

	West Virginia Department of Health and Human Resources				
	MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES				
Section	Drinking Water	Date	December 1, 2009	Procedure #	DW-29
Subject	Certified Operators For Class II Public Water Systems			Page	1 of 2

Clarification Procedure (DW-29) on Adequate Operator Coverage at Public Water Systems

Revised [Public Water Systems Operator Regulations](#), effective April 18, 2007, require all Public Water Systems (PWSs) to employ a Chief Operator with a certification equal to or higher than the system classification and an adequate number of certified operators to operate the system. The Chief Operator is ultimately responsible for the overall operation of the plant. Anyone making decisions that affect water quality or quantity in a public water system must be certified as a water operator.

“Adequate” is defined under 3.2 as a sufficient amount the Commissioner determines, considering hours of operation of the treatment plant (when the plant is operational), treatment complexity, distribution extent, source of water, and other factors (these later determine the system classification). Furthermore, each Class II, III and IV public water system must have a certified operator present at all times when the plant is operational. Present is defined under 3.26 as to be readily available to perform tasks at the water treatment plant.

To further enhance the interpretation and understanding of this regulation, the following guidelines have been developed:

1. 1D PWSs should have a 1D or higher operator present at all times quality or quantity decisions are made.
2. Water Distribution PWSs should have a WD or higher operator present at all times quality or quantity decisions are made.
3. Class I PWSs should have a Class I or higher operator present at all times quality or quantity decisions are made.
4. Class II PWSs should have a class II or higher operator present at all times the plant is operational.
 - a. Class II PWSs may be operated by a Class I certified water operator, provided an operator exception is granted by OEHS in advance. The system owner submits a written request to the Commissioner and a written exception to this requirement is granted by the Commissioner. Operator exceptions are largely based on individuals who have passed the Class II examination but do not yet have sufficient operational experience for Class II certification to operate the plant alone. The individual’s Chief Operator and District Office must also support any written operator exception request. Operator exceptions granted are specific to the individual, system and Chief Operator and valid for up to 2 years. Even with an operator exception, the Chief Operator is ultimately responsible for the overall operation of the plant.
 - b. Class II PWSs may also apply for a system exception to adequate operator coverage requirements due to automation. DW-36 specifies the procedure for requesting a system exception for automated PWS treatment plants.

5. Class III PWSs should have at least a Class II certified water present at all times the plant is operational. A Class III PWS must still have a Class III Chief Operator.
6. Class IV PWSs should have at least a Class III certified water operator present at all times the plant is operational. A Class IV PWS must still have a Class IV Chief Operator.

In the event the Chief Operator of a PWS has resigned, becomes unavailable unexpectedly, etc., the water system must obtain the temporary assistance of a certified operator at the appropriate level to act as Chief Operator until other permanent arrangements may be made. Similarly, if a system unexpectedly cannot maintain adequate operator coverage, they must obtain the temporary assistance of a certified operator at the appropriate level to cover until other permanent arrangements may be made.

References [64 CSR 04, Public Water Supply Operator Regulations](#)

History Replaces DW-29 dated May 29, 2001

Attachments