

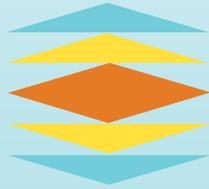


# Very Small Water System Operator Training & Certification

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*Hosted by Bartlett & West, Inc.*  
Topeka, Kansas

**January 23-27, 2017**



Includes:

- **Free** training
- Opportunities for **free** Operator Certification
- Peer to Peer discussions and networking

**By Tribes and for Tribes**





NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM  
TRAINING ANNOUNCEMENT

**GENERAL MODULE TRAINING FOR WATER AND WASTEWATER OPERATORS**  
**and**  
**VERY SMALL WATER SYSTEM OPERATOR CERTIFICATION**

***HOSTED BY BARTLETT & WEST, INC.***  
**Topeka, Kansas**  
**January 23-27, 2017**

**PROGRAM OBJECTIVE:**

The National Tribal Water and Wastewater Operator Certification Program at the Inter Tribal Council of Arizona, Inc. (ITCA) serves to meet the needs of system operators working on Tribal lands and to provide a jurisdictionally-correct alternative to state certification programs. The ITCA is a U.S. EPA-approved provider of certification services under the U.S. EPA Tribal Drinking Water Operator Certification Guidelines and makes its services available to all Tribal water and wastewater system operators working in Indian Country.

The **Very Small Water System (VSWS) Operator Certification** serves as a stepping stone for entry-level water operators that are embarking on their career path of earning Level 1 (or higher) water operator certification. Pursuant to the Tribal Drinking Water Operator Certification Program Final Guidelines (U.S. EPA, 2005), Tribal operators of less complex systems serving 500 or less people may earn the Very Small Water System (VSWS) Operator Certification as a single certification that jointly satisfies the Level 1 water treatment and Level 1 water distribution certification requirements. Tribal water utility programs are encouraged to consult with their regional primacy agency (e.g., U.S. EPA) drinking water office for a final determination as to what types and levels of operator certification are required for the operation of their community drinking water systems.

**THE TRAINING COURSE:**

The General Module training course is designed to enhance the skills and knowledge of Tribal personnel entering into the career path of water and wastewater system operations for the first time. The General Module provides a solid foundation of understanding of the principles of electricity, hydraulics, water and wastewater systems, basic math, and federal regulations. This training is highly recommended for those who endeavor to apply for Level 1 water or wastewater operator certification. ITCA Level 1 operator training courses are designed with the expectation that students have already had training on basic introductory topics such as those that are covered in the ITCA General Module training course.

This popular training additionally focuses on water treatment and distribution for small drinking water systems. This expanded General Module training course helps prepare water operators for the Very Small Water System operator certification exam, which will be made available at the end of the training course. Attendees that are only interested in the training may choose not to take the certification exam. A training and reference booklet will be provided for this course.

- Ak-Chin Indian Community
- Cocopah Tribe
- Colorado River Indian Tribes
- Fort McDowell Yavapai Nation
- Fort Mojave Tribe
- Gila River Indian Community
- Havasupai Tribe
- Hopi Tribe
- Hualapai Tribe
- Kaibab-Paiute Tribe
- Pascua Yaqui Tribe
- Pueblo of Zuni
- Quechan Tribe
- Salt River Pima-Maricopa Indian Community
- San Carlos Apache Tribe
- San Juan Southern Paiute Tribe
- Tohono O'odham Nation
- Tonto Apache Tribe
- White Mountain Apache Tribe
- Yavapai-Apache Nation
- Yavapai-Prescott Indian Tribe

ITCA does NOT “teach to the certification exams.” Students intending to take the certification exam are encouraged to study the Association of Boards of Certification’s Need to Know Criteria and a list of recommended study guide references can be found at: <http://www.abccert.org>.

**COST:**

Tribal personnel may attend this training course, apply for operator certification, and take the Very Small Water System operator certification exam for **free**.

**INSTRUCTOR:**

ITCA has contracted with subject-matter expert, Mr. Kim Yale of Yale Engineering, LLC, to instruct this training course. Mr. Yale has extensive experience in the operation and maintenance of water and wastewater systems in Indian Country.

**LOCATION:**

The training course will be hosted by Bartlett & West, Inc. and will be held at their office located at 1200 SW Executive Dr., Topeka, Kansas 66615. The facility’s contact phone number is (785) 272-2252.

**DATES & TIMES:**

On Monday, January 23, 2017, through Thursday, January 26, 2017, the training course will begin each day at 8:30 A.M. and will conclude each day at or before 5:00 P.M. On Friday, January 27, 2017, the training course will begin at 8:30 A.M. and will conclude at or before noon. There will be a one-hour lunch break each day and meals will NOT be provided. The VSWS operator certification exam will be administered by ITCA staff on Friday, January 27, 2017, starting promptly at 1:00 P.M. and concluding at or before 5:00 P.M. *Please be advised that prior approval from ITCA is required for admission into the exam session. There will be no late admission into the exam session.*

**ATTENDANCE & CONTACT HOURS:**

Student sign-in sheets will be administered for both morning and afternoon sessions on each day of the training course. All attendees will receive written recognition of earned training contact hours based on attendance. Training contact hours may be accepted towards the training requirements for new certification or as Professional Development Hour (PDH) credit towards the renewal of existing certification.

