SEPTAGE: Work Experience Requirements for Master Operators

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APPROVED:

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Date

APPLICANT WORK EXPERIENCE REQUIREMENTS for Master Operator Applicants

The Master Operator (MO) applicant shall provide notarized statements of work experience and proof of work experience in the following manner:

1) The Master Operator applicant shall document time and experience requirements through submittal of a notarized certification statement explaining duties performed in compliance with chs. NR 113 and NR 114, Wis. Adm. Codes. The statement shall include:
    a. The number of hours of experience servicing, hauling and disposing of septage waste. The hours shall have been earned over at least one calendar year.
    b. A listing of septage businesses where employed including:
        i. Name of Septage Business
        ii. Address of Septage Business
        iii. Phone Number of Septage Business
        iv. Contact at Business
        v. Dates of Employment at Septage Business
    c. A description of regular duties performed in compliance with chs. NR 113 and NR 114,Wis. Adm. Codes.
    d. A list of additional certifications or licenses held by the applicant (i.e., POWTS Maintainer, plumber licenses, certified soil tester, PSAI, etc.) and for how long.
    e. A list of any additional certifications or licenses currently underway or in progress.
    f. A signature and date of signature of the applicant.
    g. A notarized signature, date and stamp.

    The applicant is reminded the certification statement communicates to the Department he/she is prepared to be a Master Operator and is able to operate a septage business in compliance with chs. NR 113 and NR 114, Wis. Adm. Code. Further, the applicant is reminded to be specific in the statement and to include all relevant information associated with the septage experience.

2) The Master Operator applicant shall provide at least one of the following to show work experience in the septage industry within the last five years as proof of work experience or when requesting alternative experience hours:
    a. SEPTAGE LOGS. A photocopy of septage logs showing a minimum of 50 entries completed by the applicant as a certified operator. The logs shall show required information relating to servicing, any testing and disposal. The photocopy shall be signed by the applicant and notarized to show its authenticity. A signed certification by the operator-in-charge pursuant to s. NR 113.11 (3) (c) g., Wis. Adm. Code shall be included on the log or attached to the log authenticating the log entries.
    b. EMPLOYER STATEMENT. A notarized statement from employer(s), past and present, stating the number of hours of septage employment experience gained with the employer. Start and end dates of employment shall be included. Experience shall be in the previous five years. In addition, the employer(s) shall provide a listing of experience activities and septage disposal methods typically used by the applicant during their experience.
        a. Experience activities shall include but not be limited to:
            i. Completing County Maintenance Reports
            ii. Servicing Septic and Pump Tanks
            iii. Servicing Holding Tanks
            iv. Servicing Portable Restrooms
            v. Completing Daily Logs
            vi. Completing and Submitting Site Approvals
            vii. Entering and Submitting Annual Reports
        b. Disposal Methods used shall include:

i. Treatment Plant Disposal
ii. Injection Practices
iii. Incorporation Practices
iv. pH Treatment Practices
v. Other

c. COUNTY VERIFICATION. A verification from sanitary personnel from county(ies) indicating the applicant serviced private onsite wastewater treatment systems (POWTS) within the county. The verification shall include: name, title, county name, office address, and additional contact information including but not limited to county email address and county phone number. The verification shall be on county letterhead or sent from the county email system showing authenticity.

d. ALTERNATE DOCUMENTATION. Alternate documentation to show proof of work experience within the septage industry within the last five years. All documentation directly submitted by the applicant shall be signed and notarized. Alternative documentation procedures are subject to Department approval.

REQUIREMENTS FOR DEPARTMENT:

The Department shall review each submitted document and verify the applicant's submittal materials meet the minimum submittal requirements as listed above. In addition, pursuant to s. NR 114.18 (2), Wis. Adm. Code, the Department may verify information submitted on a case-by-case basis when evaluating Master Operator applications.

ALTERNATIVE EXPERIENCE HOURS for Master Operator Applicants

ALTERNATE EXPERIENCE HOURS

The Department may grant alternative experience towards meeting the required 1600 hour experience requirements of Master Operator applicants as required pursuant to s. NR 114.18 (2), Wis. Adm. Code. The Master Operator applicant shall submit to the Department in writing his/her desire to apply for alternative experience hours towards the 1600 hour requirement and include the necessary information as listed below:

1) The total maximum number of equivalent hours for credit shall not exceed 500 hours. Hours can be gained from the categories below, but not exceed the maximum equivalent hours.
2) Certified Soiltesters (credentialed through DFIPS) or Professional Soil Scientists (Licensed through DFIPS) may request up to 100 hours equivalent work experience hours by:
    a. Conducting 50 soil/site evaluation reports over the last 5 years;
    b. Providing a list showing the names and legal descriptions of the soil/site evaluation reports;
    c. Providing County Sanitary Contact information including: County, administrator name, address, phone number, and email to the Department to verify the 50 sanitary permits were approved in a proper manner.
3) Master Plumbers (credential through DFIPS) or Master Plumbers Restricted Service (credentialed through DFIPS) persons may request up to 400 equivalent work experience hours by:
    a. Conducting 50 private onsite wastewater treatment system (POWTS) installs where the MP or MPRS is the responsible plumber over the last 5 years;
    b. Providing County Sanitary Contact information including: County, administrator name, address, phone number, and email to the Department to verify the 50 sanitary permits were approved in a proper manner; and
    c. Provide:
        i. a listing showing the POWTS owner names, sanitary permit numbers and tax parcel IDs of the sanitary permits for the POWTS installations; or
        ii. Photocopies of the State Sanitary hard card or photocopies of the approved sanitary permit application.

4) Journeyman Plumbers (credential through DFISP) or Journeyman Plumbers Restricted Service (credentialed through DFIPS) persons may request up to 100 equivalent work experience hours by:
    a. Actively participating on 25 POWTS installations within the last 5 years;
    b. Providing County Sanitary Contact information including: County, administrator name, address, phone number, and email to the Department to verify the 50 sanitary permits were approved in a proper manner; and
    c. Provide a listing showing the POWTS owner names, sanitary permit numbers and tax parcel IDs of the sanitary permits for the POWTS installations.

ALTERNATE TIMEFRAME FOR ACHIEVING EXPERIENCE HOURS

When alternative experience is used towards meeting the 1600 hour experience requirement, the timeframe over which the experience gained can be reduced. The difference between the number of hours required and the number of alternative hours can be divided over the 1600 hour requirement. This ratio is then multiplied by the 1 year timeframe to achieve a reduced timeframe for which the applicant can achieve the actual experienced hours gained.

[(1600 hours – alternate hours) / 1600 hours] X 1 calendar year

Example:

A Master Plumber (MP) with 50 sanitary permits requests alternative experience toward the 1600 hour requirement. The MP provides documentation of the 50 sanitary permits by providing sanitary permit approvals from two local counties. A phone conversation between Department staff and the two county sanitarians confirm the 50 sanitary permits were properly submitted and approved. A credit of 400 hours is provided to the 1600 credit hour requirement reducing the credits needed of operator experience to 1200. Because the experience for additional work experience is reduced, the timeframe for achieving the hours can be reduced at the same ratio.

Min. Timeframe = (1600 hours – 400 hours) / 1600 X 1 calendar year

= 0.75 X 12 months

Min. Timeframe = 9 months