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.
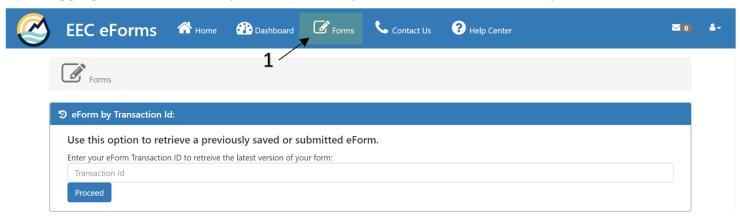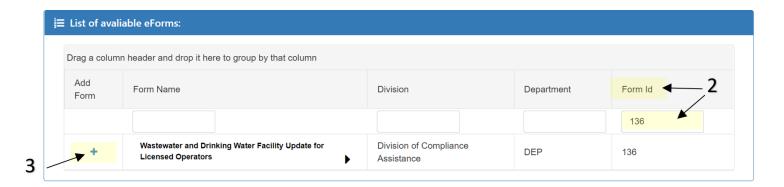
FACILITY UPDATES

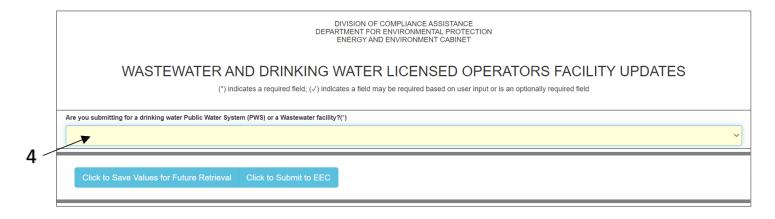Certifying **Professionals**

Facility Updates eForm SOP

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

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 is the space below and click **Enter** on your keyboard.

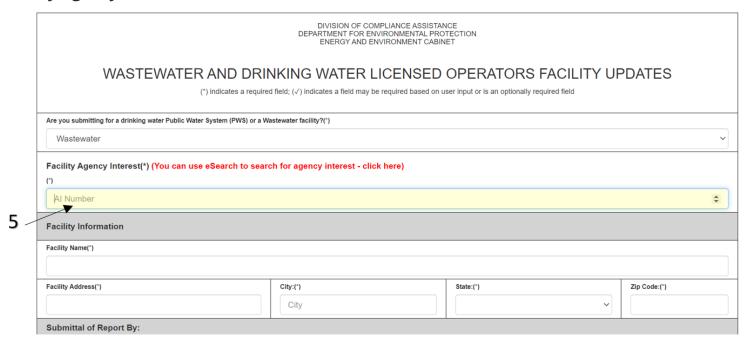3. To open a new form, select the + sign located under **Add Form** on the left hand side of the page.

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

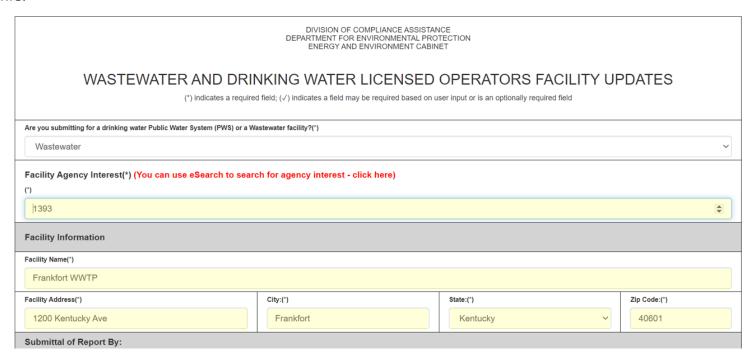5. After selecting the facility type, the rest of the form will populate. The next step is filling out the **Facility Agency Interest**.
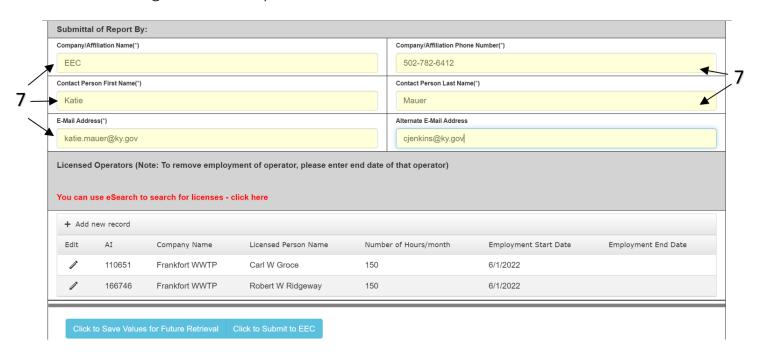

6. Filling out the **Facility Agency Interest** number will populate the Facility Information we have on file.
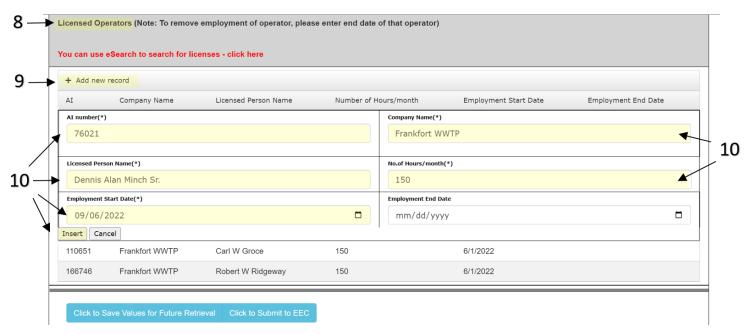
7. The **Submittal of Report By** is the next section that will need to be filled out. The **Company/Affiliation Name**, **Company/Affiliation Phone Number**, **Contact Person First Name**, **Contact Person Last Name**, and **E-Mail Address** are all required fields. The **Alternate E-Mail Address** is encouraged but not required.

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.

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 |

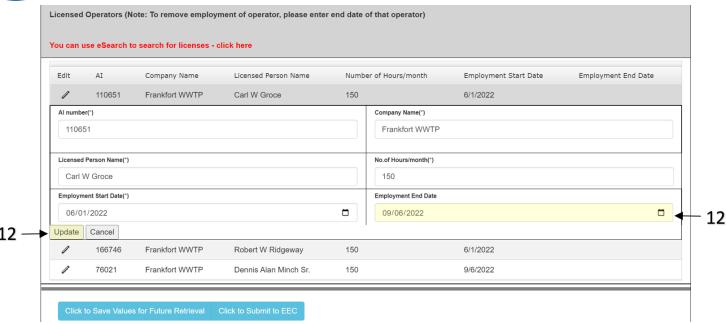Click to Save Values for Future Retrieval   Click to Submit to EEC

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.
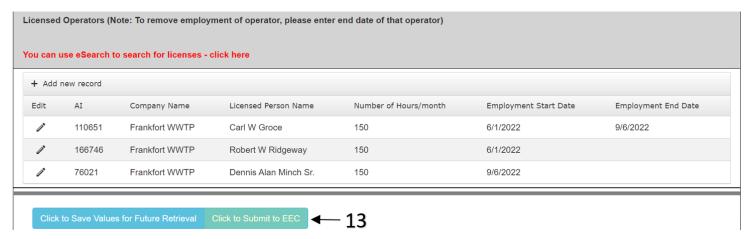

Licensed Operators (Note: To remove employment of operator, please enter end date of that operator)

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
✏	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.

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

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