

November 25, 2025

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

Subject: *Module 4 Operator Course Accreditation Renewal 2026*

Good afternoon Judy,

Thank you for your recent correspondence with our team. We appreciate your consideration towards renewing accreditation of 2.25 TCH for the 3 Section *Module 4 Operator Course*.

Module 4 demonstrates why we must make good records. We need to recognize how important good records are and take the time to document all of our work. As you will see and come to understand, it is important to always make time. This course supports associates with the documentation of their operations and improving the records they produce. Specifically, associates will learn the importance of their records and that good recordkeeping gives individuals a better legal position should their actions ever be questioned. When records do not accurately explain actions and events, the situation can quickly become a serious problem.

The purpose of this module is to ensure all Operators know how to properly document a sampling record, accurately document a changed record including the reason for the change, understand the Company's policy regarding falsification and what it means, why it is important to take the time to write correct records and documentation, what the benefit of self-disclosure of information to regulators is and what types of records at your project site require detailed records to be recorded.

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
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Attachments: Education Provider Request Form
Module 4 Operator Course Syllabus
Elisabeth A. Smith, Curriculum Vitae