



Ministry of the
Environment

**A Guide to Completing
Ministry of the Environment
Water and Wastewater Operator Certification and
Facility Classification Forms**

Revised March 2009

1.0 Introduction

The purpose of this document is to guide users through the process of completing water and wastewater operator certification and subsystem/facility classification forms. This document will assist users in determining which form(s) to complete and how to complete them.

The Certification Program Administrator referred to in the forms and this guide is:

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1.1 Certification Program Guides

This Guide builds upon the material provided in the Certification Program Guides for Drinking Water and Wastewater Operators, which support the *Certification of Drinking-Water System Operators and Water Quality Analysts* and the *Licensing of Sewage Works Operators Regulations* (O. Reg. 128/04 and 129/04). These guides can be found on the Program Administrator website or at the Ministry's website: www.ontario.ca/drinkingwater

Different terms are used in the two regulations. The following table will assist you in understanding the terms used on the Forms.

Table 1: Terminology for Drinking-Water and Wastewater Program

Drinking-Water Program	Wastewater Program
Certificate	Licence
Subsystem	Facility
Owner or operating authority	Owner

1.2 List of Forms

1.2.1 Municipal Residential Subsystem/Facility Classification Forms

- Form 1850 Municipal Residential Water Treatment Subsystem Classification Form
- Form 1851 Municipal Residential Water Distribution Subsystem and Distribution and Supply Subsystem Classification Form
- Form 1852 Municipal Wastewater Treatment Facility Classification Form
- Form 1853 Municipal Wastewater Collection Facility Classification Form

1.2.2 Operator Certification Forms

- Form 1854 Drinking Water Certificate Application Form
- Form 1855 Wastewater Licence Application Form
- Form 1856 Limited Water Subsystem Certificate Application Form
- Form 1857 Reciprocity Application Form
- Form 1858 Exam Registration Form
- Form 1859 Operator-in-Training Exam Registration Form
- Form 1861 Study Manual Order Form
- Form 1874 Conditional Water Certificate/Wastewater Licence Application Form

2.0 Water Subsystem Classification Forms

The purpose of Water Subsystem Classification forms is to classify a new subsystem (or unclassified subsystem) or to re-classify an existing subsystem that has undergone infrastructure changes and thus warrants review and re-classification. Municipal residential systems may be classified from Class 1 to 4 depending on the complexity of the subsystem.

Table 2: Drinking-Water Systems under O. Reg. 128/04

Certification System	Category in O. Reg. 170/03
Municipal Residential System	<ul style="list-style-type: none"> • Large Municipal Residential • Small Municipal Residential¹ (Surface water or GUDI²)
Limited System	<ul style="list-style-type: none"> • Small Municipal Residential¹ (groundwater, non-GUDI² only) • Large Municipal Non-Residential • Large Non-Municipal Non-Residential • Non-Municipal Year Round Residential

¹ A small municipal residential system is defined as a “municipal drinking-water system that serves a major residential development but serves fewer than 101 private residences” (Section 1, O. Reg. 170/03).

² A subsystem is deemed to be a GUDI if section 2 of O. Reg. 170/03 applies.

Only “municipal residential systems” are required to be classified. Limited systems are not classified since these systems are not further classed 1 to 4. If you are uncertain of the category of drinking-water system you operate, please refer to **Determination of the Category of Drinking Water Subsystem Questionnaire**, which will allow you to determine the category. The questionnaire can be found at <http://www.ene.gov.on.ca/envision/gp/4460e.pdf>.

There are three types of municipal residential subsystems:

- Water treatment subsystem
- Water distribution subsystem
- Water distribution and supply subsystem

A description of each type of subsystem is provided with each form below.

