



Ohio Administrative Code

Rule 3745-7-09 Recordkeeping requirements and responsibilities of owners, certified professional operators, facility specific operators, and certified professional operators of record.

Effective: July 3, 2025

(A) The owner and professional operator of record of a public water system, treatment works or sewerage system shall maintain, or cause to be maintained, operation and maintenance records for each classified public water system, distribution system, water treatment plant within a public water system, sewerage system, treatment works, or wastewater treatment facility within a treatment works.

(B) The records shall be housed and maintained in such a manner as to be protected from weather damage and guarantee the authenticity and accuracy of the records contained within. The records shall meet the following requirements:

(1) Be maintained at the facility, regardless of professional operator of record or owner changes. In the event there is no facility, the agency and owner, can agree in writing to an alternate location.

(2) Be maintained in hard bound books with consecutive page numbering; well organized computer logs, which automatically document the date, time and person making the entry and prevent the erasure or deletion of data; or an equivalent methodology sufficient to record the information set forth in this rule and approved by the director to ensure authenticity and accuracy. Separate log books or computer programs meeting the requirements above may be maintained for operation and maintenance activities.

(3) Be accessible onsite at all times for an inspection by agency or emergency response personnel.

(4) The records shall include the following:

(a) Identification of the public water system, sewerage system, or treatment works.

(b) Date and times of arrival and departure in military time for the professional operator of record



and any other professional operator required by this chapter. Failure to document times of arrival and departure shall constitute prima facie evidence that a violation of the minimum staffing requirements has occurred unless the professional operator can present evidence acceptable to the director to substantiate that the professional operator met minimum staffing requirements.

(c) Specific operation and maintenance activities that affect, or have the potential to affect, the quality or quantity of sewage or water conveyed, effluent or water produced.

(d) Results of tests performed and samples taken, unless documented on a laboratory or bench sheet.

(e) Records of the performance of preventative maintenance and repairs or requests for repair of the equipment that affect or have the potential to affect the quality or quantity of sewage or water conveyed, effluent or water produced.

(f) The identification of the persons making entries.

(5) The records shall be kept up to date, contain a minimum of the previous three months of data at all times, and be maintained for at least three years.

(C) A certified professional operator, or facility specific operator, shall do the following:

(1) Perform duties in a responsible and professional manner consistent with standard operating procedures and best management practices.

(2) Operate and maintain public water systems, sewerage systems, treatment works, and appurtenances so as not to endanger the health or safety of persons working in or around the facility, the public at large, or the environment due to negligence or incompetence.

(3) Report all instances of noncompliance with applicable regulations to the professional operator of record or facility supervisor.

(4) Record information required in accordance with paragraphs (B)(4)(b) to (B)(4)(f) of this rule.



(D) The duties of a professional operator of record shall include, but not be limited to, those outlined in paragraphs (C)(1) to (C)(4) of this rule and the following additional duties and responsibilities:

- (1) Responsible and effective onsite management and supervision of the technical operation of the public water system, treatment works, or sewerage system.
- (2) Immediately notifying the permittee or owner of a public water system, sewerage system, or treatment works, and ensuring the agency and, if applicable, the local regulatory agency, is notified of items that require notification in accordance with Chapter 6109. or 6111. of the Revised Code, the rules adopted thereunder, or the facility's NPDES permit.
- (3) Ensuring the recordkeeping requirements of this rule are being met.
- (4) Each professional operator of record identified in accordance with rule 3745-7-02 of the Administrative Code and each certified professional operator acting as a backup for a facility identified in accordance with rule 3745-7-03 or rule 3745-7-04 of the Administrative Code, shall ensure that the facility's minimum staffing requirements are being met either by themselves or in conjunction with other professional operators working at the facility.
- (5) Displaying a copy of the facility specific or professional operator's valid certificate and renewal card for public examination at the treatment plant or principal office of the owner.
- (6) Reporting minimum staffing times to the agency in a format accepted by the director.
- (7) Ensuring that a professional operator of record is onsite during inspections, sanitary surveys or site visits requested by the agency.

(E) In the event that there are issues related to paragraphs (A) to (D) of this rule that are within the area of responsibility of, but beyond a professional operator of record, facility specific operator, or a certified professional operator's ability to address, it shall be the responsibility of the professional operator of record, facility specific operator, or certified professional operator to document any efforts to rectify the problem.