

TITLE 35: ENVIRONMENTAL PROTECTION  
SUBTITLE F: PUBLIC WATER SUPPLIES  
CHAPTER II: ENVIRONMENTAL PROTECTION AGENCY

PART 680  
WATER SUPPLY OPERATOR CERTIFICATION

SUBPART A: INTRODUCTION AND DEFINITIONS

Section	Purpose
680.101	Purpose
680.102	Advisory Board
680.103	Examination
680.104	Hands-on or Necessary Skills, Knowledge, Ability, and Judgment
680.105	Law
680.106	Responsible Charge
680.107	Equivalent to a High School Education
680.108	Continuing Education Unit
680.109	Quarter Hours and Semester Hours
680.110	Grandparenting
680.111	Other Definitions

SUBPART B: EXAMINATION FREQUENCY AND LOCATION

Section	Purpose
680.201	Examination Frequency
680.202	Examination Location
680.203	Examination on Request

SUBPART C: EXAMINATION ELIGIBILITY

Section	Purpose
680.301	Eligibility
680.302	Applications
680.303	Eligibility Determination
680.304	Review of Determination
680.305	Examination Admission
680.306	Letters of Admission

SUBPART D: WRITTEN EXAMINATION

Section	Purpose
680.401	Examination Classification
680.402	Standards for Examination and Grading
680.403	Award of Certificate of Competency

## SUBPART E: REEXAMINATION

Section	
680.501	Reexamination at Same Classification
680.502	Alternate Classification (Repealed)
680.503	Reexamination Fee

## SUBPART F: RECIPROCITY

Section	
680.601	Application for Reciprocal Certification
680.602	Authority to Obtain Information
680.603	Personal Interview (Repealed)
680.604	Reciprocity Determination
680.605	Change in Classification

## SUBPART G: SANCTIONS

Section	
680.701	Causes
680.702	Procedures
680.703	Hearing and Decision
680.704	Sanctions
680.705	Appeal

## SUBPART H: CERTIFICATE RENEWAL, RESTORATION, AND REQUIRED TRAINING

Section	
680.801	Certificate Expiration
680.802	Certificate Renewal
680.803	Renewal Application Filing Deadlines
680.804	Renewal Training Requirements
680.805	Restoration of Expired Certificates
680.806	Training Criteria
680.807	Proof of Training Records, Record Keeping, Audits
680.808	Training Exclusions
680.809	Meetings and Conferences of Professional Operator Organizations
680.810	Submission of Training Hours
680.811	Waiver of Required Training
680.812	Issuance of Renewed and Restored Certificates
680.813	Contested Renewal, Restoration, and Training Determinations

## SUBPART I: GRANDPARENTING

Section	
680.901	Grandparenting

## SUBPART J: CONTRACTUAL OPERATION

Section	
680.1000	Contract Operator
680.1005	Certified Operator Requirement
680.1010	Required Contract Provisions
680.1015	Documentation of Contract Provisions
680.1020	Request for Contract Approval
680.1025	Agency Review of the Contract
680.1030	Withdrawal of Approval of the Contract
680.1035	Contract Modifications and Extensions
680.1040	Termination of Contract

**AUTHORITY:** Implementing and authorized by the Public Water Supply Operations Act [415 ILCS 45].

**SOURCE:** Filed April 1, 1974; Part repealed, new Part adopted at 6 Ill. Reg. 10942, effective September 1, 1982; amended at 12 Ill. Reg. 8442, May 2, 1988; amended at 24 Ill. Reg. 7263, effective April 24, 2000; amended at 36 Ill. Reg. 12080, effective August 1, 2012.

## SUBPART A: INTRODUCTION AND DEFINITIONS

### **Section 680.101 Purpose**

The purpose of this Part is to set forward procedures for the following:

- a) testing for and granting of water supply operator certification;
- b) revoking water supply operator certification; and
- c) approving a contract between a community water supply and a contract operator.

(Source: Amended at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.102 Advisory Board**

"Advisory Board" means the Water Supply Operator Advisory Board provided for under Section 11 of the Law.

