

May 3, 2024

Judy Grycko
OESAC CEU Committee
PO Box 577
Canby, OR 97013-0577

Subject: *Module 8 Operator Course* CEU Application Approval Request

Good afternoon Judy,

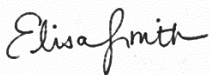
Thank you for your recent correspondence with our team. Following the submission of the Module 7 Operator Course we are asking for 4.0 hours of accreditation CEUs for the 8 Section Operator Course *Module 8: Search and Seizure, Your Legal Rights*.

Module 8 will inform associates of their rights under the law. Specifically, the course covers legal rights on the job and how associates should protect themselves and the Company if faced with a legal search at any job site. It will also discuss how to handle requests for legal documents if served with a subpoena or other request.

This training emphasizes how all citizens of the United States have specific legal rights. These rights are designed to protect your fair treatment and ability to use qualified representation if you are ever involved in a legal situation or search and seizure. The likelihood of a legal search at your facility is very small, but if one does happen, there are some important points we all need to remember and follow.

As the course author, I have 25 years of wastewater experience as a compliance inspector, manager and trainer. I hold an active Grade 1 Environmental Compliance Inspector license in California, and work with a group of 15 members in the C&R group who contribute to our courses and collectively have over 300 years of wastewater and water utility experience.

Sincerely,



Elisabeth A. Smith
Companywide Compliance Trainer
elisabeth.smith@jacobs.com

Attachments: Online Course Application
Module 8 Operator Course Syllabus
Elisabeth A. Smith, Curriculum Vitae

Pay Registration Fees

Below is the course you just entered. You must now pay the registration fee(s).

You will be able to add documents attached to the course after paying.

[Paypal](#)[Cancel Registration](#)

Course Title

Module 8 Operator Course

Target Audience

WT and WW Operators

Instructor

Elisabeth Smith

Training Location

Online

Dates

To be Determined

DWP CEUs

.35

WW CEUs

.35

OnsiteInstall CEUs**OnsiteOandM CEUs****MaxCEUs**

0.35

Fees Charged

75

SponsorID

0

CurrentContactName

Annie Smith

Business Name

Jacobs Engineering Group, Inc.

ContactAddress

2020 SW Fourth Ave., Ste. 300

ContactCity

Portland

ContactState

OR

ContactZip

97201

CurrentContactPhone

4807719300

CurrentContactFax**CurrentContactEmail**

Annie.Smith@jacobs.com

Date Course**Received**

5/3/2024

Fees Paid**CheckNumber****PrelimAprvDate****MailedReceipt****Final Approval Date**

1/1/1900

HomeStudy

no

Recurring

yes

URL**TakeOffWeb**

Inactive



Moderated



Does Course Promote a Product?

no

Beta Tested

NA

In House?

yes

Comments

Please see course Syllabus

SponsorID

0

Sponsor's Business Name

Jacobs Engineering Group, Inc.

Sponsor's Address

2020 SW Fourth Ave., Ste. 300

Sponsor's City

Portland

Sponsor's State

OR

Sponsor's Zipcode

97201

Sponsor's Phone

4807719300

Sponsor's Fax

Sponsor's Name

Annie Smith

Sponsor's Email

Annie.Smith@jacobs.com

thank you

This is your receipt for:

Module 8 Operator Course

Course ID: 11209

Fees Charged: \$75.00

date paid: 05/03/2024

Next steps:

Your course application will be reviewed and the administrator will contact you with any concerns.

Accurate course applications will be forwarded to the CEU committee for approval.

Until moderator ok's your course you will see your course in the "Waiting for Moderator's OK"



Module 8: Search and Seizure, Your Legal Rights

OMFS Training Series for Jacobs (formerly CH2M)

2024 Syllabus Course Description

Operations Management Group

Document history and status

Revision	Date	Description	Author	Checked	Reviewed	Approved

Module 8: Search and Seizure, Your Legal Rights

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- Appendix C. Compliance & Reporting Certificate of Completion**

Executive Summary

Module 8 informs Operators of their rights under the law. Specifically, this module covers legal rights on the job and how associates should protect themselves and the Company if faced with a legal search at any job site. Though the likelihood of a legal search is VERY small, if one DOES occur, this course will highlight important points to remember and follow. It also describes how to handle requests for legal documents if served with a subpoena or other legal request.

