

Chapter NR 524

TRAINING AND CERTIFICATION REQUIREMENTS
FOR SOLID WASTE DISPOSAL FACILITY OPERATORS

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NR 524.01 Purpose. The purpose of this chapter is to help ensure that efficient, nuisance-free and environmentally acceptable solid waste management procedures are practiced in Wisconsin by outlining the minimum requirements for the training and certification of persons participating in or responsible for the operation of solid waste disposal facilities. This chapter is adopted under ss. 144.431 (1) (a), 144.435 (3) and 227.11 (2), Stats.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.02 Applicability. (1) Except as otherwise provided, this chapter governs all solid waste disposal facilities, except hazardous waste facilities as defined in s. 144.61 (5m), Stats., and regulated under chs. NR 600 to 685, and metallic mining operations as defined in s. 144.81 (5), Stats., and regulated under ch. NR 182.

(2) This chapter applies to the solid waste disposal facilities specified in sub. (1) only during the time that the facility is approved by the department to conduct solid waste disposal operations.

(3) This chapter does not apply to the design, construction or operation of industrial waste water facilities, sewerage systems and waterworks treating liquid wastes approved under s. 144.04, Stats., nor to facilities used solely for the disposal of liquid municipal or industrial wastes which have been approved under s. 144.04, Stats., or permitted under ch. 147, Stats., except for facilities used for the disposal of solid waste.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.03 Definitions. The following definitions, as well as the definitions in s. NR 500.03, are applicable to terms used in this chapter unless the context requires otherwise.

(1) "Approved hours of instruction" means hours credited by the department for the fulfillment of recertification requirements under this chapter and which consist of specialized training courses, seminars, workshops, technical conferences and technical association meetings which provide training relevant to solid waste disposal facility operations.

(2) "Certified facility manager" means a person who holds a current solid waste facility manager certificate issued under this chapter.

(3) "Certified site operator" means a person who holds a current solid waste site operator's certificate issued under this chapter.

(4) "Hours of operation" means anytime when a solid waste disposal facility is open for accepting waste or any of the following activities are occurring:

(a) Waste placement and compaction.

(b) Surface water and leachate structure maintenance and repair, other than routine alarm response and equipment restarting.

(c) Daily and intermediate cover placement.

(d) Design repairs in major phases that have received waste but have not completed final closure.

(e) Access road construction within the site.

(f) Other activities that are determined by the department that are similar.

Note: Activities which do not constitute hours of operation include pumping leachate, gas extraction, environmental monitoring, new phase construction, remediation at a closed site or in a major phase that has received waste and has completed final closure, equipment maintenance, access road maintenance to the site, and other activities determined by the department that are similar.

(5) "Initial training program" means a program or course developed by the department, or a program or course approved by the department which is developed by a solid waste disposal facility owner or operator, or an independent sponsor, for the purpose of fulfilling the training requirements required under this chapter for persons applying for initial certification as certified facility managers or certified site operators.

(6) "Refresher training program" means a program or course developed by the department, or a program or course approved by the department which is developed by a solid waste disposal facility owner or operator, or an independent sponsor, for the purpose of fulfilling the recertification requirements in s. NR 524.09 (2) (a) and (3) (a) for persons applying for recertification as certified facility managers or certified site operators.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.04 Exemptions. (1) Except as provided in sub. (2), the following solid waste disposal facilities are exempt from the requirements of this chapter:

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(a) Facilities which are not required to be licensed under s. 144.44 (4), Stats., except for small demolition facilities subject to s. NR 502.13.

(b) Solid waste disposal facilities used solely for the disposal of animal carcasses.

(2) The department may require individual solid waste disposal facilities which are exempt under sub. (1) to have certified operators, if in the opinion of the department, the facility is unique in some manner, and trained and certified personnel at the facility will help protect public health, safety, welfare or the environment.