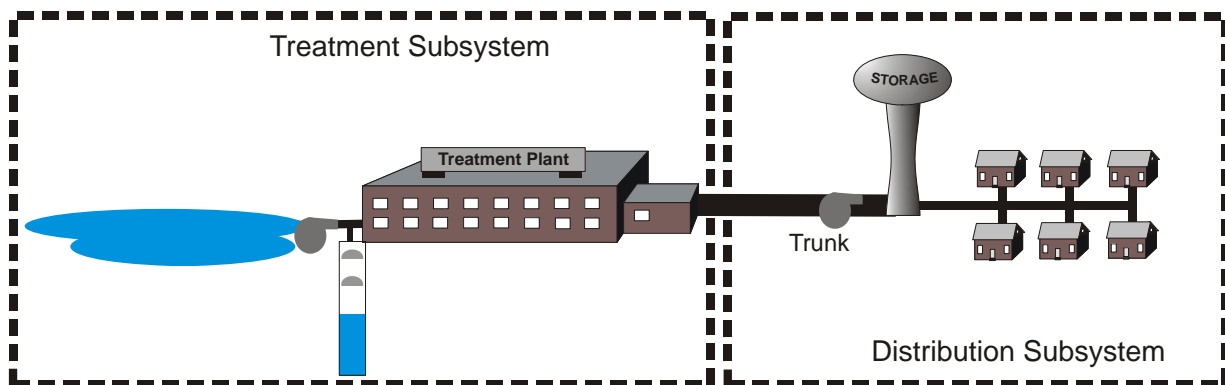


Figure 1: Separate Water Treatment and Water Distribution Subsystems

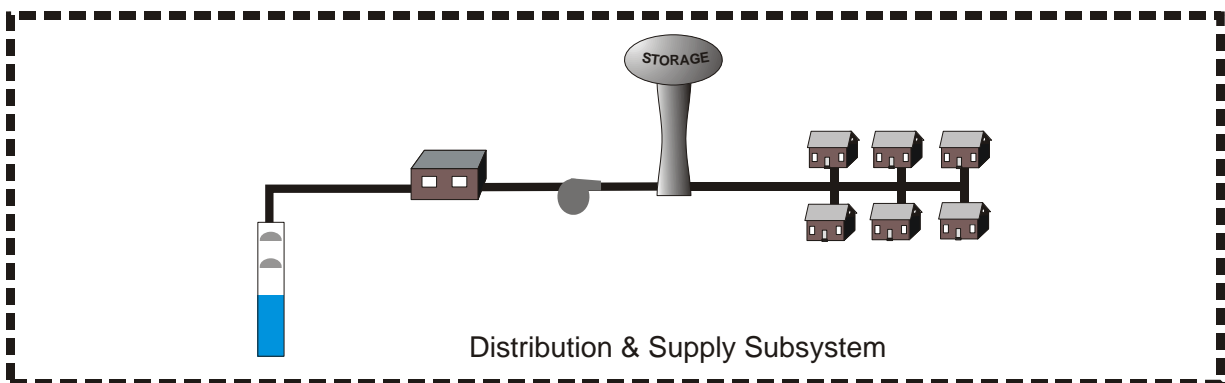


Figure 2: Water Distribution and Supply Subsystem (Disinfection only)

A separate application form must be submitted for each separate subsystem. In some cases, where separate operating authorities or owners are responsible for portions of a subsystem, each portion may receive a separate classification.

Example A: If municipality “A” owns a water distribution and supply subsystem that has an operating authority responsible for the source and another operating authority responsible for the distribution, two classification applications should be made for the portions each operating authority is responsible.

Example B: A municipality has separate operating authorities for the water treatment subsystem and the water distribution subsystem. The operating authority for the water treatment subsystem is responsible for portions of a distribution subsystem (e.g. pumping stations, trunk mains, storage). In this case, these components can be included in a single distribution subsystem application or a separate classification may be made for the “trunk” line that includes the pumping stations, trunk main and storage, but does not include the rest of the distribution subsystem. Generally, a separate distribution classification will be considered when separate operating authorities are responsible for different parts of the distribution subsystem.

Please note that the initial pumping station located at or immediately adjacent to a water treatment subsystem is considered an integral part of the treatment subsystem.

Owners who are uncertain as to how their subsystems should be classified should contact the Program Administrator (see Page 1) for assistance.

2.1 Form 1850 - Municipal Residential Water Treatment Subsystem Classification Form

A **water treatment subsystem** is a municipal residential system that collects, produces, or treats water but does not include that part of a system that is a distribution or distribution and supply subsystem (see Figure 1).

This form only applies to the classification of large municipal residential subsystems and small municipal residential subsystems whose water source is surface water or GUDI (groundwater under the direct influence of surface water). For the purposes of subsystem classification, a drinking-water subsystem is a GUDI system if Section 2 of O. Reg. 170/03 applies. **Small municipal residential systems with a ground water source do not need to be classified.**

A water treatment subsystem includes any subsystem which provides any treatment **in addition to disinfection**. For the purposes of operator certification classification, sequestering or pH adjustments made to ensure stability of the water in the distribution system are not considered a form of water treatment. Therefore, a water system which only provides disinfection and iron sequestering would not be considered a water treatment subsystem for the purposes of O. Reg. 128/04.

2.1.1 When to Complete

This classification form should be submitted to the Program Administrator (see Page 1) after a Certificate of Approval has been issued, but prior to construction of the subsystem. This form is also used to reclassify a subsystem if the subsystem was altered and the alteration may result in a different classification.

2.1.2 Who Should Complete

Only authorized representatives of the owner are permitted to apply for subsystem classification.

2.1.3 How to Complete

Part A - Subsystem Identification - includes subsystem information, including owner, operating authority, as well as permit information. Indicate whether subsystem has been previously classified or if it is a new system.

When providing subsystem name, be as specific as possible. For example, name used on the Certificate of Approval (C of A) or for MOE system categorization (i.e. DWIS – Drinking Water Information System).

Provide the name of the operating authority if it is different from the owner. If the operating authority is the same as the owner, please check the “same as owner” box. An operating authority is defined, with respect to a drinking-water system, as a person or entity that is given responsibility by the owner for the operation, management, maintenance, or alteration of the system (*Safe Drinking Water Act, 2002, Section 2*).

If an application is made for an existing classified subsystem to be reclassified, provide the **Facility Certificate Number**. This number is found on the original Facility Certificate and is not to be confused with the Certificate of Approval Number. If your subsystem was issued a plaque, the Facility Certificate Number is not displayed on the plaque, and you are not required to provide this information.

Both applications for classification and for reclassification must provide the MOE Drinking Water System Number and the MOE Certificate of Approval Number.

Part B - Size of Subsystem - population served and flow. Flow must be indicated for average daily design flow **or** average daily flow in peak month, whichever is greater. Flow must be recorded in **m³/day**.

Part C - Water Supply Source - indicate whether source is groundwater or surface water. Groundwater subsystems that are considered GUDI under Section 2 of O. Reg. 170/03 are to be indicated as having a surface water source.

Part D - Raw Water Quality - relates to variations in raw water quality as well as water being subjected to industrial waste pollution.

- *Low variation in raw water quality and raw water quality is not subject to serious industrial waste pollution* - groundwater with no known or little potential for industrial pollution or other contamination
- *Moderate variation in raw water quality and raw water quality is not subject to serious industrial pollution* - groundwater (including groundwater under the direct influence of surface water) or surface water with potential for industrial pollution or other contamination. This would include a surface water treatment system with an intake downstream of potential dischargers.
- *High variation in raw water quality and raw water quality is not subject to serious industrial waste pollution* - groundwater (or GUDI) or surface water with suspect or high potential for industrial pollution or other contamination. This would include a surface water treatment system with raw water directly impacted by upstream dischargers.
- *Raw water quality is subject to serious industrial waste pollution* - surface water with demonstrated impacts from industrial pollution or other contamination resulting in requirements for constant variations in treatment

Part E - Processes - identify what processes are used in the subsystem.

