

Basic Excel Course

Dates & Locations (choose one):

- July 10, 9:00am-12:30pm, Rutland Regional Planning Commission, 67 Merchants Row, Rutland, VT
- July 12, 9:00am-12:30pm, Vermont Rural Water Association, 20 Susie Wilson Road, Essex Junction, VT
- July 26, 9:00am-12:30pm, Village and Town of Lyndonville Garage, 75 Smith Road, Lyndonville, VT
- September 14, 9:00am-12:30pm, Montpelier Public Works Garage, 783 Dog River Road, Montpelier, VT (please park across the street in the recreation field parking lot)

Credit: 3 TCH



Non-member cost: \$30



Member cost: \$24

Instructor: Matt Guerino (VRWA)

This training will cover computer operation fundamentals and the basics of Excel, as used by water and wastewater treatment plant operators and other system personnel. Participants will learn the basics of Excel spreadsheets. This course is recommended for operators and others with some working experience with computers. Each attendee will be working on a dedicated laptop computer as provided by VRWA throughout the training session. *Registration limit of 10 individuals per session, first come first basis.*

O&M Manuals—Hands On Workshop

Dates & Locations (choose one):

- July 31, 9:00am-12:30pm, Leader Distribution Systems (Pepsi-Cola), 1568 Putney Road, Brattleboro, VT
- August 15, 9:00am-12:30pm, Village and Town of Lyndonville Garage, 75 Smith Road, Lyndonville, VT

Credit: 3 TCH

Non-member cost: \$30

Member cost: \$24

Instructor: Matt Guerino (VRWA)

Bring your current O&M Manual. In this training, we will review the state template, where to find the information needed, and how to organize your document. There will be limited time to work on your system O&M Manual and ask specific questions.

VOSHA Safety Training: Overview of Hazard Communication, Personal Protective Equipment, Trenching and Confined Space

Date: August 2, 2018

Time: 8:30am-3:30pm

Location: State of Vermont Department of Forests, Parks and Recreation, Knight Point Maintenance Department, 31 Knight Point Road, North Hero, VT

Credit: 6 TCH



Non-member cost: \$60

Member cost: \$48



Instructor: Dan Whipple (VOSHA)

Proctor: Wayne Graham (VRWA)

Keep your employees and fellow coworkers safe by gaining an understanding of the following safety standards: Hazard Communication, Personal Protective Equipment, Trenching and Confined Space.

Effective Utility Management

Date: August 9, 2018

Time: 8:30am-2:30pm

Location: Vermont Rural Water Association, 20 Susie Wilson Rd, Essex Junction, VT

Credit: 5 TCH



Non-member cost: \$50

Member cost: \$40



Instructors: Paul Sestito and Diana Butler (VRWA)

This workshop is designed to assist utilities in addressing the challenges and improving the management of their operations and infrastructure. Topics will include: How to deliver increasingly efficient and higher quality services. How to improve long-term sustainability and increase resiliency. How to use the Rural and Small Systems Guidebook to Sustainable Utility Management to make improvements at your system. Through group and individual exercises, including team and self-assessments, participants will learn how utilities can make improvements in ten key management areas, with a focus on their most pressing challenges. ***BRING A LUNCH***

Basic Math for Water and Wastewater Operators

Dates & Locations (choose one):

- August 21, 9:00am-12:30pm, Vermont Rural Water Association, 20 Susie Wilson Rd, Essex Jct, VT
- August 23, 9:00am-12:30pm, Hartford Municipal Building, 171 Bridge Street, White River Jct, VT
- September 21, 9:00am-12:30pm, Rutland Regional Planning Commission, 67 Merchants Row, Rutland, VT

Credit: 3 TCH



Non-member cost: \$30


Member cost: \$24



Instructor: Matt Guerino (VRWA)

This is a basic math course for operators. The formulas covered will be area, volume, psi, temperature and detention time.