(3) The department may grant exemptions in writing from non-statutory requirements of this chapter. Persons may apply for an exemption under this section by providing the department with a written request identifying the exact provisions they wish exemption from, along with appropriate documentation which demonstrates to the satisfaction of the department that the proposal will not have a significant adverse impact upon public health, safety, welfare or the environment. The department shall take into account such factors as the amount of waste being disposed, the design of the facility, the physical and chemical characteristics of the waste and any other information which may be appropriate. The department may grant exemptions if the department finds that granting the exemption will not cause significant adverse impacts to public health, safety, welfare or the environment.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.05 Owner or operator requirements. Beginning October 1, 1995, the owner or operator of a solid waste disposal facility shall comply with one of the following:

(1) **MUNICIPAL AND MIXED WASTE DISPOSAL FACILITIES.** The owner or operator of a solid waste disposal facility that is not a small demolition facility under s. NR 500.03 (121) or a solid waste disposal facility used primarily for the disposal of high volume industrial waste shall do all of the following:

(a) Submit to the department with the submittal of the annual licensing application form the name of at least one certified facility manager who is certified under the appropriate division under s. NR 524.07 (1). This person or persons shall be designated to perform the duties required in s. NR 524.06 (1) for the facility.

(b) Assure that a designated certified facility manager be present either at the solid waste disposal facility, or be within 50 miles of the facility and able to be contacted by facility personnel during 75% of the hours of operation.

(c) Submit a list of the names of people with delegated authority to be contacted when the facility manager is unavailable. The list shall be submitted to the department and maintained at the facility.

(d) Submit to the department with the list of certified facility managers required in par. (a), the name of any site operators certified under the appropriate division in s. NR 524.07 (1) and who are designated to fulfill the requirements in s. NR 524.06 (2) for the facility.

(e) Have a certified facility manager or certified site operator present at the facility during all hours of operation.

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(2) **HIGH VOLUME INDUSTRIAL WASTE DISPOSAL FACILITIES.** The owner or operator of a solid waste disposal facility that is used primarily for the disposal of high volume industrial waste shall do all of the following:

(a) Submit to the department with the submittal of the annual licensing application form the name of at least one certified facility manager who is certified under the appropriate division listed in s. NR 524.07 (1). This person or persons shall be designated to perform the duties in s. NR 524.06 (1) for the facility.

(b) Assure that a designated certified facility manager be present either at the solid waste disposal facility, or be within 50 miles of the facility and able to be contacted by facility personnel during 75% of the hours of operation.

(c) Submit a list of the names of people with delegated authority to be contacted when the facility manager is unavailable. The list shall be submitted to the department and maintained at the facility.

(d) Submit to the department with the list of certified facility managers required in par. (a), the name of any qualified person who is designated to fulfill the requirements in s. NR 524.06 (2) for the facility.

(e) Have a certified facility manager or certified site operator on site during all hours of operation other than when only waste delivery operations are occurring unless all of the following criteria are met:

1. A certified facility manager is present at the site to oversee operations a minimum of twice a week and more often as necessary to assure the facility is being operated in a nuisance free and environmentally safe manner. A sign-in log shall be kept at the site attesting to the certified facility manager's twice weekly presence and shall be made available to the department upon request.

2. A site operator who is trained in accordance with s. NR 524.07 (3) but need not be certified performs the duties in s. NR 524.06 (2) at all times during the hours of operation other than when only waste delivery operations are occurring.

3. The department has not issued a notice of violation for that facility during the previous 3 years and a written notification to the owner or operator that a certified facility manager or certified site operator shall be present on site during all hours of operation other than when only waste delivery operations are occurring unless all violations have been resolved, and the department has issued a letter confirming that the violations have been corrected.

(3) **SMALL DEMOLITION WASTE DISPOSAL FACILITIES.** The owner or operator of a small demolition site shall do all of the following:

(a) Have a certified site operator on site at all times during its hours of operation.

(b) Prior to October 1 of each year, submit to the department the name of any certified site operator who is designated to fulfill the requirements in s. NR 524.06 (2) for the facility.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.06 Certified facility manager and certified site operator duties. (1) **CERTIFIED FACILITY MANAGER DUTIES.** A

certified facility manager designated by the owner or operator under s. NR 524.05 (1) or (2) shall:

(a) Ensure that the operation and maintenance of the facility is in conformance with chs. NR 500 to 524;

(b) Ensure that the facility is operated in accordance with the approved plan of operation and other established facility policies and procedures;

(c) Ensure that all staff at the solid waste disposal facility are trained in their job responsibilities, regulations affecting their jobs, and health and safety concerns relating to the site and their jobs. Training outlines and attendance shall be documented and made available to the department for inspection upon request;

(d) Ensure that facility operation complies with applicable state laws;

(e) Ensure that policies and procedures for proper and safe facility operations are developed and periodically updated.

