

Wastewater Treatment Facility

Contract Operator Guidelines – January 2018

Minn. Stat. §§ 115.71 – 115.77 and Minn. R. 9400 require that a wastewater treatment facility maintain at least one person that is certified in a class equal to or higher than the class of the system or facility. Additionally, the certified operator must have direct responsibility for the operation of the facility. Direct responsibility means the wastewater operator has full and active responsibility for the operation of a portion of, or all of, a facility or wastewater collection system. A city manager, superintendent of public works, or other administrative official shall not be deemed to have direct responsibility of a wastewater treatment facility unless they have obtained proper certification.

It is allowable for a permittee to contract with a properly certified operator to meet this requirement provided the contract is submitted to the Commissioner of the Minnesota Pollution Control Agency (MPCA). In order to fulfill the certification requirement the contract must include the following:

- Certified operator name and certificate number
- Period covered by the contract and provisions for renewal
- Duties and responsibilities of the certified operator
- Duties and responsibilities of the permittee
- Provisions for notifying the MPCA 30 days in advance of termination if the contract is terminated prior to expiration date.
- The contract must specify the number of visits that the certified operator will make and length of visit.
 - It is recommended that each visit be a minimum of two hours in length and at the frequency listed in the table below. Each facility's management need is unique and each situation will be reviewed individually.
 - It is emphasized that these hours do not include the time needed to actually complete facility operations and maintenance, only the hours to direct those activities.

Facility classification	Number of visits
Class A	Three times per week
Class B	Two time per week
Class C	One time per week
Class D	One time per month (December – February) One time every two weeks (March – November)

If an unexpected event leaves a permittee without a certified operator, the permit holder is responsible for contracting with or hiring a certified operator as soon as possible. Please note that the permittee must notify the MPCA of a change of certified operator within 30 days.

Please submit a copy of the contract to:

Wastewater Certification Program Administrator
 Minnesota Pollution Control Agency
 Water Quality Submittals
 520 Lafayette Road
 St. Paul, Minnesota 55155-4194