**REGISTRATION: **Class Registration Deadline is Thursday, January 19, 2017****

Classroom space is limited. To request a class seat, please register as soon as possible, but no later than close of business on **Thursday, January 19, 2017**. To register, please complete the attached registration form and return by mail, email or fax to ITCA. Registrants that are accepted into the training course will receive written confirmation of a reserved class seat. Please Note: A reserved class seat does not apply to the exam session. Separate written approval is required to be admitted into the certification exam session (see below).

**EXAMINATION & CERTIFICATION: **Exam Application Deadline is Thursday, January 19, 2017****

ITCA staff will be available to proctor the Association of Boards of Certification (ABC) 50-question VSWS paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Very Small Water System Operator Certification. Participants must have prior written approval from ITCA to be admitted into the examination session. Approval is based upon submittal of a completed ITCA *Application for New (Water) Certification* by close of business on **Thursday, January 19, 2017**. Please refer to the ITCA Application Booklet for complete operator certification eligibility criteria and the application, which is available on the ITCA website or by directly contacting the ITCA Tribal Water Systems Program. You are highly encouraged to submit an application as soon as possible.

**LODGING:**

You are responsible for making your own travel and lodging arrangements. For your convenience, a few of the hotels within the area are listed below. This is a non-inclusive, non-endorsement listing.

- Quality Inn, 1240 SW Wanamaker Rd., Topeka, KS 66604, (785) 273-6969
- Fairfield Inn Topeka, 1530 SW Westport Dr., Topeka, KS 66604, (785) 273-6800
- Residence Inn Topeka, 1620 SW Westport Dr., Topeka, KS 66604, (785) 271-8903
- Sleep Inn & Suites I-70 at Wanamaker, 1024 SW Wanamaker Rd., Topeka, KS 66604, (785) 228-2500
- Comfort Suites, 6213 SW 10<sup>th</sup> St., Topeka, KS, 66615, (785) 246-6777

**TRAVEL EXPENSE REIMBURSEMENT STIPENDS:**

Limited travel expense reimbursement stipends (partial reimbursement) may be available for individuals who are working on Tribal lands in or near the US EPA Region 7 geographic area and who attend the entire training event. Prior to traveling to the training event, preliminary applications for proposed travel expense reimbursement stipends will be considered for funding by ITCA. Preliminary applications will be considered on a first-come first-served basis and will be subject to funding availability. Preliminary applications shall include proposed travel expenses that meet the federal government GSA rates. The maximum per diem rate for Topeka, KS for the period of this event is \$91 for lodging and \$51 for meals and incidentals. According to federal guidelines, local residents traveling less than fifty miles one-way are eligible only for mileage reimbursement costs for use of privately-owned automobiles at the rate of \$0.54 per mile.

Please follow the steps below if you are interested in receiving a travel expense reimbursement stipend.

1. Submit a completed *Preliminary Application for Travel Reimbursement Stipend* to ITCA before traveling to the training course. The form must include the signature of the attendee's supervisor. The *Preliminary Application Form* is available upon request.
2. Applicants that are approved by ITCA will receive written notice stating the level of funding available for their travel reimbursement stipend.
3. Following travel, traveler must submit a complete *Final Travel Expense Reimbursement Claims Form* with attached receipts.

For additional information, please contact the ITCA Tribal Water Department staff at (602) 258-4822.

Please Note: Photographs taken by ITCA staff at training/meeting events may be used in ITCA publications including, but not limited to, ITCA's website, publications and social media. If you do not consent to have your photograph published, please notify ITCA staff at the training/meeting event.

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*This event is brought to you through a partnership project by the Inter Tribal Council of Arizona, Inc. (ITCA) and the Rural Community Assistance Partnership Inc. (RCAP) for the purpose of improving compliance with regulatory requirements of the Safe Drinking Water Act.*

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# REGISTRATION FORM

**GENERAL MODULE TRAINING**  
**FOR WATER AND WASTEWATER OPERATORS**  
**and**  
**VERY SMALL WATER SYSTEM OPERATOR CERTIFICATION**

**January 23-27, 2017**

**Topeka, Kansas**

*(Please Print Clearly)*

Name: \_\_\_\_\_  
(First) (Last)

Title/Position: \_\_\_\_\_

Tribal Utility/Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Mailing) (Street/P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Will attendee be requesting a travel expense reimbursement stipend?  YES  NO

Will attendee be taking the operator certification exam?  YES  NO

- Yes, I do plan on attending the **General Module & Very Small Water System** Training Course hosted by Bartlett & West, Inc., located at 1200 SW Executive Dr., Topeka, Kansas 66615.
- Yes, I understand that if accepted into this training course, ITCA will send me written confirmation of a reserved class seat.
- Yes, I understand that if I plan to take the VSWS operator certification exam, I must submit a complete ITCA Application for New Certification. I understand that prior approval from ITCA is required to be admitted into the certification exam session.**
- Yes, I understand that I am responsible for making my own travel and lodging arrangements.
- Yes, I understand the Inter Tribal Council of Arizona, Inc. reserves the right to cancel or reschedule any training event due to lack of enrollment or funds.