(2) **CERTIFIED SITE OPERATOR DUTIES.** A certified site operator designated by the owner or operator under s. NR 524.05 (1), (2) or (3) shall:

(a) Ensure that the operation and maintenance of the facility is in conformance with chs. NR 500 to 524;

(b) Ensure that the facility is operated in accordance with the approved plan of operation and other established facility policies and procedures;

(c) Ensure that the facility operation complies with applicable state laws.

(3) **PERSONAL LIABILITY.** This section does not impose personal liability upon certified facility managers and certified site operators and does not relieve the owner or operator of a solid waste disposal facility from compliance with all applicable rules, plan approvals, statutes, licenses and orders.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.07 Training requirements. (1) TRAINING DIVISIONS. A facility manager or site operator may be trained and certified in any one or more of the following divisions:

(a) *Comprehensive division.* The comprehensive division includes all solid waste disposal facilities that are required to have certified facility managers under this chapter.

(b) *Inorganic division.* The inorganic division includes all solid waste disposal facilities that dispose primarily foundry process waste, ash, demolition and construction material, or other wastes that are primarily dry, inorganic materials.

(c) *Sludge division.* The sludge division includes all solid waste disposal facilities that dispose primarily paper mill sludge, municipal sewage sludge or other nonhazardous sludge type materials.

(2) **DIVISION DETERMINATION.** If, because of the type of solid waste a facility accepts, it is not clear in which division a person would need to be certified for the owner or operator to meet the requirements under s. NR 524.05, the department shall make that determination.

(3) **INITIAL TRAINING PROGRAMS.** Initial training programs shall meet the requirements of this section and be approved by the department in writing and in advance. In order for an initial training program to be approved, a training outline and review fee under s. NR 520.04 (6) (e) shall be submitted to the department for review and approval. The training outline shall describe the training program in sufficient detail so the department can determine the adequacy of the initial training program. The training outline shall include a detailed set of objectives for the training; the name of the person responsible for administering the course; the name and qualifications of the course instructors; the date, time and location of the course; and the course agenda. Approved training programs shall contain at a minimum the items listed in subs. (4) and (6).

(4) **FACILITY MANAGER APPROVED TRAINING.** Initial training programs for facility managers for the comprehensive division, inorganic division and sludge division shall include a minimum of 28 hours of classroom training except as provided in sub. (5), and shall include, but not be limited to, the following subjects:

(a) *General landfill theory and design.* Classroom training shall include basic design concepts for liners, leachate collection systems and capping and cover systems. The theory as to how these features protect groundwater, surface water and air quality shall be presented. The reasoning for the types of soils that need to be used, and the construction and documentation requirements shall be addressed. The theory of active and passive gas systems shall be addressed for the comprehensive and sludge divisions.

(b) *General landfill operations.* Classroom training shall include instruction on the elements of a plan of operation, how the plan of operation is implemented, modified, and how the plan of operation is enforced. The handling and reporting of special waste and out-of-state waste, the daily filling sequence including slopes and grades, and at a minimum how this affects wind blown litter, odor, dust, tracking mud onto public roads and surface water control shall be addressed in the training. Site security shall be addressed. Daily cover shall also be addressed in the training for the comprehensive division.

(c) *General landfill maintenance.* Classroom training shall include instruction on the regular maintenance of monitoring wells and leachate collection systems. The cleaning and repair of the surface water control system along with maintenance of the final cover system shall be addressed. The maintenance of the gas collection system shall be addressed in the training for the comprehensive and sludge divisions.