### **Section 680.103 Examination**

"Examination" means a test, written in English, required to be taken by the applicant for

certification.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.104 Hands-on or Necessary Skills, Knowledge, Ability, and Judgment**

"Hands-on" or necessary skills, knowledge, ability, and judgment means the knowledge acquired from daily operating experience rather than from text book study or supervisory observation. It means the applicant has actually operated a water plant or water supply or worked on the distribution system and has performed tasks including, but not limited to, routine tests, sample collection, completion of operational reports, calculation of chemical dosages and subsequent adjustment of chemical feeders, or backwashed filters.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.105 Law**

"Law" means the Public Water Supply Operations Act [415 ILCS 45].

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.106 Responsible Charge**

"Responsible Charge" means active, on-site charge or performance of operation of the treatment plant or distribution system of a public water supply or comparable water supply.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.107 Equivalent to a High School Education**

"The Equivalent" to a high school education means a General Education Development (GED) test.

(Source: Old Section 680.107 renumbered to Section 680.111 and new Section 680.107 added at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.108 Continuing Education Unit**

The Continuing Education Unit (CEU) is a nationally recognized unit defined as 10 training contact hours. One training contact hour is a 60 minute classroom session of instruction or its equivalent (0.1 CEU). One contact hour or 0.1 CEU will count as 1 hour towards meeting the certificate renewal training requirement. Training in which CEUs are not assigned will be credited based on actual hours spent in training.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.109 Quarter Hours and Semester Hours**

Quarter hours or semester hours are usually assigned for courses offered by colleges and universities. For the purpose of calculating actual classroom hours for renewal training credit, the following conversions should be used:

1 Semester Hour = 15 hours of training credit

1 Quarter Hour = 10 hours of training credit.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.110 Grandparenting**

Grandparenting means the exemption for the registered persons in responsible charge of a previously-exempt community water supply, as of July 9, 1999, from meeting the initial education and examination requirements for the class of certification the community water supply has been assigned.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.111 Other Definitions**

The definitions found in 35 Ill. Adm. Code 601 and 611 shall apply to this Part.

(Source: Renumbered from Section 680.107 and amended at 24 Ill. Reg. 7263, effective April 24, 2000)

## **SUBPART B: EXAMINATION FREQUENCY AND LOCATION**

### **Section 680.201 Examination Frequency**

Examinations will be held each month at times and locations throughout the State as determined by the Agency.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.202 Examination Location**

An examination schedule listing locations with telephone numbers will be sent to each applicant who receives a Letter of Admission. An applicant who has received a Letter of Admission for examination or reexamination must contact the examination center at least seven days prior to the examination date.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.203 Examination on Request**

Examinations on request may be given whenever ten or more students/operators who have received a Letter of Admission wish to take the examination. Requests must be made in writing to the Agency at least six weeks in advance of the requested examination date.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

## SUBPART C: EXAMINATION ELIGIBILITY

### **Section 680.301 Eligibility**

- a) Only those applicants who meet the eligibility and fee requirements outlined in Sections 4, 13, 14 and 22 of the Law shall be eligible to take the examination and shall receive a Letter of Admission to the classifications outlined in Section 13 of the Law, in accordance with the criteria mandated by the Law. Admission shall be based upon the evaluation of a completed application form and payment of the appropriate fee. Application forms shall be provided by the Agency.
- b) Applicants who have had or have been exposed to typhoid fever or amoebic dysentery will be required to submit fecal samples to the Department of Public Health to determine whether the applicant is a carrier of the disease before examination admission is granted. Instructions and sample containers will be sent to the applicant, should exposure be indicated. If the applicant is a carrier, that applicant will not be admitted to the certification process.
- c) Those applicants who fail to meet the eligibility requirements outlined in Sections 4, 13, 14 and 22 of the Law may request, not later than one year from the date the Agency received the application, a reevaluation without paying an additional fee.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.302 Applications**

- a) Applications for a Certificate of Competency must be submitted to the Agency at least 45 days prior to the examination date. Applications must be complete before any decision regarding eligibility will be issued; applications must be accompanied by the non-refundable application review fee specified by Section 22 of the Law before review will be initiated.
- b) The Agency shall notify applicants in writing of their eligibility for examination.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.303 Eligibility Determination**

