

**In accordance with § 2.2-4002.1 of the Code of Virginia, this proposed guidance document conforms to the definition of a guidance document in § 2.2-4101.**



## Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

### Guidance Document: **License Requirements for Operators of Small Wastewater Treatment Facilities**

**Adopted April 21, 2022  
Effective Date: July 7, 2022**

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#### **I. Background**

Board staff has been informed that new guidance from the Department of Environmental Quality (DEQ) requires operators of small wastewater treatment facilities (less than 1,000 gallons per day) to hold a Class 4 wastewater works operator license in order to meet DEQ's updated permitting requirements.

#### **II. Issue**

This scenario could be problematic for an individual who is seeking licensure because the Board's regulations require the experience to have been gained at a classified facility, and the relevant facilities in this situation were previously unclassified. Pursuant to the regulations, the individual could only qualify for a provisional license if all of the experience was gained at an unlicensed facility.

#### **III. Board Guidance**

In accordance with Guidance Memorandum No. 99-2002, adopted by DEQ on February 3, 1999, the Board provides the following guidance:

The Board agrees to accept an applicant's experience obtained in a previously unclassified wastewater treatment facility that has recently been classified as requiring a licensed operator if:

1. The owner of the facility completes and signs the Virginia Experience Verification form for the applicant;
2. The license application includes verification from the appropriate DEQ Regional Office that the operator license requirement is a new requirement, and;
3. The applicant meets all other requirements for licensure.

This policy does not reduce the amount of experience required and applies only to initial applications for licensure.

This policy applies only when a previously unclassified facility now requires a licensed Class 4 or Class 3 operator.

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