- *Aeration* – the process of adding air to water. Air can be added to water by passing air through water or passing water through air.
- *pH adjustment* – the alteration of the pH of raw or prefinished water by mechanical or chemical procedures to enhance the performance of the treatment process.
- *Stability or corrosion control* – the removal of dissolved gases, treatment of finished water to make it noncorrosive, and building of protective coating inside the pipe (includes iron sequestering).
- *Taste and odour control* – applying treatment for the **specific purpose** of removing or destroying objectionable tastes and odours (e.g. activated carbon adsorption, chemical oxidation). Other methods used to control taste and odour, such as coagulation/flocculation/sedimentation and aeration, should not be counted here unless specific process control is required for this treatment. For example, if coagulation is used for removal of turbidity, but also assists with control of taste and odour, additional points may not be awarded if there are no additional process control requirements.
- *Iron or manganese removal* – applying treatment for the **specific purpose** of removing iron and manganese (e.g. oxidation). Other methods used to control iron and manganese such as filtration and ion exchange softening should not be counted here. For example, if filtration is used to control iron and manganese, additional points may not be awarded if there are no other process control requirements.
- *Chemical precipitation softening* - precipitation induced by addition of chemicals; the process of softening water by the addition of lime or lime and soda ash as the precipitants.

- *Upflow clarification* – combined coagulation, flocculation, and sedimentation processes into a single basin. Also known as upflow solids contact clarification or upflow sludge blanket clarification.
- *Stability or corrosion control* - treatment to stabilize water, including iron sequestering, or to reduce the corrosivity of water.
- *Colour Control* - applying treatment for the **specific purpose** of removing objectionable colours from water (e.g. alum).
- *Ion exchange softening* – exchanging hardness-causing ions (calcium and magnesium) for the sodium ions that are attached to the ion exchange resins to create a soft water. Also known as zeolite softening.
- *Filtration* – includes common filtration methods such as conventional, direct, slow sand, diatomaceous earth, etc. Pressure filters such as ZeeWeed should **not** be included here.
- *Other special processes* – any process not listed above. Includes less common or advanced methods of filtration such as membrane filtration, ultra filtration, reverse osmosis, dissolved air flotation (DAF). Pressure filters should be also included here.

Part F - Sludge/Backwash Water Disposal – identify how the subsystem disposes of sludge/backwash.

- *Any disposal to subsystem raw water* – sludge or backwash is returned to the treatment process.
- *Any disposal to raw water source* – any of the backwash is treated in the subsystem and returned to the lake/stream.

If backwash is sent to a sanitary sewer, no points are awarded.

Part G - Laboratory Control – identify laboratory procedures used in subsystem.

Part H - Applicant Verification – provide applicant information. Applicant must be an authorized representative of the owner.

2.1.4 What Documents to Submit with Form

The most recent copy of a Certificate of Approval (C of A) and a one page schematic diagram illustrating the subsystem's water treatment process must be included with this application.

2.2 Form 1851 - Municipal Residential Water Distribution Subsystem and Distribution and Supply Subsystem Classification Form

A **distribution subsystem** is a municipal residential drinking-water system that supplies and distributes water, but does not include that part of the water system that collects, produces, or treats water (see Figure 1). A distribution subsystem includes a subsystem that obtains water from another treatment subsystem. A distribution system includes any system that provides booster or re-chlorination (e.g. secondary chlorination).

A **distribution and supply subsystem** is a municipal residential drinking-water system that distributes and treats water, where the treatment is **limited to disinfection only** (see Figure 2). A distribution and supply subsystem would include drinking-water systems that provide primary disinfection, iron sequestering, pH control or corrosion control. If any other processes are performed, this subsystem would be separately classified as a water treatment subsystem.

2.2.1 When to Complete

This classification form should be submitted to the Program Administrator (see Page 1) prior to construction of the subsystem. This form is also used to reclassify a subsystem if the subsystem was altered and the alteration may have resulted in a different classification.

2.2.2 Who Should Complete

Only authorized representatives of the owner are permitted to apply for subsystem classification.

2.2.3 How to Complete

Part A - Subsystem Identification – indicate the type of subsystem classification for which you are applying – water distribution or water distribution and supply. Include subsystem information, including owner, operating authority, as well as permit information. Indicate whether subsystem is new (unclassified) or for review (reclassification).

When providing subsystem name, be as specific as possible. For example, use name for MOE system categorization (i.e. DWIS – Drinking Water Information System).

Provide the name of the operation authority if it is different from the owner. If the operating authority is the same as the owner, please check the “same as owner” box. An operating authority is defined, with respect to a drinking-water system, as a person or entity that is given responsibility by the owner for the operation, management, maintenance, or alteration of the system (*Safe Drinking Water Act, 2002, Section 2*).

If your application is for subsystem review, provide the **Facility Certificate Number**. This number is found on the original Facility Certificate and is not to be confused with

the Certificate of Approval Number. If your subsystem was issued a plaque, the Facility Certificate Number is not displayed on the plaque, and therefore you are not required to provide this information.

For both classified and unclassified water distribution/distribution and supply subsystem applications, you must provide the MOE Drinking Water System Number.

Part B - Size of Subsystem – flow and length of watermain. Flow must be indicated for average daily design flow **or** average daily flow in peak month, whichever is greater. Flow must be recorded in **m³/day**.

Part C - Water Treatment – indicate chemical addition the subsystem provides. Note that for the purpose of subsystem classification, chlorination, stability or corrosion control (i.e. iron sequestering) or pH adjustment for the purpose of stability are not considered treatment processes.

Part D - Water Pressure – indicate pressure of subsystem.

Part E - Pressure Zones - identify type of pressure zone in subsystem.

Part F - Pumps – identify types of pumps present in subsystem.

Part G - Storage – indicate water storage for subsystem.

