



Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.

PSI
3210 E Tropicana
Las Vegas, NV 89121
<https://test-takers.psiexams.com/vawaste>
Email: DPORSupport@psionline.com

COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

WASTE MANAGEMENT FACILITY OPERATOR CANDIDATE INFORMATION BULLETIN

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Please refer to <https://test-takers.psiexams.com/vawaste> for the latest updates to this bulletin.

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Waste Management Facility Operator in the Commonwealth of Virginia. To be licensed or certified, you must pass an examination to confirm that you have attained a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (the Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

This Candidate Information Bulletin provides you with information on how to acquire licenses for the following.

Class I	Operator of a transfer station, material recovery facility, experimental facility, or a composting facility
Class II	Operator of a sanitary, industrial, construction, or a debris landfill
Class III	Operator of Infectious Waste Incinerator or Autoclave
Class IV	Operator of Municipal Waste Combustor

All questions and requests for information about examinations should be directed to:

PSI
3210 E Tropicana
Las Vegas, NV 89121
(855) 340-3910 • Fax (702) 932-2666
<https://test-takers.psiexams.com/vawaste>

The Board approves all applications for testing. Go to <http://www.dpor.virginia.gov/Boards/WMFO/> for more information.

Questions about applications for licensure or certification should be directed to the:

Commonwealth of Virginia
Department of Professional and
Occupational Regulation
The Board for Waste Management Facility Operators
9960 Maryland Drive, Suite 400
Richmond, VA 23233
(804) 367-8511 or (804) 367-8507
www.dpor.virginia.gov
Email: WasteMgt@dpor.virginia.gov

EXAMINATION REFERENCE MATERIALS

The following is a list of possible study materials for the examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general

industry practices.

NOTE: All examinations are closed book.

Virginia Administrative Code, Title 9, Agency 20, Title 54.1, Chapter 22.1

<http://law.justia.com/codes/virginia/2014/title-54.1>

Virginia Regulatory Town Hall Guidance Documents

<http://townhall.virginia.gov/L/GDocs.cfm>

Virginia Board for Waste Management Facility Operators Regulations

<https://www.dpor.virginia.gov/Boards/WMFO>

Virginia Department of Environmental Quality

<https://www.deq.virginia.gov/>

EXAMINATION CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list overrides information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by Waste Management Facility Operators to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

CLASS I - OPERATOR OF A TRANSFER STATION, MATERIAL RECOVERY FACILITY, EXPERIMENTAL FACILITY, OR A COMPOSTING FACILITY

60 Items

Passing Score: 45

120 Minutes to complete this portion

Regulatory Framework and Permitting (10 Items)

Regulatory Authority

Enforcement

Siting Regulations

Permitting Process

Disclosure Statement

Definitions

Definition of Solid Waste (6 Items)

Prohibitions

Regulated Medical Waste

Exemptions and Exclusions

Relationship to Other Regulations (3 Items)	
	OSHA Requirements
	VPDES
	DPOR

Operations and Facility Types (32 Items)	
	Facility Definitions
	Materials Recovery Facility Design and Operations
	Transfer Station Design and Operations
	Compost Facility Design and Operations
	Special Waste Management
	Control Program for Unauthorized Waste
	Other Solid Waste Management Facilities
	Closure

Record Keeping and Financial Assurance (9 Items)	
	Cost Estimates and Financial Assurance
	Notification and Reporting
	Self-Inspection Requirements
	Operations Manual Requirements
	Solid Waste Information and Assessment Program

**CLASS II - OPERATOR OF A SANITARY, INDUSTRIAL,
CONSTRUCTION, OR A DEBRIS LANDFILL**
75 Items
Passing Score: 56
150 Minutes to complete this portion

Regulatory Framework and Permitting (11 Items)	
	Regulatory Authority
	Enforcement
	Siting Requirements
	Permitting Process
	Disclosure Statement
	Definitions

Definition of Solid Waste (6 Items)	
	Prohibitions
	Regulated Medical Waste
	Exemptions and Exclusions

Relationship to Other Regulations (4 Items)	
	OSHA Requirements
	VPDES and VWPP
	Air

DPOR

Facility Standards (40 Items)	
	Landfill Design Standards
	Landfill Operational Performance Standards
	Sanitary Landfills Additional Requirements
	Landfill Calculations
	CDD and Industrial Landfills Additional Requirements
	Compost Facility Classification and Design
	Compost Facility Operations
	Special Waste Management
	Control Program for Unauthorized Waste
	Groundwater
	Control of Landfill Gas
	Leachate Management
	Closure and Post closure

