



**New York State Department of Environmental Conservation
and New York Water Environment Association, Inc.
Wastewater Treatment Plant Operator
Statement of Experience - 10/2024**



Instructions: This form is to be **completed by the supervisor** under whom the applicant worked and must substantiate the wastewater operational experience of the applicant. This form is to be included in the applicant’s certification package. **Supervisors**, please supply as much information as possible attesting to the applicant’s experience, duties, and/or responsibilities in the operation of the wastewater treatment plant (use additional sheets if necessary). All applicants must have the required approved operational experience detailed in Title 6 NYCRR Section 650.

If operating experience was acquired at more than one WWTP, a Statement of Experience form must be submitted for each facility. In addition, if the applicant worked in more than one job title at a facility, a separate Statement of Experience Form must be completed for each job title.

Applicant Information:

Applicant Name:	
Applicant Job Title (this wastewater facility):	
Applicant Employment Dates for this Job Title (this wastewater facility):	
Were the applicant’s duties at this wastewater facility for this title full-time (at least 37.5 hours per week)? If not, please list days per week and hours per day for wastewater duties at this facility.	
Percentage of Time in this Title Spent in Hands-On Operation of <u>all</u> Wastewater Treatment Plant (WWTP) Unit Processes _____% <ul style="list-style-type: none"> • Do not include time spent working in a Water Treatment Plant or Collection System. • Do not include time spent working on the following tasks: maintenance, supervision, lab work (unless the analysis is used by the operator to make process adjustments), paperwork, or building and grounds upkeep. 	Applicant’s Completed Education Level:
WWTP Where Experience was Acquired:	WWTP SPDES #:
WWTP Phone #:	WWTP Score & Secondary Process:
Supervisor’s Name:	Supervisor Job Title:

Operations Experience: Operations experience must demonstrate experience in the actual hands-on operation of all unit processes at a wastewater treatment plant with a SPDES permit. Provide a detailed description of all job duties. The applicant may provide and/or the Department may request a copy of the applicant’s job description to support the Statement of Experience. **If additional space is required, the supervisor and the applicant must sign and date the separate statement(s) and attach the additional documentation to the statement(s) of experience.** This application may be returned if the operations experience does not provide adequate detail of all job duties and/or demonstrate experience in all unit processes at the wastewater treatment plant.

Preliminary Treatment Job Duties (if applicable):
Primary Treatment Job Duties (if applicable):
Secondary Treatment Job Duties (if applicable):
Advanced/Tertiary Treatment Job Duties (if applicable):
Disinfection Job Duties (if applicable):
Solids Handling Job Duties (if applicable):
Other Treatment Process Job Duties (if applicable):

Additional Information:

Have you ever had a wastewater operator license or certification suspended or revoked in any state?

If so, please explain:

Attestations:

CERTIFICATION: I understand that Environmental Conservation Law (ECL) §17-3-0301(1)(bb),3-0301(2)(m) and 17-0303 and Section 650 of the Title 6 of the New York Code of Rules and Regulations (NYCRR) require that WWTPs be under the responsible supervision of an appropriately certified operator and that ECL § 71-1933 provides that any person who, having any of the culpable mental states defined at Section 15.05 of the New York Penal Law, willfully violates any provision of ECL Article 17 or any regulation promulgated thereto, any permits or any order of the Commissioner issued pursuant to ECL Article 17, is punishable as a misdemeanor.

Furthermore, I understand that, pursuant to ECL §71-1933(7) that any person who, with intent to deceive, makes any false material statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to Title 7 or 8 of Article 17 of the ECL, shall be guilty of a Class E Felony.

I affirm, under penalty of perjury, that the information I have entered on this application and on all supplemental material (including any application supplements, operational logs, and other application-related material requested by DEC or NYWEA) is true to the best of my knowledge and belief.

Attesting to Operations Experience which the Applicant and/or Supervisor knows is false, can lead to civil and/or criminal action including, but not limited to, revocation of the Applicant's and/or Supervisor's wastewater treatment plant operator's certificate.

Applicant's Signature:	Date:
Supervisor's Signature:	Date: