

# OREGON ASSOCIATION OF WATER UTILITIES

935 N. Main St., Independence, OR 97351 ☐ Phone: (503) 837-1212 ☐ Fax: (503) 837-1213 ☐ www.oawu.net

## Developing Your Operations and Maintenance Manual

**Date:** August 10, 2011

August 16, 2011

October 10, 2011

**Location:** **City of Salem**  
Marion County Public Works  
5150 Silverton Rd. NE  
Salem, OR 97301

**City of Eagle Point**  
Ashpole Community Center  
17 Buchanan Ave. South  
Eagle Point, OR 97524

**City of Baker City**  
Council Chambers  
1655 First Street  
Baker City, OR 97814

Please contact OAWU at (503) 837-1212 for a map to location or enter address online using your choice of a map locator web site.

### **CLASS MAXIMUM OF 40, REGISTER PROMPTLY!**

**Time:** 9:00 a.m. – 4:00 p.m. lunch 12:00-1:00

**Cost:** **\$150.00 - lunch and one USB Thumb/Flash Drive included with class**

**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.

**CEUs:** 0.6 CEUs for each hour (**0.6 total for class**) – Water & Wastewater CEUs/ ESAC # 2113

**Instructor:** Tim Tice, OAWU

**REGISTRATION POLICY:** OAWU reserves the right to cancel this class 7 days prior to class date for lack of registrations. **NO REFUNDS** will be issued and **REGISTRANTS WILL BE BILLED** who fail to attend and do not give a 7 days prior notice. **Don't miss your opportunity and sign up early.**

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

*Join OAWU for Summer Classic XVII in Seaside, OR – August 22-25, 2011*

OAWU Pre-Registration Form: **O&M Manual – Salem, August 10, 2011 – Eagle Point, August 16, 2011 – Baker City, October 10, 2011** WEB

Name: \_\_\_\_\_ Water Cert. # \_\_\_\_\_ WW Cert. # \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Water Cert. # \_\_\_\_\_ WW Cert. # \_\_\_\_\_ Position: \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Please choose class attending:**  Salem – August 10, 2011  Eagle Point – August 16, 2011  Baker City – October 10, 2011

**Cost:** **\$150.00** includes lunch and USB Thumb/Flash Drive with document e-files

Payment Enclosed  Please Invoice  P.O. # \_\_\_\_\_ Please charge:  Visa  MasterCard  AMEX

Card # \_\_\_\_\_ Security card code \_\_\_\_\_ Card Expiration \_\_\_\_\_

Card billing address (Street # or PO Box #) \_\_\_\_\_ Zip \_\_\_\_\_

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

Mail receipt to address \_\_\_\_\_

Name on card: \_\_\_\_\_ Card Holder's Signature \_\_\_\_\_

**Please return this form to OAWU, 935 N. Main St., Independence, OR 97351 or Fax: (503) 837-1213**