

**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 31st of the reporting year.

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Check the information on the identified OIC and plant level and subclasses in this section to confirm their accuracy and completeness. If any information is incorrect, contact your DNR District Wastewater Engineer or Specialist by clicking the 'REPORT ISSUE' button or by phone. A wastewater plant is assigned a level and subclasses based on the requirements in NR 114.56(1) through (4). For example, an Advanced plant that utilizes activated sludge, disinfection, and phosphorus removal will be listed as "Advanced" and have "Xs" in the A1, B, C, P, D, & SS subclasses.

The level and subclasses held by the operator-in-charge should reflect the status of the operator's certification as of December 31st of the reporting year.

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant?

Click on the appropriate "YES or "NO" button. 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 level is equal to or greater than the plant's level, and if the operator is certified in all subclasses. In other words, the designated OIC's "Xs" should at a minimum match the WWTP's "Xs."

3. Succession Planning

3.1 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 3.1.1 through 3.1.5 assumes that the interim operator is certified to the appropriate level and subclass(es) 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 (3.1.1 through 3.1.5) may be checked. If 3.1.6 (None of the above) is checked, an explanation is required. This explanation can reflect a plan that does not include the alternatives 3.1.1 through 3.1.5, and a proposed contingency plan may be developed.

4 Continuing Education Credits

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

Click on the appropriate button 'OIT and Basic Certification' should be completed for designated operators whose highest subclass level for their certificate is Basic or less. If any subclass level for the operator's certificate is Advanced, 'Advanced Certification' 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).