

VOLUNTARY CERTIFICATION PROGRAM
Water Environment Association of South Carolina



RULES GOVERNING THE CERTIFICATION OF WASTEWATER COLLECTION SYSTEM

1.0 DEFINITIONS

- 1.1 Administrator, as used in these regulations, refers to the Entity employed by the Committee to administer the voluntary certification program for the Association.
- 1.2 Association is the Water Environment Association of South Carolina (WEASC).
- 1.3 Certificate is a certificate issued by the Committee for the Association attesting the fact that an operator has proven his qualifications for operating and maintaining a given type system, according to the requirements herein.
- 1.4 Collection System is a network of pipes, manholes, cleanouts, traps, siphons, lift stations and/or pump stations, and other structures used to collect all wastewater in a given area and transport them to a treatment plant or disposal system. The collection system includes land, wastewater lines and appurtenances, pumping stations, and general property.
- 1.5 Committee is the Voluntary Certification Committee appointed by the Executive Committee of the WEASC, functioning as described herein, and in whom the responsibility for implementing and administering this program is vested.
- 1.6 Association of Boards Certification (ABC) - An Association of certifying authorities that develops nationally standardized exams for environmental operators. The tests developed by ABC are used by the Voluntary Certification Committee for Wastewater Collection System Operator certification.
- 1.7 PSI – The company responsible for administering the testing process for Wastewater Collection System Operators.
- 1.8 Wastewater Collection System Operator, as used in these rules, refers to any individual who is employed by any city, district, or other political subdivision or by any company, corporation, utility, person or group of persons engaged in the collection of wastewater for treatment,

operating facilities and devices installed or constructed for the purpose of collecting wastewater.

1.9 Certification Levels –

- Class I – Wastewater Collection Operator (D Level)
- Class II – Wastewater Collection Operator (C Level)
- Class III – Wastewater Collection Operator (B Level)
- Class IV – Wastewater Collection Operator (A Level)

2.0 PROCEDURE FOR EXAMINATION AND CERTIFICATION

- 2.1 Requests for examination must be submitted to the Voluntary Certification Committee at 121 Executive Center Drive, Ste 115, Columbia, SC 29210. Applications and Exam Requests shall be on forms prescribed by the Committee. Forms can be obtained on the WEASC website at www.scwaters.org under “About Us”, click on Certification (VCC) or by contacting the VCC Office at (803) 358-0658. All information requested on the forms must be completed and verified by the employer.

3.0 EXAMINATION

- 3.1 The ABC shall prepare such written and oral examinations as will properly reflect the knowledge and ability required of the level of operator established.
- 3.2 The examination for a Wastewater Collection System Operator certificate may include and is not limited to the following subjects: public health aspects of wastewater treatment, operation and maintenance of wastewater collection systems and appurtenances, operation records and computations, collection system rehabilitation, inflow/infiltration (I/I) assessment and abatement, preparation and writing of reports, wastewater chemistry, wastewater biology, related mathematics, hydraulics, safety, and management. The knowledge required in the above subjects shall vary from an entry level for Class D to a management level for Class A certificates, and as more specifically contained herein.

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3.3 In the event an applicant is unable to attend a scheduled examination you may reschedule your examination once at no charge online or by calling PSI at least two business days prior to your scheduled examination.

4.0 CERTIFICATES AND RENEWALS

- 4.1 Upon satisfactory fulfillment of the requirements provided herein, the Committee will issue a suitable certificate.
- 4.2 The certificate shall indicate that the holder is Wastewater Collection System Operator.
- 4.3 The certificate shall bear a designation of the classification for which the operator is certified.
- 4.4 The certificate shall bear the signature of the Voluntary Certification Committee Chair.
- 4.5 The certificate shall bear the WEASC logo.
- 4.6 Certificate holders failing to renew their certification within one (1) year after the expiration date of the certification shall pay a penalty of \$75 renewal fee before receiving an updated validated certificate. Those certificate holders who have not renewed their certificates within the one (1) year period shall have their names removed from the active certification roster.
- 4.7 Individuals must be re-examined as though they were new applicants to their documented certification level in order to be re-instated. Applicants will receive credit for prior experience if adequately documented and verified to the satisfaction of the Committee. Applicants unable to document previous certification level shall become applicants at the "D" certification level.
- 4.8 Any certificate issued in accordance with these regulations shall be valid for a period of one (1) year from the date of issuance, except as hereinafter provided. At the end of that time the certificate may be renewed for a period of one (1) year upon receipt of a completed renewal form and appropriate fee. No examination shall

be required for a renewal, provided the previous certificate shall not have been invalid for a period of more than one (1) year. Certified operators shall renew their certificates annually. For renewal of certificates, applicants must have completed at least six (6) hours per year of appropriate continuing training and education. Failure to meet these requirements or to furnish required information shall constitute grounds for failure to renew.

- 4.9 The Committee may, at its discretion, establish requirements in connection with the issuance of any renewal.
- 4.10 To be eligible for certification as a wastewater collection operator, an applicant must be employed as an operator of a wastewater collection system; as a contractor/contractor employee working in the industry; or as a consultant or technician working in the industry.
- 4.11 Re-application will be required for reinstatement of certificates; re-examination may also be required.

5.0 REFUSAL AND REVOCATION

- 5.1 The Committee may refuse to issue, renew or reinstate a certificate, or may suspend or revoke the certification of any person based on ethics violations.
- 5.2 If the Committee refuses to issue, renew, reinstate, suspends or revokes a person's certification, the Committee will give a written notice to the person.

6.0 VARIANCE

- 6.1 Any requests for variance can be made in writing to the VCC Administrator and VCC Committee. This notification shall be within thirty (30) days of the receipt of the Administrator's written determination. The Committee shall, within sixty (60) days, make an inquiry of the requests and give an answer in writing. The Committee's decision shall be final.

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7.0 RECIPROCITY

7.1 The Committee may issue certificates for equivalent classifications with certification programs approved by the Committee; an application with a written request and documentation must be submitted on a form provided by the committee.

8.0 FEES FOR CERTIFICATION

8.1 The application fees for certification examination shall be established by the Voluntary Certification Committee of the WEASC.

8.2 The fee for applicants residing outside South Carolina shall be equivalent to the current application fee for SC residents.

8.3 The application fee shall accompany the completed application form. The fee is non-refundable even in the event the applicant shall fail to qualify for certification.

8.4 Fees for the renewal of a valid certificate shall be submitted with a properly completed annual renewal form.

9.0 REPLACEMENT CERTIFICATE

9.1 Certified operators desiring a certificate replacement shall be issued a new certificate and may be charged the current fee. The replacement certificate shall be issued with the same certification number.

10.0 CERTIFICATION AT A HIGHER LEVEL

10.1 All applicants must start at the "D" level and work through the certification classification system, the only exception being a previously certified operator who can provide suitable documentation to the Committee.

11.0 WASTEWATER COLLECTION SYSTEM OPERATOR REQUIREMENTS

11.1 Applicants in all classifications shall meet the following general requirements:

- A. Be at least eighteen (18) years of age.
- B. Be employed as an operator of a wastewater collection system; as a contractor/contractor employee working in the industry; or as a consultant or technician working in the industry.
- C. Possess the required time and experience in the wastewater collection industry or a combination of education and experience required for the classification level sought.
- D. Experience not directly corresponding to the certification class being sought will be considered but may be given a reduced amount of credit. Such experience must be submitted to the Committee in the initial application and confirmed by the applicant's supervisor.
- E. An applicant with experience in a vocation associated with wastewater operations will be given credit as determined appropriate by the Committee.
- F. Subject to the approval of the Committee, two (2) Years of college or an Associate Degree or higher college degree in a course of study relevant to the water and/or wastewater field shall be considered equivalent to one (1) year industry experience towards the "D" and "C" certification experience levels, and/or equivalent to the supervisory or lead worker experience requirement of the "A" Certification level.

11.2 Wastewater Collection System Operator, Level "D". For Level "D" certification, the minimum requirement is six (6) months of experience working in a collection system or associated industry, possess at least a tenth grade education, pass the Level "D" certification Exam with a score of 70 percent or better.

11.3 Wastewater Collection System Operator, Level "C". For Level "C" certification, the minimum requirement is that the applicant must hold a Level "D" Certification, have

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two (2) years documented actual experience as a collection system operator, possess at least a tenth grade education and pass the Level "C" Certification Exam with a score of 70 percent or better.

11.4 Wastewater Collection System Operator, Level "B". For Level "B" Certification, the minimum requirement is that the applicant must hold a Level "C" Certification, have three (3) years documented actual experience as a collection system operator, possess at least a high school diploma or GED, pass the Level "B" Certification Exam with a score of 70 percent or better.

11.5 Wastewater Collection System Operator, Level "A". For Level "A" Certification, the minimum requirement is that the applicant must hold a Level "B" Certification, have four (4) years actual documented experience as collection system operator, possess at least a high school diploma or GED, pass the level "A" Certification Exam with a score of 70 percent or better.