Key

 = approved for water credit

 = approved for wastewater credit

Advanced Operator's Certification Class 3&4

Date: September 5, 12, 13, 19, 20, 26 and October 3, 4, 10, 2018

Time: 9:00am-2:30pm

Location: Rutland Regional Planning Commission, 67 Merchants Row, Rutland, VT

Credit: 45 TCH



Non-member cost: \$225 (plus \$265 for books)

Member cost: \$180 (plus \$265 for books)

Instructors: Matt Guerino (VRWA) and other presenters

This training program is designed for new Class 3 & 4, for those training to become operators. The program will prepare individuals to take the Vermont State Class 3 & 4 water operator certification exams. All aspects of water operations are covered during this multi-week course. Attendees are expected to attend all the given sessions. The following texts are required for this course and can be ordered directly from VRWA: AWWA Water Treatment 3 & 4 · AWWA Water Treatment Operator Training Handbook · AWWA Operator Certification Study Guide · Math Handbook

Distribution Course

Date: September 5, 6, 12, 19, 26, 27, 2018

Time: 9:00am-2:30pm

Location: Rutland Regional Planning Commission, 67 Merchants Row, Rutland, VT

Credit: 30 TCH



Non-member cost: \$150 (plus \$190 for books)

Member cost: \$120 (plus \$190 for books)

Instructors: Matt Guerino (VRWA) and other presenters

This course is designed for those involved with the distribution of potable water who are seeking a Class D certification. The texts for this course will be: AWWA Transmission and Distribution · Math Handbook for Water System Operators · AWWA Operators Certification Study Guide. Topics in this class will include: Distribution certification, Water Supply Rule, Water sampling procedures, Basic water chemistry, Water hydraulics, Distribution system design, Tank design, Blueprint reading, Pumps and pumping, Valve operation and maintenance, Cross connections, Hydrants and flushing program, Meters and back-flow, Leak detection, VOSHA regulations, Instrumentation and controls & Water mathematics

Residuals Management In Vermont

Date: September 11, 2018

Time: 9:00am-12:15pm

Location: Hartford Municipal Building, 171 Bridge Street, White River Jct, VT

Credit: 3 TCH



Non-member cost: \$30

Member cost: \$24

Instructor: Eamon Twohig (DEC Waste Management)

Proctor: Wayne Graham (VRWA)

This very interesting class will provide an overview of Vermont's residuals program including regulations, management options and challenges of sludge and biosolids.

Interpreting Your Permit—Phosphorous TMDL Primer

Date: September 12, 2018

Time: 9:00am-12:15pm

Location: West Rutland Town Office, 35 Marble Street, West Rutland, VT

Credit: 3 TCH



Non-member cost: \$30

Member cost: \$24

Instructors: Nick Giannetti and Amy Polaczyk (DEC Watershed Management)

Proctor: Elizabeth Walker (VRWA)

DEC Wastewater Program staff provide a full explanation of the components and requirements found in recently issued Lake Champlain NPDES draft permits and the corresponding fact sheets. A more detailed description can be found by going to the VRWA training page.

The Information Network For Local Operators (INFLO) Rotating Biological Contactors (RBCs) Roundtable

Date: September 13, 2018

Time: 9:00am-12:15pm

Locations: Windsor Wastewater Treatment Facility, 123 Pasco Way, Windsor, VT

Credit: 3 TCH

Non-member cost: \$30



Member cost: \$24

Proctor: Elizabeth Walker (VRWA)

This INFLO session will be an open forum roundtable discussion on the operation of RBC's. Who better to learn from than the wastewater specialists and managers in the field that operate these types of systems. Discussion on general operating parameters, winter operations, process control & testing, troubleshooting and maintenance will be some of the topics to be discussed. Following the roundtable discussion there will be a tour of the Windsor's RBC facility with a design capacity of 1.13 mgd.

Troubleshooting Water and Wastewater Control Systems

Date: September 25, 2018

Time: 9:00am-12:30pm

Location: Burlington Wastewater Treatment Plant, 53 Lavalley Lane, Burlington, VT

Credit: 3 TCH



Non-member cost: \$30

Member cost: \$24



Instructor: Dan Pratt (Pratt and Smith Electric Inc.)

Proctor Wayne Graham (VRWA)

Learn how to troubleshoot your automated water and wastewater systems. These days our facilities are often controlled by scada systems and programmable logic controllers. Learn how these systems integrate with field control wiring to keep them operating as designed. You will be learning how to read control schematics and apply troubleshooting techniques from instructor Dan Pratt of Pratt and Smith Electric Inc. Dan is a master electrician and control panel builder with extensive experience in the water and wastewater fields.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 Excel	11	12 Excel	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Excel	27	28
29	30	31 O&M Manuals				

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 VOSHA	3	4
5	6	7	8	9 Effective Utility Management	10	11
12	13	14	15 O&M Manuals	16	17	18
19	20	21 Basic Math	22	23 Basic Math	24	25
26	27	28	29	30	31	

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Class 3/4/D	6 Class D	7	8
9	10	11 Residuals Management	12 Class 3/4/D / Interpreting Your Permit	13 Class 3/4 / INFLO RBCs Roundtable	14 Excel	15
16	17	18	19 Class 3/4/D	20 Class 3/4	21 Basic Math	22
23	24	25 Troubleshooting Control Systems	26 Class 3/4/D / INFLO RBCs Roundtable	27 Class D	28	29
30						

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"Really enjoyed the simplicity of training online."

