

12 Hours basic water operator and water distribution course work

Class IV

12 Hours basic water operator course work

Class III	40 Hours basic water operator course work
Class II	48 Hours advanced water operator course work
Class I	No additional
Wastewater Treatment System Operator	
Class IV	12 hours basic wastewater operator to include activated sludge course work
Class III	40 Hours basic wastewater operator course work
Class II	48 Hours advanced wastewater operator course work
Class I	No additional
Water or Wastewater Laboratory Analyst	27 Hours basic water laboratory course work or Associates Degree or higher in Biology, Environmental Science, Chemistry, or an equivalent degree
Water Distribution System Operator	27 Hours basic water distribution course work
Wastewater Collection System Operator	27 hours wastewater collection course work

(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. Examination will

be offered through the USET Certification Program. An updated schedule of dates must be obtained from the USET Certification Program.

SECTION II-ARTICLE VI. OPERATIONAL ACTIVITIES WITHOUT FURTHER CERTIFICATION

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

SECTION II-ARTICLE VII. EXPIRATION DATE.

All certificates will expire quarterly (March 30, June 30, September 30, or December 31) in odd-number years dependent upon date of issuance

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 attestation 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 I Operator Water & Wastewater	24
Water Distribution System Operator	24
Wastewater Collection System Operator	24
Class II Operator Water & Wastewater	18
Laboratory Analyst Water & Wastewater	12
Water Distribution System Operator	18
Wastewater Collection System Operator	18
Class III Operator Water & Wastewater	12
Water Distribution System Operator	12
Wastewater Collection System Operator	12
Class IV Operator Water & Wastewater	8
Water Distribution System Operator	8
Wastewater Collection System Operator	8

- (2) The bi-annual renewal fee is due and payable in the applicable quarter of expiration (March 30, June 30, September 30, or December 31 of odd-numbered years). 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.
- (3) An individual who passes an examination required by the USET Certification Board for certification is exempt from all continuing education for the first following renewal period after passage of the exam. (There is no continuing education requirement for the first renewal)

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:
 - a renewal application for each certificate;
 - a renewal fee for each certificate;
 - attestation of the highest number of continuing education points which are required to renew any of the Operator's or Laboratory Analyst's certificates (ie., 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 in order 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 course approvals shall expire on or before the applicable quarter of expiration (March 30, June 30, September 30, or December 31 odd-numbered years)

- (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 in order for a determination to be made and not negatively affect certification.

SECTION II-ARTICLE XI. DOCUMENTATION OF CONTINUING EDUCATION.

- (1) Each operator or laboratory analysts 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. 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 that they have satisfied the continuing education requirements set out in these rules. Documentation of the activities should be retained by the applicant. False attestation of satisfaction of the continuing education requirements on an application shall subject the applicant to disciplinary action, including revocation.
- (3) The USET Certification Board shall conduct an annual audit of all applications to insure compliance with requirements. The number or percentage of applications to be audited may be changed at the discretion of the USET Certification Board. Applicants who are audited will be required to document their continuing education activities. Documentation 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. Failure to provide the USET Certification Board with documentation of the hours attested to on the renewal application shall be grounds for disapproving the application for renewal or, if the certificate has been renewed, revoking the certificate.

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.

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).
- (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) 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.

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

SECTION III

Articles:

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

- (4) Had his 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 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 to applicant to practice a business to profession licensed 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 volatile 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 tribe, where they operate under the license issued by the USET Certification Board, a personal endorsement by the tribe insuring that all of the requirements are met and no violations have been made; and they are an “employee in good standing” with that tribe.
- (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 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
 - (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. 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.

Appendix A(1)

Appendix A(1)

Plant Point Rating Worksheet-Water Treatment Facilities

EPA will classify all community and nontransient noncommunity treatment facilities in Indian country using the plant rating worksheet 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			
Facility	<i>Plant Name</i>		
	<i>Street</i>		
	<i>City</i>	<i>State</i>	<i>Zip</i>
Supervisor	<i>Name</i>		<i>Title</i>
	<i>Phone</i>	<i>Email</i>	
Dates employed as an operator at this facility		<i>Start date</i>	<i>End date</i>
Is this treatment facility in Indian country? Yes No			
Item	Points Possible	Your Plant	
Size (1 point minimum to 20 point maximum)			
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		
Water Supply Sources (Rating based on public health significance)			
Seawater/saltwater	0		
Groundwater	0		
Groundwater under direct influence of surface water (GWI)	8		
Surface water	10		
Average Raw Water Quality Variation (0 to 10 point maximum). Applies to all sources (surface and groundwater). Key is the effect on treatment process changes that would be necessary to achieve optimized performance. <input type="checkbox"/> Little or no variation -no treatment provided except disinfection (0 points) <input type="checkbox"/> Minor variation - e.g., "high quality" surface source appropriate for slow sand filtration (1 point) <input type="checkbox"/> Moderate variation in chemical feed, dosage changes made: monthly (2 points), weekly (3 points), or daily (4 points) <input type="checkbox"/> Variation significant enough to require pronounced and/or very frequent changes (5 points) <input type="checkbox"/> Severe variation - source subject to non-point discharges, agricultural/urban storm runoff, flooding (7 points) <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)	0 - 10		
Raw water quality is subject to:			