The Agency shall review all applications for certification and shall determine the applicant's

creditable experience on the basis of the information contained therein. Applications shall contain information as mandated by Sections 4, 14 and 16 of the Law.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.304 Review of Determination**

Each applicant who does not agree with the Agency determination of the applicant's experience qualifications may write to the Agency requesting that the application be presented to the Advisory Board for its review and recommendation. The Advisory Board shall review each application in accordance with the requirements set out in Sections 4, 14 and 16 of the Law, and shall make a recommendation to the Agency for reconsideration, or confirmation of the Agency determination.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.305 Examination Admission**

- a) Each applicant will be admitted to one examination for which the applicant is eligible. The applicant shall be sent a Letter of Admission stating all classifications for which the applicant is eligible. Each applicant must designate one of the eligible classifications at the time of examination.
- b) Each applicant must present the Letter of Admission and one photo identification to the examination proctor to take the examination.
- c) An applicant seeking to obtain a Letter of Admission for an additional examination for which the Agency has determined the applicant eligible must submit the appropriate fee to the Agency, and the Agency will issue a Letter of Admission.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.306 Letters of Admission**

- a) Letters of Admission shall be valid for one examination and for up to one year from the date of issuance.
- b) In the event of expiration of the Letter of Admission, an applicant must submit the appropriate fee to the Agency and the Agency will issue a new Letter of Admission.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **SUBPART D: WRITTEN EXAMINATION**

### **Section 680.401 Examination Classification**

Examinations shall be administered based upon separate classifications. As outlined in Section 13 of the Law, there shall be four classifications: Class A, Class B, Class C, and Class D.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.402 Standards for Examination and Grading**

- a) Examinations shall be valid and reliable in accordance with professional standards outlined by the American Psychological Association Standards for Educational and Psychological Tests and the Equal Employment Opportunity Commission Guidelines.
- b) The passing score for each examination shall be 70 percent of the points available.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.403 Award of Certificate of Competency**

The Agency shall award a Certificate of Competency to each individual who has obtained a passing score on the examination.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

## **SUBPART E: REEXAMINATION**

### **Section 680.501 Reexamination**

An individual who fails a written examination may take any subsequent examination for which the individual is eligible upon payment of the appropriate fee.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.502 Alternate Classification (Repealed)**

(Source: Repealed at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.503 Reexamination Fee**

An individual who is required by Section 22 of the Law to submit a reexamination fee must submit that fee at least 21 days prior to the examination date in order to receive a Letter of Admission.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)



## SUBPART F: RECIPROCITY

### **Section 680.601 Application for Reciprocal Certification**

All applicants for reciprocity must complete the Illinois application requirements, must meet all eligibility and fee requirements outlined in Sections 4, 13, 14 and 22 of the Law and must indicate the classification of Illinois certification for which application is being made.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.602 Authority to Obtain Information**

All applications for reciprocal certification must include a letter of authorization from the applicant, authorizing the State of Illinois to contact the certifying authority which issued the applicant's certificate to enable Illinois:

- a) to determine the qualifications which the applicant was required to meet to become certified;
- b) to determine whether or not the certificate is in good standing, and
- c) to obtain a representative copy of the regulations and examination of the certifying authority for comparison with Illinois' regulations and examinations.

### **Section 680.603 Personal Interview (Repealed)**

(Source: Repealed at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.604 Reciprocity Determination**

- a) An applicant for a Class A, Class B, Class C, or Class D Certificate of Competency who possesses a valid certificate issued under the laws of another state will be issued a Certificate of Competency, without examination, provided:
  - 1) The Agency may determine by reviewing the other state's requirements that the applicant has met minimum standards equivalent to or more stringent than the standards specified in Sections 4, 13, 14 and 22 of the Law, respectively, prior to receiving the certificate from the other state;
  - 2) The state that issued the certificate to the applicant accepts, by reciprocity, certificates issued by the Agency; and
  - 3) The applicant resides in Illinois or is employed at a public water supply in Illinois.
- b) An applicant satisfying subsections (a)(1) and (a)(2) above, but failing to meet the

residency requirements of subsection (a)(3) above, shall be issued a notice of intent to grant reciprocity. Should that applicant fail to meet the requirements outlined in subsection (a)(3) above within 90 days after issuance of the notice, the notice shall become void.

