March 2023

Supervisory Wastewater System Operator Designation Form

Your DEQ Online



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<u>Español</u> | <u>한국어</u> | <u>繁體中文</u> | <u>Pycский</u> | <u>Tiếng Việt</u> | <u>I</u>

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Visit DEQ's Civil Rights and Environmental Justice page.

System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloudbased tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities. This document describes how to apply for a supervisory wastewater system operator designation form.

<u>Your DEQ Online</u> is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of

applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.





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1. Wastewater Operator Certification

Oregon law requires owners of wastewater systems and drinking water systems (public and private) to have their systems under responsible control and direction of certified operators. Trained and certified operators are necessary to ensure that the systems are managed in a manner that fully protects public health and the environment.

The Oregon Department of Environmental Quality administers the program for domestic wastewater system operators. The Oregon Health Authority Drinking Water Services administers the certification program for drinking water system operators.

Please visit DEQ's Wastewater Operator Certification Program <u>webpage</u> for more information and program materials.

2. Supervisory Wastewater System Operator Designation Form

This set of instructions is both for the system Owner/Representative submitting the form and for the Designation Supervisory Operators since both are required to electronically co-sign this form for before submission. The Owner/Representative must start and submit the form, but the Designated Operators will need to co-sign before the form can be submitted. Designated Operators instructions can be found in <u>section 3</u>.

The Owner/Representative must have an account in Your DEQ Online. Complete the instructions in the user guide for account registration and set up listed under the wastewater operator certification program resources on the Your DEQ Online <u>help page</u>.

To begin the Operator Designation Form, login to your account through the <u>Your DEQ Online</u> <u>portal</u>.

To access the Supervisory Operator Designation Form, select Start New Submittal from the navigation menu. Click the plus icon next to the Supervisory Wastewater System Operator Designation form.



2.1 Basic Info

Required fields are highlighted in red and must be completed to submit your application.

1. Select the system from the facility drop-down list.

System Name, Location and Contact Info		
Select your facility		
		~
Required		
System Legal Name	Owner/Permittee	
Required	Required	

Note: If you do not see your system listed in the dropdown, see the instructions for linking to a facility in the user guide for account registration and set up listed under the wastewater operator certification program resources on the Your DEQ Online <u>help page</u>.

2. Click on the link to verify the system class.

To Check the current Collection Class and Treatment Class of your facility, please click on	the link: https://	www.deq.stat	e.or.us/wq/opce	ert/Docs/Opcert	Report.pdf		
Wastewater Collection System Classification	⊖ swws	\bigcirc I	○ II	○ "	⊖ IV		
Required							
Wastewater Treatment System Classification	⊖ swws	\bigcirc I	⊖ ∥	○ Ⅲ	\bigcirc IV	○ N/A	
Required							
The wastewater system owner will designate a supervisor for day-to-day operation of the wastewater system in accordance with owner policies, any permit requirements, and as per requirements in OAR 340-049.							
This form entirely replaces any previous submittal of the form. (No partial "updates" accepted).							
If DEQ has classified both the collection and treatment system, the owner must designate a certified operator for each, even if the same operator will be supervising both systems. The wastewater system owner must notify DEQ in writing within 30 days of replacing or reassigning any designated system operator, as per OAR 340-049-0015(5) and (8).							

3. Select the operator name(s) from the dropdown list.

Select Primary System Supervisor:	
	× 1
Required	

4. If contract operators are used, select yes and attach the contract for system supervision in the Attachment tab.

Contract for System Operation or Supervision							
Does the system owner contract / arrange for supervisory operator services? 😧							
Contract is for		Name (Corporatio	on, Business or Individual)				
	· · · · · · · · · · · · · · · · · · ·	·					
Salutation	First Name	M.I.	Last Name				
	 Required. 		 Required. 				

5. Select save before navigating to the remaining tabs.

2.2 Attachment

If contract operators are used, upload the contract for system supervision in the Attachment tab.