Also covered in *Module 8* are important rights to assert during a search and seizure. Know your rights as an:

- Individual legal rights as US Citizens
- Associate's legal rights
- A Company's legal rights

Additionally addressed within this training module:

- Identify who you should notify if you are served with a Search Warrant and the items contained in the warrant
- Understand how to proceed if there is no warrant. For example, who to notify and the limitations of a search without a warrant.
- Know how to handle being interviewed:
 - Having the right to refuse,
 - The right to counsel,
 - Proper conduct to display during an interview
 - Being honest:
 - Sticking to the facts
 - Saying, "I don't know" if you are unsure or don't know
 - Handling a hostile interview
- How to respond to receiving a Subpoena or other legal papers
 - Process Servers
 - Who to notify
 - Valid Service
- What Attorney – Client Privilege Is
 - Protected and unprotected communication
 - Conduct outside of protection

At the end of this training, projects will be able to confirm whether they are in perfect compliance with regulatory requirements or identify the necessary steps required in or to comply.

1. Course Syllabus Description

The Operator Course *Module 8* was developed with all levels of Operators in mind regardless of their length of service. This training is applicable to all positions. Specifically, the module covers legal rights on the job and how associates should protect themselves and the Company if faced with a legal search at any job site.

The operator course *Module 8: Search and Seizure, Your Legal Rights* consists of an 8 Section course for Operators to watch, engage in class enactment/ participation of real-life scenarios for growth and understanding, Quiz completion for knowledge and retention check plus Final Exam completion. Each Module will include:

- Simple Text (designed for ease of reading and comprehension)
- Content Examples
- Content Diagrams
- Module Quiz

Each Section encourages personal accountability, provides examples of the evolving requirements, communication and due diligence required in Compliance & Reporting. The course provides guidance, direction and confidence for the goal of “Perfect Compliance and Perfect Reporting of Non-Compliance” to be achieved. Course retention is critical for Clients’/ Customers’ satisfaction and maintaining perfect compliance with all laws and regulations. Jacobs Companywide Compliance Trainer and Training Program Administrator will be available to help Operators understand, practice and apply what they have learned.

Each Section will require the Operator to complete an attendance sheet that includes Course Title with Approval ID, Date, Printed Name, and Signature. The Project Manager (or designee) is also required to provide their signature ensuring Operators are utilizing the course material appropriately, for the duration noted and following up with Operators’ performance in the field, confirming the Operators are successfully applying what they have learned.

The course content, duration and brief description of each section is provided within the following Appendix A.

2. **Module Lesson Plan**

The Operator course *Module 8* is a video and class presentation designed to allow participants the opportunity to read course materials and observe, interact and experience examples of the training content. The video presentation accompanied by Quiz questions and answers will encourage understanding and learned knowledge through course completion. *Module 8* will have a Final Exam at the end of the training that will be scored, recorded and tracked. A Final Exam score of 70% or higher must be achieved to pass the training course.

The learning environment will be in a quiet area (the training room for example), furnished with overhead projection of a desktop, or laptop computer, loaded with the assigned course files. The Project Manager will be responsible for providing the Employee with the video presentation, assigned course Workbook/ Quiz, Sign-In Sheet, along with other materials (calculator, scratch paper for notes and computations) and will collect the Final Exam after completion.

The Final Exam will serve to confirm the associate's retention of the training and may be utilized as part of the Employee Performance Program internally known as e3.