(d) *Monitoring and reporting requirements.* The routine monitoring and reporting required by the department concerning groundwater wells, leachate head wells, lysimeter and gas wells shall be addressed in the classroom training. Reporting of spills and releases and other similar occurrences also shall be addressed. The annual reporting required of waste volumes and types, out-of-state waste and the fees associated with them shall be addressed in the training.

(e) *Landfill health and safety.* Instruction on hazardous substances, confined space entry and trench safety shall

be included in the training. Health and safety plans and how such plans are developed for a particular site shall be addressed. Instruction on screening for special wastes that cannot be brought into the facility shall be addressed. Issues dealing with fire and explosion from landfill gas shall be addressed for the comprehensive and sludge divisions.

(f) *Employe training.* Training shall include instruction on how to develop, implement and document training and training programs for all personnel at the facility. At a minimum this shall include programs for all persons using heavy machinery in or around the waste, scale operators, landfill maintenance personnel and environmental monitoring personnel. Where appropriate and relevant to the position, training programs shall include but not be limited to health and safety instructions, waste identification and handling, and procedures for gaining approval to accept new waste sources or types.

(g) *Heavy equipment management.* Instruction on the handling and capabilities of landfill equipment and basic maintenance of this equipment shall be included.

(5) **INTERIM RECOGNITION OF EXPERIENCE AND TRAINING; SUNSET.** (a) Persons with 2 years of direct responsibility for operating a solid waste disposal facility within 3 years prior to June 1, 1994 may substitute this experience for 12 hours of the required training for facility manager specified in sub. (4) if the following requirements are met:

1. The person submits documentation to the department of 2 years of solid waste disposal facility management experience within 3 years prior to June 1, 1994 including location and dates worked, responsibilities, name, address and telephone number of persons who can verify work.

2. The person has taken a 16 hour training course approved by the department.

3. The person has passed the examination for facility manager certification.

4. The person has paid the facility manager's certification fee specified in s. NR 520.04 (6) (c).

(b) Persons who have undergone training within 3 years prior to June 1, 1994 that the department determines substantially meets the approved facility manager training requirements in sub. (4) may substitute this training for 12 hours of required training specified in sub. (4) if the following requirements are met:

1. The person submits documentation to the department including course content, location and date where training took place and proof of attendance.

2. The person has taken a 16 hour training course approved by the department.

3. The person has passed the examination for facility manager certification.

4. The person has paid the facility manager's certification fee specified in s. NR 520.04 (6) (c).

(c) *Sunset.* One year after June 1, 1994 no person may substitute experience or training under this subsection for hours of required training under sub. (4).

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(6) **SITE OPERATOR APPROVED TRAINING.** Site operator initial training programs for the comprehensive division, inorganic division and sludge division shall include a minimum of 8 hours of classroom training and shall include, but not be limited to, all of the subjects in sub. (4) (a), (b), (c), (e) and (g).

(7) **ADDITIONAL SUBJECTS FOR TRAINING.** The department may require instruction on additional subjects as the technology and regulations of solid waste disposal facility operations change.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.08 Initial certification and examination. (1) **TERMS OF INITIAL CERTIFICATION.** An initial certification shall terminate 2 years after issuance for a certified facility manager and 3 years after issuance for a certified site operator.

(2) **INITIAL CERTIFICATION REQUIREMENTS.** (a) *Facility manager and site operator certification requirements.* In order to be designated as a certified facility manager or certified site operator, an applicant shall meet all of the following requirements:

1. Satisfactory completion within the previous 2 years of an approved initial training program under s. NR 524.07;

2. Achievement of a passing score on an examination under sub. (3);

3. Payment of the initial certification fee specified in s. NR 520.04 (6).

(b) *Additional requirements for facility managers.* In addition to meeting the requirements of par. (a), in order to be designated as a certified facility manager in a division under s. NR 524.07 (1), the applicant shall satisfactorily demonstrate to the department that the applicant has at least 2 years experience operating or being directly responsible for the operation, design, regulation, construction or administration of a solid waste disposal facility which is in the same division.

(3) **EXAMINATIONS.** (a) Written examinations to determine the knowledge and proficiency of those seeking certification as certified facility managers and certified site operators shall be administered by the department or its designated agent. Oral examinations to determine the knowledge and proficiency of facility managers and site operators may be administered by the department if written justification is submitted and approved by the department.