- c) Applications for reciprocity described in Section 680.601 shall be reviewed by the Agency as follows:
  - 1) The Agency shall review each applicant's education and experience to determine the levels of certification examination for which the applicant is eligible pursuant to Subpart C of this Part;
  - 2) An applicant for reciprocity shall be notified of, and given the option to take, the certification examinations for which the applicant qualifies;
  - 3) The Agency shall contact the certifying officials from the other state to determine the level of certification of each applicant for reciprocity and whether the certificates are currently valid;
  - 4) The Agency shall compare the applicant's qualifications and the other state's eligibility requirements for certification with those described in Subpart C of this Part to determine if the requirements of subsection (a) above are fulfilled; if so, reciprocity shall be granted at the appropriate level;
  - 5) If it is determined that reciprocity should be granted, the Agency shall issue the appropriate level Certificate of Competency to the applicant and shall notify the certifying official from the other state; and
  - 6) If it is determined that reciprocity should not be granted, the Agency shall notify the applicant and the certifying official from the other state, and provide reasons for the decision.
- d) If a Certificate of Competency that has been issued through reciprocity is suspended or revoked pursuant to Subpart G of this Part, the Agency shall notify the certifying official from the other state.
- e) An applicant who is denied reciprocity or who is given a lower level of eligibility than the one requested shall have an opportunity for a hearing with the Advisory Board. The applicant for reciprocity may seek review of the Agency determination by the Advisory Board. The Advisory Board shall review the determination and provide a recommendation to the Agency.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.605 Change in Classification**

An applicant for reciprocity whose accrued experience entitles admission to a higher level of Illinois certification, but whose previous classification and examination entitles the applicant to a lower level of reciprocal certification, will be admitted to examination at the higher level(s) upon payment of the subsequent examination fee, pursuant to Section 22 of the Law. The applicant will receive reciprocal certification at the lower level at the same time as examination admission to the higher level(s) of certification is granted.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

## SUBPART G: SANCTIONS

### **Section 680.701 Causes**

Certificates of Competency shall be subject to sanctions of revocation or suspension upon a showing of cause by a preponderance of the evidence. Such sanctions shall not be a bar to any civil or criminal proceedings. Causes for sanction shall include but are not limited to:

- a) having obtained, renewed or restored, or attempted to obtain, renew or restore, a Certificate of Competency by fraud or deceit;
- b) any gross negligence, misconduct, or incompetency in the operation of a public water supply;
- c) falsification of reports required to be submitted to the Agency;
- d) willful violation of the Environmental Protection Act or any rules thereunder; or
- e) a final judgment in a civil action or a conviction in a criminal action that the operator has performed any of the acts listed in subsections (a) through (d) above.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.702 Procedures**

- a) Any person may initiate the procedure for sanction by filing a written complaint with the Agency. The complaint shall state the name and address of the complainant, the name of the operator and all information that supports the complaint. If the Agency determines that the complaint is duplicitous or frivolous, it shall notify the person filing the complaint, but shall take no further action.
- b) If the Agency determines that a sanction procedure is warranted, either on the basis of a valid complaint or on its own motion, it shall notify the operator by

certified mail.

- c) Such notice shall specify the cause for which sanction is sought and shall meet the requirements of the Agency's Procedures for Contested Case Hearings, 35 Ill. Adm. Code 168.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.703 Hearing and Decision**