3. Program Tracking and Accountability

The Companywide Compliance Trainer, or e3 corporate software framework, will score and file the course Workbook/ Quiz and Final Exam. A passing score of 70% must be achieved to pass the training. Results will be made available to the Project Manager. If the Operator does not achieve the minimum score of 70%, the training will need to be retaken for a passing score.

The Companywide Compliance Trainer and Training Program Administrator will be available to those participants showing a need for specific training assistance. Operators will be given the course material objectives as part of their quarterly performance evaluation.

Appendix A. Course Module Descriptions

The following Modules are offered in the recommended progression:

Section	Description	Duration
Course Learning Objectives	Discuss Course Learning Objectives and Expectations	<i>15 min.</i>
Module Materials and Description	Discuss Search and Seizure, Your Legal Rights as a Class for understanding level Discuss Associates' legal rights for understanding level <ul style="list-style-type: none"> - Individual legal rights as US Citizens - Associate's legal rights - The Company's legal rights 	<i>15 min.</i>
Section 1 – Compliance is Each of Our Jobs	<ul style="list-style-type: none"> - Understand what your roles and responsibilities are, if unsure discuss them with your supervisor - We all need to work together to achieve our goal of, "Perfect Compliance, and Perfect Reporting of Non-Compliance". - Know your rights under the law - Understand what your legal rights are on the job - Learn how to protect yourself if you have a legal search at your project <ul style="list-style-type: none"> The likelihood of a legal search at your facility is very small, but if one does occur remember the important points from this training to follow - Know how to handle requests for legal documents if you are served with a subpoena or other legal request - Who is your legal counsel/ contact to reach out to 	<i>3.00 min.</i>
Section 2 – Know Your Legal Rights	<ul style="list-style-type: none"> - Know that all citizens of the US are protected with certain rights. Some of the most important can be found in the amendments of the Constitution. We do not often think of them in our day to day lives, but during a challenging legal situation they become very important. - The 1st Amendment assures we have Freedom of Speech. - The 4th Amendment protects us from unreasonable search and seizure. - The 5th Amendment says we are entitled to due process and we cannot be forced to incriminate ourselves - The 6th Amendment assures us of a speedy trial and the right to advice from counsel - You have additional rights under the Constitution, but these are the most relevant in the event there is a legal situation at a Company job site 	<i>4.30 min</i>

Module 8: Search and Seizure, Your Legal Rights

Section	Description	Duration
Operator Group 1 Classroom	Give real life examples, inspire responses; Prompt Operator experiences with enactment/ participation for growth, learning and understanding.	15 min.
Section – 3 If You are Served with a “Search Warrant”	<ul style="list-style-type: none"> - Remember what to do if an inspector shows up with a search warrant. - If a search warrant is produced at your location, 1st direct the agent to the Project or Sr. Manager onsite. Always be courteous and non-confrontational. Company policy says, we do not hinder searches. That means we are respectful, and we do not get in the way or attempt to block or delay any activities of law enforcement. - The Sr. Manager must review the Search Warrant to identify: <ul style="list-style-type: none"> 1) Which Areas are to be searched 2) The Scope of the Warrant and 3) The validity of the Date - The Warrant entitles an agent to take the Property Listed if it is found at the location described on the Warrant and if the Date on the warrant has not passed. Obtain a copy of the Warrant and immediately fax it to the Company’s Legal Dept. - Assign someone to take notes during the search. They should: <ul style="list-style-type: none"> 1) Document anything that could be relevant including 2) Notes about the inspectors’ activities during the search 3) Name and Phone Number of all inspectors, especially the Lead Inspector and the Supervising Gov’t Attorney, and 4) Any observed discrepancies between inspectors’ activities and details of the warrant. - If an agent or inspector takes original records, prepare a Chain of Custody for them to sign which lists the specific records taken. The record must be detailed. - Make a verbal objection and immediately call the Legal Dept. if an agent attempts to take documents not listed in the warrant or from locations not identified in the warrant. 	1.10 min.
Section – 4 When There is No “Search Warrant”	- Without a search warrant the inspector can make a request for information but cannot legally search unless we consent. If we consent to a search request without a warrant, we give up one of our most important constitutional rights - the 4 th Amendment: Protection against unreasonable searches and seizures. 1 st direct the inspector to the Project or Sr. Manager onsite. The manager will inform the inspector, we will cooperate in regard to the requested information. If they ask for public information, simply make copies for them.	2.35 min.
Operator Group 2 Classroom	Give real life examples, inspire responses; Prompt Operator experiences with enactment/ participation for growth, learning and understanding.	15 min.