Part H - Specialized Valves – identify types of valves present in the subsystem.

Part I - Piping Size – specify size of piping.

Part J - Watermain Materials – indicate watermain materials used in subsystem.

Part K - Non-Residential Meters – indicate type of flow and pressure meters used in subsystem. This does not include service meters on residential, commercial, or industrial property.

Part L- Instrumentation – specify control measures used in subsystem.

Part M - Laboratory Control – identify laboratory procedures used in subsystem.

Part N - Applicant Verification – provide applicant information. Applicant must be an authorized representative of the owner.

2.2.4 What Documents to Submit with Form

A one page schematic diagram illustrating the subsystem's water distribution/distribution and supply process must be included with this form. In the schematic diagram include

only major components of the distribution such as water source, treatment facilities, pumping stations, storage, and any connecting distribution systems.

3.0 Wastewater Facility Classification Forms

The purpose of Wastewater Facility Classifications forms is to classify a new facility (or unclassified facility) or re-classify an existing facility that has undergone infrastructure changes and thus warrants review and re-classification. Facilities will be classified from Class 1 to 4 depending on the complexity of the facility.

A separate application form must be submitted for each separate facility. In some cases, where separate operating authorities or owners are responsible for portions of a facility, each portion may receive a separate classification.

Example A: A municipality has separate owner/operating authorities for the wastewater treatment facility and the wastewater collection facility. The owner/operating authority for the wastewater treatment facility is responsible for portions of a wastewater collection facility (e.g. lift stations, trunk mains). In this case, either these components are included in a single wastewater collection facility application or a separate classification may be made for the “trunk” line that includes the lift stations and trunk sewage mains, but does not include the rest of the collection facility. Generally, a separate collection classification will be considered when separate owners/operating authorities are responsible for different parts of the collection facility.

Please note that any lift stations located at or immediately adjacent to a wastewater treatment facility is considered an integral part of that facility and does not require a separate classification.

Owners who are uncertain as to how their facilities should be classified should contact the Program Administrator (see Page 1) for assistance.

3.1 Form 1852 - Wastewater Treatment Facility Classification Form

A **wastewater treatment facility** is defined as the part of a sewage works that treats or disposes of sewage but does not include the part of the sewage works that collects or transmits sewage.

3.1.1 When to Complete

This classification form should be submitted to the Program Administrator (see Page 1) after a Certificate of Approval has been issued, but prior to construction of the facility.

This form is also used to reclassify a facility if the facility was altered and the alteration may result in a different classification.

3.1.2 Who Should Complete

Only authorized representatives of the owner are permitted to apply for facility classification.

3.1.3 How to Complete

Part A - Facility Identification - provide facility information, including owner and operating authority. Indicate whether facility is new (or unclassified) or for review.

When providing facility name, be as specific as possible. For example, use name on Certificate of Approval (C of A).

Part B - Size of Facility - population served and flow. Flow must be indicated for average daily design flow **or** average daily flow in peak month, whichever is greater. Flow must be recorded in **m³/day**.

Part C - Raw Waste Flow and Toxicity - indicate variations in flow as well as subjectivity to toxic discharges.

Part D - Effluent Discharge - indicate receiving water sensitivity to effluent discharge and method of effluent disposal.

Part E - Pretreatment - specify methods for pretreatment of waste.

- *Comminution* – refers to reduction to a fine powder or to small particles.
- *Plant pumping of main flow* – facility has pumping station(s) for flow.
- *Chemical precipitation or pH adjustment* - precipitation induced by addition of chemicals; the process of softening water by the addition of lime or lime and soda ash as the precipitants.

Part F - Primary Treatment - identify methods of primary treatment of waste.

Part G - Secondary Treatment - indicate methods of secondary treatment of waste.

Part H - Advanced Waste Treatment - indicate methods of advanced or tertiary treatment of waste.

- *Advanced chemical or physical treatment with secondary treatment* – includes Zeeweed and pressure filters.

Part I - Solids Handling - specify method of solids or sludge disposal.

Part J - Disinfection - indicate whether facility uses chlorination or comparable methods as well as whether facility generates disinfectant on-site.

Part K - Laboratory Control - identify laboratory procedures used in facility.

Part L - Applicant Verification - provide applicant information. Applicant must be an authorized representative of the owner.

3.1.4 What Documents to Submit with Form

The most recent copy of a Certificate of Approval (C of A) and a one page schematic diagram illustrating the facility's wastewater treatment process must be included with this application.

3.2 Form 1853 - Wastewater Collection Facility Classification Form

A **wastewater collection facility** is defined as the part of a sewage works that collects or transmits sewage but does not include the part of the sewage works that treats or disposes of sewage.

3.2.1 When to Complete

This classification form should be submitted to the Program Administrator (see Page 1) prior to construction of the facility. This form is also used to reclassify a facility if the facility was altered and the alteration may result in a different classification.

3.2.2 Who Should Complete

Only authorized representatives of the owner are permitted to apply for facility classification.

3.2.3 How to Complete

Part A - Facility Identification - provide facility information, including owner and operating authority. Indicate whether facility is new (or unclassified) or for review.

When providing facility name, be as specific as possible.

Part B - Size of Facility – indicate population served.

Part C - Type of Service – indicate type of sewage service provided.

Part D - Pumping Stations – indicate if facility has at least one pumping station and if so, identify equipment associated with the pumping station(s). The pumping station located at the treatment facility does not need to be identified.

Part E - Force Mains – indicate the statements that apply to the force mains in the facility.

Part F - Age of Facility Materials – identify age of materials in facility.

Part G - By-pass Chamber – indicate if facility has by-pass chamber, and if so, the statements that apply to the by-pass chamber in the facility.

Part H - Special Features – identify special features present in the facility.

Part I - Applicant Verification – provide applicant information. Applicant must be an authorized representative of the owner.

