

**CEU Evaluation Request  
(4 hours)**

Class:           Developing Your Operations and Maintenance Manual

Date:           Various dates

Instructors:   Tim Tice

CEU total:     0.4 (Water/Wastewater/Onsite Installers)

Description:   This class will assist the water and wastewater system operators in outlining the specific points in developing the draft of the operations and maintenance manual. Step by step, each attendee will create their draft as it relates to their utility system during class, completing the document with a series of e-files at their onsite location.

8:00 – 10:00 (0.2)

- Purpose and scope
- Emergency Call List
- Chain of Command
- System Personnel
- System Facilities

10:00-10:15   BREAK

10:15 – 12:15 (0.2)

- Routine Operational Tasks
- Record keeping
- Best Management Practices
- Vulnerability Assessment
- Emergency Response