(b) A score of 70% or higher shall be a passing score for the written or oral examination.

(c) Written examinations shall be conducted during business days at least 2 times annually at 3 locations in the state determined by the department. Additional times and dates may be scheduled by the department.

(d) Persons who have not applied at least 30 days prior to the examination date, or who fail to pay the required fees, or fail to identify themselves on request at the examination hall, are not eligible to take the written examination.

(e) Examination fees are not refundable.

(f) Examination papers may not be returned to an applicant.

(g) Applicants who fail the examination may apply to the department for reexamination at a subsequently scheduled examination.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.09 Recertification. (1) TERM OF RECERTIFICATION. Recertification for a certified facility manager shall terminate 2 years after issuance. Recertification for a certified site operator shall terminate 3 years after issuance.

(2) RECERTIFICATION AS A CERTIFIED FACILITY MANAGER. In order to be recertified as a certified facility manager, a certified facility manager shall submit the fee specified in s. NR 520.04 (6) (c) and meet the requirements of either of the following within the previous 2 years:

(a) Completion of a refresher training program approved under sub. (4); or

(b) Completion of at least 16 approved hours of instruction.

(3) RECERTIFICATION AS A CERTIFIED SITE OPERATOR. In order to be recertified as a certified site operator, a certified site operator shall submit the fee specified in s. NR 520.04 (6) (d) and meet the requirements of either of the following within the previous 3 years:

(a) Completion of a refresher training program approved under sub. (4); or

(b) Completion of at least 8 approved hours of instruction.

(4) REFRESHER TRAINING PROGRAMS. Refresher training programs shall meet the requirements of this section and shall be approved in advance by the department. In order for a refresher training program to be approved, a training outline and review fee under s. NR 520.04 (6) (f) shall be submitted to the department for review and approval. The training outline shall describe the refresher training program in sufficient detail so the department can determine the adequacy of the refresher training program. The approved programs for the recertification of certified facility managers and certified site operators shall include at least 8 hours of classroom training covering topics specified in s. NR 524.07 (4) (a) to (g).

(5) APPROVED HOURS OF INSTRUCTION. Persons seeking approval of approved hours of instruction for a specific training course, seminar, workshop, technical conference or technical meeting shall submit an outline of the meeting or course to the department. A review fee is not required for submittals made under this subsection. The department shall determine the appropriate number of credit hours for each meeting or course based on the merits and length of the meeting or course.

(6) SUBMITTAL OF ATTENDANCE RECORDS FOR APPROVED HOURS OF INSTRUCTION. Persons sponsoring courses which include hours of instruction approved under sub. (5) shall submit a record of attendance to the department within 30 days after completion of the course.

(7) SANCTIONING APPROVED HOURS OF INSTRUCTION FOLLOWING THE COURSE'S PRESENTATION. Persons requesting approval of approved hours of instruction after attendance

of a course or meeting shall submit to the department a course or meeting outline and proof of attendance. The information shall be submitted within 45 days of attendance. Additional information may be requested by the department. Approved credit hours shall be determined on the merits and length of the meeting or course.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.10 Interim status. (1) If the designated certified facility manager becomes unable to perform the duties under s. NR 524.06 (1), the facility owner or operator shall immediately notify the department and either suspend operations at the facility, or take any of the following actions:

(a) Designate another person having the required certification under this chapter as the certified facility manager as required in s. NR 524.05 (1) (a) or (2) (a).

(b) Request the approval of the department of an interim facility manager having a facility manager certification in a different division under s. NR 524.07 (1).

(c) Request the approval of the department of an interim facility manager having a site operator certification in the same division as the facility under s. NR 524.07 (1).

(d) Request the approval of the department of an interim facility manager having an operator certification from another state meeting the requirements of sub. (3).

(2) In the event that a facility owner or operator does not have a designated certified site operator who is available to perform the duties under s. NR 524.06 (2), the facility owner or operator may request the approval of the department of an interim site operator meeting the requirements of sub. (3).