Module 8: Search and Seizure, Your Legal Rights

Section	Description	Duration
<p>Section 5 – How to Handle Being Interviewed</p>	<p>Know what to do if the inspector asks us questions.</p> <ul style="list-style-type: none"> - 1st Know that you are under no obligation to participate in an interview and give information unless you have been subpoenaed. The 5th Amendment says: You have the right to refuse to answer questions and incriminate yourself. If an interview is requested, you may grant the interview, decline to interview or defer making a decision until you have spoken to an attorney. The 6th Amendment assures: You have the right to advice from an attorney. No matter what you decide about the interview, your decision will not be held against you by the Company. It is completely and exclusively your decision. - All associates have the right to have an attorney present during any questioning. As a standard practice, executives and managers should always request that a Company attorney be present for interviews. - When the interview begins, listen carefully to the questions and only answer the question asked. Only provide facts you personally know are true and do not give opinions or speculate. Be cooperative and always tell the truth. Failure to do so can result in a charge against you for making a false statement. - A good rule of thumb to follow is, if the question is about You or Your actions you probably KNOW the truthfulness of that information; however, if the question is about Someone Else or THEIR Actions, you probably Do Not really know. It might be speculating to give an answer asked about someone else's reasoning. If you are unsure, it is perfectly acceptable to say, "I don't know." and refer the inspector to the Project Manager. - If you think at any point that the interview has turned into an interrogation or has become hostile, consider terminating the interview and directing all further questions to the Project Manager. You can stop an interview any time after agreeing to be questioned, and unless you have been told you are under arrest, you are under no obligation to stay in any room or even at the project site. - You may leave at any time. An agent simply asking a question for more information is different from clearly making an allegation and badgering the associate. 	<p>1.00 min.</p>
<p>Driving the Point Home</p>	<p>Workbook quiz checking Operator retention, Q&A digging deeper expanding Operator knowledge, Cover course points.</p>	<p>15 min</p>
<p>Operator Group 3 Classroom</p>	<p>Give real life examples, inspire responses; Prompt Operator experiences with enactment/ participation for growth, learning and understanding.</p>	<p>15 min.</p>

Module 8: Search and Seizure, Your Legal Rights

Section	Description	Duration
<p>Section 6 –</p> <p>What to Do When We get a Subpoena or Other Legal Papers</p>	<ul style="list-style-type: none"> - Subpoenas and other legal papers like wage garnishments or child support orders that are served on individual associates, can be served at work if the associate is on shift. No one can accept service of the papers on his or her behalf, the employee must be present to accept it themselves. - Subpoenas and other legal papers that are served on the Company and not an individual, should never be accepted at any project location. A third-party agent named <i>CT Corporation</i> is authorized to accept service of these documents. If anyone attempts to serve legal papers on the Company at your location, give them a copy of the document included in this training called <i>Notice to Process Servers</i>. It directs them to contact CT Corporation. If the papers are thrown at you or left on your desk despite your objections, document the situation. If the papers are in an envelope, do not open it. Forward the documents to the Legal Department. 	<p>3.40 min.</p>
<p>Section 7 -</p> <p>What Client – Attorney Privilege is</p>	<ul style="list-style-type: none"> - Some conversations you have and information you share with certain people are confidential from a legal standpoint. Conversations you have with your doctor or psychiatrist might fall into this category and so are many conversations you have with your attorney. That confidentiality is called attorney - client privilege. Your doctor, psychiatrist and attorney cannot be forced to testify against you or disclose certain information about you. - An important thing to remember about attorney – client privilege at work is that for our corporate attorneys the privilege resides with their client which is the Company. Our corporate attorneys represent the Company’s interests. If an employee’s actions are within the scope and duty of their employment and generally consistent with the Company’s interests, then employee disclosures to the corporate attorney will typically fall within that umbrella of protection. - However, if the if the employee’s actions are outside of the scope of their employment or inconsistent with training they have been given, the information they disclose to the corporate attorney may not be protected. The privilege resides between the Company and our attorneys, and the Company is their client. - Another thing to know about privilege is that the corporate attorney has to have asked you for information in order for it to be privileged. 	<p>3.40 min.</p>
<p>Driving the Point Home</p>	<p>Workbook quiz checking Operator retention, Q&A digging deeper expanding Operator knowledge, Cover course points.</p>	<p>15 min.</p>
<p>Operator Group 4 Classroom</p>	<p>Give real life examples, inspire responses; Prompt Operator experiences with enactment/ participation for growth, learning and understanding.</p>	<p>15 min.</p>

