

MPCA Contract Operator Guidelines

Minnesota Pollution Control Agency

Wastewater Treatment Facility
Contract Operator Guidelines
August 1998

Minn. Stat. §§ 115.71 - 115.77 and Minn. R. ch. 9400 require that the person who has direct responsibility for the operation of a wastewater facility be properly certified. It is allowable to contract with a properly certified operator to meet this requirement provided the contract is submitted to the Commissioner of the Minnesota Pollution Control Agency (MPCA). In order to fulfill the certification requirement, the contract must specify the number of visits that the certified operator will make and the length of each visit. Because each facility is unique and has different management needs, it is difficult to establish set criteria. Although each situation will be reviewed individually, the following table presents recommended minimums. It is recommended that each visit be a minimum of two hours in length and at the following frequency:

Facility Classification	Number of Visits
D	1/month December - February 1/two weeks March - November
C	1/week
B	2/week
A	3/week

It is emphasized that these hours do NOT include the time needed to actually do facility operation and maintenance, only to direct those activities.

In addition, the contract must include the following items:

1. the certified operator's name and certificate number (and company name if appropriate);
2. the period covered by the contract and provisions for renewal;
3. the duties and responsibilities of the certified operator;
4. the duties and responsibilities of the permittee; and
5. provisions for notifying the MPCA 30 days in advance of termination if the contract is terminated prior to the expiration date.

Please submit a copy of the contract to:

Dianne Navratil
Major Facilities Section
Policy and Planning Division
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 5155-4194
(651) 296-9269

Source: Minnesota Pollution Control Agency