"Thank you for having an online course. It has helped me through my current work schedule."

"Excellent online training course."

"I enjoyed the course and it saved us a lot of time and money."

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A Sample of our Courses:

BASIC WATER WORKS - Course modules:

1. Operations of the Water Utility
2. Water Characteristics
3. Water Quality Standards
4. Disinfection
5. Groundwater and Wells
6. Surface Water Production
7. Distribution & Safety

WASTEWATER TREATMENT - Course Modules:

1. Wastewater Management, Goals, Laws and the Operator
2. Wastewater Characteristics
3. Wastewater Pretreatment
4. Wastewater Collection Systems
5. Preliminary Treatment
6. Primary Sedimentation
7. Activated Sludge
8. Fixed Film Processes
9. Pond Systems
10. Processing Wastewater Sludge
11. Wastewater Disinfection
12. Wastewater Safety

VRWA is partnering with SunCoast Learning to provide quality online training, written FOR water and wastewater professionals BY water and wastewater professionals.

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Save Time and Money



The Information Network For Local Operators (INFLO) Sequential Batch Reactors (SBRs) Roundtable

Date: September 26, 2018

Time: 9:00am-12:15pm

Locations: Ilsley Public Library, 75 Main Street, Middlebury, VT

Credit: 3 TCH



Non-member cost: \$30

Member cost: \$24

Proctor: Elizabeth Walker (VRWA)

This INFLO session will be an open forum roundtable discussion on the operation of SBRs. Who better to learn from than the wastewater specialists and managers in the field that operate these types of systems. Discussion on general operating parameters, winter operations, process control testing, troubleshooting and maintenance will be some of the topics to be discussed. Following this session there will be an opportunity to tour the Middlebury 2.2 mgd Aqua Aerobics SBR Treatment Plant

Registration Information

Deadline: Two business days before course date. Registrations received less than two days before a session are subject to a \$20 late fee. **No walk-ins allowed. Sign-in begins 15 minutes before the start of the course.**

Register on the web:

www.vtruralwater.org

Register by mail: Complete the form below and send it with a check or money order for the full amount to:

**VRWA
20 Susie Wilson Road, Suite B
Essex Jct., VT 05452**

Register by fax: You may complete the form below and fax it to **866-378-7213**.

Seating is limited, so register early. Your cancelled check confirms your registration; you will only be notified if the course is cancelled.

Fees

Due to government support secured by VRWA, we are able to offer courses at a reduced rate. The actual training is free of charge, but all courses have a materials fee.

Cancellations / Refunds

If you will be unable to attend a class, you must contact our office at least 24 hours in advance to receive a refund.

Member rate

VRWA member systems receive a 20% discount. To join VRWA, call 802-660-4988 or visit www.vtruralwater.org.

Special needs

Please contact us at 802-660-4988 prior to your class if you have any special needs.

Credit

Training Contact Hours (TCHs) are awarded for all training courses. These are applicable for operator certification in Vermont. You must attend 100% of the course in order to receive TCHs. Course objectives determine whether credits are applicable to a water operator or a wastewater operator's certification; some courses apply to both types of certification. **All attendees will receive a record of TCHs earned after completing a course.** Reprints of lost TCH certificates are available for a fee.

Registration Form

Duplicate this form to sign up for more than one course.

Course Name _____

Date & Location _____

Attendee Name(s) _____

Facility/Business _____ **WSID# or WW#** _____

Address _____

City, State, Zip _____

Phone _____ Emergency Phone (for cancellations due to weather): _____

Email _____

Total Payment Enclosed _____

Questions? Call 802-660-4988.



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To view the most current training schedule, visit www.vtruralwater.org

Do not discard until September 30, 2018.

**IMPORTANT WATER & WASTEWATER OPERATOR
TRAINING ANNOUNCEMENT ENCLOSED**

- Preferred scheduling for onsite visits
- Phone consultations
- Source protection planning
- Quarterly training announcements
- Quarterly newsletter
- 20% discount on all applicable fees
- Free classified ads on VRWA's website
- Networking opportunities
- Representation for your system at the state and national level
- Advocacy for continuation of rural water programs and services

VRWA membership provides the following benefits to your system:

Membership