

**eCMAR SECTION INSTRUCTIONS:  
Operator Certification and Education**

**1: Did you have a designated operator-in-charge during the report year?**

*Wisc. Adm. Code NR 114.13 requires the owner of a wastewater treatment system to designate an operator-in-charge of each subclass for the plant, and to notify the Department of changes within 30 days. For the purposes of this question in the CMAR, indicate whether the owner or community has formally given the responsibility of day-to-day operations of the wastewater plant to an individual. If the answer is 'yes', the name of the individual must be included. The individual's certification number is optional. If the operator-in-charge has changed during the reporting year, complete this question to indicate whether there was a designated operator-in-charge by December 31<sup>st</sup> of the reporting year.*

**2: In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?**

*Report the wastewater plant's classification in the space marked 'Required'. A wastewater plant is assigned a numbered grade and subclasses based on the requirements in NR 114.06(1) through (3). Some of the items that determine the plant grade include treatment sufficient for water quality-based BOD limits and the presence of a major contributing industry. If there are any questions on the applicability of any item to the wastewater plant's grade, contact your DNR basin engineer. The classification should be reported as the plant class number, followed by the letters from NR 114.08(4) that correspond to all the applicable plant processes. For example, a Grade 4 plant that utilizes activated sludge, disinfection, filtration, and phosphorus removal is reported as 4-C,E,H,I*

*Report the operator-in-charge's certification in the space marked 'Held'. The grade and subclasses held by the operator-in-charge should reflect the status of the operator's certification as of December 31<sup>st</sup> of the reporting year. The certification level should be reported by the grade level number, followed by the corresponding subclass letter, as designated in NR 114.08 and NR 114.09. For example, if the operator has completed the requirements for grade 4 in activated sludge, disinfection, and filtration, but Grade 2 for phosphorus removal, the certification is reported as 4-C,E,H; 2-I.*

**3: If you had a designated operator-in-charge, was the operator-in-charge certified at the appropriate level to operate this plant?**

*The operator-in-charge is certified at the appropriate level to operate the plant, if by the end of the reporting year, the operator's grade level number is equal to or greater than the plant class, and if the operator is certified in all subclasses.*

**4: In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply):**

*'Loss of the designated operator-in-charge' means a non-routine absence of the operator from his/her job duties (such as medical leave), or that the operator has left the position. Alternatives 4.1 through 4.5 assumes that the interim operator is certified to the appropriate level of the plant. A contingency plan can mean a formal or informal agreement to utilize the services of an operator not currently employed or retained by the owner. More than one of the alternatives (4.1 through 4.5) may be checked. If 4.6 (None of the above) is checked, an explanation is required. This explanation can reflect a plan that does not include the alternatives 4.1 through 4.5, and a proposed contingency plan may be developed.*

**5: If you had a designated operator-in-charge, was the operator-in-charge earning continuing education credits at the following rates?**

*'Grades 1, and 2' should be completed for designated operators whose highest subgrade level for their certificate is 2 or less. If any subgrade level for the operator's certificate is 3 or 4, 'Grades 3 and 4' should be completed. The average of CEUs per year should be based on the CEUs earned in the reporting year plus the previous calendar year (two years total).*