

# Facility Updates for Drinking Water and Wastewater Licensed Operators



## The Importance of Proper Staffing

Proper staffing is crucial for facilities as it directly influences operational efficiency, safety, and overall performance. Adequate staffing ensures that tasks are managed effectively, reducing the risk of errors and delays. Skilled and qualified personnel contribute to consistent quality standards, smoother workflow, and timely maintenance, all of which are essential for optimal functioning. Furthermore, proper staffing supports regulatory compliance, enhances employee morale, and promotes a conducive environment for innovation and growth. Ultimately, it is the foundation for a well-organized and successful facility that can meet its objectives while prioritizing the well-being of its workforce and stakeholders.

## The Importance of Regular Facility Updates

Adhering to regulations [401 KAR 8:030](#) and [401 KAR 11:020](#) when providing the Cabinet with facility and operator information is vital to ensure the safety, efficiency, and compliance of water systems. By following these regulations, accurate and up-to-date data is supplied, enabling informed decision-making, effective resource allocation, and prompt responses to potential issues. This commitment to regulatory compliance helps maintain public health, enhances environmental sustainability, and fosters trust in the water management process.



regulatory and compliance

Instructions regarding how to complete the Facility Update eForm can be obtained from the [OCP Webpage](#).

For information on becoming a certified operator, training schedules, and resources, visit the Kentucky Operator Certification Program website.

**FACILITY  
UPDATES**

Certifying **Professionals**





# Facility Updates eForm SOP

1. After logging onto the Kentucky Online Gateway select **Forms** from the top blue ribbon.

EEC eForms Home Dashboard Forms Contact Us Help Center

Forms

eForm by Transaction Id:

Use this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form:

Transaction Id

Proceed

2. The quickest way to search the Wastewater and Drinking Water Facility Update form is using its Form ID 136. The Form ID is located on the right hand side of the page. Type the Form ID number in the space below and click **Enter** on your keyboard.

3. To open a new form, select the + sign located under **Add Form** on the left hand side of the page.

List of available eForms:

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
				136
<b>+</b>	<b>Wastewater and Drinking Water Facility Update for Licensed Operators</b>	Division of Compliance Assistance	DEP	136

4. Before the whole application will appear, you will have to select **Drinking Water** or **Wastewater** from the drop down box.

DIVISION OF COMPLIANCE ASSISTANCE  
DEPARTMENT FOR ENVIRONMENTAL PROTECTION  
ENERGY AND ENVIRONMENT CABINET

WASTEWATER AND DRINKING WATER LICENSED OPERATORS FACILITY UPDATES

(\*) Indicates a required field; (✓) Indicates a field may be required based on user input or is an optionally required field

Are you submitting for a drinking water Public Water System (PWS) or a Wastewater facility? (\*)

Click to Save Values for Future Retrieval Click to Submit to EEC



# Facility Update eForm SOP

5. After selecting the facility type, the rest of the form will populate. The next step is filling out the **Facility Agency Interest**.

DIVISION OF COMPLIANCE ASSISTANCE  
DEPARTMENT FOR ENVIRONMENTAL PROTECTION  
ENERGY AND ENVIRONMENT CABINET

**WASTEWATER AND DRINKING WATER LICENSED OPERATORS FACILITY UPDATES**

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

Are you submitting for a drinking water Public Water System (PWS) or a Wastewater facility? (\*)

Wastewater

**Facility Agency Interest(\*)** (You can use eSearch to search for agency interest - click here)

(\*)

AI Number

**5** →

**Facility Information**

Facility Name(\*)

Facility Address(\*)

City: (\*)

State: (\*)

Zip Code: (\*)

Submittal of Report By:

6. Filling out the **Facility Agency Interest** number will populate the Facility Information we have on file.

DIVISION OF COMPLIANCE ASSISTANCE  
DEPARTMENT FOR ENVIRONMENTAL PROTECTION  
ENERGY AND ENVIRONMENT CABINET

**WASTEWATER AND DRINKING WATER LICENSED OPERATORS FACILITY UPDATES**

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

Are you submitting for a drinking water Public Water System (PWS) or a Wastewater facility? (\*)

Wastewater

**Facility Agency Interest(\*)** (You can use eSearch to search for agency interest - click here)

(\*)

1393

**Facility Information**

Facility Name(\*)

Frankfort WWTP

Facility Address(\*)

City: (\*)

State: (\*)

Zip Code: (\*)

Submittal of Report By:



# Facility Update eForm SOP

7. The **Submittal of Report By** is the next section that will need to be filled out. The **Company/Affiliation Name**, **Company/Affiliation Phone Number**, **Contact Person First Name**, **Contact Person Last Name**, and **E-Mail Address** are all required fields. The **Alternate E-Mail Address** is encouraged but not required.

