

	West Virginia Department of Health and Human Resources				
	MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES				
Section	Drinking Water	Date	November 14, 2001	Procedure #	DW-31
Subject	Guidance For Water Treatment Plant Operators Resignations			Page	1 of 1

[Public Water Supply Operator Regulations, 64 CSR 4](#), section 5.5b, requires certified operators to provide a minimum of a 30 day notification to the Commissioner of the Bureau for Public Health prior to termination of employment. Upon receipt of the notification, it has been the policy of the agency to provide notification to the utility of the operator's intended resignation.

The 30 day notification procedure is to allow public water systems time to make necessary arrangements for operator coverage. In accepting operator termination notification, operators will not be permitted to use accumulated vacation time to meet the 30 day notification time unless the public water system has certified operator coverage and approves such a request. This policy will assure that adequate certified operator coverage is provided during the 30 day notification process.

References [64 CSR 4, Public Water Supply Operator Regulations](#)

History Replaces DW-31 dated June 13, 1990

Attachments