

## **Water Supply, Septage, and Landfill Application Policy for Act 167 – Regulatory Reform**

**2011 Wisconsin Act 167 requires the department to establish periods within which the department intends to approve or disapprove certain applications. This policy implements the requirements of Act 167 for applications filed for water system operator certification, septage servicing vehicle operator certification, a license for servicing septic tanks and similar facilities, and solid waste incinerator operator certification.**

Water Supply Operators, s. 281.17(3), Wis. Stats.

Initial certification – water supply operators apply for certification by signing up to take exams. They must sign up at least 28 days [NR 114.33(1)] before the exam date. We will mail or email notification to applicants prior to the exam date confirming their acceptable exam registration. Upon taking the exam(s) we will mail or email notification to applicant within 60 days [NR 114.33(5)] from the exam date information regarding their exam results and if they have been granted or denied certification. If granted certification the applicant will be sent a certificate within 60 days of the exam date.

Renewal certification - upon receipt of a complete renewal application for water system operators we will mail or email notification to the applicant within 90 days of receipt of application whether their certification renewal has been approved or disapproved.

Septage Servicing Vehicle Operators – aka Septage Operators, s. 281.17(3), Wis. Stats.

Operator in Training (OIT) – in cases where an OIT certification (certification without a test) for septage operators is requested, we will mail or email notification to the applicant within 90 days of receipt of the completed application whether their OIT certification is approved or disapproved.

Initial Certification via exam – Septage operators apply for certification by signing up to take exams. They must sign up at least 28 days [NR 114.19(3)] before the exam date. We will mail or email notification to the applicant prior to the exam date confirming their acceptable exam registration. Upon taking the exam(s) we will mail or email notification to the applicant within 30 days [NR 114.19(5)] from the exam date information regarding their exam results and if they have been granted or denied certification. If granted certification the applicant will be sent a certificate within 30 days of the exam date.

Renewal certification - upon receipt of complete renewal applications for septage operators we will mail or email notification to the applicant within 90 days of receipt of application whether their certification renewal has been approved or disapproved.

License For Servicing Septic Tanks and Similar Facilities, s. 281.48 (3), Wis. Stats.

Business license - upon receipt of a complete application for septic business license we will mail or email notification to the applicant within 30 working days (NR 113.05) of receipt of application whether their license has been approved or disapproved.

Business license renewal – within 30 working days of the receipt of a complete license renewal application, we will mail or email notification to the applicant.

Solid Waste Incinerator Operator Certification, s. 285.51 (2), Wis. Stats.

There is no formal application process for solid waste incinerator certification. Exams are administered upon request on a case by case basis. The applicant taking the exam will be mailed or emailed notification within 60 days of taking the exam of their status of certification. If granted certification the applicant will be sent a certificate within 60 days of the exam date.

**2011 Wisconsin Act 167 requires the department to approve or disapprove certain applications within 30 days from the date on which the department receives the application: This policy implements the requirements of Act 167 for solid waste disposal facility operator certifications.**

Solid Waste Disposal Operator – aka Landfill Operator, s. 289.42(1), Wis. Stats.

Interim – in cases where interim certification without a test is requested we will mail or email notification to the applicant within 30 days of receipt of the complete application whether their interim certification is approved or disapproved.

Initial Certification via exam – Landfill operators apply for certification by signing up to take exams. We will mail or email notification to the applicant within 30 days confirming their exam registration. Upon taking the exam(s) we will mail or email notification to the applicant within 30 days from exam date what their results were and if they have been granted or denied certification. If granted certification the applicant will be sent a certificate within 30 days of the exam date.

Renewal certification - upon receipt of complete renewal applications for landfill operators we will mail or email notification to the applicant within 90 days of receipt of application whether their certification renewal has been approved or disapproved.

**2011 Wisconsin Act 167 requires the department to inform applicants of the period(s) established for the license or other renewal.**

The deadlines established by the Department will be published on application forms/letters and in renewal letter(s) that are sent to operators and licensees. The deadlines will also be posted on the Department's website, with a statement explaining this policy.

**2011 Wisconsin Act 167 requires publication of the current status of any application filed with the department, to the greatest extent possible.**

It is not possible at this time to post on the Internet the current status of the applications filed by thousands of operators who take tests multiple times a year or who are renewing their certification. Status of wastewater and water supply applications may be verified by contacting Wastewater/Water Supply Operator Certification Coordinator, Lisa Bushby at 608-266-0498 or by email at [Lisa.Bushby@wisconsin.gov](mailto:Lisa.Bushby@wisconsin.gov). Status of septage/solid waste applications may be verified by contacting Septage/Solid Waste Operator Certification Coordinator, Kelly Thompson at 608-266-8948 or by email at [Kelly.Thompson@wisconsin.gov](mailto:Kelly.Thompson@wisconsin.gov).