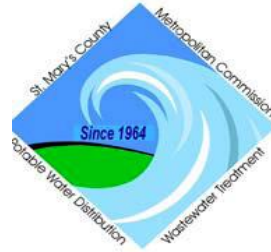


Appendix E



www.metcom.org

ST. MARY'S COUNTY METROPOLITAN COMMISSION

STANDARD PROCEDURES

SP Number:

OPS-11-06

Approval Date:

Revision Dates: 12/09/15

Effective Date: 11/01/11

SUBJECT: SANITARY SEWER TELEVISION OPERATING GUIDELINES

DESCRIPTION: It is the I&I department's responsibility to televise the sanitary sewer lines that are owned by the Metropolitan Commission. Televising allows an accurate condition assessment of the overall structural condition of the various sanitary sewer lines within the collections system. This allows for timely assignment of work orders and the implementation of repair/replacement priorities to the various infrastructures being surveyed. This document is by no means designed to be a comprehensive guide to sewer televising, because of the variation inherent in sewer lines due to locations, construction materials and conditions.

- 1. Follow all Metcom safety procedures and accepted safety practices at all times.**
- 2. If the manhole access for the sewer to be televised is in a roadway or other traffic area, follow accepted traffic control guidelines.**
 - If manholes are in a high traffic area, coordination between other departments will be needed for extra personnel or equipment.

- If personnel will be working on or near the traffic areas, a valid lane closure permit will be required (this includes shoulder work). The proper amount of cones and signs will be needed as well. Roll up signs (lane closed and road work ahead) along with cones are kept on the lane closure trailer. The arrow and sign boards are kept at Great Mills WWPS. Follow lane closure requirements as needed. All Proper PPE such as traffic vests are to be worn at all times.
3. Accurately identify the sewer line being televised at the time using the on-screen text generator displaying the METCOM manhole/sewer line identification number (Ex: G1AA32B to G1AA32C). A piece of paper with the location and date on it held in front of the camera or some other means of identifying the appliance being televised. If using the push camera be sure to include the address or location of the lateral or line being televised.
 4. The camera operator should be aware that the camera is an expensive piece of equipment, and the operator is directly responsible for the operating and maintenance procedures for the camera. The camera operator should also be aware of any potential hazards faced while televising sewer lines such as drop connections, broken pipe, and misaligned joints. Any fault or structural condition that the camera may go over, but not be able to make it over coming back in reverse.
 5. After opening the manhole, be aware of the potential for the buildup of hydrogen sulfide gas and other hazardous conditions. Use safety cones to cone off the area around the back of the van and manhole.
 6. Once the camera is in the manhole the televising operation can begin. While the camera is in the pipe and under power the operator is to pay full attention to the pipe ahead to avoid any potential hazards.
 7. The camera operator will note any bellies, cracks, misaligned joints and any other defects or repairs found in the line, also note pipe type and size of line. This information will be included in the televising report. This report will be included in the final I&I report.
 8. When the televising is completed, remove the camera from the manhole, clean and disinfect the camera, make any necessary repairs, and put away all equipment. Be sure to save any logged data.
 9. The I&I Technician is responsible for training the Maintenance Specialist in the operation and maintenance of the cameras. The Maintenance Specialist should be able to utilize the cameras in the I&I Technicians absence.
 10. Keep in mind that this is not an exhaustive guide to televising sewer systems. These are merely guidelines and if any questions arise, consult the appropriate manual or ask the I&I Supervisor or Superintendent.

Certification

What you need to know

Why do I need to be Certified?

This Certification helps to protect public health and the environment by setting minimum education, experience, and examination standards that applicants must satisfy. It is required for operators and/or superintendents of water treatment plants, water distribution systems, wastewater treatment plants, wastewater collection systems, and certain pretreatment facilities that discharge to sanitary sewers, or industrial wastewater facilities.



