

COVID-19 Pandemic
Temporary Water and Wastewater Operator
Reciprocity Policy



Bureau of Water

Effective March 25, 2020

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Water and Wastewater Operator Reciprocity Background

Every public water supply system and wastewater treatment facility in the State of Kansas must be under the supervision of a Kansas Department of Health and Environment (KDHE) certified operator (K.S.A. 65-4510). Furthermore, K.S.A. 65-4504 authorizes KDHE to provide reciprocal certification for operators from other states, territories and countries. The requirements for certification reciprocity from outside Kansas must not conflict with the provisions of State statutes or regulations and must be no less stringent.

Currently, Kansas awards reciprocity to operators from other states on a case-by-case basis. The reciprocity approval process includes a comparison of the original certifying state's program to Kansas requirements, review of the operator's training and work experience, and a check to ensure the operator's certificate is active and in good standing by directly confirming with the issuing state. While this process helps to ensure that operators with certification from other states will be qualified to work in Kansas, it can be time consuming and is not designed to work during rapidly changing situations such as the one created by the COVID-19 pandemic.

COVID-19 Reciprocity Policy

This policy applies only to water and wastewater utilities that lose KDHE certified operators due to the COVID-19 pandemic. Reciprocity approval for COVID-19 circumstances will follow the process described below. Reciprocity requests **not** related to COVID-19 circumstances will follow the regular case-by-case process described above. KDHE urges all Kansas Utilities to develop and implement a Continuity of Operations Plan (COOP) to ensure continuous oversight by a certified operator to protect public health and the environment and avoid disruptions in service.

Water and wastewater utilities should make every possible effort to maintain operations under the supervision of a KDHE certified operator. If KDHE certified operators are not available to operate their utilities, the following process may be used to obtain the services of an operator certified in Missouri, Oklahoma, Colorado, Nebraska or Iowa.

1. Review the information in Attachments A and B to determine the classification of operator in one of the above listed states that would coincide with the classification of your utility.
2. Review the temporary reciprocity application and complete the information requested on the form.
3. Scan and email the completed and signed form with supporting documentation to Cathy Tucker-Vogel or Amelia Springer at KDHE (see below).
4. Provided that all information on the temporary reciprocity form is correctly completed, reciprocity will be automatically approved, and a confirmation email will be sent to the utility. It is the responsibility of the utility to ensure that the operator seeking reciprocity is certified at the appropriate level and is in good standing in the issuing state.
5. **All temporary reciprocity will expire on December 31, 2020.** After December 31, the regular reciprocity case-by-case review procedure will apply.
6. Should the impacts of the COVID-19 pandemic on utility operators extend past the end of 2020, KDHE will revisit and revise this policy accordingly.

If you have questions, please email:

Cathy Tucker-Vogel: cathy.tucker-vogel@ks.gov

Or

Amelia Springer: amelia.springer@ks.gov

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STATE OF KANSAS COVID-19 RESPONSE REQUEST FOR TEMPORARY WATER & WASTEWATER OPERATOR RECIPROCITY

This form is applicable ONLY for operators currently certified in the states of Colorado, Iowa, Missouri, Nebraska, and Oklahoma seeking reciprocity in Kansas in response to the COVID-19 pandemic.
Reciprocity granted by this form is valid through December 31, 2020.

STATE OF KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT -----OFFICE USE ONLY DO NOT WRITE IN THIS SPACE-----	
DRINKING WATER	WASTEWATER
TEMPORARY APPROVAL LEVEL ISSUED:	TEMPORARY APPROVAL LEVEL ISSUED:
DATE ISSUED:	DATE ISSUED:
COMMENTS:	

OPERATOR REQUESTING RECIPROCITY PLEASE COMPLETE THE FORM BELOW

Name _____ Date _____

Address _____ City _____

State _____ Zip _____ Phone Number: Home _____ Work _____

Email address: _____

Request reciprocity as (**circle one or both**): water operator wastewater operator

Present or Prospective Kansas Employer _____

The state where present certificate(s) issued (Include Certificate Number): _____

Water Certificate Class: _____

Wastewater Certificate Class: _____

Date Issued _____

Date Issued _____

Expiration Date _____

Expiration Date _____

A. Eligibility Requirements for your current certificate

1. EDUCATIONAL BACKGROUND

	Institution, City & State	Graduation Year	Diploma, Degrees, Credit Hours or Certificate Attained
*High School/GED			
College or University			

****Copy of High School Diploma, High School Transcript or GED must accompany reciprocity request.***

2. Were you required to take a written examination? Yes _____ No _____
3. Was your current certificate obtained by reciprocity? _____ What state _____
4. Was it necessary for you to have on the job operator experience prior to taking the examination?
Yes _____ Number of years required: _____ No _____
5. Were you required to receive training before being eligible to take the examination?
Yes _____ No _____

If your answer to question #5 was yes, please note those requirements below:

6. Does the state where present certificate was issued require continuing education (training) before renewing this certificate?

Yes _____ No _____

If yes, training hours required _____ Hours/CEUs (**circle one**)

7. Please list all other eligibility requirements.

B. Please attach a resume describing your water and/or wastewater training and experience, a copy of your present certificate(s), and the name, address and telephone number of contact persons at your previous employers.

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION OR FALSIFICATIONS AND THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IN PROVIDING FALSE INFORMATION, THIS APPLICATION WILL BE REJECTED AND WILL LEAD TO NOT BEING ISSUED A TEMPORARY KANSAS APPROVAL. FALSIFICATION OF INFORMATION MAY ALSO RESULT IN CIVIL PENALTIES.