Please complete this registration form and return by mail, email or fax by **Thursday, January 19, 2017**, to the following:

Inter Tribal Council of Arizona, Inc.  
TRIBAL WATER DEPARTMENT  
2214 N. Central Avenue, Suite 100, Phoenix, AZ 85004  
[maya.cruz@itcaonline.com](mailto:maya.cruz@itcaonline.com) or [marguerite.sheehan@itcaonline.com](mailto:marguerite.sheehan@itcaonline.com)  
Telephone: (602) 258-4822 Fax: (602) 258-4825

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**General Module and Very Small Water System Training Course**  
January 23-27, 2017

**HOSTED BY BARTLETT & WEST, INC.**  
**TOPEKA, KANSAS**

**AGENDA**

**Day 1: Monday, January 23, 2017**

8:30 am – 9:45 am	ITCA Welcome and Certification Program Overview Presentation
9:45 am – 10:00 am	Student Introductions and Pre-training quiz
10:00 am – 10:15 am	Break
10:15 am – 11:15 am	Training Manual Overview and Chapter 1: Introduction
11:15 am – Noon	Chapter 2: Utility Management and Administrative Duties
Noon – 1:00 pm	Lunch Break
1:00 pm – 1:30 pm	Chapter 2: Utility Management and Administrative Duties (continued)
1:30 pm – 2:30 pm	Chapter 3: Safety
2:30 pm – 2:45 pm	Break
2:45 pm – 3:45 pm	Chapter 3: Safety (continued)
3:45 pm – 4:30 pm	Chapter 4: Cross-Connection Control
4:30 pm – 5:00 pm	Recap and Dismissal for the day

**Day 2: Tuesday, January 24, 2017**

8:30 am – 9:00 am	Chapter 4: Cross-Connection Control (continued)
9:00 am – 9:45 am	Chapter 5: Electricity Basics, Power, and Electrical Components
9:45 am – 10:00 am	Break
10:00 am – Noon	Chapter 5: Electricity Basics, Power, and Electrical Components (continued)
Noon – 1:00 pm	Lunch Break
1:00 pm – 2:30 pm	Chapter 6: Understanding and Troubleshooting Electrical Controls
2:30 pm – 2:45 pm	Break
2:45 pm – 3:15 pm	Chapter 6: Understanding and Troubleshooting Electrical Controls (continued)
3:15 pm – 4:30 pm	Chapter 7: Pumps, Meters, Valves, and Hydrants
4:30 pm – 5:00 pm	Recap and Dismissal for the day

**Day 3: Wednesday, January 25, 2017**

8:30 am – 9:45 am Chapter 7: Pumps, Meters, Valves, and Hydrants (continued)  
9:45 am – 10:00 am Break  
10:00 am – 10:30 am Chapter 7: Pumps, Meters, Valves, and Hydrants (continued)  
10:30 am – Noon Chapter 8: Math  
Noon – 1:00 pm Lunch Break  
1:00 pm – 2:45 pm Chapter 8: Math (continued)  
2:45 pm – 3:00 pm Break  
3:00 pm – 4:30 pm Chapter 9: Source Water Quality Parameters and Sampling  
4:30 pm – 5:00 pm Recap and Dismissal for the day

**Day 4: Thursday, January 26, 2017**

8:30 am – 10:00 am Chapter 9: Source Water Quality Parameters and Sampling (continued)  
10:00 am – 10:15 am Break  
10:15 am – Noon Chapter 10: Water Disinfection  
Noon – 1:00 pm Lunch Break  
1:00 pm – 2:15 pm Chapter 10: Water Disinfection (continued)  
2:15 pm – 2:30 pm Break  
2:30 pm – 4:30 pm Chapter 11: Regulatory Compliance and the SDWA  
Guest Speaker: Kimberly Willis-Burr, USEPA Region 7  
4:30 pm – 5:00 pm Recap and Dismissal for the day

**Day 5: Friday, January 27, 2017**

8:30 am – 9:45 am Chapter 12: Water System Demands, Piping Networks, and Storage  
9:45 am – 10:00 am Break  
10:00 am – 11:15 am Chapter 12: Water System Demands, Piping Networks, and Storage (continued)  
11:15 am – Noon Recap and Post-training quiz  
Noon – 1:00 pm Lunch Break  
1:00 pm – 5:00 pm Very Small Water System Operator Certification **Exam Session**