3.2.4 What Documents to Submit with Form

A one page schematic diagram illustrating the facility's wastewater collection process must be included with this application.

4.0 Operator Certification/Licensing Forms

4.1 Form 1854 - Drinking Water Certificate Application Form & Form 1855 - Wastewater Licence Application Form

4.1.1 When to Complete

The **Drinking Water Certificate Application Form** is used to apply for a Class 1-4 water treatment, water distribution or water distribution and supply operator certificate. By completing the form the applicant will provide the information necessary to evaluate operator experience and education/training in order to assess eligibility for a drinking water certificate.

This form **only applies to operators of municipal residential systems**. To submit an application for a limited system certificate complete a "Limited Subsystem Certificate Application Form".

If you are uncertain of what type of drinking water system you have, please refer to section 1.0 of this guide.

The **Wastewater Licence Application Form** is used to apply for a Class 1-4 wastewater treatment or wastewater collection operator licence. By completing the form

the applicant will provide the information necessary to evaluate operator experience and education/training in order to assess eligibility for a wastewater licence.

A separate Drinking Water Operator Certificate Application Form or Wastewater Operator Licence Application Form must be submitted for each certificate or licence for which you are applying.

To apply for an Operator-in-Training certificate/licence, complete the Operator-in-Training Exam Registration Form.

4.1.2 Who Should Complete

This form is to be completed by the person applying for the drinking water certificate or wastewater licence. The signature of the operator's manager or overall responsible operator is required to verify the applicant's operational experience and operator-in-charge (OIC) experience.

4.1.3 How to Complete

Part A - Applicant Information – provide applicant information.

Part B - Employer Information – provide employer information.

Part C - Certificate Request Information – indicate the certificate/licence for which you are applying by checking the appropriate box.

Part D - Operational Experience Current Employer - provide operational work experience information that applies to the drinking water certificate/wastewater licence for which you are applying. When completing this section:

- List the major operational duties you perform related to the drinking water certificate/wastewater licence for which you are applying. **A separate form must be submitted for each certificate/licence for which you are applying.**
- List the names, classification, and class of the subsystems/facilities that you currently operate related to the certificate/licence for which you are applying.
- Indicate whether or not you are a full time operator. If you are considered a full-time operator you must indicate what percentage of your working time is spent performing operational duties.
- Indicate the start and end date, as well as total time of your valid operational experience. If your experience is not continuous please explain (e.g. maternity leave, sick leave, leave of absence, etc.). **Operational experience is only valid if gained under a valid certificate.**
- Provide information and signature of operator's manager or designated overall responsible operator (ORO). Applications that are not signed by operator's manager or designated ORO will not be accepted.

4.1.3.1 What is Operational Experience?

An operator is defined by the functions they perform, not by the job title, union affiliation or whether or not they are in a supervisory or management position.

For the purposes of applying for an operator's certificate/licence, operating experience required must be "hands-on" experience. Certification of persons performing managerial, engineering, laboratory technician and other specialized functions will only be considered if the individual performs operating duties.

For a Class 1 drinking water certificate or wastewater licence, experience must be obtained while holding an OIT certificate/licence. An applicant from a jurisdiction that does not issue OIT certificates/licences may be credited with experience. Please contact the Program Administrator for more details (see Page 1).

4.1.3.2 Drinking Water Operational Experience

Operational experience can only be granted if a person is performing tasks pertinent to controlling the effectiveness or efficiency of a drinking water subsystem, including but not limited to:

- Control flow or pressure of drinking water (both process and finished water)
- Disinfect or treat water using chemical and/or through making adjustments to the treatment equipment/processes
- Monitor gauges, meters, and control panels related to disinfection, treatment or distribution of drinking water
- Interpret test results to determine processing requirements (performance of testing services by itself is not considered operational)
- Open and close valves manually or remotely (a non-certified operator may open and close a valve for the purposes of exercising a valve)
- Add chlorine or any other chemical to the water subsystem
- Perform "wet taps" to a distribution or distribution and supply subsystem
- Flush hydrants
- Isolate equipment, processes or watermains; reconnection of isolated equipment, processes or watermains
- Maintain shift logs or other record-keeping related to treatment and distribution activities in the subsystem including meter and gauge readings
- Open or close hydrants for non-operational purposes such as the taking of water by municipalities or the taking of water for fire fighting purposes

4.1.3.3 Wastewater Operational Experience

Operational experience can only be granted if a person is performing task pertinent to controlling the effectiveness or efficiency of a facility, including but not limited to:

- Control flow and processing of wastewater, residuals, and finished effluent

- Monitor gauges, meters, and control panels and observe variations in operating conditions
- Interpret test results to determine processing requirements (performance of testing services by itself is not considered operational)
- Operate valves and gates either manually or by remote control
- Start and stop pumps, engines, and generators to control and adjust flow and treatment processes
- Maintain shift logs and record meter and gauge readings
- Control of flow or pressure of wastewater in a collection system
- Addition of any chemical to the wastewater that will affect treatment

4.1.3.4 Experience Substitution

The ministry may recognize **different** types of experience as a substitute for part of the experience requirements for a Class 2, Class 3 or Class 4 certificate/licence. For example, an operator applying for a water treatment certificate may use experience obtained working in a wastewater treatment facility. **No substitutions are allowed for a Class 1 certificate/licence.** Substitutions may be used for up to 50% of the experience requirement of a certificate/licence. Please refer to the Experience Guideline available from the Certification Administrator for more details on substitution allowances.

Use Part D or Part F of this form when applying for substitutions. Ensure that you clearly state the type of experience you are requesting to substitute.

4.1.3.5 Submitting Operational Experience for Supervisors

Direct line supervisory experience may be credited with operational experience if:

- (a) the supervisor performs operational activities; or
- (b) the supervisor directs or instructs other operators to set operational parameters that control processes in a subsystem/facility.