- a) Should a hearing be requested, the Director shall appoint one or more persons to act as hearing officers. The hearing shall be conducted in accordance with the Agency's Procedures for Contested Case Hearings, 35 Ill. Adm. Code 168.
- b) The Advisory Board shall be notified of the hearing. A copy of the hearing transcript shall be sent to the operator and to the Advisory Board. The Agency shall pay the cost of providing transcripts.
- c) The Advisory Board shall recommend on the basis of the hearing transcript whether sanction is appropriate. If the Advisory Board determines that a certificate should be revoked or suspended, it may, at its option, recommend a suspension period or a period of time before the operator may reapply in accordance with Subpart C of this Part. This recommendation shall be submitted in writing to the operator and the Director within 30 days after receipt of transcripts and shall include a statement of reasons for the Advisory Board's actions. If the recommendation is not sent to the Director within 30 days, the Director shall proceed pursuant to subsection (d) below.
- d) The Director shall make a decision on the basis of the contested case record. If the Director determines sanction is appropriate, a decision shall be issued suspending or revoking the certificate. This decision shall state a suspension period or a period of time before the operator may reapply in accordance with Subpart C of this Part. The Director shall give written notice of the decision and the reasons to the operator by certified mail.
- e) If a hearing is not requested, or if the operator does not respond to the notice prepared pursuant to Section 680.702, the Director shall assume all facts contained in the notice are true and shall base the decision on this notice. This decision shall be made within 30 days after the deadline stated in this notice and shall state a suspension period or a period of time before the operator may reapply in accordance with Subpart C of this Part. The Director shall give written notice of the decision and the reasons to the operator by certified mail.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.704 Sanctions**

- a) The decision between revocation and suspension shall be based on the following:
  - 1) The severity of the violations that led to the sanction including:
    - A) The frequency or duration of the violations; and
    - B) The impact on the public water supply's ability to provide water that is assuredly safe in quality, clean, adequate in quantity, and of satisfactory mineral characteristics for ordinary domestic consumption;
  - 2) The recalcitrance of the operator in preventing the recurrence of the violations; and
  - 3) Any other mitigating or aggravating factors.
- b) If a Certificate of Competency is suspended, it shall be considered void for a period of time not to exceed a year and a half. This period shall be set according to the factors listed in subsection (a). Experience obtained during this period shall not be credited towards meeting the requirements described in Subpart C and Section 14 of the Act. At the end of this period the suspended certificate shall be considered valid.
- c) If a Certificate of Competency is revoked, the operator may not reapply for any certificate for a period of not less than one and a half years but not more than four years. This period shall be set according to the factors listed in subsection (a).
- d) After a Certificate of Competency is revoked, an operator may not apply for a certificate until after the period set pursuant to subsection (c) above has elapsed. In order to obtain a certificate the operator must successfully complete a written examination for the class certificate sought and meet the requirements of Sections 4, 13, 14, 16, and 22 of the Act. Education and experience gained prior to revocation shall be credited towards meeting the requirements described in Subpart C. However, any experience obtained during the period set pursuant to subsection (c) above will not be credited towards certification.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.705 Appeal**

Within 35 days after receipt of a notice of sanction from the Agency, the operator may appeal the sanction to the Pollution Control Board. The suspension/revocation of the operator's Certificate of Competency shall be stayed pending a final decision on the appeal by the Pollution Control Board.

(Source: Amended at 24 Ill. Reg. 7263, effective April 24, 2000)

## SUBPART H: CERTIFICATE RENEWAL, RESTORATION, AND REQUIRED TRAINING

### **Section 680.801 Certificate Expiration**

Drinking water operator certificates are issued with the expiration date being 3 years from July 1 of the calendar year in which the certificate was issued.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.802 Certificate Renewal**

By May 31 of the year a certificate is due to expire, the Illinois EPA shall mail a Renewal Application Form to the operator at the most recent address the Agency has on file for the operator. The Renewal Application Form shall specify the certificate expiration date, fees due, training requirements for certificate renewal, and an itemization of the completed training on file with the Agency. The operator is responsible for itemizing any additional accumulated training hours (completed training not previously submitted to the Agency) on the renewal application by documenting the following information for each completed training activity:

- Training provider name;
- Name of course or training event;
- Training description or course content summary;
- Drinking water related competencies developed or maintained;
- Location of training;
- Dates of training (beginning and ending); and
- Training hours completed.

After completing the required information, the operator is responsible for signing the Renewal Application Form and returning it along with the appropriate fees to the Agency on or before June 30. A grace period for submitting the completed Renewal Application Form shall be granted until August 1 before the restoration fee is assessed.