Maryland
Department of
the Environment



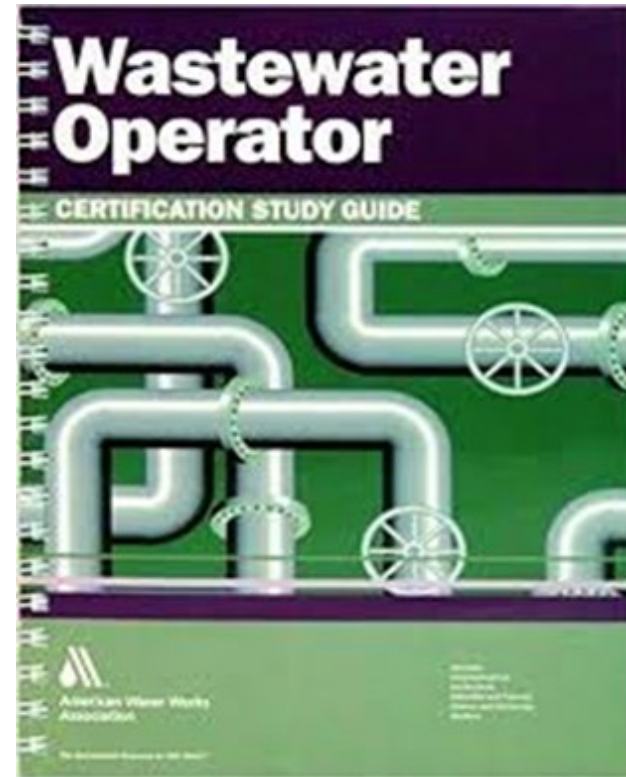
Why do I need to be certified?

The St. Mary's County Metropolitan Commission operates treatment plants, water treatment facilities and wastewater pump station facilities. All of these are governed by various rules and regulations.

- ▶ Code of Maryland Regulations (COMAR) Chapter 26
- ▶ Environmental Article, Annotated Code of Maryland
- ▶ National Pollutant Discharge Elimination System (NPDES) Permit

Why do I need to be certified?

Maryland law (COMAR 26.06.01.05A) and certification regulations require that all operators and superintendents of facilities be certified and defined as “*operators*” and/or “*superintendents*”.



Why do I need to be certified?

Title 12 of Environmental Article, Annotated Code of Maryland

- ▶ A person or municipal or private corporation may not operate a waterworks, wastewater works, or industrial wastewater works unless the facility is under the responsible charge of a certified superintendent or certified operator (§12-501).
- ▶ A person or municipal or private corporation that violates any provision of this title or any rule or regulation adopted under this title is guilty of a misdemeanor...(e)ach day of employment in violation of this title or of any rule or regulation adopted under this title is a separate offense (§12-504).

Why do I need to be certified?

The NPDES Permit issued by MDE also requires that “(t)he permittee shall provide an adequate operating staff qualified to carry out operation, maintenance and testing functions required to ensure compliance with this permit. Superintendents and operators must be certified by the Board of Waterworks and Waste Systems Operators.



Certification

You are defined as an **Operator** if you participate in the operation of:

- a water treatment plant,
- a water distribution system,
- a wastewater treatment plant,
- a wastewater collection system, or
- an industrial wastewater treatment plant (works).

Certification

You are “*participating in the operation of*” one of these facilities, and therefore are considered to be an operator, if you are responsible for tasks such as:

Making decisions regarding:

- the control of flow through the facility,
- the control of any of the treatment processes in the facility,
- the control of the discharge from the facility.

Determining processing requirements based on:

- observations of variations in operating conditions,
- interpretation of instrumentation data and test results

Certification

You are a Superintendent if you hold an Operator Certificate and are designated by your employer as the person “*in responsible charge*” of the facility. Not all Operator Certificate holders will be designated as superintendents. The certification regulations identify only two positions which must be filled by certified superintendents:

- ▶ The Superintendent
- ▶ The Assistant Superintendent.

Certification

Employees filling other positions may be certified as superintendents, but these are the only two positions which require superintendent certification. In summary, if you are designated by your employer as “*the responsible person in charge*” of the facility, you must obtain superintendent certification.



Certification

Maryland operator certification requirements consists of three elements:

- 1) **Education** (High School Degree or GED is required along with any required training hours),
- 2) **experience** and
- 3) **Certification Examination**

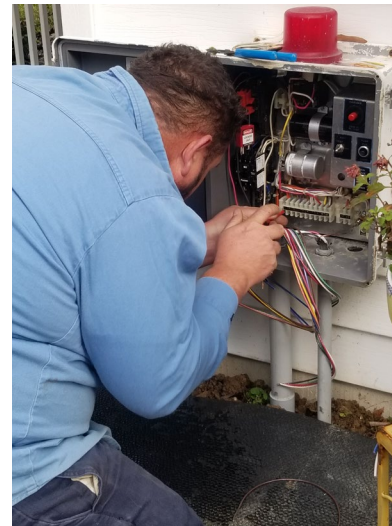
Certification

License approval requires a minimum of a high school education and six months to three years of related work experience (varies according to the specific work certification) and passing the appropriate written examination.