It is expected that persons credited with operational experience are familiar with and capable of performing these duties in a water subsystem or wastewater facility.

4.1.3.6 Submitting Operational Experience for Contractors

Employees of contractors are eligible to obtain an operator's certificate/licence and be credited with operating experience if they perform any of the duties specified on pages 14-15. Contractors must list their work experience at each relevant municipality and state their duties, time spent working on each subsystem/facility and a municipal contact with phone number to verify that the employer was contracted by the municipality for the stated duration. Provide this information on an attached page.

4.1.3.7 Part Time Experience

The Ministry of the Environment's policy with regard to how many hours of part-time experience is equivalent to one year of experience credit towards a certificate/licence varies depending on the operational requirements of the subsystem/facility.

For more details, questions regarding part-time experience credits can be directed to the Program Administrator (see Page 1).

Part E - Operator-in-Charge Experience Current Employer – provide valid operator-in-charge (OIC) experience information.

When completing this section:

- Indicate the start and end date, as well as total time of your valid OIC experience.
- Obtain signature from operator's manager or designated ORO. Applications that are not signed by the operator's manager or ORO will not be accepted.

Operator-in-Charge means an operator who:

- Sets operational parameters for a subsystem/facility or for a process that controls the effectiveness or efficiency of a subsystem/facility, or
- Directs or instructs other operators in a subsystem/facility to set operational parameters.

Operator-in-Training (OIT) experience cannot be used as OIC experience.

Only OIC experience gained in a Class 2, 3, or 4 subsystem/facility may be used toward obtaining a Class 3 certificate/licence.

Only OIC experience gained in a Class 3 or 4 subsystem/facility may be used toward obtaining a Class 4 certificate/licence.

Operational Experience Previous Employer (Part F) – Record any previous operational work experience information that applies to the water certificate or wastewater licence for which you are applying. If you have more than one previous employer, please photocopy Part F and include it with your application form.

When completing this section:

- List the major operational duties you performed related to the certificate/licence for which you are applying. **A separate form must be submitted for each for certificate/licence.** Refer to page 14-15 of this guide for a more detailed explanation of what constitutes operational experience.
- List the names, classification, and level of the subsystems/facilities in which you previously operated related to the certificate/licence for which you are applying.
- Indicate whether or not you are a full-time operator. If you are considered a full-time operator you must indicate what percentage of your working time is spent performing operational duties.
- Indicate the start and end date, as well as total time of your valid operational experience. If your experience was not continuous, please explain why (e.g. maternity leave, sick leave, leave of absence, etc.).

Provide information and signature of operator's previous manager or designated ORO Applications that are not signed by an operator's previous manager or designated ORO will not be accepted.

Operator-in-Charge Experience Previous Employer (Part G) – provide previous valid operator-in-charge (OIC) experience information.

When completing this section:

- Indicate the start and end date, as well as total time of your previous valid OIC experience.
- Obtain signature from operator's previous manager or designated ORO. Applications that are not signed by the operator's manager or ORO will not be accepted.

Part H - Post Secondary Education – list post secondary education that has been successfully completed. Copies of diplomas/degrees must be provided as proof of completion.

Part I - Education and Training - List all training (courses, seminars, conferences, etc.) that you have successfully completed and are related to water and/or wastewater only. Copies of Certificates of Completion must be provided in order to validate the training.

Part J - Payment Information – provide payment information. Payment can be made by cheque, money order, VISA, or MasterCard and **must be included with application form in order to be processed**. See Certification Payment Schedule for current water certificate fees (Appendix A).

Part K - Applicant Verification and Consent - to be signed and dated by applicant.

4.1.4 What Documents to Submit with Form

The applicant must submit a copy of his/her current (and previous, if applicable) job description if it is not already on file with the Certification Program Administrator (see Page 1). If applicable, the applicant must submit proof of post secondary education (i.e. transcript) and courses/training completion. Only send information on education and training that is not already on file with the Certification Program Administrator (see Page 1).

4.2 Form 1856 - Limited Subsystem Certificate Application Form

4.2.1 When to Complete

The **Limited Subsystem Certificate Application Form** is used to assess eligibility for a limited subsystem certificate.

This form applies to operators of Non-Municipal Year Round Residential, Large Non-Municipal Non-Residential, or Large Municipal Non-Residential systems. This form also applies to small municipal residential systems with a groundwater source.

If you operate a municipal residential system, which includes a large municipal residential system **or** a small municipal residential system, whose water source is surface water or GUDI (groundwater under the influence of surface water), you must complete a Drinking Water Certificate Application Form.

If you are uncertain of the type of system you operate, please refer to **Determination of the Category of Drinking Water System Questionnaire**, which will allow you to determine the type of system you operate. The questionnaire can be found at <http://www.ene.gov.on.ca/envision/gp/4460e.pdf>.

4.2.2 Who Should Complete

This form is to be completed and signed by the person applying for the limited subsystem certificate.

4.2.3 How to Complete

Part A - Applicant Information – provide applicant information.

Part B - Employer Information – provide employer information.

Part C - Certificate Request Information – indicate the certificate for which you are applying by checking the appropriate box.

Part D - Mandatory Requirements Information – respond yes or no to the four questions used to assess eligibility for a limited drinking water certificate.

In order to be eligible for this certificate, an applicant must have:

(a) successfully completed grade 12 or its equivalent

OR

successfully completed grade 10 and have operated a water system for at least one month between August 1, 2003 and July 31, 2004

AND

(b) Successfully completed a Limited Subsystem examination (either Groundwater or Surface Water)

Part E - Payment Information – requests payment information. Payment can be made by cheque, money order, VISA, or MasterCard and **must be included with**

application form in order to be processed. See Certification Payment Schedule for current water certificate fees (Appendix A).

