



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

SSTS Experience Documentation Form for Individuals Certified on February 4, 2008, through March 13, 2011 Subsurface Sewage Treatment Systems (SSTS) Program

Doc Type: Certification Application

Purpose: Complete this form to remove the restriction from your Individual Certification gained on February 4, 2008, through March 13, 2011, by reporting your experience completed from six years prior to gaining your Restricted Certification through today. If you gained a Restricted Certification before February 4, 2008, you must submit the *SSTS Experience Documentation Form for Individuals Certified before February 4, 2008*. If you gained a Restricted Certification on or after March 14, 2011, you must submit the *SSTS Experience Documentation Form for Individuals Certified on or after March 14, 2011*. To apply for a restricted certification, submit the *Individual Certification Application*. If no experience is required for your specialty area, you do not need to submit this form.

Instructions: Submit this application once you have successfully completed the required type and amount of experience. You may submit this form at the same time as your *Individual Certification Application*. The applicant must complete Parts 1 – 5. The applicant's mentor must complete Part 6.

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

Tennessen warning: Pursuant to Minn. Stat. § 13.41, the information you provide on this application is classified as private data (except for your name and designated address) until the time you are licensed/certified. Once you are licensed/certified, all the information provided will be classified as public data and become part of the Minnesota Pollution Control Agency's (MPCA) public file. If you are not licensed/certified, the information provided (except for your name and designated address) will continue to be classified as not public data. You are being asked to provide the requested information to assist the MPCA in processing your application. The MPCA will use the information when determining your qualifications for obtaining a license/certification. You are not legally required to provide any of the requested information. If you supply the requested information, it will be used to process your application. If you do not supply the requested information, it will be difficult for the MPCA to determine your qualifications for license/certification. While your application is pending, the not public data that you submitted will be available only to authorized personnel within the agency and to those authorized or required by law or court order. In such cases, it may then be shared with other agencies, including the Minnesota Department of Revenue, the Office of the Minnesota Attorney General and persons contacted for purposes of verification or investigation. Submitting false information is grounds for denying your application or suspending, revoking, or taking other disciplinary action against your credentials after it is issued.

Applicant Information (Please print)

- Name: Mr. Mrs. Ms. Other: _____ Certification # (if known): _____
(First name) (Middle Initial Required) (Last name) (Jr/Sr)
- Mailing address: _____
 City: _____ State: _____ Zip code: _____
 Phone number: _____ Alternate phone number: _____
 E-mail address: _____
- Additional certifications: Professional engineer Professional soil scientist Professional geologist
 Class: A B C D Wastewater operator

Table 1: Experience and Mentoring Responsibility Requirements

<input type="checkbox"/> Restricted Maintainer	Experience requirement	Co-complete 15 pump-outs with properly disposed of septage.			
	<i>Mentor responsibilities</i>	<i>Verify sewage tanks were maintained and septage disposal was in accordance with applicable rules. This verification includes a field verification of all work activities.</i>			
	Documentation required for five jobs	<p>One experience document from each of the following is required.</p> <ul style="list-style-type: none"> monthly pumping log showing address, amount pumped, pumping access used and the disposal site copy of the document used for homeowner refusal of pumping through maintenance access copy of completed tank maintenance form provided to the homeowner copy of disposal receipt for municipal disposal copy of the written agreement between the municipal facility and the maintainer 			
	<table border="1"> <tr> <td>Land application used</td> <td> <p>One experience document from each of the following is required.</p> <ul style="list-style-type: none"> monthly pumping log showing address, amount pumped, pumping access used and the disposal site copy of the document used for homeowner refusal of pumping through maintenance access copy of completed tank maintenance form provided to the homeowner <p>Plus any two of the following:</p> <ul style="list-style-type: none"> site application rates with the dates of application nitrogen calculations septage pH readings before and after liming application site characteristics with size, soil borings and slope </td> </tr> <tr> <td>Both municipal disposal and land application used</td> <td> <p>At least one experience document from each of the following is required.</p> <ul style="list-style-type: none"> monthly pumping log showing address, amount pumped, pumping access used and the disposal site copy of completed tank maintenance form provided to the homeowner copy of disposal receipt for municipal disposal <p>Plus any two of the following:</p> <ul style="list-style-type: none"> site application rates with the dates of application nitrogen calculations septage pH readings before and after liming application site characteristics with size, soil borings and slope </td> </tr> </table>	Land application used	<p>One experience document from each of the following is required.</p> <ul style="list-style-type: none"> monthly pumping log showing address, amount pumped, pumping access used and the disposal site copy of the document used for homeowner refusal of pumping through maintenance access copy of completed tank maintenance form provided to the homeowner <p>Plus any two of the following:</p> <ul style="list-style-type: none"> site application rates with the dates of application nitrogen calculations septage pH readings before and after liming application site characteristics with size, soil borings and slope 	Both municipal disposal and land application used	<p>At least one experience document from each of the following is required.</p> <ul style="list-style-type: none"> monthly pumping log showing address, amount pumped, pumping access used and the disposal site copy of completed tank maintenance form provided to the homeowner copy of disposal receipt for municipal disposal <p>Plus any two of the following:</p> <ul style="list-style-type: none"> site application rates with the dates of application nitrogen calculations septage pH readings before and after liming application site characteristics with size, soil borings and slope
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<input type="checkbox"/> Restricted Installer	Experience requirement	Co-complete a minimum of 15 Individual Sewage Treatment Systems (ISTS) installations, with a minimum of 1 aboveground system installation and a minimum of 1 belowground system installation.
	Observation requirement	Applicants must observe five service or operational visits with a Maintainer, with no mentorship agreement or signature required. Simply report location and date of observations.
	<i>Mentor responsibilities</i>	<i>Verify construction of systems according to the approved design and applicable construction requirements. Verification must include on-site observations during the work periods in which the apprentice is determining the a) system layout and placement b) that the site conditions allow for construction c) the proper soil moisture conditions for excavation d) the elevations of sewage tanks and soil treatment systems e) the quality of tanks and suitability of other materials f) solutions to problems encountered and g) upgrade and repair advice provided.</i>
	Documentation required for five jobs	<p>Five (5) of the following are required for installing Type I-V pressurized above ground systems, pressurized below ground systems, or gravity-fed below ground systems:</p> <ul style="list-style-type: none"> Copies of the Local Governmental Unit (LGU) sign-off/inspection sheet showing approval for scarification, tanks(s) installation, drainfield installation, and final inspections. <p>Or</p> <ul style="list-style-type: none"> Copies of the LGU-issued Certification of Compliance (COC) <p>If you submit copies of installation permits, your application will be placed on hold until copies of COCs are submitted. An installation permit only indicates approval to install the system; it does not indicate the system was properly installed.</p>

