**Section 371.261 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 facility 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 pumping station type and capacity.

e) Describe the chlorination facilities.

f) Describe the collection system type and size.

g) Discuss the collection system's appurtenances and special structures such as:

1) Manholes

2) Check valves and relief overflows

3) Siphons

4) Flap gates

5) Metering stations

6) Air relief valves

7) Any other appurtenances or special structures