

West Virginia Underground Storage Tank (UST)  
Worker Certification Fact Sheet

When is a certified person necessary?

An individual certified by the West Virginia Department of Environmental Protection (DEP) who is exercising supervisory control must be on-site during specified processes during UST installations, repairs, retrofitting, upgrading, change-in-service, closure, tank and/or piping tightness testing and/or UST corrosion protection system installation, repair, upgrade, or testing.

What are the processes when a certified person must be present?

Installation processes include:

- Preparation of the excavation immediately prior to receiving backfill and the tank
- The setting of the tank and the piping (including placement of any anchoring devices)
- Backfilling to the level of the tank
- Strapping
- Anytime when piping components are connected
- When all testing of the tank and piping is performed
- Completion of the backfill
- Filling of the excavation
- Installation of release detection devices

Repair, retrofitting or upgrading processes include:

- Excavation of existing tanks and/or piping
- Performance of repairs to the tank and/or piping
- When components of the piping are connected
- When the tank and/or piping are tested
- When equipment is connected to the tank and/or piping

Change-in-service or closure processes include:

- Vapor removal
- Purging
- Inerting
- Cleaning
- All subsurface sample collection events

Tank and/or piping tightness testing:

- Testing
- Performance of minor repairs as necessary to perform the test
- Disconnection and reconnection of piping and equipment to a UST system as necessary to perform the test

Corrosion protection:

- Installation
- Repair
- Upgrade
- Testing

When does the certification requirement go into effect?

Beginning January 1, 1995, no UST may be installed, repaired, retrofitted, upgraded, undergo a change-in-service or be closed unless a certified individual is present and exercising responsible supervisory control during the specified processes.

Beginning July 1, 1996, no UST may be tightness tested unless a certified individual is present and exercising responsible supervisory control during the specified processes.

Beginning July 1, 2001, met UST may have corrosion protection installed, repair, upgraded or tested unless a certified individual is present and exercising responsible supervisory control during the specified processes.

What UST work is not covered by the certification program?

Certification is not required for individuals conducting the following:

-Sampling or other activities related to cleanup or remediation of a leaking UST.  
UST closure during remediation is covered by the certification program.

What categories of certificates will be issued?

Certificates will be issued in the following categories:

-Class A certificate for installation, repair, retrofitting, or upgrading of an UST system.

-Class B certificate for performing a change-in-service or closure of an UST system.

-Class C certificate for performing tank and/or piping tightness testing and to perform minor repairs and to disconnect and reconnect piping and equipment to an UST system as is necessary to perform the tightness test.

-Class D certificate for installation, repair, test, or upgrade corrosion protection systems either galvanic or impressed current on a UST system.

-Class E for conducting routine tests, system maintenance, and routine inspections or corrosion protection systems either galvanic or impressed current on a UST system.

What are the requirements for certification?

To be certified, an individual must:

1. Demonstrate to the WV DEP on an "Application for Underground Storage Tank Worker Certification" form that they meet the required qualifications for certification.
2. Pay the \$75.00 fee in the form of a check or money order; and
3. Candidates for Class A, B, and/or C must take an examination and make a passing score of 80% on the examination. Those who fail the exam will be allowed to retest after paying a \$35 exam fee. No one can take the exam more than three (3) times within a 12-month period.
  - Candidates for Class C must also submit proof of a current certification by the manufacturer of each tank and/or piping tightness test method that they will be using.

- > Candidates for Class D must submit proof of a current certification level as at a minimum a corrosion technician by NACE or another equivalent organization.
  
- > Candidates for Class E must submit proof of a current certification level as at a minimum a corrosion tester by NACE or another equivalent organization.

What are the qualification requirements?

Individuals applying for certification must demonstrate to the WV DEP that they meet the following requirements:

1. Demonstrate ethical practice by supplying written references from two (2) personal references and two (2) professional references attesting to the applicant's ethical practices.
  