<input type="checkbox"/> Restricted Designer	Experience requirement	Co-complete a minimum of 15 ISTS site and soil evaluations, designs, and management plans for a Type I, II, or III system with a flow of 2,500 gallons per day or less, with a minimum of 1 aboveground system design and a minimum of 1 belowground system design.
	Observation requirement	Applicants must observe five installations and five service or operational visits with a Maintainer, with no mentorship agreement or signature required. Simply report location and date of observations.
	<i>Mentor responsibilities</i>	<i>Verify the completeness and accuracy of the preliminary and field evaluation work products. This includes the in-field verification of the soil borings and the interpretation of the height of the seasonally periodically high saturated soil level and bedrock. All design assumptions and calculations must be verified.</i>
	Documentation required for five jobs	One experience document from each of the following is required. <ul style="list-style-type: none"> • Site evaluation • Soil evaluation • Type I, II or III above ground system design • Type I, II or III below ground system design (Can be gravity-fed or pressurized) • Type I, II or III system management plan (choose only one plan)

<input type="checkbox"/> Restricted Inspector	Experience requirement	Co-complete a minimum of 15 inspections of a Type I, II, or III system with a flow of 2,500 gallons per day or less.			
	<i>Mentor responsibilities</i>	<i>Verify the completeness and accuracy of inspection the compliance status of a newly constructed or existing ISTS. This verification includes a field verification of all field observations and conclusions. Design reviews must also be verified.</i>			
	Documentation required for five jobs	<table border="1"> <tr> <td>Inspector for private business</td> <td>Five (5) of the following are required for compliance inspections completed on existing systems. The systems inspected can be Type I-III with a flow of 2,500 gallons per day or less. The inspections must include a minimum of one above ground system inspection and one below ground system inspection. <ul style="list-style-type: none"> • Copies of properly completed MPCA Compliance Inspection Forms that have been submitted to the LGU. </td> </tr> <tr> <td>Inspector for government agency</td> <td>Five (5) of the following are required for compliance inspections completed on new systems. The systems inspected can be Type I-III with a flow of 2,500 gallons per day or less. The inspections must include a minimum of one above ground system inspection and one below ground system inspection. <ul style="list-style-type: none"> • Copies of the LGU sign-off/inspection sheet showing approval for scarification, tanks(s) installation, drainfield installation, and final inspection. </td> </tr> </table>	Inspector for private business	Five (5) of the following are required for compliance inspections completed on existing systems. The systems inspected can be Type I-III with a flow of 2,500 gallons per day or less. The inspections must include a minimum of one above ground system inspection and one below ground system inspection. <ul style="list-style-type: none"> • Copies of properly completed MPCA Compliance Inspection Forms that have been submitted to the LGU. 	Inspector for government agency
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MPCA staff may monitor progress for obtaining experience. If the objectives for acquiring experience are not being fulfilled, the MPCA may require that the plan be discontinued or modified to correct problems. A final evaluation shall be made to determine whether the experience requirements were successfully completed.

4. Indicate experience completed from six years prior to gaining your Restricted Certification through today for the specialty areas in which you would like to be certified. Installers and Designers must indicate at least one job as aboveground and one job as belowground. All applicants must indicate for which five jobs they are including documentation. (See Table 1 for examples of acceptable documentation.) Installers must identify five maintenance visit observations; Designers must identify five maintenance visit observations and five installation observations. **If you use another sheet of paper to list the experience, you must also have the mentor's complete signed certified statement on that same paper.**

