

WHEREAS, the Northeast Section of the Ohio Water Environment Association (NESOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

WHEREAS, NESOWEA relies upon training courses to educate its members; and

WHEREAS, NESOWEA recognizes that attendees must obtain at least 50% of their required contact hours in operations and maintenance (O&M) related courses; and

WHEREAS, NESOWEA in its review of Form A's may not be able to readily discern the content of the course based on its title and information submitted, and in turn may not be able to sustain our assignment in an audit by the Ohio EPA.

THEREFORE, NESOWEA has adopted the following policy regarding the naming of courses and information presented on Form A's:

POLICY AND PROCEDURE

- I. Course titles submitted on Form A's shall be clear of the intent of the course to allow the reviewers and OEPA to readily discern if the course has O&M content or be classified as "other" or "X."
- II. Course titles must be clear on exactly what is to be discussed and information conveyed. They must be specific on technology or practice in applications. Under no conditions will course titles be accepted that are vague.
- III. It is the objective of NESOWEA to provide proper and accurate classification of courses. Where possible and justifiable, authors are encouraged to use terms operation and maintenance in discussing their courses.
- IV. Management is considered part of O&M, so if a course has a management theme, it is important to recognize that O&M is part of management.
- V. Form A's that do not comply with this policy shall be either returned to the author for revision or rejected.