Record Keeping and Financial Assurance (7 Items)	
	Cost Estimates and Financial Assurance
	Notification and Reporting
	Operations Manual Requirements
	Solid Waste Information and Assessment Program

Class I License (7 Items)	
	Facility Definitions
	Materials Recovery Facility Design and Operations
	Transfer Station Design and Operations
	Other Solid Waste Management Facilities

**CLASS III - OPERATOR OF INFECTIOUS WASTE INCINERATOR
OR AUTOCLAVE**
75 Items
Passing Score: 56
150 Minutes to complete this portion

Definition of Regulated Medical Waste (12 Items)	
	Listed
	Characteristic
	Exemptions
	Exclusions

General Regulated Medical Waste Requirements (22 Items)	
	Management of Spills
	Packaging and Labeling
	Reusable Containers

Permits and Permits by Rule
Financial Assurance
Record Keeping
Relationship to Other Regulations
Methods of Treatment and Disposal
Transportation

CLASS IV - OPERATOR OF MUNICIPAL WASTE COMBUSTOR
75 Items
Passing Score: 56
150 Minutes to complete this portion.

Solid Waste Management Regulations (23 Items)

Regulatory Authority
Enforcement
Siting Regulations
Operations Standards
Permitting Process
Disclosure Statement
Definitions
Safety and OSHA
Control Program for Unauthorized Waste
Relationship to Other Regulations
Design, Construction, and Closure Standards

RMW Storage Facilities (7 Items)

Sanitation
Access
Temperature Control and Storage Period
Drainage and Ventilation
Permitting Exemptions

RMW Incineration (8 Items)

Performance Standards
Ash Analysis and Management
Facility Air Operating Requirements

RMW Steam Sterilization (9 Items)

Operational Temperature and Detention
Operational Controls and Records
Disposal of Treated Waste

RMW Alternate Treatment (2 Items)

Performance Standards
Disposal of Treated Waste

Class I License (15 Items)

Regulatory Authority
Enforcement
Disclosure Statement
Definitions
Prohibitions
Exemptions and Exclusions
Facility Definitions
Other Solid Waste Management Facilities
Solid Waste Information and Assessment Program

Definition of Solid Waste (3 Items)

Prohibitions
Exemptions and Exclusions

Record Keeping and Financial Assurance (9 Items)

Cost Estimates and Financial Assurance
Notification and Reporting
Self-Inspection Requirements
Operations Manual Requirements
Solid Waste Information and Assessment Program
Record Keeping

Operational Requirements (30 Items)

Solid Waste Materials Handling
Combustion Reactions
Gas Reactions
Emissions and Control
Emissions Monitoring and Calibration
Waste Analysis Test Methods
Waste Combustion Residue Handling and Disposal

Class I License (10 Items)

Facility Definitions
Other Solid Waste Management Facilities

REGISTRATION AND SCHEDULING PROCEDURES

All candidates will need to have satisfactorily completed all education and work experience set by the Board for Waste Management Facility Operators prior to applying for the examination.

A notification will be sent to you by the Board upon approval of your application. When you receive this notification, go to <https://test-takers.psiexams.com/vawaste> to pay and schedule your examination. You may also pay and schedule by calling (855) 340-3910 or by mailing in the registration form found at the end of this bulletin.

Examination Fee	\$225
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/VAWASTE](https://test-takers.psiexams.com/vawaste))

For the fastest and most convenient examination scheduling process, PSI recommends that you pay and register for your examination using the Internet. You pay and register online by accessing PSI's registration website at <https://test-takers.psiexams.com/vawaste>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE REGISTRATION

PSI registrars are available at (855) 340-3910 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), company check, money order or cashier's check. Make your check or money order payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security or DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. You **MUST** provide your Social Security or DMV number to the state to complete the licensing process.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 340-3910.

Note: A voicemail or email message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register and follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, by fax, or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

You will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- ☐ Do not cancel your appointment two days before the scheduled examination date; or
- ☐ Do not appear for your examination appointment; or



- ❑ Arrive after Examination Start Time; or
- ❑ Do not present proper identification when you arrive for the examination.

EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (855) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

COMPUTER EXAMINATION CENTER LOCATIONS

ALEXANDRIA AREA

205 S. Whiting St
The Landmark Building, Suite 608
Alexandria, VA 22304

FREDERICKSBURG AREA

2020 Lafayette Blvd
Fredericksburg, VA 22401

HARRISONBURG AREA

2322 Blue Stone Hills Drive, Suite 280
Harrisonburg, VA 22801

CHARLOTTESVILLE

2114 Angus Road, Suite #105-B
Charlottesville, VA 22901

SALISBURY AREA

1322 Belmont Avenue, Bldg #2, Suite 203
Salisbury, MD 21801

JOHNSON CITY

904 Sunset Drive, Ste 7A
Johnson City, TN 37604

RICHMOND

Moorefield VI Building
620 Moorefield Park Drive
Suite 205
Richmond, VA 23236

ROANOKE

5115 Bernard Dr, Suite 104
Roanoke, Virginia 24018

STAFFORD

1010 Corporate Drive, Suite 103
Stafford, VA 22554

TAZEWELL

165 Chamber Drive
Tazewell, VA 24651

VIENNA AREA

1919 Gallows Rd, Suite 360
Vienna, VA 22182

VIRGINIA BEACH

484 Viking Dr, Suite 105
Virginia Beach, VA 23452

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

You must provide 2 forms of VALID (not expired) identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. **All identification provided must match the legal name that you registered under to take the examination.** If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

SECURITY PROCEDURES

- You will be given an LCD Writing tablet at check-in that will be returned at check-out. This is to be used for notes or calculations.
- Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed prior to the exam. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - Bulky or loose clothing or coats that could be used



to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**

- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored, and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

SCORE REPORTING

If you take the examination by computer, your result will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

On screen - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination.

If you **pass**, you will immediately receive a successful notification.



If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.

On Paper - An official result report will be printed at the examination center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 340-3910.

VIRGINIA INDIVIDUAL LICENSE AND CERTIFICATION REGISTRATION FORM

Before you begin ...

Be sure to read the Candidate Information Bulletin before filling out this registration form. PLEASE TYPE OR PRINT LEGIBLY.

Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.

1. LEGAL NAME

Last Name	(Jr/III)

First Name	Middle Name

2. SOCIAL SECURITY NUMBER OR DMV NUMBER

[illegible]

YOU MUST USE THE SAME NUMBER (SS OR DMV) WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.

3. MAILING ADDRESS

Number, Street	Apt No

City State Zip Code -

4. TELEPHONE

Home - - Office - -

5. EMAIL

6. BIRTH DATE

$$\begin{array}{|c|c|} \hline & \\ \hline \end{array} \quad \begin{array}{|c|c|} \hline & \\ \hline \end{array} \quad - \quad \begin{array}{|c|c|} \hline & \\ \hline \end{array} \quad \begin{array}{|c|c|} \hline & \\ \hline \end{array} \quad - \quad \begin{array}{|c|c|} \hline & \\ \hline \end{array} \quad \begin{array}{|c|c|} \hline & \\ \hline \end{array}$$

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8. EXPERIENCE AND EDUCATION

Years of Experience

Hours of Education

7. EXAMINATION: (Check one)

☐ First Time

☐ Re-take

- ☐ Class I - Operator of a transfer station, material recovery facility, experimental facility, or a composting facility
- ☐ Class II - Operator of a sanitary, industrial, construction, or a debris landfill
- ☐ Class III - Operator of Infectious Waste Incinerator or Autoclave
- ☐ Class IV - Operator of Municipal Waste Combustor

8. Total Fees: \$225. You may pay by credit card, money order, company or cashier's check only. Cash and personal checks are not accepted.)

If you are paying by credit card, check one: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card No: _____ Exp. Date: _____

Card Verification No:

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Bill Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

9. I am submitting the Exam Accommodations Request and required documentation.

☐ Yes ☐ No

10. AFFIDAVIT: *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.*

Signature: _____ Date: _____

Complete and forward this registration form with the applicable examination fee to:

PSI * ATTN: Examination Registration VA WF

3210 E Tropicana Ave * Las Vegas, NV* 89121

Fax (702) 932-2666 * (855) 340-3910 * TTY (800) 735-2929 * <https://test-takers.psiexams.com/vawaste>



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE ELIGIBLE FOR THE EXAMINATION BEFORE
REQUESTING EXAMINATION ACCOMMODATIONS**

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