<p>Section 8 –</p> <p>How We Can be Prepared and Protect Ourselves</p>	<ul style="list-style-type: none"> - We cannot predict when an investigation or search might happen, but we can be prepared by taking a few simple precautions. If you are working with an attorney on any issue, those documents may be privileged. If so, keep those documents separated from other project files. - Privileged files should be clearly marked as such and kept in locked cabinets. Designate an individual at your project that will work with any inspectors and any search warrants. This individual should be a person who can remain calm and courteous during stressful events. This individual should be well aware of associate rights and how to appropriately respond to law enforcement. Also, make a communication plan to deal with any media inquiries that might result from a search and seizure. - It is both a good idea and Company policy to work with the communications department to develop a specific approach for addressing media interest and client concerns. It is equally important that we adhere to that approved message or approach once it's been completed. Refer to the communications poster and contact information included with this training. - Make sure all project associates understand their rights and how to respond appropriately to a search. All associates including future new hires should receive this training module and all training that is pertinent to their jobs. - Correctly report all non-compliance including spills to the appropriate authorities each and every time they occur. We can avoid failure to report suspicion by following our goal to, "Perfect Compliance and Perfect Reporting of Non-Compliance". - Perhaps the best way to be prepared for an investigation or search is to take preventative measures. Ensure our daily operations are proper. Ensure we follow Company policies and industry standards. And don't inadvertently allow our actions to be misinterpreted as improper or illegal. - We all work hard to protect the environment and to satisfy our clients. At the same time, we need to work in an ethical way to minimize the potential for criminal and civil liability, to protect our Company, our teammates and ourselves. Remember you have rights, and the Company has rights. We need to protect those rights while cooperating appropriately with all legal authorities including federal, state and local law enforcement. If you ever have questions about complying with the law and protecting your rights, please don't hesitate to call me or anyone else in the legal department. Because compliance is your job and compliance is my job. 	<p>2.25 min.</p>
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Module 8: Search and Seizure, Your Legal Rights

Section	Description	Duration
Driving the Point Home	Workbook quiz checking Operator retention, Q&A digging deeper expanding Operator knowledge, Cover course points.	<i>15 min.</i>
Operator Group 5 Classroom	Give real life examples, inspire responses; Prompt Operator experiences with enactment/participation for growth, learning and understanding.	<i>15 min.</i>
Module 8 – Final Exam	Final exam requiring 70% or higher score to pass.	<i>30 min.</i>
Evaluation Report	Provide Operator Course Evaluation.	<i>15 min.</i>
Total	All Hours Listed are Firm Estimates	3.50 TCH

Appendix B. Course Completion Sign Off Sheet

Upon completion of each Section, the Operator will legibly print their name, approval ID and provide a valid signature and date to receive credit. The Companywide Compliance Trainer (or designee) is responsible for Attendee enrollment. The Attendee must commit to full participation and application of acquired knowledge towards individual professional growth. The Training Program Administrator will file the signature sheets with the Companywide Compliance Trainer into a secure filing network.

Jacobs Learning & Talent Management		Course Completion Sign-Off Sheet		
		State: _____ Course # _____		
		Employee Name _____		
Module 8: Search and Seizure, Your Legal Rights	Start Date	Completion Date	Minutes to Complete	Supervisor Signature
Course Learning Objectives and Expectations			15.00	
Discuss Module Materials and Description			15.00	
Section 1 – Compliance is Each of Our Jobs			3.00	
Section 2 – What are Your Legal Rights			4.30	
Group 1 Classroom – Give real life examples, inspire responses; Prompt Operator experiences with enactment/participation for growth.			15.00	
Section 3 – What if You are Served with a Search Warrant			1.10	
Section 4 – What if there is no Search Warrant			2.35	
Group 2 Classroom – Give real life examples, inspire responses; Prompt Operator experiences with enactment/participation for growth.			15.00	
Section 5 – How do we handle being interviewed			1.00	
Driving the Point Home – Workbook quiz checking Operator retention, Q&A digging deeper expanding Operator knowledge, cover course			15.00	
Group 3 Classroom – Give real life examples, inspire responses; Prompt Operator experiences with enactment/participation for growth.			15.00	
Section 6 – What should we do when we get a Subpoena or other Legal Papers			3.40	
Section 7 – What is Attorney - Client Privilege			3.40	
Driving the Point Home – Workbook quiz checking Operator retention, Q&A digging deeper expanding Operator knowledge, cover course			15.00	
Group 4 Classroom – Give real life examples, inspire responses; Prompt Operator experiences with enactment/participation for growth.			15.00	
Section 8 – How Can We be Prepared and Protect Ourselves			2.25	
Driving the Point Home – Workbook quiz checking Operator retention, Q&A digging deeper expanding Operator knowledge, cover course			15.00	
Group 5 Classroom – Give real life examples, inspire responses; Prompt Operator experiences with enactment/participation for growth.			15.00	
Module 8 Final Exam – Requires 70% or higher score to pass course			30.00	
Evaluation Report – Provide Operator Course Evaluation			15.00	
Total Hours Awarded for CEU Credit			3.5 TCH	0.35 CEU
I understand that it is incumbent upon me to complete all modules in this Course and that Jacobs verifies and audits the completion of training by employees. My signature indicates that I personally reviewed and completed all portions of this Course and no one has completed any portion of this course on my behalf.				
DD/MM/20YY				
Employee Signature _____		Date _____		# _____
		Date		License/Certification#

Appendix C. Water Certificate of Completion

Upon completion of the Module, the Training Program Administrator will complete the below Completion Certificate and provide a copy to the Operator for their records. At the site level, the Operator is responsible for submitting their Certificate to the State and paying any applicable state CEU fees. The Training Program Administrator may assist, as needed. When required, this form will be customized to include necessary state specific information.

Jacobs
CERTIFICATE OF COMPLETION
First Last Name

has successfully completed:

Module 8: Search and Seizure, Your Legal Rights

State Drinking water Operators

Awarded: 0.35 CEU, 3.50 TCH

Course ID #: n/a

License / Certification #: _____

On _____

As reviewed and approved by:

Elisabeth Smith, Companywide Compliance Trainer

EDUCATION

- Awarded Air Force ROTC college scholarship
- University of California, Riverside, California
- Harvey Mudd College, Claremont, California
- University of California, Sacramento, California, Office of Water Programs:
 - Industrial Pretreatment Inspections
 - Water Treatment Plant Operation, Volumes 1 and 2
 - Operation of Wastewater Treatment Plants Volumes 1 and 2

CERTIFICATIONS

- California Water Environmental Association (CWEA) Grade I Environmental Compliance Inspector

PROFESSIONAL AFFILIATIONS

- American Water Works Association (Emergency Preparedness & Security committee member)
- CWEA (member)

AWARDS

- Rocky Mountain Water Environment Association Industrial Pretreatment Coordinator of the Year, 2004
- CWEA Safety Award, Santa Ana River Basin Section, 2002

Summary/Profile

Ms. Smith is skilled in all aspects of compliance training, managing industrial pretreatment programs, and treatment facility security. She has conducted environmental auditing, prepared legal framework to support local industrial pretreatment, and supported investigative teams working under attorney privilege. Ms. Smith is a certified California Grade 1 Environmental Compliance Inspector.

