



Environmental Protection Agency

Division of Drinking and Ground Waters
Operations and Resiliency Unit

Please send requests to any of the following:

Mail: Ohio EPA-DDAGW
P.O. Box 1049
Columbus, OH 43216-1049
Email: opcert@epa.ohio.gov
Fax: 614-644-2909

Minimum Staffing Hour Reduction Request Plan – PWS

Applicant			
Facility Name:			
Mailing Address:			
City:	State:	Zip:	
Facility Contact:			
Contact Title:			
Phone:	() -	Fax: () -	E-mail :

Facility Information			
PWS ID Number:			
Facility Classification:	<input type="checkbox"/> Class II		
	<input type="checkbox"/> Class III		
	<input type="checkbox"/> Class IV		
Operator of Record(s) (ORC):			
ORC Certification Number(s):			
Back-up Operator(s):			
Certification Number(s):			
Note: Please provide updated Operator of Record Form with request.			

Staffing Level Reduction Option (Table 3: 3745-7-03) N/A <input type="checkbox"/>				
Classification	5 Hour Reduction	10 Hour Reduction	15 Hour Reduction	20 Hour Reduction
II	There is a Class I professional operator onsite at the water treatment plant 3 hours per day 5 days per week, or there is a Class I professional operator in training onsite at the water treatment plant for 6 hours a day 5 days per week	There is a Class I professional operator onsite at the water treatment plant 4 hours per day 5 days per week, or there is a Class I professional operator in training onsite at the water treatment plant for 8 hours a day 5 days per week	Option Not Available	Option Not Available
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>		
III, IV	There is another professional operator certified at a level no more than 2 classes below that of the PWS onsite at the water treatment plant 2 hours per day 5 days per week	There is another professional operator certified at a level no more than 2 classes below that of the PWS onsite at the water treatment plant 4 hours per day 5 days per week	There is another professional operator certified at a level no more than 2 classes below that of the PWS onsite at the water treatment plant 6 hours per day 5 days per week	There is another professional operator certified at a level no more than 2 classes below that of the PWS onsite at the water treatment plant 8 hours per day 5 days per week
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>
Note: Provide a detailed operations schedule showing the number of professional operators, the certification level(s), and the number of hours spent per week at the public water system.				

Automation or Continuous Monitoring Level Reduction Option (Table 4: 3745-7-03)				N/A <input type="checkbox"/>
Classification	5 Hour Reduction	10 Hour Reduction	15 Hour Reduction	20 Hour Reduction
II	The water treatment plant has supervisory control and data acquisition (SCADA) and continuous monitoring for MCL and treatment technique monitoring (turbidity, fluoride, pH, flow, temperature and chlorine residual, if applicable)	The water treatment plan is automated with continuous monitoring for the parameters required in 5 hour reduction	Option Not Available	Option Not Available
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>		
III, IV	The water treatment plant has supervisory control and data acquisition (SCADA) and continuous monitoring for MCL and treatment technique monitoring (turbidity, fluoride, pH, flow, temperature and chlorine residual, if applicable)	The water treatment plan is automated with continuous monitoring for the parameters required in 5 hour reduction	The water treatment plant is automated with continuous monitoring for the parameters required in the 5 hour reduction and the water treatment plant must also have personnel onsite at the water treatment plant or an electronic notification system that notifies the professional operator of record when there are problems with the water treatment plant	The water treatment plant is automated with continuous monitoring for the parameters required in the 5 hour reduction and an electronic notification system or certified professional operators on each shift that will notify the professional operator of record when there are problems with the water treatment plant. The water treatment plant must also have the ability to be operated remotely or have a certified professional operator respond within 30 minutes.
	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>	Option Chosen <input type="checkbox"/>

Automation / Continuous Monitoring (Use additional Sheets if necessary)

Note: Provide the operating plan which describes the level of automation and continuous monitoring at the facility including alarm set points and the response to alarms. The description of continuous monitoring shall include the calibration frequency, verification of calibration and maintenance records and applicable facility-specific standard operating procedures.

Total Hour Request	
<i>Designate what option(s) was/were used to determine hours and total number of hours requested per option. Requested hours shall not be greater than thirty hours per week for a class III or IV facility, or ten hours per week for a class II facility.</i>	
<input type="checkbox"/> Staffing Level Hours:	hrs. (Can be less than the maximum available)
<input type="checkbox"/> Automation or Continuous Monitoring Level	hrs. (Can be less than the maximum available)
Total Hours Requested:	hrs. (Can be less than the maximum available)
Signature:	Date: / /

For office use only:	Hours granted:		Date:		Staff:	
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Any questions please call 614-644-2752 and ask for the Operations and Resiliency Section.