

**VIRGINIA BOARD FOR WATERWORKS AND WASTEWATER WORKS  
OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS  
OSSP COMMITTEE MEETING MINUTES**

The OSSP Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on March 30, 2021, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members of the Committee were present:

James N. Brockwell  
John Ewing, Chair  
Pamela M. Pruett

The following staff members were present for part or all of the meeting:

Trisha L. Lindsey, Executive Director  
Lisa Robinson., Licensing Operations Administrator  
Tanya M. Pettus, Administrative Assistant

Mr. Ewing called the meeting to order at 10:04 a.m.

**Call to Order**

Ms. Lindsey advised the Board of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Ms. Lindsey reminded the Committee of safety measures currently in place due to COVID-19.

**COVID-19 Safety  
Reminders**

Ms. Pruett moved to approve the agenda as presented. Mr. Brockwell seconded the motion which was unanimously approved by: Brockwell, Ewing, and Pruett.

**Approval of Agenda**

There were no member of the public present at the meeting.

**Public Comment  
Period**

Ms. Lindsey provided an overview of the responsibilities before the Committee. The Board formed the Committee to review current staff procedures for processing applications for licensure and ensuring licensee compliance with the Board's regulations.

**Overview**

Ms. Lindsey introduced to the Committee Lisa Robinson, Licensing Operations Administrator.

The Committee reviewed current onsite sewage system professionals' regulations, as well as experience forms in use by other DPOR boards, and OSSP experience requirements from neighboring states.

**Resources and  
Information**

Ms. Lindsey also provided the Committee with a breakdown of entry requirements for each onsite license type.

Ms. Lindsey asked the Committee to consider the technical duties performed by onsite sewage system professionals for the purpose of amending the current out-of-state experience verification form to reflect specific tasks that qualify as valid experience in Virginia.

**Discussion on  
Reciprocity/Out-of-  
State Experience  
Verification**

Discussion was held on whether pumpers should be required to qualify as alternative operators.

After review of the current out-of-state experience verification form and experience forms used by other DPOR boards wherein a series of check boxes are used to convey an applicant's experience, the Committee agreed by consensus that the check box format should not be limited to the out-of-state experience verification form, and should be used on all experience forms.

The Committee reviewed experience requirements from neighboring states. Discussion was held on determining equivalencies of naming conventions and job titles, as well as regulatory bodies. Discussion was also held on who would qualify to sign the experience verification form and verify an applicant's experience.

The Committee worked to compile a list of specific tasks performed by each onsite license type to include on onsite experience verification forms.

The Committee recessed from 11:33 a.m. to 12:19 p.m.

**Recess**

Discussion continued on specific tasks performed by each onsite license type, including the differences between alternative and conventional licenses.

**Continue Discussion  
on Reciprocity/Out-  
of-State Experience  
Verification**

Discussion was held on language that should be included on the out-of-state experience verification form regarding compliance with statutory code and regulations.

Discussion was held on equivalent verifiers for out-of-state experience verification forms and who would qualify to sign and verify an out-of-state applicant's experience.

Discussion was held on current qualifications for the master designation, as there is currently no time frame in which an individual

**Review Current  
Application Processes**

who receives a journeyman license must wait to apply for a master license. Ms. Lindsey advised that the matter will be a topic to be considered during the next general review of licensing regulations.

Ms. Lindsey advised the Committee that the Board for Contractors has begun a regulatory action to convert the Sewage Disposal System (SDS) specialty into two categories, SDS-Alternative (SSA) and SDS-Conventional (SSC), in order to align the license of the Qualified Individual to the type of license held from the WWOSSP Board.

Ms. Lindsey then asked the Committee to consider whether the highway/heavy contractor designation should still be accepted to meet entry requirements for onsite licensure. After discussion, the Committee agreed by consensus that the highway/heavy contractor designation is not accepted as a qualification for license; however, the SDS designations will continue to be accepted.

Ms. Lindsey advised the Committee that staff will work to amend the OSSP experience verification forms as discussed, and would distribute the amended forms to the Committee for review. As the forms are developed internally based on licensing staff processes, Board-approval of the forms is not necessary.

The Committee reviewed continuing professional education (CPE) audit statistics from 2017, 2018, and 2020 to determine if the random selection of 5% of the OSSP regulant population is sufficient for annual CPE audits. The Committee agreed by consensus that staff will continue conducting annual CPE audits on 5% of the regulant population.

**Consider Current  
CPE Audit Processes**

Mr. Ewing discussed the possibility of adding seats to the Board in order to offer more representation of the OSSP industry, as it is currently difficult for Board members in OSSP seats to consider or vote on disciplinary matters because they are often required to recuse themselves based on their participation in the technical review or informal fact finding stages of the complaint or licensing review process. This is of particular concern due to the unprecedented growth the industry has seen over the past year as a result of more people staying at home during the pandemic. Ms. Lindsey advised that this would require a legislative change and that the matter would be put before the Board for further discussion.

**Other Business**

Mr. Ewing reminded the Committee members to complete their conflict of interest forms and travel vouchers.

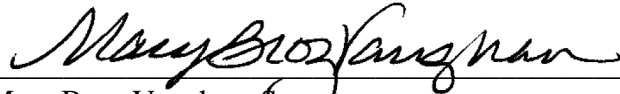
**Complete Conflict of  
Interest Forms and  
Travel Vouchers**

There being no further business, the meeting was adjourned at 2:17 p.m. **Adjourn**



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Pamela M. Pruett, Chair



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Mary Broz-Vaughan, Secretary