



May 8, 2018

Sydney, NS

COURSE OBJECTIVES AND OVERVIEW:

It is important that you not only do what is right, but that you can prove that you did what was right. Proper documentation is the key. Participants develop an understanding of what type of documentation is required for everything from system maintenance tasks to production processes.

Significant time is dedicated to the role of documentation in Compliance, Due Diligence, and other legal aspects. This one-day workshop is useful for both field and office based staff.

08:00 AM - 08:15 AM INTRODUCTION

- Facilitator Credentials for Leading the Course
- Overview of Course Content
- The Learning Outcomes
- Agenda
- Participant Introduction

08:15 AM - 10:00 AM MODULE 1 DOCUMENTATION

- Team Work - What do we Document Today?
- Workplace Documentation
- Focus of Workplace Documentation
- Definitions of Documentation
- Documentation Requirements in the WT & WWT Industry
- Documentation Opinionaire
- Compliance Implications
- Truth or Consequence – A Real Life Story

10:00 AM - 10:15 AM BREAK

10:15 AM - 12:00 PM CONTINUATION OF MODULE 1

- The Documentation Advantage
- Being Duly Diligent
- Documentation and Due Diligence
- Legally Speaking
- Team Work – Chemical Overdose

12:00 PM - 12:30 PM LUNCH

12:30 PM – 1:30 PM CONTINUATION OF MODULE 1

- Team Work – Watermain Break
- Documentation Flows
- Module One Quiz

1:30 PM – 2:00 PM MODULE 2 DOCUMENTATION

- Group Discussion, What do you think? Watering Woes
- Case Study – Falsified Entries (O.Reg 128/04)

2:00 PM – 2:15 PM BREAK

2:15PM – 4:00 PM

CONTINUATION OF MODULE 2

- Case Studies – Falsified Entries Cont ...
- Case Studies – A River Runs Through It (O.Reg 129/04)
- Module Two Quiz
- Course Review and Final Discussion

4:00PM – 4:10 PM

COURSE EVALUATIONS

CONTACT INFORMATION:

Registration can be made by faxing or mailing the registration form, or on-line at www.acwwa.ca. For further information, please contact ACWWA Section office at 902-434-6002.

COURSE LOCATION:

850 Grand Lake Road Fire Hall Sydney, NS

Just for the Record: Documentation for Water and Wastewater Operations

May 8, 2018

Sydney, NS

Name: _____

Organization: _____

Mailing Address: _____

City, Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

ACWWA Membership #: _____ WEF Membership #: _____
(If no membership number is listed, you will be invoiced as a non-member. See pricing below.)

Fee for ACWWA or WEF Members & Employees of Utility Members

Course: $\$280.00 + \$42.00 \text{ HST (15\%)} = \322.00

Fee for Non – Members

Course: $\$299.00 + \$44.85 \text{ HST (15\%)} = \343.85

Fees include coffee breaks and lunch

Payment can be made by visa, master card or cheque. Invoices will be sent to the address listed above.

Please send PO number if you want it included on the invoice. _____

Card Holder's Name _____

Card Number _____ Expiry _____

Signature _____

Cheques should be made payable to

ACWWA

PO Box 28142 Dartmouth, NS B2W 6E2

Phone 902-434-6002 Fax 902-435-7796