The completed Renewal Application Form shall contain a certification statement to be signed by the operator to certify that all information provided in the Renewal Application Form is true and complete. The Agency shall not process Renewal Application Forms that are not signed by the operators seeking renewal. Falsification of a Renewal Application Form shall result in denial of certificate renewal and/or certificate revocation. Failure to receive the renewal application does not exempt a certified water supply operator from meeting the renewal deadline.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.803 Renewal Application Filing Deadlines**

- a) A certified water supply operator shall complete the renewal application with the required information and submit the application with appropriate fees to the

Agency on or before June 30 of the year in which the certificate expires. A grace period for renewal will be granted until August 1 of that year before the restoration fee is assessed. No renewal shall be issued by the Agency after August 1.

- b) Expired certificates shall have no validity.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.804 Renewal Training Requirements**

Certified drinking water operators are required to obtain a specified amount of training in order to qualify for certificate renewal. Class A and Class B operators are required to obtain 30 hours of training and Class C and Class D operators are required to obtain 15 hours of training during the 3 year certificate period before the certificate expiration date. Training hours are required for renewal or restoration of certificates that expire after July 1, 2002.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.805 Restoration of Expired Certificates**

An individual whose certificate has been expired for less than 2 years may have the certificate restored only upon payment of the required restoration fee and upon a demonstration that the required training has been completed, as required by Section 680.804 of this Subpart. A restored certificate expires on the original certificate expiration date. An individual whose certificate has been expired for 2 or more years must reapply and obtain a passing score on an examination in order to be certified as a water supply operator.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

#### **Section 680.806 Training Criteria**

Specific training sessions, courses, meetings, etc. must meet all of the following criteria to be accepted for certificate renewal:

- a) The training must directly relate to water distribution, water treatment, or the professional responsibilities of the operator. Allowable training topics include but are not limited to:

- Coagulation and Flocculation
- Corrosion Control
- Demineralization
- Disinfection
- Distribution System Facilities
- Distribution System

Operation and Maintenance  
Drinking Water Related Computer Courses  
Drinking Water Permits, Laws, Rules, and Regulations  
Electrical Maintenance  
Emergency Planning and Preparation  
Filtration  
Fluoridation  
Ground Water Protection  
Ground Water Treatment  
Instrumentation  
Iron and Manganese Control  
Laboratory Procedures  
Membrane Technology  
Process Waste Handling and Disposal  
Pumps and Hydraulics  
Reservoir Management and Intake Structures  
Reverse Osmosis  
Safety  
Sampling and Operating Reports  
Sedimentation  
Surface Water Treatment  
Surface Water Protection  
Taste and Odor Control  
Trihalomethanes  
Utility Administration Management  
Water Quality  
Water Softening  
Water Sources & Treatment  
Water Storage Facilities  
Water Supply Math and Chemistry  
Water Supply Operation and Maintenance  
Wells

- b) Training may be provided by any of the variety of organizations equipped to provide such training, such as colleges and universities, technical institutes, educational units of governmental or industrial agencies, professional operator organizations, and equipment suppliers and manufacturers. Training that meets the criteria, regardless of the location of the training or training provider, is allowed for renewal training credit. For example, drinking water related training from another state will be allowed for credit provided the criteria is met. In-house training programs provided at drinking water supplies are also allowed for training credit provided all training criteria are met and proof of training documentation is provided to the trainees.
- c) Acceptable training formats include classroom courses, teleconferences, courses offered via the Internet, workshops, seminars, correspondence courses, in-house



training programs, and drinking water related training sessions at conferences/meetings of professional operator organizations. Training credit is also allowed for teachers or presenters of training for the first time a course is taught or a drinking water related presentation is made.

- d) Training providers, or training sponsors, must provide proof of training documentation to trainees in order for the training to be accepted for certificate renewal. Training providers, or training sponsors, may request pre-approval of training by submitting a Training Provider Application for Course/Training Event Approval Form to the Agency.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.807 Proof of Training Records, Record Keeping, Audits**

Certified water supply operators are required to maintain their own proof of training records for a period of 4 years. The Agency may audit proof of training records by random selection or when additional information is required. Failure to provide proof of training documentation when specifically requested by the Agency may result in denial of certificate renewal, denial of certificate restoration, or certificate revocation. Proof of training records must include:

