September 11, 2017

Mr. Eric Casey, Executive Director
National Onsite Wastewater Recycling Association
1199 N. Fairfax St., Suite 410
Alexandria, VA 22314

Dear Mr. Casey:

The Pennsylvania Department of Environmental Protection (DEP) has received the National Onsite Wastewater Recycling Association’s (NOWRA) application requesting sewage enforcement officer (SEO) credits for attending the 2017 NOWRA Onsite Wastewater Mega-Conference being held in Dover, DE on October 22-25, 2017. The conference will consist of one (1) day of organizations’ meetings, two (2) days of presentations and one (1) day of field trips.

Table 1 summarizes the number of contact hours that have been approved by DEP under NOWRA’s Sponsor ID #10.

Table 1

<table>
<thead>
<tr>
<th>Course ID#</th>
<th>Title</th>
<th>Approved Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>660A-0010</td>
<td>2017 NOWRA Mega-Conference; 10/23/2017; AM</td>
<td>1</td>
</tr>
<tr>
<td>660B-0010</td>
<td>2017 NOWRA Mega-Conference; 10/23/2017; AM</td>
<td>1</td>
</tr>
<tr>
<td>660C-0010</td>
<td>2017 NOWRA Mega-Conference; 10/24/2017; AM</td>
<td>1</td>
</tr>
<tr>
<td>660D-0010</td>
<td>2017 NOWRA Mega-Conference; 10/24/2017; PM</td>
<td>1</td>
</tr>
<tr>
<td>660E-0010</td>
<td>2017 NOWRA Mega-Conference; 10/24/2017; AM</td>
<td>1</td>
</tr>
<tr>
<td>660F-0010</td>
<td>2017 NOWRA Mega-Conference; 10/24/2017; PM</td>
<td>1</td>
</tr>
</tbody>
</table>

Seminars that are SEO related will count toward Pennsylvania SEO continuing education requirements. Contact hours may be earned as follows:

- Travel time, breaks, meals and organization meetings are not included in the technical presentations and do not qualify as SEO continuing education (CE) contact hours.
- Every 2.5 contact hours spent on presentation of technical material relative to the SEO community will count as one (1) CE contact hour. The entire 2.5 contact hours do not have to occur within an AM or PM Course ID # in the following table.
- Attendance at open conference exhibit areas count towards active session time provided the SEO attends at least 1.5 hours of technical conference session presentations for each 2.5 hours of conference attendance. Please refer to the Training Provider Manual, Section 5.B.3. for further clarification.
- A maximum of two (2) CE contact hours per conference day can be awarded.
- Total CE contact hours are only awarded in one (1) hour increments. Based on the sessions offered, an SEO can earn a maximum of two (2) CE contact hours on Monday, Tuesday and Wednesday, but not Sunday.
f. There are several break-out sessions that do not qualify for SEO credit. The sponsor must verify these sessions are not included as part of the 2.5 hours of attendance per CE contact hour on each SEO’s attendance record. The sessions that do not apply are:

1. Delaware Licensing Program – Overview, 10/23/17 at 1:20 p.m.
2. Delaware Licensing Program – Roundtable, 10/23/17 at 2:10 p.m.
3. Over the Road Vehicles and Safety, 10/23/17 at 3:20 p.m.
4. Maryland Bay Restoration Fund, 10/23/17 at 4:10 p.m.
5. Lobbying Your Legislature Panel Discussion, 10/23/17 at 1:20 p.m.
6. Creating New Methods and Strategies for Dealing with Septic and Bio-solids Management in Developing Countries, 10/24/17 at 1:40 p.m.
7. Four Years of Field Experience Piloting the Anaerobic Digestion Pasteurization Latrine, 10/24/17 at 2:30 p.m.
8. Data Sharing and Initiatives, 10/24/17 at 11:45 a.m.
9. Getting Undergraduate Students Excited about Onsite Wastewater Treatment and Reuse, 10/24/17 at 3:40 p.m.
10. Vacuum Truck Training, 10/24/17 all day.
11. Field Trip 3: Washington DC Lobbying Trip, 10/25/17 all day.

DEP will expect you to adhere to the guidelines and reporting requirements found in the Training Provider Manual for the Pennsylvania onlot sewage system training program. Sponsors agree that all training will reflect and promote compliance with all Pennsylvania laws and DEP regulations, policies, and guidelines. Failure to abide by the training course guidelines or any effort determined to be willful to promote or direct a violation of Pennsylvania laws or DEP regulations, policies, or guidelines may result in the termination of sponsor approval. All course approvals will be simultaneously withdrawn.

A spreadsheet which can be utilized to submit roster reports to DEP will be transmitted via email. Sponsors should submit roster reports within 30 days of the end of the course. In addition, per the Training Provider Manual, sponsors must issue a certificate, letter, or other instrument of verification of successful completion to participants who have satisfactorily completed the course.

Thank you for your participation in the Pennsylvania onlot sewage system training program. If you have any questions regarding this approval, please contact me by e-mail at jvollero@pa.gov or by telephone at 717.772.5157.

Sincerely,

[Signature]

Janice M. Vollero
Water Program Specialist
Division of Municipal Facilities