4.2.3 What Documents to Submit with Form

The applicant must submit proof of secondary education (grade 10, 12, GED, or other). If the applicant has only completed grade 10, he/she must provide proof of having operated a water system for at least one month between August 1, 2003 and July 31, 2004. Proof of operating experience must be verified by an owner, manager, or overall responsible operator. If the applicant is the owner of the subsystem, he/she must provide proof of ownership of the subsystem.

Part F - Applicant Verification and Consent - to be signed and dated by applicant.

4.3 Form 1857 - Reciprocity Application Form

4.3.1 When to Complete

The **Reciprocity Application Form** is intended for applying to have a drinking water certificate or wastewater licence issued through reciprocity in order to operate a water/wastewater subsystem/facility in the province of Ontario.

Reciprocity refers to a process whereby certifying authorities may issue a licence/certificate without retesting applicants from outside the state or province. All provinces in Canada (except Quebec) have entered into a reciprocity agreement. This agreement allows operators from each province to obtain the equivalent certificate/licence in another province, provided the program standards are the same. Ontario will also consider reciprocity with operators from the U.S. states, provided the standards meet those of Ontario.

4.3.2 Who Should Complete

This form is to be completed by persons who are moving to Ontario and would like to be issued a certificate/licence through reciprocity. Complete this form and send it along with a copy of your current non-Ontario certificate(s)/licence(s) to the Program Administrator (see Page 1). Your application will be reviewed, and if you meet all of the program requirements including examination, education, and experience, you may be eligible for an Ontario certificate/licence.

4.3.3 How to Complete

Part A - Applicant Information – provide applicant information.

Part B - Exam Information – indicate the drinking water certificate or wastewater licence you are applying to have issued through reciprocity by checking the appropriate box(es).

Part C - Payment Information - provide payment information. Payment can be made by cheque, money order, VISA, or MasterCard and **must be included with application form in order for this application to be processed**. See Certification Payment Schedule for current water certificate and wastewater licence fees (Appendix A).

Part D - Applicant Verification and Consent – to be signed and dated by applicant.

4.3.4 What Documents to Submit with Form

The applicant must submit copies of the current valid certificates/licences which are equivalent to the licences/certificates for which he/she is applying.

5.0 Exam Registration Forms

5.1 Form 1858 - Exam Registration Form

5.1.1 When to Complete

The **Exam Registration Form** allows applicants to apply to write any of the following exams: Water Treatment, Water Distribution, Water Distribution and Supply, Wastewater Treatment, Wastewater Collection, Limited Surface Water Subsystem, Limited Groundwater Subsystem, and Water Quality Analyst.

When applying to write an exam, please note the following:

- A maximum of two exams (in different categories) may be written per exam date.
- You cannot apply for a higher class exam until the Program Administrator (see Page 1) has issued you the lower class licence/certificate.

To apply to write:

- **Operator-in Training (OIT) exam** - complete an Operator-in-Training Application Form
- **Operation of Small Drinking Water Systems Correspondence Course** – complete the Operation of Small Drinking Water Systems Correspondence Course Application Form

5.1.2 Who Should Complete

This form is to be completed and signed by the person applying for the exams(s).

5.1.3 How to Complete

Part A - Applicant Information - provide applicant and subsystem information.

Part B - Exam Information – indicate for which exam you are registering by checking the appropriate box, as well include, the exam date and location that you are requesting.

Exam schedules can be obtained from the Program Administrator's website (see Page 1).

Part C - Payment Information - provide payment information. Payment can be made by cheque, money order, VISA, or MasterCard and must be included with application form in order to be processed at received by the Program Administrator (see Page 1) **at least four weeks** prior to the exam date. See Certification Payment Schedule for current examination fees Appendix A).

In order to **cancel or reschedule your exam request** you must inform the Program Administrator (see Page 1) two (2) weeks prior to the scheduled exam date or your request will be denied and the exam fees will be forfeited. You may alter this exam request once (free of charge), each additional change thereafter will result in a \$10.00 processing fee.

Part D - Applicant Verification and Consent – to be signed and dated by applicant.

5.1.4 What Documents to Submit with Form

Applicants who currently do not hold an OIT or Class 1 to 4 drinking water certificate or wastewater licence, must **provide proof of grade 12, GED, or post secondary education** with their application form.

5.2 Form 1859 - Operator-in-Training Exam Registration Form

5.2.1 When to Complete

The **Operator-in-Training Exam Registration Form** is used for applying to write Water Treatment, Water Distribution/Distribution & Supply, Wastewater Treatment, and Wastewater Collection operator-in-training exams.

5.2.2 Who to Complete

The form is to be completed and signed by the person applying to write the OIT exam.

5.2.3 How to Complete

Part A - Applicant Information – provide applicant information.

Part B - Exam Information – indicate which OIT exam you are applying to write by checking the appropriate box(es). Please note that the Water Distribution OIT exam and the Water Distribution and Supply OIT exam are the same. By successfully completing this exam, an operator will receive both a Water Distribution OIT and Waster Distribution & Supply OIT certificate.

Indicate whether you will be writing the OIT exam at a college site or at your place of employment. If you choose to write at a college, please indicate the session (i.e. location and date) you are registering for. If you will be taking the exam at your place of employment, provide the requested employer and supervisor information.

When applying to write an exam, please note that only **municipal employees may write an exam at their place of employment**. All OIT exams written at employer locations are sent directly to the exam supervisor. The Certification Program Administrator (see Page 1) must receive the completed exam(s) **within three weeks** from the date it was mailed to the employer exam site.

Persons who are currently not employed by a municipality must take them the exam at a college site. Exam schedules can be obtained from the Program Administrator's website (see Page 1).

Part C - Payment Information - requests payment information. Payment can be made by cheque, money order, VISA, or MasterCard and **must be included with application form in order for this application to be processed**. See Certification Payment Schedule for current OIT exam and licence/certificate fees (Appendix A).

