



Maine Center for Disease
Control and Prevention
An Office of the
Department of Health and Human Services

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services
Maine Center for Disease Control and Prevention
286 Water Street
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-8016; Fax: (207) 287-9058
TTY Users: Dial 711 (Maine Relay)

Tel. (207) 287-2070

Drinking Water Program

Fax (207) 287-4172

CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND

The Capacity Development Training Reimbursement Fund (TRF) allows providers to receive funding for training water operators and water system owners or employees. The purpose of the TRF is to subsidize the costs associated with training water system personnel/operators on specific topics identified by the Drinking Water Program (DWP). The topics are developed annually, with input from DWP staff and from training requests and topics of water system interest. Multiple providers may be approved for the same topic. Each course must be pre-approved for funding by the DWP.

What is the reimbursement amount?

The DWP has reserved \$90,000 for the State Fiscal Year 2016 Program. Each approved course will be allowed \$20 per Training Contact Hour (TCH) per qualifying attendee. Qualifying attendees include public water system employees, operators, owners, trustees or volunteers and all licensed water operators. Instructors and provider staff are excluded from funding. A maximum of 6 TCH (\$120 per qualifying attendee) may be awarded for any one-day program. There is no maximum number of attendees. Multi-day water operator exam preparation training will be funded at \$20/TCH not to exceed \$3000 per course.

***Please note:** *Training provided as part of association meetings, conferences and tradeshow does not qualify for reimbursement under the TRF.*

What are the requirements for participating in the TRF?

- Approval must be granted before a course is held. Using the TRF Training Course Application, training providers submit a description of the training provider, qualifications of the instructors, course outline, potential training location, target audience, expected number of attendees and target dates for the course. Training Provider and Course Descriptions must meet the Maine Water Operator Board Requirements. (see Board *Policy for Renewal Training Courses for Water System Operator Recertification*).
- DWP will inform you of course approval and funding. Applications may be submitted in electronic or paper form.
- Courses must meet the training intent of one of the 2016 training topics.
- Training must be provided between July 1, 2015 and June 30, 2016.
- Course must be posted on the DWP training calendar at least 3 weeks before the first class is held.
- Course advertisement must include the following:
 - The Maine CDC logo. (Clip art available on request); and
 - The statement, "Funding provided in part by the Maine Drinking Water Program".
- Within 30 days of course completion, the provider must submit the following:
 - An invoice, attendance roster (please include operator ID numbers when available), final course content, TRF Reimbursement form (page 2) .
 - Payments will be processed and returned to the provider within six weeks. A paper copy of the invoice is required all other information may be submitted electronically.

Is there a deadline for applications?

Training Providers may apply at anytime. The funds for specific courses will be set aside on a first-come first-serve basis. Courses must be completed within 2 months of the target date of the course submitted (extensions allowed) or by June 30, 2016. For more information contact Teresa Trott by calling (207) 287-7485 or teresa.trott@maine.gov; or Sara Flanagan at (207) 287-5678 or sara.m.flanagan@maine.gov .

CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND

2016 TOPICS

- **Water Operator Exam Preparation Training** Single and multi-day exam preparation courses. Training topics include all ABC's Need to Know Criteria. Provider should address the topic and it's relation to exam discipline and level in the description of training.
- **Source Water Protection Training (T)** will assist water systems in identifying land based activities that increase risk to drinking water in surface watersheds and aquifers. Topics include prevention, mitigation, and monitoring of both natural and man-made threats to water quality and quantity. Future threats to quality or quantity.
- **System Construction and Maintenance Standards,(T)** proper well design, siting, sanitary well cap requirement, sealed electrical conduit, screening, proper raw water sample tap design, check valve, installation, Water Storage Tanks, proper design, vent screening, routine maintenance, periodic cleaning, shock chlorination, flushing procedure, drinking water chemicals, piping, coatings and other materials, industry standards and requirements. Proper handling and use of chemicals, specifying, ordering, safety and security of the products. Safety and health issues of treatment by-products. Assuring the distribution integrity is maintained, cross-connections, water quality degradation, leaks, replacement
- **Security and Emergency Preparedness** The scope of this topic can include natural or man-made threats, vulnerability assessments of water systems to those threats, mitigation and resiliency of the water system. Possible topics may include identifying impacts from climate influences , SCADA vulnerabilities, continuity of operations, WARN (Water and Wastewater Agency Response Network), RAMCAP (Risk Analysis and Management for Critical Asset Protection).
- **Drinking Water Treatment and Sampling (T)** Water treatment system monitoring, reporting, maintenance and routine servicing, proper sampling techniques, requirements, laboratory selection, methods, understanding test results, response to unsatisfactory test results and regulatory impacts.
- **Water Profession Regulatory Update. (T)** This topic covers final and proposed federal and state rulemaking that impacts public water systems. The science and reasoning behind the requirements, as well as the requirements and process of complying with the requirements should be addressed. DWP staff may be available on a limited basis to assist with the state perspective of the rulemaking process. Rules could be covered individually or collectively. RTCR to take effect 4-1-2016 affects all systems.
- **Energy Management and Water Efficiency** The scope of this topic should address the Plan-Do-Check-Act approach in energy management and water efficiency. Training would help water systems establish and prioritize energy and water conservation targets (Plan), implement specific practices to meet those targets (Do), monitor and measure performance improvements and cost savings (Check), and periodically review progress and make adjustments to the efficiency programs (Act).
- **Trustee training** The scope of this topic should include conflicts of interest, better board operations, employment policies, rate setting, trustee duties and responsibilities, understanding contracts, insurance requirements and succession planning.
- **Asset Management.** Topic coverage includes programs to identify and address assets of a water utility. Identification, record keeping, determining the present and replacement values of infrastructure, track maintenance costs, system planning for sustainability. Assets could include but are not limited to: source water availability, infrastructure, personnel.

Training Resources available through ME DWP

NEWWA Pocket Sampling Guide for Operators of Small Water Systems

NEWWA Sampling Guide for First Responders to Drinking Water Contamination Threats and Incidents.