**Transition Plan Template**

Water and Wastewater Facilities and Public Drinking Water Supplies Regulations

**Municipality of (enter name)**

* **Introduction:**

This transition plan is submitted as per Section 30 of the Water and Wastewater Facilities and Public Drinking Water Supplies Regulations. This plan outlines how the designated overall direct responsible charge operator for the Municipality of (name) will obtain the required certification level for operating the Class (level) facility.

* **Reason for a Transition Plan:**

Describe the reason(s) why the municipality cannot currently meet the requirements of Sections 27, 28 and 29 of the Regulations noted above.

* **Operator Background:**

Provide key operator details regarding their education and facility-related work experience to date.

* **Transition Plan Terms and Conditions (suggested):**

**Part 1** **– Challenge Operator Certification Exams**

* Identify date(s) when the designated operator in overall direct responsible charge will write and pass the specific certification exams(s). If they will require more than one exam, then include when they plan to challenge and pass subsequent levels.
* Identify date(s) when an alternate operator will write and pass the specific certification exams(s). If they will require more than one exam, then include when they plan to pass subsequent levels.
* If (name of designated operator in overall direct responsible charge and/or an alternate) fails to pass any of the certification exams, the municipality will make arrangements for the operation of the facility to be carried-out under the direct responsible charge of an individual who has a Class (level and type) certification and the remainder of this transition plan shall become void.

**Part 2 – Meeting the Experience and Education Requirements**

* Identify date(s) when the designated operator in overall direct responsible charge shall meet the operating experience/education requirements for the level of certification required. If they need to achieve more than one level higher, then identify dates when the operator will meet the requirements.
* Once the experience/education is obtained for each level, and the appropriate exam has been successfully challenged, documentation must be submitted to the local district office of NSE, and approved by the administrator prior to an operator certificate being issued.
* (Name of designated overall responsible charge operator) must obtain a minimum of 1.2 continuous education units (CEUs) of related training per year on average during the duration of this transition plan. Documentation of this training must be submitted annually to the local district office of NSE.

**Part 3 – Obtaining Alternate Services**

* If the terms and conditions of this transition plan are not met by (identify a specific date), the municipality must make arrangement for the operation of the facility to be carried-out under the direct responsible charge of an individual who has Class (level and type) certification.
* Identify the name, operator classification level and location of an individual who will act as a resource person, to call upon for information and advice. A letter confirming the commitment with (name) shall be submitted to the department by (identify a specific date).

**Part 4 - Reporting**

* The municipality shall send semi-annual reports to the local district office of NSE summarizing the interaction between (designated overall responsible charge operator) and (name of resource person). The reports are due fifteen days from the end of each reporting period. The first report is due on or before (specify date).

**Part 5 – Termination of Transition Plan**

* This transition plan will expire once (name of operator designated in overall responsible charge) has met all the requirements for Class (level and type) certification as per the Water and Wastewater Facilities and Public Drinking Water Supplies Regulations.
* If any terms and conditions of this transition plan are not met to the satisfaction of NSE, (name of municipality) will meet with NSE staff within a reasonable time frame, to determine whether a revised plan is required or to identify the necessary steps to take towards meeting the requirements of the regulations.
* All other terms and conditions of: 1) the facility ‘Approval to Operate’; and 2) the Water and Wastewater Facilities and Public Drinking Water Supplies Regulations; are in full force and effect.

(Name of municipal representative)

(Position)

(Municipality)

(signature)

Date: