







**APPLICATION FOR  
WASTEWATER TREATMENT PLANT CONTRACT OPERATOR  
CERTIFICATE OF REGISTRATION**

Who must register? All persons or entities that operate, or plan to operate, a wastewater treatment plant under a promissory agreement must be registered by the State Water Resources Control Board as a contract operator. Please read the following instructions and information before completing the application forms.

**I. APPLICATION FOR INITIAL OR RENEWAL OR REPLACEMENT CERTIFICATE**

- A. Please check (X) the Initial Registration box if you are applying for the original Certificate of Registration.
- B. Please check (X) the Annual Renewal of Registration box if you wish to renew your original Certificate of Registration.
- C. Please check (X) the Replacement box if your Certificate of Registration has been lost, stolen, or destroyed and you wish to have a replacement.

**II. CONTRACT OPERATOR CERTIFICATE OF REGISTRATION FEES**

- A. The Initial Registration Fee is \$100.00 for the original certificate of registration, plus \$25.00 for each operator listed on the Roster of Operator Employees (Section V). Pay the combined fees up to a maximum of \$500.00.
- B. The Annual Renewal of Registration Fee is \$100.00 plus \$25.00 for each operator listed on the Roster of Operator Employees (Section V). Pay the combined fees up to a maximum of \$500.00.  
  
If you fail to submit a complete application for renewal postmarked at least thirty (30) days before the expiration date of the certificate of registration, you must pay a late fee of \$50.00.
- C. The Replacement Fee is \$30.00 for each replacement certificate of registration.

**III. CONTRACT OPERATOR INFORMATION**

- A. Please type or print the name of the person or entity contracting to operate the wastewater treatment plant(s). The certificate of registration, in the form of a wall certificate, will contain this name and address.
- B. List your contract operator certificate of registration number, if this is an application for renewal.
- C. List the business address of the person or entity listed in A. above.
- D. Please provide the name and telephone number of an individual that we can contact with questions concerning the information contained in the application.

**IV. NAMES OF WASTEWATER TREATMENT PLANTS UNDER CONTRACT WITHIN CALIFORNIA**

If known, list the plant name and the name of the agency owner of each wastewater treatment plant under contract. Attach a completed Contract Wastewater Treatment Plant Information sheet for each wastewater treatment plant listed. One wall certificate of registration will be issued to the contract operator with the name of each wastewater treatment plant listed.

If you enter additional contracts after the contract operator certificate of registration is issued, and prior to its expiration date, submit a completed Contract Wastewater Treatment Plant Information sheet before contract operations begin.

**V. ROSTER OF OPERATOR EMPLOYEES**

Please list the names of all wastewater treatment plant operators you will be assigning to the wastewater treatment plant(s) listed in Section IV. The roster should contain full time, part time, and seasonal employees. List the California Wastewater Treatment Plant Operator certification number or Operator-in-Training grade for each employee. All employees used in California must have a valid California operator certificate.

**VI. SIGNATURE OF OWNER OR PRINCIPAL OF FIRM**

Please type or print the name and title of the person that is authorized by the contract operator to enter into the wastewater treatment plant contract(s) listed in Section IV. The application form must be submitted with an **original** signature and dated.

## CONTRACT WASTEWATER TREATMENT PLANT INFORMATION

### I. WASTEWATER TREATMENT PLANT INFORMATION – IF KNOWN

- A. List the name of the contract operator from the application, Section III.A.
- B. List the name of the wastewater treatment plant that is under contract. This name should also be listed on the application, Section IV.
- C. List the street address of the plant.
- D. List the plant telephone number and the chief plant operator's telephone number.
- E. The duration of the contract. List the starting date of contract operations and the stop date of contract operations, as specified in the promissory agreement.
- F. Give the classification of the wastewater treatment plant as determined by the Office of Operator Certification.
- G. Give the name of the applicable Regional Water Quality Control Board, which oversees the wastewater treatment plant.

### II. NAMES AND CERTIFICATION NUMBERS OF OPERATORS

List the names, grades, and numbers of all wastewater treatment plant operators employed in the operation of the above named plant. List the chief plant operator for the plant first. If any of the employees listed are employed by the contract operator, they must also be listed on the application, Section V, Roster of Operator Employees.

### III. WASTEWATER TREATMENT PLANT OWNER INFORMATION

- A. Please type or print the name of the owner of the wastewater treatment plant listed on the application, Section IV. If it is the same as listed in Section A.A, put "same as above".
- B. Give the mailing address of the owner, if different than listed in Section I.B.
- C. Please provide the name and telephone number of an owner representative that we can contact with questions concerning the information contained in the application.

### IV. SIGNATURE OF WASTEWATER TREATMENT PLANT OWNER

Please type or print the name and title of the person that is authorized by the owner of the wastewater treatment plant to execute the contract with the contract operator listed in Section I.

- A. The application form must be submitted with an **original** signature and dated.

## REPLACEMENT OF CERTIFICATE OF REGISTRATION

If your certificate has been lost, stolen, or destroyed you may request a replacement by submitting the appropriate fees along with a written request explaining what happened to the original certificate.

Please retain these instructions and make a copy of your complete application for contract operator certificate of registration for your files.

Mail the original completed application package and make check or money order payable to:

State Water Resources Control Board  
Office of Operator Certification  
PO Box 944212  
Sacramento, CA 94244-2120

If you have any questions contact the Office of Operator Certification at (916) 341-5819.

The fax number for the Office of Operator Certification is (916) 341-5734.

Time limits have been established for the processing of permit applications. These time limits are attached (or stated below). Persons whose applications have not been processed within the time limits prescribed by statute or regulations may appeal to the Secretary for Environmental Protection. Appeals must be filed within 30 days of the date the time periods were allegedly exceeded. If the Secretary finds that the time limits have not been met, and the environmental agency did not have good cause why the time limits have not been met, the Secretary may direct the environmental agency to process the application by a specified date and so inform the applicant. For permits subject to the Perform Reform Act of 1981 (Government Code Sections 15374, et seq.), the Secretary may also order that the applicant receive a reimbursement of all filing and permit processing fees.

**TIME LIMITS:** The division shall issue a certificate within thirty (30) days of receipt of a completed application form, and payment of the fees, or inform the applicant of the reason the certificate will not be issued.