



Minimum Staffing Requirement Exemptions on Federal Holidays

Background

Recent changes to Ohio Administrative Code Rule 3745-7-03 and 3745-7-04 allow exemptions to the minimum staffing requirement for all Class 2, 3 and 4 facilities, including Class 2 distribution and collection systems, on federal holidays provided certain criteria are met.

Eligibility

- The facility must be a Class 2, 3 or 4 facility.
- The system cannot be under formal enforcement. For water reclamation and wastewater collection systems, enforcement cases related to combined sewer overflow or sanitary survey overflows would not prohibit the use of this provision.
- The operator of record, or an appropriately certified backup operator, must be able to respond in person within one hour.

Table 1

PWS and Wastewater Works Classification	ORC Minimum Staffing Requirements		
	Normal Requirement	Days required in a holiday week	Hours required in a holiday week
Class 2	5 days per week for a minimum of 20 hours per week	4	16
Class 3 and Class 4	5 days per week for a minimum of 40 hours per week	4	32

Distribution and Collection System Classification	ORC Minimum Staffing Requirements	
	Normal visit requirement	Visit requirement in a holiday week
Class 1	3 visits per week	3 visits per week
Class 2	5 visits per week	4 visits per week

Table 2 below lists the weekly ORC minimum staffing requirement for each facility classification **with a staffing reduction**, and the addition of the twenty percent reduction in minimum staffing for federal holidays:

Table 2

PWS and Wastewater Works Classification	Reduced ORC Minimum Staffing Requirements		
	Approved Staffing Reduction	Days required in a holiday week	Hours required in a holiday week
Class 2	5 days per week for a minimum of 15 hours per week	4	12
Class 2	5 days per week for a minimum of 10 hours per week	4	10
Class 3 and Class 4	5 days per week for a minimum of 35 hours per week	4	28
Class 3 and Class 4	5 days per week for a minimum of 30 hours per week	4	24
Class 3 and Class 4	5 days per week for a minimum of 25 hours per week	4	20
Class 3 and Class 4	5 days per week for a minimum of 20 hours per week	4	16
Class 3 and Class 4	5 days per week for a minimum of 15 hours per week	4	12
Class 3 and Class 4	5 days per week for a minimum of 10 hours per week	4	10

The State of Ohio observes the following federal holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Washington's Birthday / Presidents Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day / Indigenous Peoples Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

To Obtain More Information

Visit the [Ohio Certified Operator's website](#) , email the operator certification unit at opcert@epa.ohio.gov or call our hotline at 1-866-411-OPCT (6728).