



**Asset Management Guide**  
**for Wastewater Utilities**  
**Train-the-Trainer Toolkit**

**Produced by the  
Maryland Center for Environmental Training (MCET)**

**In partnership and with funding from the  
U.S. Environmental Protection Agency (EPA)**





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The logo for the Maryland Center for Environmental Training (MCET), consisting of the letters "MCET" in a large, bold, sans-serif font.

ENVIRONMENTAL, HEALTH,  
AND SAFETY TRAINING

This toolkit was produced by the Maryland Center for Environmental Training (MCET), a department of the College of Southern Maryland's Corporate and Community Training Institute.

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# **Train-the-Trainer Toolkit Modules**

The toolkit consists of five sections – 1) Presentation slides and instructor notes covering asset management principles; 2) presentation slides and instructor notes for **TEAMS** – Total Electronic Asset Management System; overview and introduction to use; 3) **TEAMS** User’s Guide; 4) Reference Guide; and 5) a copy of TEAMS software.

The toolkit is organized to allow instruction in the principles of asset management and, where applicable, the corresponding section of **TEAMS**. The modular format of the presentation materials allows the principles and the corresponding section on **TEAMS** to be given sequentially or individually as two distinct offerings. The toolkit was prepared in this manner to allow flexibility in instruction.

## **Section 1**

This section contains PowerPoint slides for asset management principles. The slides are organized into seven modules, each designed to be presented in fifty minutes. Instructor notes are included with the slides as the basis for the presentation. The instructor is free to supplement the notes with other information relative to the presentation.

## **Section 2**

This section contains PowerPoint slides and instructor notes for the operation of **TEAMS** software. The slides are organized into seven modules which correspond to the modules presented in Section 1.

## **Disclaimer**

All of the reference materials included and cited in this toolkit were obtained from reliable public information sources; however, the Maryland Center for Environmental Training (MCET) makes no representation, expressed or implied, that this information is either accurate or necessarily applicable in any given situation. MCET bears no responsibility to update this work or to make notification of any changes in information or programs described in any of the included documents. The contents of this toolkit do not necessarily reflect the views and policies of MCET or of the U.S. Environmental Protection Agency (EPA), nor does mention of trade names or commercial products constitute endorsement or recommendation for use. Neither MCET, the College of Southern Maryland, nor EPA, assume any liability resulting from the use of, or reliance on, any information, guidance, suggestions, conclusions, or opinions contained in this toolkit.

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