
ENVIRONMENTAL Fact Sheet



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2018

Solid Waste Facility Operator Training and Certification

Solid Waste Facility Operators need to be aware of the laws and regulations that affect them and their facility. The solid waste facility operator training and certification program administered by the NHDES Waste Management Division since 1989 increases compliance with RSA 149-M and the New Hampshire *Solid Waste Rules* through education and training. Operators that understand the requirements are in a better position to properly maintain their facility, control operating costs, and protect public health and the environment.

State Certification

All solid waste facilities in New Hampshire, including those that collect/store/transfer, landfill and incinerate solid waste, must be permitted by NHDES. One of the regulatory requirements of a solid waste permit is that all operators at the facility be certified by NHDES. Conversely, operators are not eligible to work at such a facility without NHDES certification. This two-pronged approach means both the permittee and the operator are in violation if the operator is not certified. Because certification belongs to the individual operator, even if the employer pays the fees, operators are responsible to ensure they apply to become certified and renew each year.

Initial Application Procedure and Basic Training

The program is implemented in accordance with Chapter Env-Sw 1600 of the New Hampshire *Solid Waste Rules*. All new operators must submit a complete application and the \$50 fee to NHDES within 30 days of beginning employment at a solid waste facility. This entitles them to work at solid waste facilities in NH until they attend basic training and take the examination. NHDES notifies processed applicants of the next opportunity to train and test; that status is withdrawn if the operator does not attend. Operators that successfully complete basic training and testing become Principal Operators; operators that complete the training, but do not take or pass the test become Assistant Operators. Please use only the application with the 2016 date on the NHDES website (<http://des.nh.gov/organization/divisions/waste/swrtas/opcert.htm>) or contact the Solid Waste Management Bureau for a copy.

Renewal Procedure

Operators must renew certification every year no more than 90 days prior to the certification expiration date. The operator shall submit to NHDES three components to renew: 1) a

completed and signed renewal application (NHDES sends pre-populated forms to current operators about 3 months prior to the certification expiration date, but operators may also use the renewal application with the 2016 date on the NHDES website (http://des.nh.gov/organization/divisions/waste/swrtas/sw_operator_renewals.htm)); 2) adequate verification of at least 2.5 hours of continuing professional development within the previous 12 months; and 3) \$50 annual fee. If NHDES receives the application after the certification expiration date, but within 90 days following the expiration date, operators must pay an additional \$25. If a renewal application is received more than 90 days after the certification expiration date, the application will be denied and the operator must reapply for initial certification.

Continuing Professional Development

Operators must take a minimum of 2.5 hours of professional or technical instruction that imparts information and instruction relevant to waste management and solid waste facility operations. In addition to NHDES workshops, operators may use training provided by third parties. See the NHDES website (www.des.nh.gov/organization/divisions/waste/swrtas/workshop.htm) for a schedule of workshops and links to other related organizations. Call or email NHDES with any questions about whether a class will be accepted. NHDES maintains attendance records at its own workshops, so renewing operators that attended a NHDES class should provide the training date and topic on the appropriate line of the application form. To document attendance at trainings *not* conducted by NHDES, operators must submit a certificate of attendance or another form of verification, such as a letter signed by the trainer. For all training outside of NHDES, verification must include the training date and the content and length of the training.

For more information, contact:

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