1. You may either click to upload or drag-and-drop an attachment.

37439 Open			>
1 Basic Info	2 Attachment ()	3 Payment () 4 Review 5 Submission	
When uploa	ding an attachment, first	click the file record and select a document type option for the uploaded file.	
(د المعنوب الم	

2. When an attachment is added, select "Click on the document to identify the attachment type."

1	Basic	Info	2 Attachment 9	3 Payment	4 Review	5	Submissio	on						
	When	uploadi	ng an attachment, firsi	t click the file rec	ord and selec	t a doc	cument typ	pe option fo	or the uple	oaded file.				
		⊥ *.*	Documents/Files											
	1	New	ContractforSyste	mSupervision.	.docx							DOCX 12 KB	2/13/23	Ô
		DOC	$\downarrow \downarrow \downarrow$ Click on th	e document to	identify the a	attach	nment typ	ie.↓↓	-					
							<u></u>	- •)						
							11	Results						
					£ Cl	lick to	o Upload	or Drag F	iles Ove	r Here	 			

3. Select "Contract for System Supervision" from the drop-down menu.

	ContractforSystemSupervision.docx	DOCX 12 KB 2/13/23
DOC	$\downarrow \downarrow$ Click on the document to identify the attachment type. $\downarrow \downarrow$	
=	Select Document Type:	
		~
DOC	Contract for System Supervision	
	Supporting Document Other	
	Redacted Submittal Form in PDF	

6. Select save Select save before navigating to the remaining tabs.

2.3 Payment

There is no payment associated with the Supervisory Operator Designation Form.

2.4 Review

In the Review tab, click on the PDF logo to see your form which you may print or save to your computer. To make changes to your form, select the previous tabs.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission									
Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.									
Submittal Form(s) Summary									
Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.									
Basic Info Fees/Payments	Basic Info Fees/Payments								
Fee Paid Balance \$ 0.00 - \$ 0.00 = \$ 0.00									
Mandatory Attachment	Uploaded Attachment								
All required attachments were included.									
The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.	The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.								

2.5 Submission

Two primary designated supervisory operators are required as co-signers. Complete the name and email address information and **enter a phone number that can receive text messages.** If there is only one designated supervisory operator for both collection and treatment, enter this person's information in both co-signing boxes. The designated supervisory operator for both collection and treatment will be required to co-sign twice.

Select "Notification All," and the co-signers will receive an email and text message with instructions for completing the signature. Instructions for co-signers are listed in <u>section 3</u>.

ATTENTION: Please make sure the phone number you enter can	eceive text messages			
-Signers	Co-signer's Role		۲	ഹ
.88608 .88608 .88608 .88608	Co-signer's Role			
.5005 .5005 .5005	Co-signer's Role			

After the co-signers have submitted their signatures, the system Owner/Representative will need to return to the designated operator form to complete the submittal process.

To access the form, select Resume Edits From the navigation menu. Click the pencil icon to open the pending submittal.

≡	Pending Submittals		[] 🔊 Ø 🚇
iii 😁 Luc ii	Q Search + Submittal	<	Updated Date (New-Old) 🗸
	Criteria	Non-Obligation Submittals (8)	
	There by Submitter D, Site ID, Site/Property Name, Site/Property Address	Water Quality Supervisory Wastewater System Operator Designation Form	 ③ 37768 f60053 ☑ 2/13/23 Today Open ⊘ New
			Beaverton Collection System

Select the Submission tab, and you will see a green thumbs up in the co-signers section indicating that the co-signers have reviewed and approved the form.

o-signers	lease make sure t	he phone number y	ou enter can rece	eive text messages					
Co-Signer's Role 🛛 🖉 🖉									
~e<	-	~es	~e≪	Co-signer's Role		01/03/2023	01/03/2023	Signed 01/03/2023	
-e<	~e<	~e<	Test	Co-signer's Role		01/03/2023	01/03/2023	Signed 01/03/2023	
+ Add Co-signer							B	Save 🛛 🕞 Notification	

Agree to the certification statement by clicking the toggle. Once it is selected it will turn from gray to blue.

) Basic II	nfo ② Attachment ③ Payment ④ Review ⑤ Submission	
Declarat I am th review compl	tion of accuracy information provided: * he owner or owner's authorized representative for the wastewater system identified on page one of this form. I have red the information contained on this form and within any attachments and verified the information is true, lete and accurate to the best of my knowledge.	
	I have read and agree to the above certification statement	~

Enter your security question and pin number and select "Submit."

Note: See <u>section 5</u> for instructions on how to reset your pin and security questions.

