

# 1600 Hour Experience Statement

*Keep in mind that this is a statement to the Department, written in letter format, to demonstrate that you are prepared to be a Master Operator and have the experience necessary to operate a septage business in compliance with chapters NR113 and NR114 Wis. Adm. Codes. Be detailed, specific and be sure to include all relevant information:*

- Provide the date your letter is written.
- Provide the number of experience hours you have earned. *Also include how you keep track of your hours (a spreadsheet you update every day, timesheet, time punch card, etc.).*
- Provide the length of time you have been certified and your DNR certification number.
- List the septage business you work at currently and any business you have worked with in the past.
- List the operators who trained you, their level of certification and their DNR certification number.
- Describe the regular On-The-Job duties you perform in compliance with NR113 and 114, Wis. Adm. Codes.
- List additional certifications or licenses you hold or have held in the past and for how long. Note that experience credit may be issued if you hold certain certifications. See the attached guideline for more information.
- Include certifications/licenses you are currently working towards earning.
- List any trade associations or groups you are a member of (WLWCA, WRWA, PSAI, local Chamber of Commerce, etc.)
- List the septage related continuing education training you've attended in the last three years.
- Provide the name of your local DNR Septage Coordinator.
- Your letter must be signed by you and notarized. The signature of your current Operator in Charge is optional.

**IMPORTANT:** There are four requirements to be granted a Master Operator Certification: passing the initial certification exam (grade T or grade L), attending the Master Operator class, passing the Master Operator exam and submitting your experience statement. Once you hold a Master Operator certification, you may be designated an Operator in Charge for a licensed septage business. If you plan to be designated an Operator in Charge for a business, clearly state this and give the effective date of this change.

Mail your notarized statement to:  
WI DNR Septage Certification Program SS/7  
PO Box 7921  
Madison WI 53707-7921

You'll be contacted with the approval or denial of your experience statement within 30 days. Be sure to provide the best phone number and email where you can be reached. Contact the Operator Certification Program at [DNROpCertSeptage@wisconsin.gov](mailto:DNROpCertSeptage@wisconsin.gov) with any questions.

## Guidelines for Determining OIC Experience Requirement

NR 114.18 (3) - 1600 Hour Requirement over one calendar year.

Hours may be credited as follows:

CATEGORY	Equivalent Hrs
1. Commercial Drivers License	400 Hrs Max
2. Certified Soiltester / Professional Soil Scientist	400 Hrs Max
a. Similar Activity: Land Application Site Submittals	
b. Proof:	
i. 50 Soiltests,	
ii. Provide County Contact Information	
3. Master Plumber / Master Plumber Restricted Service	800 Hrs Max
a. Similar Activity: Responsibility for Septic System Installs	
b. Proof:	
i. 50 Septic Installs	
ii. Provide County Contact Information	
4. Journeyman Plumber / Journeyman Plumber Service Restricted	400 Hrs Max
a. Similar Activity / Septic System Installs	
b. Proof:	
i. 50 Septic Installs	
ii. Provide County Contact Information	
5. <u>POWTS Maintainer</u>	<u>40 Hrs Max</u>
<b>TOTAL MAXIMUM EQUIVALENT HOURS</b>	<b>800 Hrs Max</b>

→On-The-Job (OTJ) Hour requirements as follows:

$$1600 \text{ hours} - \text{Credited Equivalent Hours} = \text{OTJ Hours Required}$$

→OTJ Hours Verification:

1. Signed Notarized Statement stating that hours are actual as a:
  - a. Operator in Training (OIT)
  - b. Certified Operator (CO)
2. Equivalent Calendar Year Requirements.

→Equivalent Calendar Year Requirements:

$$\frac{1600 \text{ hrs} - \text{Credited Equivalent Hours}}{1600 \text{ hrs}} \times 12 \text{ months} = \text{Minimum Months to obtain OTJ Hrs spent as CO or OIT}$$

*Ex: Master Plumber with 50 Permits and installs. 800 credited hours. 800 OTJ requirement.  
800 hrs/1600 hrs x 12 months = 6 months minimum spent as CO or OIT to obtain OJT Hours for OIC.*

→Typical Activities of OTJ Hours

- Servicing
- Hauling/Transporting
- Disposal
- Recordkeeping such as daily logs/invoices
- Truck Inspection & Maintenance