2. Demonstrate experience by documenting active participation in a minimum of 10 UST system installations, repairs, retrofits, upgrades, performance of changes-in-service, closures, and tank and/or piping tightness testing conducted after December 22, 1988, as is applicable to the Class A, Class B, and/or Class C certificate. A civil or mechanical engineering license from the State Board of Registration for Professional Engineers of West Virginia may also be substituted for experience.
  
3. Class D and E must submit proof of certification by NACE or another approved equivalent organization.

What will the examination cover?

The multiple-choice questions will be derived from information contained in industry documents, manufacturers' instructions, federal and state regulations and WV DEP policies and memorandums. A list of these documents will be provided. The WVDEP will provide partial packets of these materials to applicants at cost if requested. Additional documents must be obtained directly from the vendor. A study guide is available.

Where do I take the examination?

The WVDEP conducts testing at its office at 601 57<sup>th</sup> Street SE, Charleston. Applicants will receive written notification that they are approved to take the examination and are to call to schedule the exam. Exams are given on Tuesdays and Thursdays by appointment only.

How often does the certificate have to be renewed?

Certificates will expire on December 31st of every second year. For example, if you become certified in 2005 your certificate will expire December 31, 2006.

What are the requirements for renewal?

To renew a certificate an individual must:

1. Submit a completed WVDEP "Certificate Renewal Application" form by November 1st of the year that the certificate expires.
2. Pay the \$50.00 renewal fee; and
3. A. Prior to November 1<sup>st</sup> of the year that the certificate expires, complete sixteen (16) hours of WVDEP approved continuing education training courses relevant to the subject area for each class of certification and submit documentation with the application that the approved training has been completed. Also, submit documentation with the application proving that the individual has participated in at least one (1) job applicable to the certification class within the two (2) year certification period

**OR**

- B. Submit documentation with the application proving that the individual has participated in at least one (1) job applicable to the class of certification within the 2 year certification period. Pay a \$50.00 examination fee. This \$50.00 examination fee is in addition to the \$50.00 application renewal fee. Then you must take and pass the exam again.
4. In addition to the above, Class C certified workers must submit a copy of their current certification by the manufacturer of each test method that they are and will be using.
5. In addition to the above, Class D and E certified workers must submit a copy of their current certification by NACE or another approved equivalent.

What qualifies as continuing education training courses for recertification purposes?

Only courses approved by the WVDEP for UST Worker Certification program may be utilized for recertification purposes. A current list of approved courses may be found on the WVDEP UST web page. All workers must have at least 8 hours of course credit from the regular course category. No more than 8 hours of credit from the safety category will be approved for each two year certification renewal period.

What kind of documentation will an individual receive as evidence of certification?

The WVDEP will issue a wallet size certification identification card. This card must be presented upon request by a representative of the WVDEP or an owner or operator of a UST system for which an installation, repair, retrofit, upgrade, change-in-service, closure, or tightness test is to be conducted.

When will a certificate or its renewal be denied or revoked?

An individual could be denied a certificate or renewal of a certificate or have a certificate revoked for the following reasons:

- Failure to achieve a passing score on the written examination
- Failure to submit required documentation
- Previous revocation of a certificate held by the individual
- Evidence of fraud or deceit in the certification applications
- Failure to present the certification identification card upon request
- Violations of the laws or rules of West Virginia
- For ethical considerations
- Failure to follow the tank and/or piping tightness testing manufacturer's protocol and/or policies established by the Director of the WVDEP
- Any other cause that the Director of the WVDEP may deem as adequate grounds for denial or revocation
- Failure to follow WV Public Service Commission rules as adopted by reference Title 49, 191-193, and Part 195 of the Pipeline Safety regulation regarding corrosion protection and/or policies established by the director.

Are monitoring wells drillers and installers also required to be certified by the WV DEP Office of Water Resources?

Monitoring well drillers and installers were required to be certified by the Office of Water Resources beginning in 1996. Registration of monitoring well sites were also required beginning in 1996. For more information contact the Office of Water Resources at (304) 926-0495.