Part D - Applicant Verification and Consent – to be signed and dated by applicant.

5.2.4 What Documents to Submit with Form

Applicants who currently do not hold an OIT or Class 1 to 4 drinking water certificate or wastewater licence must **provide proof of GED, grade 12, or post secondary education** with their application form.

6.0 Other Forms

6.1 Form 1861 - Study Manual Order Form

6.1.1 When to Complete

Complete the **Study Manual Order Form** to order study materials.

6.1.2 Who Should Complete

This form is to be completed by anyone wanting to order study materials from the Program Administrator (see Page 1).

6.1.3 How to Complete

Part A - Manual Information - indicate which manuals you want to order and their total cost. Applicable taxes have been included in the listed prices.

Part B - Payment Information – provide payment information. Payment can be made by cheque, money order, VISA, or MasterCard.

Part C - Mailing Information – indicate address to which you want your order to be couriered. Ensure that a street address is included as part of your address because couriers will not deliver to R.R. or P.O. Box addresses.

Cheques or money orders should not be made out to the “Minister of Finance”. For information on whom to make the cheques payable to please visit the following website:

www.owwco.ca

6.1.4 What Documents to Submit with Form

None

6.2 Form 1874 - Conditional Drinking Water Certificate and Wastewater Licence Application Form

6.2.1 When to Complete

Complete the **Conditional Drinking Water Certificate and Wastewater Licence Application Form** when applying for a conditional drinking water certificate or wastewater licence. Conditional certificates/licences only apply to operators of Class 1 to 4 drinking water subsystems and wastewater facilities.

6.2.2 Who Should Complete

Sections A-C and E-H of this form are to be completed by the person applying for the drinking water certificate or wastewater licence. Section D must be completed by an authorized representative of the owner or operating authority, and not the applicant. If necessary, a letter from the representative owner or operating authority may be attached to the application in place of section “D”. In addition, the owner or operating authority should attach any documents that would support their request. The onus is on the owner or operating authority to provide proof that the conditions specified below require the issuance of a conditional certificate/licence. In order for the form to be processed, the applicant’s operational experience must be verified (through signature) by an authorized representative.

A conditional certificate/licence may be considered if:

- (a) the owner or operating authority of the subsystem/facility that employs or has offered to employ the individual satisfies the Director that the owner or operating authority cannot readily obtain the services of an operator who holds the type and class of certificate/licence required;
- (b) the owner or operating authority referred to in clause (a) gives the applicant and the Director an undertaking in writing to co-operate in facilitating the applicant’s compliance with any conditions imposed on the certificate/licence; and
- (c) the required fee is paid.

It is recommended that the owner or operating authority discuss their particular situation with the Program Administrator (see Page 1) prior to making an application, to ensure the necessary information is provided.

6.2.3 How to Complete

Part A – Applicant Information – provide applicant information.

Part B – Employer Information - provide employer information.

Part C – Conditional Certificate/Licence Information – indicate the conditional licence/certificate for which you are applying the subsystem/facility for which the conditional certificate/licence is required.

Part D – Rationale for Conditional Certificate/Licence – provide the detailed reason(s) why you are applying for a conditional licence. The rationale must be provided by and be signed by an authorized representative of the owner/operating authority. It is recommended that the owner/operating authority attach a letter of support for the conditional certificate application, which fully documents the rationale for the conditional certificate. If applicable the application should include documentation from the owner that demonstrate attempts were made to hire an operator with the applicable certificate level.

Part E – Operational Experience - provide operational work experience information that applies to the drinking water certificate or wastewater licence for which you are applying. When completing this section:

- Indicate the start and end date, as well as total time of your valid operational experience. **Only operational experience gained under a valid certificate/licence can be claimed as operational experience.**
- Provide information of authorized representative, as well as his/her signature. **Applications that are not signed by an authorized representative will not be accepted.**
- When reporting operational experience please refer to pages 14-15 in this guide to determine what tasks are considered operational.

Part F - Education and Training - List all training (courses, seminars, conferences, etc.) that you have successfully completed that are related to water and/or wastewater only. Copies of certificates of completion must be provided in order to validate the training.

Part G - Payment Information – requests payment information. Payment can be made by cheque, money order, VISA, or MasterCard and **must be included with application form in order to be processed.** See Certification Payment Schedule for current water certificate/wastewater licence fees (Appendix A).

Part H - Applicant Verification and Consent - to be signed and dated by applicant.

6.2.4 What Documents to Submit with Form

The applicant must submit a copy of a current job descriptions signed by an authorized representative of the owner or operating authority as well as proof of courses/training completion.

Appendix A - Operator Certification Fee Schedule

All fees are payable to the “Minister of Finance”. Applications with cheques made payable to other organizations shall be returned. MasterCard and VISA are also accepted.

The table includes fees to be paid by:

- Operators
- Water quality analysts
- Owners (for facility classification), and
- Course providers (to have their course assessed as meeting continuing education and/or on-the-job training requirements)

Table 1: Operator Certification Fee Schedule

Fee	Drinking Water Operator Fee	Operators-in-Training		Wastewater Operator Fee	Water Quality Analyst
		Drinking Water OIT	Wastewater OIT		
Exam	\$75	\$30 (all 4 exams)	\$30 (all 4 exams)	\$75	\$75
Certificate Issuance (Upgrade)	\$115	\$30	N/A	\$115	\$115
Certificate Renewal	\$115	\$115	\$75	\$75	\$115
Late Renewal	\$25	N/A	N/A	N/A	\$25
Replacement Certificate	\$75	\$75	\$75	\$75	\$75
Facility Classification*	\$150	N/A	N/A	N/A	N/A
Course Assessment**	\$50 + \$30 per CEU	N/A	N/A	N/A	\$50 + \$30 per CEU

* paid by owner ** paid by course provider

The appropriate fees must be enclosed with applications. Applications with incomplete fees will be returned.