Education

- ▶ We employ Wastewater Treatment Operators, Collections Systems Operators and Water Treatment and Distribution Operators



Operator - in - Training

Upon hire as an Operator, you will be required to *immediately* apply for your “Operator - in - Training” Certificate.

- ▶ This form is available from MDE’s Board of Water and Waste Systems Operators website.
- ▶ Once sent in, the OIT Certificate be mailed to your home address within 45 days.
- ▶ When MDE receives the application, that is when the credited time starts.
- ▶ Your start date is used for renewals an starts the time clock for experience.

Operator - in - Training

What experience hours are required?

- ▶ **Wastewater Collections (C2) Operators - in - Training** require 2 years or 3600 hours of on the job experience before they can apply for a Operators Certificate.
- ▶ **Water Distribution (D) Operators - in - Training** require 1 years or 500 hours of on the job experience before they can apply for a Operators Certificate.
- ▶ **Water Treatment Operators - in - Training** require 1 years or 500 hours of on the job experience before they can apply for a Operators Certificate.
- ▶ **Wastewater Treatment (5A) Operators - in - Training** require 3 years or 5400 hours of on the job experience before they can apply for a Operators Certificate.

Collections Operators, Class 2

- ▶ **To renew Wastewater Collections Operators' Certificate:**
 - ▶ Must have 16 training hours (TRE Approved, WWC), no process hours required
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Wastewater Collections Temporary Operators' Certificate:**
 - ▶ Must have 24 training hours (TRE Approved, WWC), no process hours required.
 - ▶ Must have attempted the Certification Examination at least once
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Wastewater Collections Superintendents' License:**
 - ▶ Must have 7 training hours (TRE Approved, Superintendent) no process hours
 - ▶ Training requirements for Superintendents are in *addition* to Operator Training requirements and cannot be duplicated

Wastewater Treatment Operators, Class 5A

- ▶ **To renew Wastewater Operators' Certificate:**
 - ▶ Must have 46 training hours (TRE Approved, WWT; 30 hours for the 5, 16 hours for the A), half of those hours must be process approved training.
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Wastewater Operators Temporary Operators' Certificate:**
 - ▶ Must have:
 - ▶ For the class 5: 45 training hours (TRE Approved, WWT), half of those hours must be process approved training.
 - ▶ For the class A: 24 training hours (TRE Approved, WWT), half of those hours must be process approved training.
 - ▶ Must have attempted the Certification Examination at least once
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Wastewater Superintendents' License:**
 - ▶ Must have 7 training hours (TRE Approved, Superintendent) no process hours
 - ▶ Training requirements for Superintendents are in addition to Operator Training requirements and cannot be duplicated

Water Treatment Operators, Class T2

- ▶ **To renew Water Treatment Operators' Certificate:**
 - ▶ Must have 16 training hours (TRE Approved, WT), no process hours required
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Temporary Water Treatment Operators' Certificate:**
 - ▶ Must have 24 training hours (TRE Approved, WT), no process hours required
 - ▶ Must have attempted the Certification Examination at least once
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Water Treatment Superintendents' License:**
 - ▶ Must have 7 training hours (TRE Approved, Superintendent) no process hours
 - ▶ Training requirements for Superintendents are in *addition* to Operator Training requirements and cannot be duplicated

Water Distribution Operators, Class D

- ▶ **To renew Operators' Certificate:**
 - ▶ Must have 16 training hours (TRE Approved, WWT), no process hours required
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Temporary Operators' Certificate:**
 - ▶ Must have 24 training hours (TRE Approved, WWC), no process hours required
 - ▶ half of those hours must be process approved training.
 - ▶ Must submit renewal form to MDE prior to your renewal date
- ▶ **To renew Superintendents' License:**
 - ▶ Must have 7 training hours (TRE Approved, Superintendent) no process hours
 - ▶ Training requirements for Superintendents are in addition to Operator Training requirements and cannot be duplicated

Water Sampler Certification

- ▶ **To obtain Water Sampler Certificate:**
 - ▶ Maryland Rural Water (MRWA) offer training. Must have 16 training hours (TRE Approved, WWT), no process hours required
 - ▶ The Maryland Department of the Environment (MDE) requires that all first-time certification applicants, in addition to taking and passing the test for the online class, perform an in-person skills test in front of a certified Water Sampler. Must submit renewal form to MDE prior to your renewal date
 - ▶ This hands-on practicum demonstration is used to verify the applicant's ability to perform the appropriate sampling and preservation procedures for bacteriological, VOC, SOC and IOC samples.
- ▶ **To renew Water Sampler Certificate:**
 - ▶ Take the on line MRWA training.

