



Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Trade and Consumer Protection

PO Box 8911, Madison, WI 53708-8911

Phone: (608) 224-4942 Email: [DATCPWeightsAndMeasures@wisconsin.gov](mailto:DATCPWeightsAndMeasures@wisconsin.gov)

<b>NO FEE</b>
<b>FOR OFFICE USE ONLY</b>
DATE RECEIVED:
DATE ISSUED:
COURSE NUMBER:

## A/B/C OPERATOR TRAINING PROGRAM APPROVAL APPLICATION

Wis. Stat. [§§101 and 168](#) Wis. Admin. Code [§ ATCP 93.850](#)

**Instructions:** Use this form to request review of an A, B, or C operator training program.

- For online training, attach the training materials or include an online log-in where materials can be reviewed.
- For classroom training, attach a complete course outline and any written materials used. The outline must describe in detail the subject matter to be taught, the total length of the course, and the length of time on each subject.
- Submit the completed application form and required materials at least 30 days prior to the date the course will be offered.

**Mail the completed form and materials to:**

Wisconsin Department of Agriculture, Trade and Consumer Protection

Bureau of Weights and Measures

Attn: Alicia Clark

PO Box 8911

Madison, WI 53708-8911

[Alicia.Clark@wisconsin.gov](mailto:Alicia.Clark@wisconsin.gov)

### ENTITY APPLYING FOR COURSE APPROVAL

LEGAL NAME OF BUSINESS/APPLICANT (first, middle, last):		D/B/A:	
CONTACT PERSON (Name and Title)			
STREET ADDRESS:		CITY:	STATE: ZIP:
PHONE (including area code) ( ) -	FAX NUMBER (if available): ( ) -	E-MAIL:	

### COURSE INFORMATION

Course Name:	
This course is (please submit a separate application for each type): <input type="checkbox"/> A Operator Training <input type="checkbox"/> B Operator Training <input type="checkbox"/> Combined A/B Operator Training <input type="checkbox"/> C Operator Training	<input type="checkbox"/> This training will be publicly available (Note: if this box is checked, your training program will be listed on the DATCP website)  Please list the contact information that should be posted on the DATCP website: Web Address: Phone number: Contact person:  <input type="checkbox"/> This training is for internal staff and business associates only
This course will be offered (check all that apply): <input type="checkbox"/> Online <input type="checkbox"/> In Classroom	

### FOR COURSE REVIEWER ONLY - If denied please indicate reason in the space provided below

## COURSE APPLICATION CONTENT

Wisconsin Administrative Code [ATCP 93 Subchapter VIII](#) specifies the training requirements for each type of operator training. Training courses will be reviewed to ensure they meet the necessary training elements for each operator classification.

Class A operator training must cover basic underground storage tank (UST) system requirements, so that the operator can make informed decisions regarding compliance and ensure appropriate individuals are fulfilling operation, maintenance, and record keeping requirements and standards of this chapter regarding all of the following: spill prevention, overfill prevention, leak and release detection, corrosion protection, emergency response, product compatibility, tank registration and permitting requirements, financial responsibility requirements, notification requirements, requirements for reporting obvious and suspected releases, requirements for permanently closing a tank system and for placing a tank system temporarily out of service, and operator training requirements.

Compared with training for a Class A operator, training for a Class B operator must provide a more in-depth understanding of operation and maintenance aspects but may cover a more narrow breadth of applicable regulatory requirements. At a minimum, the department-approved training program must teach the Class B operator, as applicable, about the purposes, methods, and function of materials and components of UST systems, methods of leak and release detection, leak and release prevention applied to UST system components, and the operation and maintenance requirements of ATCP 93 that address each of the following: spill prevention, leak and release detection, corrosion protection, emergency response, product compatibility, reporting and recordkeeping requirements, and class C operator training requirements. Class B operator training must either be site-specific training that is focused on the regulatory requirements and equipment specific to the operator's UST facility, or general training that encompasses all regulatory requirements of typical equipment used at UST facilities.

Class C operators must be trained to take appropriate action in response to emergencies, including situations which pose an immediate danger or threat to the public or to the environment and which require immediate action, and alarms caused by spills, leaks, or releases from UST systems. Each Class C operator must be trained to understand written instructions for emergency response procedures, including procedures for overfill protection during delivery of regulated substances, operation of emergency shut-off systems, appropriate responses to all alarms, reporting of leaks, spills, and releases, and any site specific emergency procedures, as well as the name and other information needed for contacting appropriate parties if a leak, spill, release, or alarm occurs.

## RESPONSIBILITIES OF COURSE PROVIDER

Course providers shall maintain an attendance record of those individuals who have completed the course for at least three years from the date the course was held. The attendance record shall include the course name, the course identification number, the date the course was held or completed, and the name of each attendee.

Classroom or field training programs shall issue certificates signed by the trainer to each operator trained. The certificate must contain the name of the trainee, date trained, operator training class completed, name of the trainer, and the training company name, address, and telephone number.

## APPROVED COURSES

When the course is approved, written approval will be sent to the course provider that will contain the expiration date of the course approval and a course identification number.

Training approvals expire three years after the date of approval. Modifications to approved training programs must be submitted for approval. If a training program is discontinued prior to the end of the approval period, the course provider must notify DATCP.

DATCP may revoke approval for any false statements, misrepresentation of facts, or violations of the conditions on which the approval was based.

## ACKNOWLEDGEMENT

By signing below, the applicant certifies that all information provided on this application is true and accurate.

**Notice:** Information including personally identifiable information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purpose, other secondary purposes and purposes other than that for which it was originally collected. (*sec. 15.04(1)(m), Wis. Stats.*). The Department may also provide this information to requesters pursuant to Wisconsin's open records law, *ss. 19.31-19.39, Wis. Stats.*

\_\_\_\_\_  
PRINT NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT/REPRESENTATIVE

\_\_\_\_\_  
DATE (MM/DD/YYYY)