



Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194

Certificate of Employment for Designated Certified Individuals

Subsurface Sewage Treatment Systems (SSTS) Program

Purpose: A certificate of employment is used to verify that your business employs at least one Designated Certified Individual, a DCI, for each specialty area for which you have applied.

Instructions: The DCI must complete and sign the certificate. Submit this document with the SSTS Business License Application.

Mail completed application: Minnesota Pollution Control Agency
 c/o Jane Seaver
 520 Lafayette Road North
 St. Paul, MN 55155-4194

DCI Information (Please print)

1. Name: Mr. Mrs. Ms. Other: _____ SSTS Certification # : _____
(First name) (Middle Initial Required) (Last name) (Jr/Sr)

2. Employer/Business name: _____

3. Name and title of immediate supervisor: _____

4. Business address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Number of years employed by the above business: _____

5. Current SSTS certification endorsements (check all that apply):

- Maintainer Service Provider
- Designer Advanced Designer
- Inspector Advanced Inspector
- Installer

6. My certification is currently restricted because:

- I am currently gaining experience as an apprentice
- of an enforcement action
- Other (specify): _____

Certification

This is to certify that I am employed as a DCI for the business listed above, and as such, I am a party to the license of the business, and will be responsible for:

1. Providing direction and personal supervision to other employees working on a subsurface sewage treatment system.
2. Ensuring the work completed meets state and local requirements.
3. Completing a certified statement for required reports.

Additionally, I will carry out the responsibilities of my specialty area(s) checked below:

- 4. Designers and Advanced Designers
 - Conducting soil descriptions
 - Verifying field observations, conclusions, design assumptions and calculations of site evaluations and designs by noncertified employees

- 5. Inspectors and Advanced Inspectors
 - Personally conducting necessary procedures to assess system compliance
 - Completing and signing the agency's existing system inspection form

- 6. Installers
 - Being at worksite to meet supervision needs as determined by the training and experience level of the crew and local requirements
 - Ensuring that the installation, alteration, or extension of an SSTS is in accordance with an approved design report and permit
 - Preparing quality control and quality assurance records and prepare and sign as-built drawings
 - Personally determine, supervise, and verify
 - i. The system layout and placement
 - ii. That site conditions allow for construction
 - iii. The proper soil moisture conditions for excavation
 - iv. The elevations of sewage tanks and soil treatment systems
 - v. The quality of tanks and suitability of other materials
 - vi. Solutions to problems encountered
 - vii. Upgrade and repair advice provided

- 7. Maintainers
 - Providing proper training, daily review of work, and periodic observation of work conducted by noncertified individuals
 - Conducting or supervising
 - i. The measurement of scum and sludge depths
 - ii. The making of sensory observations if nondomestic wastes have been discharged into the system
 - iii. The identification of problems and watertightness related to sewage tanks
 - iv. The assessment of the condition of baffles, effluent screens, maintenance hole covers, and extensions
 - v. The removal of septage
 - vi. The land application of septage or disposal in a treatment facility

- 8. Service Providers
 - Providing proper training, daily review of work, and periodic observation of work conducted by noncertified individuals.
 - Conducting or supervising
 - i. The measurement of scum and sludge depths for the accumulation of solids
 - ii. The making of sensory observations if nondomestic wastes may have been discharged into the system
 - iii. The identification of problems and watertightness related to sewage tanks
 - iv. The assessment of the condition of baffles, effluent screens, maintenance hole covers, and extensions
 - v. Assessing the operational status and system performance by sampling, measuring, and observing in compliance with the management plan or operating permit
 - vi. Preserving, storing, and shipping samples for analysis and interpret sampling results
 - vii. Adjust, repair or replace components to bring the system into proper operational compliance
 - viii. Assess the operational status of sewage collection systems and adjust, repair or replace components to bring the system into proper operational status
 - ix. Completing and submitting any necessary reporting to the system owner and the local unit of government

It is my responsibility to notify the Minnesota Pollution Control Agency if and when I am no longer employed by the business listed above. I certify that I have read and understand the responsibilities outlined above, and that all information that is contained on this form is true and correct to the best of my knowledge.

DCI's name (print)

Signature of DCI

Date