What happens if you don't renew your application?

- ▶ Immediately notify your immediate supervisor.
- ▶ Every permit requires the system to be operated by a Maryland State Certified Operator in accordance with COMAR 26.06.01.
- ▶ If you are not certified then you cannot operate our facilities.
- ▶ Disciplinary action is possible.

What happens if you don't renew your application?

- ▶ If you knowingly operate with out a license, MDE could submit a criminal referral to the Maryland Attorney General for consideration.
- ▶ Be on the right side of the law, if you don't know ask questions.
- ▶ Can you be fined or prosecuted? Or would the liability fall back on the Superintendent or Metcom?

Can the State prosecute and fine you?

JERSEY MAYHEM

Ex-Middlesex County water operator sentenced for submitting false data

Suzanne Russell @SRussellMyCJ

Published 2:28 p.m. ET Feb. 8, 2016 | Updated 5:43 p.m. ET Feb. 9, 2016

[View Comments](#)



Key Points

- Edward O'Rourke formerly served as operator for drinking waters systems in New Brunswick & Milltown
- O'Rourke provided false information about water purity to the state DEP
- Besides a 3 year prison term, he is barred from holding any future public employment jobs

NEW BRUNSWICK - A Brick man, who formerly served as the licensed operator for the New Brunswick and Milltown public drinking water systems, has been sentenced to three years in state prison for submitting false water purity information to the New Jersey Department of Environmental Protection.

Former water operator sentenced to 3 months for falsifying data

Apr 12, 2016 | WLSAM Staff

(DOLTON) A former Dolton certified water operator was sentenced to three months in prison on charges that he falsified paperwork to make it seem like the south suburb was properly sampling its drinking water.

Philip Kraus, 63, of Thornton was sentenced to three months in prison, followed by one year of supervised released and a \$5,000 fine, according to the U.S. Attorney's Office.

LOCAL NEWS

Wamego Wastewater Operator could face up to 3 years in federal prison

by: Michael Dakota
Posted: Sep 16, 2020 / 01:27 PM CDT
Updated: Sep 16, 2020 / 01:27 PM CDT



Can the State prosecute and fine you?

Water system operator sentenced to jail after failing to report low chlorine levels

Water operator's actions force residents to question water quality

By Briana Jones

January 28, 2013



A water system operator in Ontario, Canada, was sent to jail earlier this month after being found guilty of falsifying records for a period of five years.

Lloyd Jarvis was sentenced to 30 days in jail for failing to report low chlorine levels in the distribution system.

According to *The Star* newspaper, "Jarvis Municipality of West Elgin failed to notify on a number of instances from 2004 to 2012 of a minimum requirement of 0.05 mg/L to be

The West Elgin plant serves approximatel

Northern District of Iowa

News Feature | March 10, 2016



Waste Plant Operator Charged For Falsifying Data



By Sara Jerome,
@sarmje

Washington State filed charges this month against a treatment plant operator who provided reclaimed

FOR IMMEDIATE RELEASE

Monday, July 20, 2015

Two Men Sentenced for Clean Air and Clean Water Act Violations

SIOUX CITY, IOWA – An Iowan and a Nebraskan will each serve prison time for violating provisions of the Clean Air Act and Clean Water Act.

Things you should know...

- ▶ Since you, the Operator, hold the Certification, you are responsible for renewing and adhering to all rules and regulations.
- ▶ When does your certification expire?
- ▶ How many TRE credits do I need to renew?
- ▶ When is the exam being held?

Things you should know...

- ▶ MCET publishes a training course catalogue twice a year, training schedules are also available from their website.
- ▶ Prior to any training, make sure you have Training Approval Request form signed by your supervisor.
- ▶ Pay for your training using your pcard (as long as it's not overnight and under \$500). Remember to submit all receipts to your supervisor.

Things you should do...

- ▶ Have your training completed at least 2 to 3 months prior to your renewal date.
- ▶ Keep your course completion certificates, they are important.
- ▶ Download your renewal form from MDE's Board of Waterworks and Waste System Operators web site
<https://mde.maryland.gov/programs/Permits/EnvironmentalBoards/Pages/BWW.aspx>
- ▶ Submit your signed application 30 days prior to the renewal date.

Things you should know...

- ▶ We are here to help you with the certification process.
- ▶ There are a number of ways to receive training.

