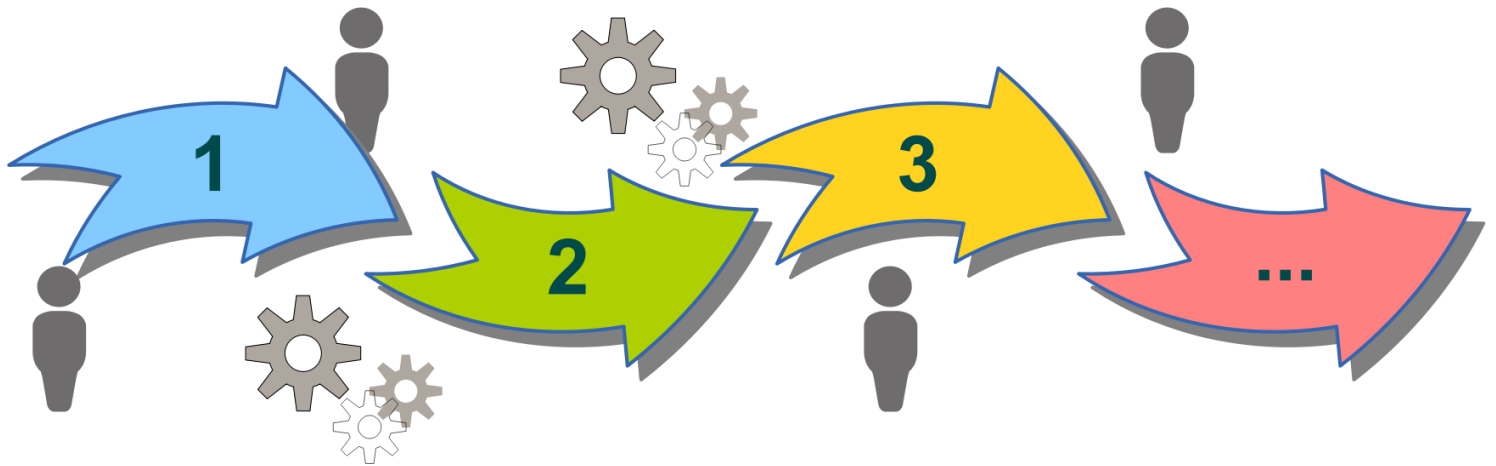


DEVELOPING EFFECTIVE STANDARD OPERATING PROCEDURES WORKSHOP



AWWA Members \$195 • Non-Members \$295

Tuesday, July 17, 2018 from 7:30 AM – 4:30 PM

Western Municipal Water District, 16451 El Sobrante Road, Riverside, CA 92503

Monday, October 1, 2018 from 7:30 AM – 4:30 PM

CA-NV Section, West Sacramento Training Office, 3920 West Capitol Avenue, Suite 100, West Sacramento, CA 95691

Audience: Water Distribution System Managers, Supervisors, Operators, Consultants and Contractors

Workshop Objective: To provide expertise and knowledge to aid personnel to develop Standard Operating Procedures for Water Distribution System Components

Workshop Outline:

1. The importance of Standard Operating Procedures
2. The process of establishing Standard Operating Procedures
3. Determining the tasks to be standardized
4. Establishing the SOP process to be used
5. Developing and producing procedures
6. Implementing the procedures
7. Testing and evaluating procedures
8. Recap the value of standard operating procedures

**Earn up to
8 contact
hours**

Instructor: Ken Morgan

Visit www.ca-nv-awwa.org for more
information or call the Section office
at 909.481.7200

DEVELOPING EFFECTIVE STANDARD OPERATING PROCEDURES WORKSHOP

Registration Form

Riverside – July 17, 2018 **West Sacramento – October 1, 2018**

AWWA Member \$195 / Non-member \$295

Attendee Name: _____

Attendee Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Attendee E-mail: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____ Fax: _____

AWWA Member #: _____

***Registration will not be processed without PAYMENT**

Make checks payable, in U.S. funds, to CA-NV AWWA

Check # _____ PO # _____

(Must be accompanied by a physical copy of the Purchase Order)

Payment Method: Credit Card: Visa ___ MC ___ AMEX ___

Name on Card: _____

Credit Card # _____

Exp. Date: _____ Billing Zip Code: _____

Authorized Signature: _____

Total Amount Due: _____

If you need a copy of your receipt, please enter e-mail address:

E-mail _____

To register or cancel your registration at any time, please contact Shobhana at 909.291.2117.

Please fill out this form completely and mail to:

**CA-NV Section AWWA
10435 Ashford St., 2nd Floor
Rancho Cucamonga, CA 91730**

Or you can **fax** it to **(909) 291-2107** (secure fax line). Or **email** it to **schickarmane@ca-nv-awwa.org**

CONTACT HOURS

All Contact Hours are emailed. In order to receive your Contact Hours, you must include your email address on this form. For attendance verification you must sign in and out. You must be in attendance for the full time in order to be awarded full credit. If your attendance cannot be verified you will not be issued Contact Hours. The Contact Hours advertised by the CA-NV AWWA are only an estimate, final hours are determined upon an audit of your record. It can take up to 30 days to process and issue your Contact Hour certificates.

CA-NV AWWA CANCELLATION POLICY

Requests for refunds and requests for transfers must be made in writing and are subject to the following conditions: Full refund of fee paid (minus \$50.00 handling fee) will be issued for cancellations received more than two weeks prior to class date. All fees are non-refundable thereafter. Transfers are based on the availability. No transfer requests will be authorized within 72 hours prior to the class date.