



New York Water Environment Association Inc.

525 Plum Street, Suite 102 • Syracuse, NY 13204
 (315) 422-7811 • fax (315) 422-3851 • www.nywea.org

Voluntary Collection System Certification Fact Sheet

All applicants for voluntary collection system certification in New York State must have appropriate education (minimum of High School or GED), experience, training, complete the Voluntary Collection System Certification application, pay the application fee and pass the written exam. This fact sheet summarizes all the requirements to apply for certification and lists the exam schedules and certification program policies. If you have any additional questions, please call the NYWEA office at (315) 422-7811, x 4.

Experience Requirements - You must provide a detailed list of all your collection duties on your application.

Grade	Training	Total Experience	B.S. Degree	A.A.S. Degree	High School
1	Grade 1 Courses	Can be acquired at any Grade 1 Collection System or Higher	6 Months	6 Months	6 Months
2	Grade 1 - 2 Courses	Must be acquired at any Grade 2 Collection System or Higher	1 Year	1 Year	1 Year
3	Grade 1 - 3 Courses	Experience at any Collection System		1.5 Years	3 Years
		Must be acquired at a Grade 3 or 4 Collection System	1.5 Years	1.5 Years	1.5 Years
		Total Experience	1.5 Years	3 Years	4.5 Years
4	Grade 1 - 4 Courses	Experience at any Collection System		3 Years	6 Years
		Must be acquired at a Grade 4 Collection System	2 Years	2 Years	2 Years
		Total Experience	2 Years	5 Years	8 Years

Training Requirements – see sources of training on back page

Training Course	Grade 1	Grade 2	Grade 3	Grade 4
“Confined Space Awareness” or equivalent 4 hour program	X	X	X	X
O&M of Wastewater Collection Systems – Volume 1*	X	X	X	X
O&M of Wastewater Collection Systems – Volume 2*		X	X	X
NYSDEC Grade 3 Basic Supervision & Technical Operations or Equivalent 30 hour Supervision Training Program			X	X

* New England Interstate Water Pollution Commission’s “O&M of Wastewater Collection Systems”, meets requirement for O&M of Wastewater Collection Systems Volume 1 and 2

Classification System

System Grade	Population Served
Grade 1	1,500 or less
Grade 2	1,501 to 15,000
Grade 3	15,001 to 50,000
Grade 4	50,001 and greater

* Exam cost is \$47.00 for NYWEA members and \$85.00 for non-members (payable to NYWEA).

Training Sources

Confined Space Awareness (four-hour minimum)

Can be in-house training or provided by outside training consultant (attach agenda to application). Training must total four hours and topics must include the following:

- Definition of a Confined Space (OSHA 29 CFR 1910.146)
- Hazard Determination (types of hazards)
- Air testing
- Lockout/Tag out procedures
- Personal Protective Equipment
- Confined Space Permits
- Confined Space Entry Equipment
- Duties of Personnel During entry (Site Safety Requirements)
- Entry Procedures (hands on, demo or video)

Operation and Maintenance of Wastewater Collection Systems (Sacramento State) – Volume 1

Home Study Course

<https://www.owp.csus.edu/courses/wastewater/operation-and-maintenance-of-wastewater-collection-systems-vol-1.php>

Operation and Maintenance of Wastewater Collection Systems (Sacramento State) - Volume 2

Home Study Course

<https://www.owp.csus.edu/courses/wastewater/operation-and-maintenance-of-wastewater-collection-systems-vol-ii.php>

Grade 3 Basic Supervision Course (30-hour program) – several alternatives

1. Grade 3 Basic Supervision & Technical Operations course (wastewater operator certification course).
Call NYWEA at 315-422-7811 x 4 for next available course offering

2. Utility Management (Sacramento State)

Home Study Course

<https://www.owp.csus.edu/courses/management/utility-management.php>

OR

Manage for Success: Effective Utility Leadership Practices (Sacramento State)

Home Study Course

<https://www.owp.csus.edu/courses/management/manage-for-success-effective-utility-leadership-practices.php>

3. Supervisory Management in the Water/Wastewater Field (Michigan State University)

Online, Self-Paced

<https://execed.broad.msu.edu/programs/supervisory-management-waterwastewater-field/>

Supplemental Educational Material

ABC Exam References, Collection Operators: http://abccert.org/testing_services/Collection.asp