<input type="checkbox"/> Taste and/or odor for which treatment process adjustments are routinely made 1	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 1		3	
Chemical Treatment/Addition Processes			
Fluoridation		4	
Disinfection/Oxidation (Note: Points are additive to a maximum of 15 points allowed for this category.) CHECK <input checked="" type="checkbox"/> ALL THAT APPLY: <input type="checkbox"/> Chlorination: <input type="checkbox"/> Hypochlorites..... <input type="checkbox"/> If generated on site..... <input type="checkbox"/> Chlorine gas..... <input type="checkbox"/> Chloramination..... <input type="checkbox"/> Chlorine dioxide..... <input type="checkbox"/> Ozonation..... <input type="checkbox"/> UV <input type="checkbox"/> Irradiation..... <input type="checkbox"/> Iodine, Peroxide, or similar..... <input type="checkbox"/> Potassium permanganate (without greensand filtration)..... <input type="checkbox"/> (5 points) <input type="checkbox"/> (1 point) <input type="checkbox"/> (8 points) <input type="checkbox"/> (10 points) <input type="checkbox"/> (10 points) <input type="checkbox"/> (10 points) <input type="checkbox"/> (2 points) <input type="checkbox"/> (5 points) <input type="checkbox"/> (4 points)		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	
Clarification/Sedimentation			
Sedimentation (plain, tube, plate)		4	
Contact adsorption		6	
Other clarification processes (air flotation, ballasted clarification, etc.)		6	
Upflow clarification ("sludge blanket clarifier") 2		8	
Filtration			
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	
Item	Points Possible	Your Plant
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	
Other Treatment Processes		
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	
Residuals Disposal		
<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	
Facility Characteristics		
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	
	Total Points	

Notes:

1

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.

2

Upflow 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 on the basis of 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.

TREATMENT FACILITY CLASSIFICATION LEVEL (AS PER “FINAL GUIDELINES TRIBAL DRINKING 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, similar to the Association of Boards of Certification (ABC) Water Treatment Plant Point Rating System¹ system. Regions may increase Classification of treatment based on other system characteristics or treatment needs.

Item	Points	Score
Maximum population or part of a system served, at peak day; 1 point per 2500 served. 10 points maximum	1-10	
Design flow average day or peak month's part flow average day, whichever is larger, 1 point per 0.5 MGD, 10 points maximum	1-10	
Water Supply Sources		
Groundwater without coliform (total, fecal or <i>e. coli</i>) presence	2	
Groundwater with coliform (total, fecal or <i>e. coli</i>) presence	5	
Groundwater under the influence of surface water	8	
Surface water	10	
Average Raw Water Quality Variation		
Little or no variation – only treatment is disinfection	0	
Minor variation – e.g. “high quality” surface source appropriate for slow sand filtration	2	
Requires moderate variation in chemical feed, dosage changes made: monthly (3 pts), weekly (4pts) or daily (5pts)	3-5	
Variation significant enough to require pronounced and/or very frequent changes	6	
Severe variation – source subject to non-point discharges, agricultural/urban storm runoff, flooding	7	
Raw water quality subject to agricultural or municipal waste point of discharge	8	
Raw water quality subject to periodic serious industrial waste pollution	10	
Taste and/or odor for which treatment process adjustments are routinely made	2	
Color levels>NSDWR	3	
Iron and/or manganese levels>NSDWR	2	
Algal growths for which treatment process adjustments are routinely made	3	
Chemical Treatment/Addition Process		
Fluoridation	5	
Disinfection		
If a disinfection/oxidizer is generated on-site, add 1 point to the point value shown		