- a) Records showing the name of the course or training activity, name of the training provider, the instructor's or speaker's name, the location of training, the dates of training, and the total training hours completed (specified actual hours, Continuing Education Units, or Quarter Hours/Semester Hours);
- b) A program/course outline, conference/meeting agenda, or narrative summary of training;
- c) Attendance verification records, such as completion certificates, diplomas, grade slips, registration payment receipts, or other documents to verify attendance for training where official documents are provided, or name, address, and telephone number of training provider where official documents are not provided.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.808 Training Exclusions**

Types of training activities that shall be excluded from renewal training credit are those that do not directly relate to water distribution, water treatment, or the professional responsibilities of the operator. The following are not considered training for the purpose of meeting the certificate renewal training requirements:

- Entertainment or recreational activities;
- On the job work or apprenticeships;
- Personal self-improvement courses;

Plant tours (unless drinking water related training is integrated into the tour);  
Portions of meetings and conferences when drinking water related training is not provided (i.e., business session, lunch, breaks, etc.);  
Time spent viewing conference/meeting exhibits; and  
Travel time to and from training activities.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.809 Meetings and Conferences of Professional Operator Organizations**

Operators may receive training credit for certificate renewal by attending training sessions presented at meetings and conferences of professional operator organizations. In order to receive training credit, each training session attended during a meeting or conference must be identified and included on an Operator Training Submission Form provided by the Agency.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.810 Submission of Training Hours**

Operators may submit completed training for renewal credit to the Agency using Operator Training Submission Forms provided by the Agency. Submission of training hours must occur prior to certificate renewal. The operator is responsible for documenting accumulated training hours on the Operator Training Submission Forms by providing the same documentation as described in Section 680.802 of this Subpart.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.811 Waiver of Required Training**

In an extreme hardship case, and upon recommendation of the Advisory Board, the Agency may grant a waiver from the renewal training requirement when it is demonstrated and documented that it was impossible for an operator to obtain the required training. Examples of extreme hardship may include serious medical conditions or extended military service. Individuals applying for a training waiver must provide the Agency with a written request for an Advisory Board review within 2 years after the certificate expiration date.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **Section 680.812 Issuance of Renewed and Restored Certificates**

The Agency will reissue or restore certification when the Agency has determined that the applicant has satisfied all applicable certification requirements and has paid all applicable fees.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

## **Section 680.813 Contested Renewal, Restoration, and Training Determinations**

Operators, training providers, and training sponsors may contest Agency determinations regarding denial of certificate renewal or restoration, denial of training credit, and determinations regarding the amount of training credit to be awarded for a specific training event. Contested Agency determinations will be forwarded to the Advisory Board for recommendation. Individuals contesting an Agency determination must provide the Agency with a written request for an Advisory Board review within 30 days after the Agency determination. The written request shall state the name and address of the individual, the Agency determination being contested, and all information to support the individual's position.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **SUBPART I: GRANDPARENTING**

#### **Section 680.901 Grandparenting**

- a) *The registered person in responsible charge of a previously-exempt community water supply on July 9, 1999 may be issued a certificate of competency, with no fee required, after July 9, 1999, for the community water supply for which the individual is registered. The community water supply owner must make application for grandparenting of the operators in responsible charge within 2 years after July 9, 1999. This certificate is non-transferable, site specific, and is not valid if the water system is reclassified to a higher level. [415 ILCS 45/19]*
- b) For the initial renewal of a Certificate of Competency issued under this Section, the operators must successfully complete designated training provided by the Agency and pay the required renewal fee in accordance with Section 22 of the Law.
- c) For subsequent renewal of a Certificate of Competency issued under this Section, the operators may renew every 3 years in accordance with Sections 18 and 22 of the Law.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)

### **SUBPART J: CONTRACTUAL OPERATION**

#### **Section 680.1000 Contract Operator**

For the purposes of this Subpart J, "contract operator" means a natural person certified as competent as a water supply operator under the Law who operates or supervises the operation of a community water supply by contractual agreement with the owner.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1005 Certified Operator Requirement**