(SIGNATURE)

(DATE)

KANSAS UTILITY REQUESTING OPERATOR RECIPROCITY PLEASE COMPLETE THE UTILITY INFORMATION BELOW

Name of Utility: _____ Date: _____

Utility Address: _____ City: _____ State: _____ Zip: _____

Name of Utility Official: _____ Title _____

Utility Official Phone Number: _____ Utility Official email: _____

By completing and submitting this form to KDHE the utility seeking reciprocity for an operator certifies that the request is related to an impact from the COVID-19 pandemic, and that the operator seeking reciprocity meets the required level of Kansas certification deemed equivalent by the relevant table in Attachment B, based on the level of certification held in their current state. The utility further acknowledges that this reciprocity is only valid through December 31, 2020 and that all decisions and actions, affecting Kansas drinking water quality, regardless of operator status, is the sole responsibility of the designated operator-in-responsible charge and the utility.

SIGNATURE OF UTILITY OFFICIAL

DATE

SCAN AND EMAIL COMPLETED FORM AND SUPPORTING DOCUMENTS TO:

Cathy Tucker-Vogel

Email Address: cathy.tucker-vogel@ks.gov

Or

Amelia Springer

Email Address: amelia.springer@ks.gov

Attachment A

Kansas Water and Wastewater Certified Operator Classifications And Work Experience Requirements

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Kansas Public Water Supply System and Wastewater Facility Classifications

Public Water Supply System Classifications

Class	Description	Population Served
Small System	1. Distribution System Only – Purchase Treated Water 2. Chlorination of Groundwater Only	All <501
I	1. Chlorination of Groundwater Only 2. Treatment of Groundwater*	501 – 1,500 <501
II	1. Chlorination of Groundwater Only 2. Treatment of Groundwater*	1,501 – 5,000 501 – 2,500
III	1. Chlorination of Groundwater Only 2. Treatment of Groundwater or Surface Water	5,001 – 20,000 2,501 – 10,000
IV	1. Chlorination of Groundwater Only 2. Treatment of Groundwater or Surface Water	>20,000 >10,000

* Includes iron and manganese removal, softening, membrane filtration, coagulation, sedimentation and filtration, re-carbonation, and chemical addition (other than chlorine).

Wastewater Treatment Facility Classifications

Class	Description	Population Served
Small System	1. Non-overflowing Wastewater Lagoons	All
I	1. Any Secondary Facility** 2. Overflowing Wastewater Lagoons	<1,001 All
II	1. Any Secondary Facility**	1,001 – 5,000
III	1. Any Secondary Facility** 2. Advanced or Specialized Facility***	5,001 – 25,000 ≤5,000
IV	1. Any Secondary Facility** 2. Advanced or Specialized Facility***	>25,000 >5,000

** Biological treatment including: trickling filters, rotating biological contactors, and activated sludge.

*** Includes chemical, biological, or physical treatment to provide nutrient removal beyond secondary treatment, or effluent clarification.

Kansas Public Water Supply System and Wastewater Facility Work Experience Requirements

Class	Years of Experience
Small System	6 Months
I	1
II	1
III	2
IV	2

Please see the **KDHE Operator Certification Webpage** for additional information.

<http://www.kdheks.gov/water/www.html>

Attachment B

Kansas Water and Wastewater Operator Classification Equivalency Tables For Iowa, Missouri, Oklahoma, Colorado & Nebraska

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State of Current Certification	Kansas Drinking Water Operator Requirement Equivalency Table				
	Small	Class I	Class II	Class III	Class IV
	DISTRIBUTION/CHLORINATION	CHLORINATION/TREATMENT	GW/SW	GW/SW	GW/SW
OK					
Class D	X	X/-			
Class C	X	X/X	X/X		
Class B	X	X/X	X/X	X/X	
Class A	X	X/X	X/X	X/X	X/X
Class CLAB					
Class BLAB					
Class ALAB					
CO					
Transient NC	X				
Small Syst.	X				
Class D	X	X/-			
Class C	X	X/X	X/X	X/X	
Class B	X	X/X	X/X	X/X	
Class A	X	X/X	X/X	X/X	X/X
DSI	X/-				
DSII	X/-				
DSIII	X/X				
DSIV	X/X				
NE					
Class V					
Class IV	X				
Class III	X	X/X			
Class II	X	X/X	X/X	X/X	
Class I	X	X/X	X/X	X/X	X/X
MO					
Class D	X	X/X			
Class C	X	X/X	X/-		
Class B	X	X/X	X/X	X/X	
Class A	X	X/X	X/X	X/X	X/X
DS I					
DS II	X				
DS III	X				
IA					
Grade A	X/X				
Grade 1	X/X	X*/X *Population ≤1000			
Grade 2	X/X	X/X	X/X		
Grade 3	X/X	X/X	X/X	X*/X * Population ≤15000	
Grade 4	X/X	X/X	X/X	X/X	X/X
DS I	X/-				
DS II	X/-				
DS III	X/-				

State of current Certification	Kansas Wastewater Operator Requirement Equivalency Table				
	Small	Class I	Class II	Class III	Class IV
OK					
Class D	X				
Class C	X	X			
Class B	X	X	X	X	
Class A	X	X	X	X	X
CO					
Class D	X				
Class C	X	X			
Class B	X	X	X	X	
Class A	X	X	X	X	X
NE					
Class L	X				
Class I	X	X			
Class II	X	X	X		
Class III	X	X	X	X	
Class IV	X	X	X	X	X
MO					
Class D	X	X			
Class C	X	X	X		
Class B	X	X	X	X	
Class A	X	X	X	X	X