



CONTRACT OPERATOR FORM

OPERATORS NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. WORK: _____ HOME: _____ CELL PHONE: _____

PLEASE INDICATE BELOW WHICH FACILITY THE CONTRACT OPERATOR WILL BE WORKING:

NAME OF WATER SUPPLY SYSTEM: _____

NAME OF WASTEWATER TREATMENT FACILITY: _____

DESIGNATED OFFICIAL REPRESENTING FACILITY*

DATE

OPERATOR SIGNATURE

DATE

***Rural Water District - Chairman or Board Member**

***City - Mayor or City Council**

***Commercial Facilities - Owner**

Please return completed form to:

Teresa Schuyler
KDHE-Bureau of Water
1000 SW Jackson St., Suite 420
Topeka, KS 66612-1367
785.296.5511
e-mail: Teresa.Schuyler@ks.gov

(OVER)

CONTRACT OPERATOR GUIDELINES

The contract operator is the operator in responsible charge. The operator should have clear authority to make operational changes in the system as needed. This is not unlike the operation of any water supply or wastewater treatment system. The operator should have clear authority to direct the work of any non-certified staff who provides assistance. If additional non-certified staff is utilized by the permittee, they should be directed by the permittee to carry out the recommendations of the certified operator. Otherwise, it serves little purpose to contract with a certified operator.

The operator should routinely inspect the system. This includes any pumping stations. Depending on the type of facility, the inspection frequency can range from once per week to once per day. As a rule of thumb, as the mechanical complexity of a system increases, the frequency of inspection should increase. Another rule of thumb is that if the permittee utilizes a non-certified individual to assist the certified operator, the frequency of inspection by the certified operator can be decreased. **If there is a question as to what category a facility is classified, please call us at 785.296.5511 or 785.296.2976 for clarification.**

The operator should be on call for emergency situations. At some point in time most systems have unexpected emergencies. At those times, it is critical that the system's certified operator be available to recommend a course of action to rectify the emergency situation.

The operator should verify that routine system maintenance schedules are followed.

The operator should inspect any records or reports submitted to KDHE for regulatory purposes. A certified operator should be able to review reports and determine discrepancies with permit conditions.