- a) *Every community water supply shall employ on its operational staff at least one natural person certified as competent as a water supply operator under the provisions of the Law. [415 ILCS 45/1]*
- b) *Except for exempt community water supplies as specified in Section 9.1 of the Law, all portions of a community water supply system shall be under the direct supervision of a properly certified community water supply operator. [415 ILCS 45/1]*
- c) *A community water supply may satisfy the requirements of this Section by contracting the services of a properly qualified certified operator as specified in Section 1(2) of the Law. [415 ILCS 45/1(3)] The contract between the community water supply and the contract operator must be approved by the Agency and meet the requirements of this Subpart and the Law.*
- d) Certified operators must be of the required class or higher, as specified in Section 1(2) of the Law.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1010 Required Contract Provisions**

The contract between the community water supply and the contract operator must delegate responsibility and authority to the contract operator. The contract must include the following:

- a) The parties involved, including names, addresses and phone numbers of each;
- b) The specific starting and expiration dates of the contract;
- c) The minimum number of visits the contract operator must make each week to the community water supply;
- d) The duties and responsibilities of each party involved, including, at a minimum, the party responsible for:
  - 1) proper operation of the community water supply;
  - 2) compliance with all construction and operating permit requirements;
  - 3) compliance with all NPDES permit effluent requirements;
  - 4) compliance with Subtitle F of this Title, including but not limited to the following:

- A) Design, Operation and Maintenance Criteria, 35 Ill. Adm. Code 653;
  - B) Raw and Finished Water Quality and Quantity, 35 Ill. Adm. Code 654;
  - C) Primary Drinking Water Standards, 35 Ill. Adm. Code 611;
  - D) Permits, 35 Ill. Adm. Code 652; and
  - E) Emergency operation requirements found in 35 Ill. Adm. Code 607.103;
- 5) daily equipment checks;
  - 6) collection of required samples and submission of these samples to a certified laboratory;
  - 7) maintaining booster pump stations and high service pumps;
  - 8) maintaining spare parts inventory;
  - 9) maintaining and timely submitting to the Agency all required operating records and reports, including but not limited to:
    - A) consumer confidence reports;
    - B) drinking water compliance monitoring reports;
    - C) discharge monitoring reports; and
    - D) monthly operating reports;
  - 10) providing labor and materials for correcting any maintenance and operational problems;
  - 11) maintaining and implementing emergency operating plans;
  - 12) performing preventive maintenance on equipment as recommended by the manufacturer;
  - 13) performing routine operational control testing as recommended by the Agency;
  - 14) issuing public notices when required by 35 Ill. Adm. Code 653.403;

- 15) issuing boil orders to the public, and contacting the regional office and local health department whenever boil orders are issued; and
- 16) responding to Agency requests for information or site visits;
- e) The signatures of the contract operator and the owner or official custodian of the community water supply.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1015 Documentation of Contract Provisions**

The contract operator must maintain records to document that all contract provisions are being met.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1020 Request for Contract Approval**

- a) The owner of the community water supply must submit the contract delegating responsibility and authority to the contract operator to the Agency for approval within 30 days following the execution of the contract.
- b) The request for approval must be sent to following address:

Illinois EPA  
Drinking Water Compliance Assurance Section #19  
1021 North Grand Avenue East  
Springfield IL 62794-9276

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1025 Agency Review of the Contract**

- a) The Agency shall approve a contract if:
  - 1) the contract operator is properly certified;
  - 2) the provisions of this Subpart are satisfied; and
  - 3) the contract provisions assure proper operation of the community water supply.
- b) The Agency shall, not later than 45 days following the receipt of the contract, provide written notice to the community water supply of its decision to approve or disapprove the contract.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1030 Withdrawal of Approval of the Contract**

The Agency shall withdraw an approval of a contract if the Agency determines that the contract provisions are not being met or are inadequate to assure proper operation of the community water supply. The Agency shall provide written notice to the owner of the community water supply of its decision to withdraw approval.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1035 Contract Modifications and Extensions**

The owners of a community water supply must submit all modifications or extensions to contracts to the Agency for approval as a new contract.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)

### **Section 680.1040 Termination of Contract**

If any contract approved by the Agency pursuant to this Subpart J is terminated before the expiration date in the contract, the owner of the community water supply and the contract operator must provide written notice to the Agency no less than 15 days before the contract is terminated.

(Source: Added at 36 Ill. Reg. 12080, effective August 1, 2012)