Formula/Conversion Tables: http://abccert.org/testing_services/formulas_conversion_tables.asp

Need to Know Criteria: http://abccert.org/testing_services/need_to_know_criteria.asp

Study Guides (WEF/ABC): http://abccert.org/testing_services/study_guides.asp

Collection System O&M Training Video Course (Sacramento State)

<https://www.owp.csus.edu/courses/wastewater/collection-system-operation-and-maintenance-training-videos.php>

Collection Systems: Methods for Evaluating and Improving Performance (Sacramento State)

<https://www.owp.csus.edu/courses/wastewater/collection-systems-methods-for-evaluating-and-improving-performance.php>

Optimizing Operation, Maintenance and Rehabilitation of Sanitary Sewer Collection Systems
https://www3.epa.gov/npdes/pubs/sso_optimizing_enitre_doc.pdf

WEF Wastewater Collection Systems Management Manual of Practice (MOP 7):
https://www3.epa.gov/npdes/pubs/sso_optimizing_enitre_doc.pdf

EPA has a variety of facts sheets and case histories regarding sanitary sewer overflows (SSO) and collection systems operation at their SSO Collection Toolbox site (go to address below).
<https://www3.epa.gov/region1/sso/toolbox.html>

For additional information on voluntary collection system certification or the New York Water Environment Association, please contact us at:

New York Water Environment Association, Inc
525 Plum Street, Suite 102
Syracuse, NY 13204

Telephone: (315) 422-7811

Fax: (315) 422-3851

website: www.nywea.org

Common application and certification questions

How Will I Know that My Application has been Received?

All applicants will be notified that their applications have been received within sixty days of receipt.

How Will I Know that My Application has been Accepted?

Applicants will receive a letter notifying them that their application has been rejected or that their application has been accepted. The acceptance letter will include all the appropriate exam information – time, location and directions. The rejection letter will include the reason(s) for rejection and what additional information or action is required.

Where and When Will the Exam be Held?

NYWEA works with volunteer proctors to arrange exam opportunities in the various geographic regions of New York State. Upon approval of your application, NYWEA will communicate exam logistics.

What is the Exam Format?

The exam consists of one hundred multiple choice questions. Formula sheets will be provided, no other reference material will be allowed at the exam site. The applicant should bring a scientific calculator (no computers or programmable calculators) and number two pencils. Everyone will have three hours to complete the exam. All material must be returned to the exam proctor. Applicants are not allowed to take any material or notes from the exam site.

Is There an Appeal Process?

A question appeal form will be available to all candidates to identify any potential problem questions. All questions identified on the question appeal form, will be evaluated by ABC and the Certification Board. Any necessary adjustments will be made before the final exam scoring.

When Will I get My Exam Results?

Exam results will be mailed to all applicants no later than 60 days after the exam date following a written exam or immediately following a web-based exam. No results will be given over the phone. All results are confidential and are only released to the applicants. For all applicants passing the exam, wall documents and wallet certificates will be mailed out with the results. The effective date of the certificate will be the date the exam results are received from ABC.

How Do I Keep My Certification Active?

All certificates are valid for a five-year period (the expiration date is printed on the wallet certificate). To renew a certificate, the operator must complete, within the five-year period, the required number of contact hours based on their certification grade:

Grade 1 10 contact hours	Grade 2 20 contact hours
Grade 3 30 contact hours	Grade 4 40 contact hours

Operators applying for renewal must complete the renewal form and present evidence to the Certification Board that they have completed the required contact hours of approved training related to the field of wastewater collection systems (copies of course completion notices). The renewal form and supporting documentation must be mailed to NYWEA, 525 Plum Street, Suite 102, Syracuse, NY 13204. The packet should be postmarked 30 days before the certificate expiration date.

What if My Certificate Expires?

It is the responsibility of the operator to maintain his/her certificate. If the renewal hours are not completed or the form is not received at the NYWEA before the expiration date, the certificate is considered expired. Up until one year past the expiration date, the operator can re-instate the certificate by completing the renewal hours and mailing the packet into NYWEA. After one year, the operator must complete the required training hours and retake the certification exam to re-instate their certificate.

What if I Lose My Certificate?

If a wall document or wallet certificate is lost or misplaced, NYWEA will issue a replacement. The cost for the replacement is \$10.00.