

## How to register:

### Online:

[www.wetric.org](http://www.wetric.org)

**Fax:** *(Registration form available online)*  
(253) 288-3475

**Mail:** *(Registration form available online)*  
WETRC  
12401 SE 320th Street MS WW  
Auburn, WA 98092-3622

### Phone:

(800) 562-0858  
(253) 288-3369

### Payment, Refund, and

**Cancellation Policy:** Payment or purchase order must be received at the time of registration. **No refund** will be made for cancellations received less than 10 days before the workshops.

**CEU Policy:** No CEU for partial attendance.

*Meets WA Department of Health  
Relevancy Criteria for Water Works  
Operator Professional Growth.*

*Meets WA Department of Ecology  
Criteria for Wastewater Treatment Plant  
Operators and will earn Wastewater  
Specific CEU.*

Non-profit Org.  
U.S. Postage  
**PAID**  
Tacoma, WA  
Permit No. 1347

Washington Environmental Training Center (WETRC)  
12401 SE 320th Street  
Mail Stop WW  
Auburn, WA 98092-3622



## WETRC Presents: Water/Wastewater Operator Reporting & Report Writing



## ***Who should attend:***

- ✓ Water and wastewater utility operators responsible for operation and maintenance of their system
- ✓ Certified operators interested in learning what reports are required for water and wastewater system operation
- ✓ Water and wastewater utility employees responsible for preparing effective and accurate reports
- ✓ Elected officials and water district commissioners responsible for insuring required reports are submitted to regulating agencies demonstrating their system is operating in compliance with state regulations
- ✓ Regulatory personnel and others responsible for oversight of public water and wastewater systems operations

## ***Benefits of Attending:***

By attending this workshop students will learn what reports are required, why they are required, and when to submit them. Students will learn to how to complete regulatory reports, daily logs, document incidents, write maintenance/repair reports, and prepare reports for their agency board or council.

## ***Major Topics:***

- Reporting requirements, locating report forms and templates
- Water and wastewater operations reports and forms
- Spreadsheets and computerized reporting
- Creating and writing reports for supervisors, boards, and city councils. Writing reports for incident and field documentation
- Maintenance reports and records
- Retaining reports and records

## ***Basic Concept:***

Water and wastewater systems operators must accurately complete documents required to demonstrate their system is operating in compliance of state regulations. Reports submitted by water systems must demonstrate their system is being operated in a manor to ensure the water system will not become contaminated leading to public health outbreaks. Wastewater system operators need to be able to document required processing of waste materials prior to discharging the treated waste to the environment.

***Easy Online Registration!***  
***[www.wetrc.org](http://www.wetrc.org)***

## ***Registration fee includes:***

- ◆ **0.7 CEU**
- ◆ Handouts
- ◆ Morning Refreshments
- ◆ Certificate of Completion

