**Section 371.221 Chapter I − Introduction**

a) Discuss how to use and update the O&M Manual and the O&M library.

b) List and discuss operator responsibilities and the importance of items such as:

1) Knowing proper operational procedures;

2) Keeping accurate records;

3) Managing operating funds properly;

4) Keeping supervisors informed;

5) Keeping informed of current operation and maintenance practices;

6) Other areas of operational importance.

c) List and discuss managerial responsibilities and the importance of items such as:

1) Maintaining efficient plant operation and maintenance;

2) Maintaining adequate records;

3) Establishing staff requirements, preparing job descriptions and assigning personnel;

4) Providing good working conditions;

5) Implementing an ongoing operator training program;

6) Providing incentives for employees:

7) Maintaining good public relations;

8) Preparing budgets and reports;

9) Planning for future facility needs;

10) Developing standard operating procedures;

11) Other areas of managerial or supervisory importance.

d) Briefly describe the facility and the individual units.