

Operator Training Course Application

WEST VIRGINIA UNDERGROUND STORAGE TANKS

WV Department of Environmental Protection
 Division of Water and Waste Management
 Environmental Enforcement/ Tanks Unit
<http://www.dep.wv.gov/WWE/ee/ust>

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REV. 7/1/2018

All persons who operate, maintain, or are responsible for addressing emergencies presented by spills or releases from Underground Storage Tanks (USTs) must receive training based on their duties & level of responsibility for USTs, in accordance with 33CSR 30 of the WV Legislative Rules.

Instructions: Use this form to request review of a course/test relating to the educational requirements for Class A, B or C UST system operators. (note: Beginning October 13, 2018, Class A/B operators may train a Class C operator or the Class C can take a WVDEP Approved Class C course.)

- **Print all information clearly**
- **Attach** a detailed explanation of how this course and/or test relates to responsibilities of the operator.
- **Attach** a complete course outline. The outline must describe in detail the subject matter to be taught, the total length of the course, and the length of time on each subject, include the method to assess student achievement
- **Submit** hard copies or links to handout(s), video(s), website(s) and/or other training materials used in the training course.
- **Submit** hard copy of a sample training completion certificate along with the method used to verify attendance
- **Submit** information regarding the credentials of the instructor(s) along with a certification that the technology or methods presented in the course will satisfy state and federal laws.
- **Send** a copy of the completed application form and attachments along with a \$280 nonrefundable application fee to the address above at least 60 days prior to the date the course will be offered.
- **Send** application fee of \$280 made payable to the WVDEP

All training programs used to meet the Operator Training requirements must have prior written approval by WVDEP. Upon approval, the training may be conducted multiple times at multiple locations. The approved training can include classroom, on line, or hands-on training. The course MUST include a test designed to measure all aspects of the individual's knowledge and skills to competently perform at the relevant level of certification. Upon request, the training provider must submit individual test results and documents verifying training attendance to WVDEP.

- Training providers will be required to apply for any modifications to the training program and receive approval from WVDEP prior to implementation. WVDEP will require that training providers update their training application with the agency at a minimum interval of every five years. Failure to do so will result in expiration of the training program's approval. Reapplication will be subject to the fee established in WV CSR 33-30-6.1.a.2.
- If numerous operators trained under an approved program show consistent inability to maintain compliance for the USTs they operate, training program approval may be revoked after the reasons for the revocation are set forth in writing to the training provider by the agency.

I. Business Name:				II. Applicant			
Contact Name:		Phone:		Name:		Phone:	
Address:				Address:			
City:		State:	Zip:	City:		State:	Zip:
FAX:		Website/other:		E-Mail/fax/other:			

III. Course Name/Title:

IV. Target Audience (Mark all that apply)

<input type="checkbox"/>	<p>Class A Operator</p> <p>For owners/operators/employees of a facility who are responsible for statutory and regulatory compliance related to operating and maintaining the UST system (i.e. managers of resources/personnel, environmental coordinators, compliance managers). This classification is not to be confused with a Class "A" UST Certified Worker. A Class "A" UST Operator is not qualified to install, repair, or upgrade underground storage tank systems unless they are also a Class "A" Certified UST Worker. Course must ensure broad knowledge of regulatory requirements.</p>
<input type="checkbox"/>	<p>Class B Operator</p> <p>For employees/contractors/consultants who are responsible for field implementation of applicable UST regulatory requirements and implementation of day-to-day aspects of operating, maintaining, and recordkeeping for USTs at one or more facilities. This individual ensures proper release detection, reporting, equipment performance standards, and training of appropriate Class C Operators. Employee is expected to periodically inspect UST systems to ensure compliance. This classification is not to be confused with a Class "B" UST Certified Worker. A Class "B" UST Operator is not qualified to remove or permanently close a UST system unless they are also a Class "B" Certified UST Worker. Course must ensure in-depth knowledge of implementing regulatory requirements.</p>
<input type="checkbox"/>	<p>Class C Operator</p> <p>For owners/operators/employees who control or monitor the dispensing of regulated substances and is responsible for initial response to alarms, spills/releases, and emergencies. There must be a Class "C" UST Operator onsite during all hours of operation. This classification is not to be confused with a Class "C" UST Certified Worker. A Class "C" UST Operator is not qualified to test tanks or piping unless they are also a Class "C" Certified UST Worker. Course must ensure knowledge of actions to take in the event of a leak/spill, alarms or other emergency.</p>

V. Applicant Signature:	Date:
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If WVDEP determines that an UST system does not meet significant operational compliance requirements, the appropriate operator(s) must be retrained. WVDEP reserves the right to determine whether Class A, B, or both classes of operator require retraining based on the compliance issues observed. Retraining must take place within 30 days of the determination that retraining is required and a copy of the training certificate submitted to WVDEP. Compliance issues with UST systems under the same operator(s) noted within 6 months of retraining will be reviewed by the Program Manager to determine if additional retraining is necessary.

Class A Operator minimum training requirements:	Class B Operator minimum training requirements:	Class C Operator minimum training:
<ol style="list-style-type: none">1) General knowledge of UST system requirements to make informed decisions regarding compliance & ensure appropriate individuals are fulfilling operation, maintenance, & recordkeeping requirements & requirements of federal & state programs regarding: spill prevention, overfill prevention, release detection, corrosion protection, emergency response, & product compatibility2) Financial responsibility documentation requirements3) Notification requirements4) Release and suspected release reporting5) Temporary and permanent closure requirements6) Operator training requirements7) Requirements for UST work performed by WV Certified Workers8) Training must take place within 30 days after assuming operation and maintenance responsibilities for UST systems.9) Requirements to carry proof of training during duty hours along with photo ID	<ol style="list-style-type: none">1) Components of UST systems2) Materials of UST system components3) Methods of release detection & prevention4) UST operation & maintenance requirements of the state & federal regulations including: spill prevention, overfill prevention, release detection, corrosion protection, emergency response, & product compatibility5) Reporting & recordkeeping requirements6) Class C operator training requirements7) Training must take place within 30 days after assuming operation & maintenance responsibilities for UST systems.8) Requirements to carry proof of training during duty hours along with photo ID	<ol style="list-style-type: none">1) Response to emergencies such as situations posing an immediate danger or threat to the public or the environment & that require immediate action2) Response to alarms caused by spills or releases from a UST system or failed release detection results3) Training must take place before assuming responsibility for responding to emergencies4) Requirements to keep proof of training onsite along with photo ID

Participants of each class of training must be made aware that each UST system must have designated operators for each class at all times. Owners are required to maintain a list of certified operators, training records and the individual's area of responsibility and make it available to WVDEP upon request.

Course outline and other comments: