



# Travel Approval Form

Department: Public Works

Event Name: Teex OSSF Designated Rep. Class

Location: Bryan, Tx

Event Dates: January 22-2024

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Tim Landrum  
\_\_\_\_\_  
\_\_\_\_\_

**Court Decision:**  
This section to be completed by County Judge's Office

COMMISSIONERS COURT

DEC 11 2023

**Approved**

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:

Approved in CC on 9/11/2023

[Login](#)



(<https://teex.org/>)

# OSSF – Designated Representative

## WWW305 – 24.00 Hours

### Schedule

Show  entries

Search:

	Dates	Location	Class	Price	
<a href="#">Details</a>	12/12/23 – 12/14/23	Live Online Instructor-Led Training	EU WWW305 147	\$595.00	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=147">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=147</a> )
<a href="#">Details</a>	01/22/24 – 01/24/24	Bryan, TX	EU WWW305 139	\$595.00	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=139">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=139</a> )
<b>Address</b>		<b>Instructor</b>			
TEEX-RELLIS Campus-Bld 7900 3100 State Highway 47, Bldg. 7900 Bryan, TX 77807 <a href="https://www.google.com/maps/search/3100+State+Highway+47,+Bldg.+7900+Bryan,+TX+77807">Map It (https://www.google.com/maps/search/3100 State Highway 47, Bldg. 7900 Bryan, TX 77807)</a>		Jeremy Matthew Blan			
		<b>Start Time</b>			
		08:00 AM (CST) Monday, January 22, 2024			
<a href="#">Details</a>	02/20/24 – 02/22/24	Mesquite, TX	EU WWW305 145	\$595.00	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=145">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=145</a> )
<a href="#">Details</a>	03/26/24 – 03/28/24	San Antonio, TX	EU WWW305 142	\$595.00	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=142">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=142</a> )
<a href="#">Details</a>	04/23/24 – 04/25/24	Live Online Instructor-Led Training	EU WWW305 148	\$595.00	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=148">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=148</a> )

Showing 1 to 5 of 9 entries

Previous  2 Next

This schedule is subject to change without notice. If you have not received confirmation of the class prior to the class start, please contact the division at (800) 723-3811 or (800) SAFE-811 or [itsi@teex.tamu.edu](mailto:itsi@teex.tamu.edu) (mailto:itsi@teex.tamu.edu?subject=Regarding: OSSF - Designated Representative) to get the latest schedule.

### Course Description

**\*\*PLEASE NOTE\*\* This course has been approved by the Texas Commission on Environmental Quality (TCEQ) to fulfill 24 credit hours in the following operator license area(s):**  
**- Onsite Sewage Facility Operator License**

### Contact Information

Infrastructure Training & Safety Institute  
 OSHA Training Institute Education Center  
 Phone: | Toll-Free: (800) 723-3811 or (800)

We use cookies to improve your experience on this site. By continuing to use our site, you are agreeing to the storing of Cookies and consenting to our Privacy Policy [Privacy Policy](#) (<https://teex.org/policies/privacy-policy/>)



The OSSF – Designated Representative course not only prepares local government personnel to enforce TCEQ OSSF rules and regulations in coordination with the commission, participants also receive information specific to the proper design, construction, and operation of multiple on-site sewage disposal systems along with best practices linked to the proper response to complaint calls. Once students successfully complete the course, they may apply directly with TCEQ to take the licensing examination at either a TCEQ Regional Office or at an approved Computer Based Testing (CBT) Center.

Email: [itsi@teex.tamu.edu](mailto:itsi@teex.tamu.edu)  
 ([mailto:itsi@teex.tamu.edu?subject=Regarding:OSSF - Designated Representative](mailto:itsi@teex.tamu.edu?subject=Regarding:OSSF-DesignatedRepresentative))

### Related Courses

- [OSSF – Installer I \(/class/www302\)](#)
- [OSSF – Installer II \(/class/www303\)](#)
- [OSSF – Site Evaluator \(/class/www304\)](#)
- [Water Utilities Safety \(/class/www201\)](#)

### Policies

[TEEX Policies \(/policies\)](#)  
[TEEX Participant Handbook \(/wp-content/uploads/TEEX-Participant-Handbook.pdf\)](#)  
[Conduct During Live Online Instructor-Led Courses \(/program/live-online-instructor-led-training/#conduct\)](#)

**Special Note:** Beginning September 1, 2020 TEEX will no longer administer the OSSF Designated Representative paper-based exam. After September 1, 2020 the Designated Representative exam will be available through CBT – see WWW901 for more details.

### Prerequisites

There are no prerequisites for this course.

### Course Completion Requirements

#### TCEQ Licensing Requirements

For any class after September 1, 2020 TEEX will no longer offer the paper-based exams in conjunction with the class. After participants successfully complete the training course, they will need to apply with TCEQ for an exam using the [TCEQ eApplication \(https://www.tceq.texas.gov/licensing/olea\)](https://www.tceq.texas.gov/licensing/olea).

### Attendance Requirements

Class attendance is an essential part of the education process and participants in TEEX courses are expected to attend all class sessions and field exercises. This course requires participants to attend a minimum of 100% of the class hours as a component of successful course completion. During the course, your instructor will review any additional attendance requirements, for example a field exercise that cannot be missed.

### Recommended

#### Prior Training Courses or Knowledge

It is recommended, but not required, participants have previous on-the-job experience working with a Designated Representative in field conducting inspections and permitting paperwork.

### Upon successful completion, you will be able to:

- Regulatory Review
- Concepts for OSSF Professionals
- Site Evaluation: Surface Considerations
- Site Evaluation: Soil Analysis
- Wastewater Volume and Strength
- OSSF Components
- Technical Review
- Administering the OSSF Program

### Suggested Audience

This course is designed for personnel involved in OSSF regulation. It is intended to prepare participants to sit for the state Designated Representative licensing exam, required for those regulating Texas OSSFs.

### Continuing Education And Professional Credits

- 24.00 hours – Texas Commission on Environmental Quality (TCEQ)

We use cookies to improve your experience on this site. By continuing to use our site, you are agreeing to the storing of Cookies and consenting to our Privacy

Policy  Accept [Privacy Policy](https://teex.org/policies/privacy-policy/)  (<https://teex.org/policies/privacy-policy/>)



TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 11/30/2023 DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston

Person(s) Name Attending: 1. Tim Landrum  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Hampton Inn College Station

Hotel Address: 320 Texas Ave, S. City: College Station State: Tx Zip: 77840

Hotel Telephone #: 979-846-0184

Function Attending: Teex OSSF- Designated Representative

Date of Check in: 1-21-2023

Date of Check out: 1-24-2023