4: *				
curity Precautions				
To prevent your information from bein the security safeguards are also powe the password. Please note that access	g used inappropriately, we ma red by VeriSign's Certificates. s to these links, irrespective o	aintain stringent system safeguards . Once we provide you with a passwo f the issuance of the User ID and Pa	as well as physical and administrative protect ord, you are responsible for maintaining the co issword, may be terminated by our discretion a	ion. In addition, nfidentiality of at any time.
claimer				
The system, its agencies, officers, or e and despite dedicated efforts, some n company specifically disclaims any ar	mployees protect your confid nistakes and misunderstandir d all liabilities from damages	dential information. However person ngs may result. The visitor proceeds s which may result from accessing t	ally identifiable information privacy is a new ar to any external sites at their own risk. The dev he website, or from reliance upon any such info	nd evolving area, relopment prmation.
	_			

Once you submit, you will receive a confirmation message and the option to print the submittal receipt.

3. Co-Signers

The two primary designated supervisory operators listed as co-signers will receive an email with a link to review and certify the completed form. The co-signers will open the link and enter the code they received by text message.



Note: If there is only one designated supervisory operator for both collection and treatment, the co-signer will receive two separate emails with links. The co-signer will need to select each link and complete the approval process.

After entering and verifying the code, the co-signers may review the completed supervisory operator designation form and attachments in the Submittal Info and Submittal Attachment tabs.

Submittal Info	Submittal Attachment	Co-Sign	
		~	Supervisery Wastewater System Operator
		DEQ	Designation Form
			0

To sign the form, the co-signers will select the Co-Sign tab and agree to the certification statement by clicking the toggle. Once it is selected it will turn from gray to blue.

Submittal Info Submittal Attachment Co-Sign	
Agreement	
Declaration of accuracy information provided: *	
I am the owner or owner's authorized representative for the wastewater system identified on page one of this form. I have reviewed the information contained on this form and within any attachments and verified the information is true, complete and accurate to the best of my knowledge.	4
I have read and agree to the above agreement	

Next, select "Agree and Sign."

Agreement Declaration of accuracy information provided: • In the owner's authorized representative for the wastewater system identified the information is true, complete and accurate to the best of my knowledge. I have read and agree to the above agreement Declarine Declarine Segment Comments: (Maximum tength is 4000. Remaining length is form adamge which may result from accessing the website, or from reliance upon any such information. (Maximum tength is 4000. Remaining length is 4000. (Maximum tength is 4000. (Maximum t	ıbmittal Info Submittal Atta	chment Co-Sign			
Delaration of accuracy information provided: • Im the owner or owner's authorized representative for the wastewater system identified on page one of this form. I have revel the information ontialmed on this form and writing the information is true. Image: Imag	Agreement				
I am the owner or owner's authorized representative for the wastewater system identified on page one of this form. I have reviewed the information contained on this form and within any attachments and verified the information is true. complete and accurate to the best of my knowledge. I have read and agree to the above agreement Disclaimer The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information. Sign and Comments (Maximum length is 4000. Remaining length is 4000. Remaining length is 4000. Remaining length is 4000.	Declaration of accuracy info	rmation provided: *			
I have read and agree to the above agreement Disclaimer	I am the owner or owner's reviewed the information complete and accurate to	authorized representative for the wastewa ontained on this form and within any atta the best of my knowledge.	ter system identified on page one hments and verified the informati	of this form. I have on is true,	
Disclaimer The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information. Sign and Comments Comments: (Maximum length is 4000. Remaining length is 4000. Disagree Agree and Sign	I have read and	agree to the above agreement			
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.	Disclaimer				
Comments: (Maximum length is 4000. Remaining length is 4000.) Disagree Agree and Sign	The system, its agencie despite dedicated effor specifically disclaims a	s, officers, or employees protect your s, some mistakes and misunderstanc y and all liabilities from damages wh	:onfidential information. Howe ings may result. The visitor pro ch may result from accessing i	ver personally identifiable infor ceeds to any external sites at the website, or from reliance up	rmation privacy is a new and evolving area, and their own risk. The development company pon any such information.
(Maximum length is 4000. Remaining length is 4000.]	Comments:				
(Maximum length is 4000. Remaining length is 4000.)					
Disagree Agree and Sign 10					(Maximum length is 4000. Remaining length is 4000.
	Disagree	Agree and Sign			

After this step the co-signers' role is complete, and the applicant will now need to return to their supervisory operator form to complete the submittal process.

4. Track Application Status

After you submit the designated operator form, the next step is for DEQ to administratively review your submittal. You may review the status of the form by selecting Track Submittal Status

from the navigation menu.

=	Submitted Submittals		[] H 🔊 🕐 🐣
	Q Search	<	◯ 1 ~ 2 of 2 ◯ Submitted Date (New-Old) ∨
	Criteria		
	Keywords	Adair Village, City Of Unamony sever Adair Village, City Of Unamony sever Adaires	🗎 💽 2/13/23 Today
		C Supervisory Wastewater System Operator Designation Form	
	Subry itted Date		
	Last 30 days ~		
	Submittal Type		
8	+		
	Indicator		
-	🗋 🕜 Revision Request		
	🔲 💋 Amend Request		

On the form record, select the eye icon.



The progress of the form may be tracked in the "Review Flow" section. When the submittal has been approved, you will receive an email notification from DEQ.

(Enumerit True)	Submittal Summary Supervisory Wastewater System Operator Designation Form	() 491635 ✓ () Type 49
No Payment Due at This Time	This form shall be used to designate a certified operator(s) to be responsible for the wastewater system to be managed in a manner that fully protects public health and the environment.	Review Flow -
Authority Review Completed by 2022-11-01 V Status History	Environmental Water Quality Construction Construction	Administrative Review Completed
D 2 Officient Tenter 2022 11-01 Educent		Submittal Documents - Forms/Receipt
end the request for Revision/Withdrawal/Amend to the administrator 🥹		Supervisory Wastewater System Operator Designation Form
Revision Withdrawal Amend	Send Request	Receipt of Supervisory Wastewater System Operator Designation Form
		Attachments
		Archived Submittals

5. Password, Pin and Security Questions

5.1 Reset Password

If you have forgotten your password or username, click the "Forgot Password" button on the login screen. Enter your email address to receive an email with reset instructions.

Public Portal Environmental Data Management System (EDMS)	Public Portal Environmental Data Management System (EDMS)	
Username	Forgot Password Please enter your email address in the box below to	
Password (Forget Password?)	request a reminder of your user name and password. If the email you provide is associated with an account, you will receive a reminder shortly.	
Login	Emoil	
	Reset Password	
Register Account Public Records	© Back to login	
For assistance, contact:	For assistance, contact:	
☑ YourDEQOnline@deq.state.or.us	VourDEQOnline@deq.state.or.us	

5.2 Reset Pin

- 1. Select to My Account from the navigation menu, and then select the Password/Pin tab.
- 2. Enter and save your new pin number.

≡	Ay Account
	202 PG Info YourDEQONLine Security Questions Consultants Verification Basic Info Account Type Password/Pin Security Questions Consultants Verification
	Password PIN
	Show password Show Pin old Password New Pin
-	PN should be at least 8 characters long and should contain 1 number, 1 alphabet and 1 special character (g5%*#78).
8	Persword should be at least 8 characters long and should contain 1 number.1 alphabet and 1 special character (rds14+#P8).
	Confirm New Password
۵	Save Password

5.3 Reset Security Questions

- 1. Select to My Account from the navigation menu, and then select the Security Questions tab.
- 2. Create new security questions and answers and click save

202 R0 In	nfo YourDEQOnli	ne			
Basic Info	Account Type	Password/Pin	Security Questions	Consultants Verification	
1 Q	What is the f	irst and last nam	ne of your oldest sibli	g?	
A					٩
2 Q	where did yo	u first meet your	spouse?		
A					٩
3 Q	what is the n	ame of your hon	ne town newspaper?		
A					٩
4 Q	what is your	favorite song?			
A					٥
5 Q	what is the la	ast name of your	favorite teacher?		
A					٩

6. Helpdesk and Resources

If you have questions not answered by this guide, please consult the Your DEQ Online <u>Help</u> <u>page</u> or contact DEQ:

For technical assistance: <u>Your DEQ Online Helpdesk</u> (Not compatible with Internet Explorer)

For Wastewater Operator Certification program questions contact: <u>opscert@deq.oregon.gov</u>

Your DEQ Online log in portal: <u>https://ordeq-edms-public.govonlinesaas.com/pub/login</u>