

"Standard Operating ProceduresBest Practices" workshop



Standard Operating Procedures (SOPs) are key to any successful operation. SOPs are an essential component of any training program, provide consistency in processes, and are often required for regulatory compliance. Water and wastewater treatment operations rely on SOPs to establish standards for process operations, calibration of instrumentation and meters, maintenance of equipment, and more.

In this 3 hour live online "Standard Operating Procedures – Best Practices" workshop we will discuss:

- the difference between the equipment manuals and SOPs
- how to best describe and express procedures
- who to involve in the SOP development process
- where to locate the information required for the SOP
- the general layout and expectations of SOPs
- what it means that the SOP is a "living document" and how and when to update SOPs

Throughout the class we will discuss why and how a variety of approaches to writing SOPs apply and what to consider for YOUR situation.

Where: Live online

Date: September 17th, 2020

Time: 9:00am to 12:15pm PDT

Instructor: Erika Schwender

Fee: \$100

CEUs: Wastewater & Drinking Water CEUs (WA, OR, & NM)

WA Dept. of Health / WA Certification Services: 0.3 CEUs requested

WA Dept. of Ecology Course ID: 0.3 CEUs requested

NMED UOCP: 3.0 Training Credits requested

OR OESAC Course ID: 0.3 CEUs requested

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