(3) An interim facility manager or interim site operator may be used as a replacement for a person already designated as a certified facility manager or site operator under s. NR 524.05 only under the following conditions:

(a) The owner or operator shall designate a person as an interim facility manager or interim site operator only once and for a maximum term that does not extend beyond 30 days following the next scheduled approved training and certification test.

(b) The owner or operator may not request successive approvals for interim facility managers or interim site operators for a solid waste disposal facility.

(c) Persons who have had a certification under this chapter suspended or revoked within the previous 2 years may not be an interim facility manager or interim site operator.

(d) The owner or operator may designate an interim facility manager or interim site operator only as a temporary replacement for an existing designated certified facility manager or designated certified site operator under s. NR 524.05.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.11 Reciprocity. (1) There may be no reciprocity for certifications received from other states, except that the department may grant for a maximum term that does not extend beyond 30 days following the next scheduled approved training and certification test an interim facility

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manager or interim site operator certification to a person who is certified in solid waste disposal facility operations in other states. To obtain approval as an interim facility manager or interim site operator, a person shall meet the requirements of s. NR 524.10 (3) (b), (c) and (d) and submit to the department and obtain approval of the following:

(a) Documentation of the solid waste disposal facility operator certification from another state.

(b) A statement from the person specifying the location, type of work performed and dates of employment.

(c) The proper certification fee under s. NR 520.04 (6) (g) or (h).

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.12 Fees. (1) Fees for examination, initial certification, recertification, program approvals and interim status approvals shall be as specified in s. NR 520.04 (6).

(2) The appropriate fee shall accompany the completed application, registration form, proposed initial training program or proposed refresher training program.

(3) Fees for reviewing initial and refresher training programs are not refundable.

(4) A late processing fee specified in s. NR 520.04 (6) (i) in addition to the fee under s. NR 520.04 (6) (c) or (d) shall be paid by persons seeking recertification if their certification has expired for less than 3 months. If the certification has expired for more than 3 months, a person seeking certification shall apply for initial certification under s. NR 524.08.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.13 Issuance of certificates. The department shall issue a certificate to each facility manager or site operator who meets the requirements for certification under this chapter.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.

NR 524.14 Suspension or revocation and refusal to renew certifications. (1) The department may make investigations and may, on its own motion, revoke, suspend or refuse to renew any certification under this chapter if the department finds that the holder of the certification has done any of the following:

(a) Made a material misstatement in an application for initial certification or any application for recertification,

(b) Demonstrated incompetence to operate the type of facility for which the certification was issued,

(c) Falsified any monitoring or operating or other records maintained at the solid waste disposal facility or submitted to the department,

(d) By intentional or negligent action, caused or significantly contributed to a violation of any provision of ss. 144.43 to 144.47, Stats., or any administrative rules, licenses or orders under those sections.

(e) Repeatedly failed to perform any of the duties in s. NR 524.06.

(2) Notice of revocation, suspension or refusal to renew a certificate shall be served on the certified facility manager or certified site operator and the owner or operator of the solid waste disposal facility, and shall state the reasons for revocation, suspension or refusal to renew.

(3) A revocation, suspension or refusal to renew a certificate shall take effect on the 30th day after the notice is received, unless the certified facility manager or site operator files a written request for a hearing under s. 227.42, Stats., with the department prior to the 30th day, and the written request is granted under s. 227.42, Stats. If the request for a contested case hearing is granted, the revocation, suspension or refusal to renew is stayed and the department shall conduct a hearing on the matter. If after the hearing the department finds that sufficient grounds exist under sub. (1) to revoke, suspend or refuse to renew the certification, it shall affirm or modify its earlier decision. The final decision of the department, including the reasons for the revocation, suspension or refusal to renew a certificate shall be provided in writing to the facility manager or site operator. The final decision is subject to judicial review under ss. 227.52 to 227.53, Stats.

(4) In lieu of suspending, revoking or refusing to renew a certification under this chapter, the department may require the certified facility manager or certified site operator to undergo additional training specified by the department as necessary to correct any deficiency specified by the department in its notice of revocation, suspension or refusal to renew.

History: Cr. Register, May, 1994, No. 461, eff. 6-1-94.