

# OREGON ASSOCIATION OF WATER UTILITIES

935 N. Main St., Independence, OR 97351 ♦ Phone: (503) 837-1212 ♦ Email: office@oawu.net ♦ www.oawu.net

## Developing Your Operations and Maintenance Manual

**Date:** March 21, 2024

**Location:** **Scappoose Rural Fire District**  
Training Room  
52751 Columbia River Hwy.  
Scappoose, OR 97056

**Time:** **8:30 a.m. – 12:30 p.m.**

**Cost:** Members \$150/Non-Members \$200

**CEUs:** 0.4 Water/Wastewater/Onsite CEUs – ESAC #5805

**Course Description:** This class will assist the water and wastewater system operator 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 home location.

**Instructor:** Tim Tice, Jason Green - OAWU

**REGISTRATION POLICY:** OAWU reserves the right to cancel this class within 7 days prior to the class date. Minimum 3-day prior notice for cancellations & refunds please.

**CONFIRMATION POLICY:** Please make a copy of your registration form to keep as confirmation or contact OAWU at (503) 837-1212 to request confirmation. web

### OAWU Registration Form

**Developing Your O&M Manual** March 21, 2024 Scappoose Cost:  \$150 Members  \$200 Non-members  
(Includes USB Thumb/Flash Drive with Document e-files)

Name: \_\_\_\_\_ W Cert. # \_\_\_\_\_ / \_\_\_\_\_ Job Title: \_\_\_\_\_

Name: \_\_\_\_\_ W Cert. # \_\_\_\_\_ / \_\_\_\_\_ Job Title: \_\_\_\_\_

City/System Name: \_\_\_\_\_

System Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

System Phone: \_\_\_\_\_ System E-mail: \_\_\_\_\_

Payment Enclosed

Please Bill

P.O. # \_\_\_\_\_

If paying by credit card, please use PayPal online at [www.oawu.net](http://www.oawu.net) or call the OAWU office for processing and receipt.

Email receipt to \_\_\_\_\_  Fax receipt to fax # \_\_\_\_\_

*Please return to OAWU: email: office@oawu.net or mail: 935 N. Main St., Independence, OR 97351 or Fax: (503) 837-1213*