Submittal of Report By:						
Company/Affiliation Name(*) EEC	Company/Affiliation Phone Number(*) 502-782-6412					
Contact Person First Name(*) Katie	Contact Person Last Name(*) Mauer					
E-Mail Address(*) katie.mauer@ky.gov	Alternate E-Mail Address cjenkins@ky.gov					
Licensed Operators (Note: To remove employment of operator, please enter end date of that operator)						
You can use <a href="#">eSearch</a> to search for licenses - click here						
+ Add new record						
Edit	AI	Company Name	Licensed Person Name	Number of Hours/month	Employment Start Date	Employment End Date
	110651	Frankfort WWTP	Carl W Groce	150	6/1/2022	
	166746	Frankfort WWTP	Robert W Ridgeway	150	6/1/2022	
Click to Save Values for Future Retrieval		Click to Submit to EEC				

8. The last section on this form is the **Licensed Operators** segment. This section gives you the capability to add new operators and/or put Employment End Dates for operators who no longer work at the facility.
9. To add a new operator to the facility, select **Add New Record**.
10. This will open up fields to enter in their **AI number**, **Company Name**, **Licensed Peron Name**, **No. of Hours/month**, and **Employment Start Date**. If they are a current Operator, leave the **Employment End Date** empty. When finished entering in the information select **Insert** at the bottom left hand side of the box.



# Facility Update eForm SOP

8 → Licensed Operators (Note: To remove employment of operator, please enter end date of that operator)

You can use eSearch to search for licenses - click here

9 → + Add new record

AI	Company Name	Licensed Person Name	Number of Hours/month	Employment Start Date	Employment End Date
AI number(*) 76021		Company Name(*) Frankfort WWTP			
Licensed Person Name(*) Dennis Alan Minch Sr.		No.of Hours/month(*) 150			
Employment Start Date(*) 09/06/2022		Employment End Date mm/dd/yyyy			
Insert Cancel					
110651	Frankfort WWTP	Carl W Groce	150	6/1/2022	
166746	Frankfort WWTP	Robert W Ridgeway	150	6/1/2022	

10 →

10 →

10 →

Click to Save Values for Future Retrieval    Click to Submit to EEC

11. If data needs to be updated for an operator (**End Employment Date** or **No. Hours/month**), select the pencil to the left hand side of the operator's name.

Licensed Operators (Note: To remove employment of operator, please enter end date of that operator)

You can use eSearch to search for licenses - click here

+ Add new record

Edit	AI	Company Name	Licensed Person Name	Number of Hours/month	Employment Start Date	Employment End Date
11 →	110651	Frankfort WWTP	Carl W Groce	150	6/1/2022	
	166746	Frankfort WWTP	Robert W Ridgeway	150	6/1/2022	
	76021	Frankfort WWTP	Dennis Alan Minch Sr.	150	9/6/2022	

Click to Save Values for Future Retrieval    Click to Submit to EEC

12. This will open their data to manipulate. When finished adding or changing the data, select **Update** at the bottom left hand corner.



# Facility Update eForm SOP

Licensed Operators (Note: To remove employment of operator, please enter end date of that operator)

You can use eSearch to search for licenses - [click here](#)

Edit	AI	Company Name	Licensed Person Name	Number of Hours/month	Employment Start Date	Employment End Date
	110651	Frankfort WWTP	Carl W Groce	150	6/1/2022	
AI number(*)		Company Name(*)				
<input type="text" value="110651"/>		<input type="text" value="Frankfort WWTP"/>				
Licensed Person Name(*)			No. of Hours/month(*)			
<input type="text" value="Carl W Groce"/>			<input type="text" value="150"/>			
Employment Start Date(*)					Employment End Date	
<input type="text" value="06/01/2022"/>					<input type="text" value="09/06/2022"/>	
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>				
	166746	Frankfort WWTP	Robert W Ridgeway	150	6/1/2022	
	76021	Frankfort WWTP	Dennis Alan Minch Sr.	150	9/6/2022	

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13. When all information has been completed, select **Click to Submit to EEC**.

Licensed Operators (Note: To remove employment of operator, please enter end date of that operator)

You can use eSearch to search for licenses - [click here](#)

+ Add new record

Edit	AI	Company Name	Licensed Person Name	Number of Hours/month	Employment Start Date	Employment End Date
	110651	Frankfort WWTP	Carl W Groce	150	6/1/2022	9/6/2022
	166746	Frankfort WWTP	Robert W Ridgeway	150	6/1/2022	
	76021	Frankfort WWTP	Dennis Alan Minch Sr.	150	9/6/2022	

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14. If all information is correct and your eForm has been submitted successfully, you will be directed to the Form Details page.

**Form Details:**

Form Name: Wastewater and Drinking Water Facility Update for Licensed Operators

Form Id: 136

eForm Submittal ID: 132907

eForm Transaction ID: 9fa69092-0891-457e-b400-bb75269ec8b5

Status: [Help](#) Submitted to EEC

Date: 09/06/2022

Submitted to EEC?: [Help](#) Yes

Form Info: [Help](#)