Project Experience

Companywide Compliance Trainer

Jacobs

Colorado Springs, Colorado

Ms. Smith provides regulatory compliance training to O&M staff for Jacobs. She provides training to project management staff on company tools to facilitate understanding, tracking, and improving permit compliance. Ms. Smith works closely with the Compliance and Reporting Group to update compliance training as new regulatory changes and issues arise.

Ms. Smith has been instrumental in developing and producing a series of multimedia training on a variety of topics that are delivered to all eligible associates and then become part of required onboarding training for new hires. An external review of systems by a nationally recognized authority described the program as “far and away the leader in the environmental field.”

She regularly delivers webinars on a variety of topics to project workers in the field. Previous topics include cybersecurity, active shooter, data handling, workplace security, sampling protocols, and spill reporting.

Ms. Smith has studied security issues related to O&M facilities – cybersecurity and physical security. She sits on the AWWA Emergency Preparedness & Security committee, which works to shape and influence regulations and industry guidance. She monitors security warnings and communicates them to company personnel.

Industrial Pretreatment Coordinator

CH2M HILL

Rio Rancho, New Mexico

Ms. Smith served as the Industrial Pretreatment Inspector, developing a pretreatment program under a compliance order from the U.S. Environmental Protection Agency. She conducted an industrial waste survey, developed the monitoring and reporting program, identified and categorized significant industrial users, developed the implementation manual, developed local limits, drafted the sewer use ordinance, and drafted the enforcement response plan. During this process, Ms. Smith met regularly with the Utility Director, City Attorney, City Clerk, and other city departments to coordinate program elements. In addition, she made several presentations to the Utility Commission and the City Council regarding pretreatment program implementation. For her work in Rio Rancho, Ms. Smith received the 2004 Industrial Pretreatment Coordinator of the Year Award from the Rocky Mountain Water Environment Association.

Industrial Pretreatment Inspector

CH2M HILL

Rialto, California

As Industrial Pretreatment Inspector, Ms. Smith managed the pretreatment program and served as the program inspector. She conducted inspections, performed grab and composite sampling, and documented results. She prepared monthly client reports and quarterly and annual regulatory reports. Ms. Smith also surveyed and inspected new businesses in the City to determine if they needed regulation under the pretreatment program. She interfaced with regulatory agencies, industrial users, and the City of Rialto, preparing documents for permitting and enforcement activities.

Ms. Smith also served as Project Safety Team Leader. She implemented a comprehensive training program to comply with Occupational Safety and Health Administration (OSHA) requirements as well as California OSHA requirements. She coordinated weekly staff safety training topics, monthly plant inspections by the safety team, and annual plant inspections by the company. She presented Rialto project's training system during the Project Safety Team Leader Summit 2000 as a model for other projects. Under her leadership, the Rialto project earned the 2002 Safety Program of the Year Award from the Santa Ana River Basin Section of the CWEA.

Legal Secretary

Bonne, Bridges, Mueller, O'Keefe and Nichols

Riverside, California

As a legal secretary in a medical malpractice defense firm, Ms. Smith worked with an attorney responsible for 10 to 20 cases. Familiar with each local district's rules for court and filing, she managed the attorney's calendar and filed motions and documents in court on a wide variety of alleged medical malpractice cases. She established cooperative relationships with insurance carrier representatives, doctors, attorneys, courtroom clerks, and attorney service personnel.