1 The Association of Boards of Certification's Plant Point Rating System is copyrighted.

Liquid or powdered chlorine	5	
Gaseous Chlorine	8	
Chloramination	10	
Chlorine Dioxide	10	
Ozonation	10	
UV Irradiation	2	
Potassium permanganate	4	
pH adjustment (Calcium carbonate, carbon dioxide, hydrochloric acid, calcium oxide, calcium hydroxide, sodium hydroxide, sulfuric acid, other)	4	
Stability or Corrosion Control (Calcium oxide, Calcium hydroxide, sodium carbonate, sodium hexametaphosphate, other)	10	
Coagulation & Flocculation Process		
Rapid Mix (mechanical, injection, and in-line blenders)	2	
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	
Clarification/Sedimentation Process		
Sedimentation (plain, tube, or plate)	4	
Contact Adsorption	6	
Other clarification processes (air flotation, ballasted clarification, etc.)	6	
Upflow clarification ("sludge blanket")	8	
Filtration Process		
Granular media filtration < 3 gpm/sq. ft.	10	
Granular media filtration > 3 gpm/sq. ft.	20	
Direct filtration	5	
Membrane filtration		
For compliance with a NPDWR	10	
For compliance with a NSDWR	6	

Diatomaceous earth (pre-coat filtration)	10	
Cartridge / bag	5	
Pre-filtration (stage cartridges, pressure sand w/o coagulation, etc.); add one point per stage to max of 3 points.	1-3	
Other Treatment Processes		
Aeration	3	
Air stripping (includes: diffused air, packed tower aeration)	5	
Ion-exchange / softening	5	
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		
To achieve compliance with a NPDWR	4	
To achieve compliance with a NSDWR	2	
Reservoir management employing chemical addition	2	
Electrodialysis	15	
Other (Specify, see NOTE below:	2-15	
Residuals Disposal		
Discharge to surface, sewer, or equivalent	1	
Discharge to lagoon / drying bed, with no recovery / recycling – e.g. downstream outfall	1	
On-site disposal, land application	1	
Backwash recovery / recycling: discharge to basin or lagoon and then to source	3	
Backwash recovery / recycling: discharge to basin or lagoon then to plant intake	5	
Facility Characteristics		
Instrumentation – Use of SCADA or similar instrumentation systems to provide data, with:		
Monitoring / alarm only, no process operation	0	

Limited process operation – e.g. remote shutdown capability	1	
Moderate process operation	2	
Extensive or total process operation	4	
Design limitations regarding: clearwell, pumps, storage, etc.	1-5	
Total Points		

- **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 IV²) – Basic 30 points or less Level III (Class II) – Advanced Intermediate 56 -75 points
 Level II (Class III) – Intermediate 31 – 55 point Level IV (Class I) – Advanced 76 points and greater

2 Class Levels refer to Operator Classifications as per USET Certification Board

Appendix A(2)

Appendix A(2) Distribution Classification

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

Appendix A(3)

APPENDIX A(3)

Plant Point Rating Worksheet-Wastewater Treatment Facilities¹

Item	Points	
Size (2 point minimum to 20 point maximum)		
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	
Variation in raw waste (0 point minimum to 6 point maximum)²		
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)		
Preliminary treatment		
Plant pumping of main flow	3	
Screening, comminution	3	
Grit removal	3	
Equalization	1	
Primary Treatment		
Clarifiers	5	
Imhoff tanks or similar	5	
Secondary Treatment		
Fixed-film reactor	10	
Activated sludge	15	
Stabilization ponds without aeration	5	
Stabilization ponds with aeration	8	

¹ For Reference Only: Wastewater Plant Point Rating System may vary by agency of jurisdiction.

² 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.

Tertiary Treatment		
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	
Additional Treatment Processes		
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	
Solids Handling		
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	
Disinfection (0 point minimum to 10 point maximum)		

Chlorination	3	
Ultraviolet irradiation	2	
Ozonation	10	
Effluent discharge (0 point minimum to 10 point maximum)		
Mechanical post aeration	2	
Direct recycle and reuse	6	
Land treatment and disposal (surface or subsurface)	4	
Instrumentation (0 point minimum to 6 point maximum)		
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	
Laboratory control (0 point minimum to 15 point maximum)³		
Bacteriological/biological (0 point minimum to 5 point maximum)		
Lab work done outside plant	0	
Membrane filter procedures	3	
Use of fermentation tubes or any dilution method; fecal coliform determination	5	
Chemical/physical (0 point minimum to 10 point maximum)		
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	

³ 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 B(1)



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

FEE SCHEDULE

Application for initial Certification	\$ 50.00
Application for renewal of Certification	\$ 50.00
Surcharge for late renewal payments during 90 day period	\$ 100.00
Name or Address Change Processing fee	\$ 10.00
Reinstatement Fee	\$ 150.00
Lost/Replacement Certificate	\$ 25.00
Lost/Replacement Wallet Card	\$ 10.00

United South and Eastern Tribes, Inc.

711 Stewarts Ferry Pike, Suite 100

Nashville, TN 37129

Phone: (615) 872-7900

Fax: (615) 872-7417

www.usetinc.org

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 ADMINSTRATIVE 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 of the information required by c) above, the USET Certification Board shall deny the hearing request.