

# Travel Approval Form

Department: Public Works

Event Name: Teex OSSF Designated Rep Class

Location: San Antonio, Tx

Event Dates: March 26-28, 2024

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

**Name of Attendees:**

Mandi "Shaye" Ford \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



March 11, 2024

**Required Documents Checklist:**

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

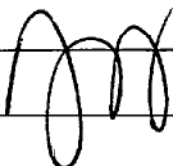
**Overnight Travel**

- 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:



## Julie Edmiston

---

**From:** myTeex Student Portal <ITSI@teex.tamu.edu>  
**Sent:** Thursday, February 22, 2024 8:22 PM  
**To:** Julie Edmiston  
**Subject:** TEEX Purchase Order Approval

You don't often get email from itsi@teex.tamu.edu. [Learn why this is important](#)

**CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.**

Dear Julie Edmiston,

**Thank you for choosing TEEX for your training needs.**

Your Purchase Order has been **approved** for OSSF - Designated Representative (EU-WWW305-142) on 3/26/2024.  
PO Number: unknown  
POC Name: Julie Edmiston  
POC Email: jedmiston@johnsoncountytexas.org

Class registrations for Participants using this purchase order are processed.  
Participant: Mandi Shaye Ford

Sincerely,

Melissa Marek  
ITSI@teex.tamu.edu

[Login](#)



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

[TRAINING](#) ▾

[EVENTS](#) ▾

[SERVICES](#) ▾

[STUDENT RESOURCES](#) ▾

[ABOUT US](#) ▾

[CONTACT US](#) ▾

[ESPAÑOL](#) ▾

# OSSF – Designated Representative

## WWW305 – 24.00 Hours

### Schedule @

Show  entries

Search:

	Dates	Location		Class	Price
<a href="#">Details</a>	02/20/24 – 02/22/24	Mesquite, TX	EU WWW305 145	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> )	\$595.00
<a href="#">Details</a>	03/26/24 – 03/28/24	San Antonio, TX	EU WWW305 142	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> )	\$595.00
<b>Address</b>		<b>Instructor</b>			
H. B. Zachary Training Center 9350 South Presa San Antonio, TX 78223 <a href="https://www.google.com/maps/search/9350+South+Presa+San+Antonio,+TX+78223">Map It (https://www.google.com/maps/search/9350 South Presa San Antonio, TX 78223)</a>		Jeremy Matthew Blan			
		<b>Start Time</b>			
		08:00 AM (CST) Tuesday, March 26, 2024			
<a href="#">Details</a>	04/23/24 – 04/25/24	Live Online Instructor-Led Training	EU WWW305 148	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> )	\$595.00
<a href="#">Details</a>	05/14/24 – 05/16/24	Bryan, TX	EU WWW305 140	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=140">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=140</a> )	\$595.00
<a href="#">Details</a>	06/11/24 – 06/13/24	Mesquite, TX	EU WWW305 146	Register ( <a href="https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=146">https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&amp;D=EU&amp;C=WWW305&amp;S=146</a> )	\$595.00

Showing 1 to 5 of 7 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.

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/)



## 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



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.

**Special Note:** Beginning September 1, 2020 TEEEX 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 TEEEX 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 TEEEX 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 visit for the state Designated Representative licensing exam required for those regulating Texas OSSFs.

## Contact Information

Infrastructure Training & Safety Institute  
 OSHA Training Institute Education Center  
 Phone: | Toll-Free: (800) 723-3811 or (800) SAFE-811  
 Email: [itsi@teex.tamu.edu](mailto:itsi@teex.tamu.edu)  
 (mailto:itsi@teex.tamu.edu?subject=Regarding:  
 OSSF - Designated Representative)

## 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 \(/program/live-online-instructor-led-training/#conduct\)](#)

Visit for the state Designated Representative licensing exam required for those regulating Texas OSSFs. We use cookies to enhance your navigation. We'll assume you agree 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 HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 2/22/24

DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston EXT: 1850

Person (s) Name Attending:

1. Mandi "Shaye" Ford
2.
3.
4.
5.
6.

**\*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:**

**LEOSE FUNDS**

Function Attending: Teex Designated Representative Class

Hotel Name: Holiday Inn Express & Suites San Antonio		
Hotel Address: 8222 City Base Landing		
City: San Antonio	State: TX	Zip: 78223
Hotel Phone# 210-337-3723		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
<b>Date of Check In:</b> 3/25/24		<b>Date of Check Out:</b> 3/28/24

**NOTE:** When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. **ALL Travel PO's MUST be in place prior to travel.** The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.