



WATER LOSS SPECIALIST (WLS)™ FORMAL REPORT AND RESEARCH PAPER GUIDELINES TOPIC SELECTION

WLS FORMAL REPORT

1. The written portion of the report should be at least 2000 words double-spaced.
2. Candidates have no longer than the second annual RIA convention to submit the report from the date of passing their WLS exam.
3. While Formal Reports and Research Papers may be submitted at any time within the designated timeframe, if a Candidate wants to participate in the formal Induction Ceremony held at RIAs annual convention, they must submit their report no later than 30 days before the convention starts.

Formal reports should be based upon an actual project, whether performed by the Candidate or not. Report content must be as follows:

1. Title page
2. Candidate statement
3. Introduction
 - a. Information should include reference to:
 - a. The property
 - b. Building or Homeowner
 - c. Building Manager
 - d. Insurance Company
 - e. Insurance Adjuster
4. Background Information
 - a. Description of property
 - b. Description of damage
5. Investigation
 2. General description of the work that was performed
 3. The sequence of events
 6. Inspection
 7. Scope of repairs
 - a. A summary of the equipment and labor that was used
8. Specifications and price
 - a. Summary of the costs by category
9. Price basis
10. Conclusion
11. Photographs
 - A. Picture Documentation must include "before and after"
 - a. Pictures of the structure and contents
 - b. Environmental conditions temperature, relative humidity and grains
 - c. Affected area, unaffected area, dehumidifier output, HVAC readings, exterior
 - d. Diagram of building showing affected areas and other significant features
 - e. Moisture content of materials, unaffected area
 - f. Moisture content of materials before, during and after the drying process
 - g. Value of drying and restoration. What did you save, what value proposition did the contractor bring to the owner/insurance group?



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4. When incorporating photos into the Formal Report, it is best to place them throughout the body of the paper by the appropriate section.
5. Each photo must be labeled with identifying caption and /or copy explaining the specifics of the situation being described
6. Photos must be cropped and sized appropriately for the Formal Report
12. Diagrams and documents such as estimates, floor plans, monitoring sheets, etc.
 - a. Reports should be presented as an “integrated report” that include invoices, photos and documentation logs, and not as separate documents/attachments to the actual report itself.
13. Candidate’s professional background & credentials
14. Page numbers throughout the document
15. References noted in correct format and style

WLS RESEARCH PAPER

1. Topics for the research paper are selected at the time of turning in the exam.
 - a. The topic is listed on the Candidate Topic Selection form.
2. This report must be original work on the assigned subject and must apply directly to the water loss restoration industry.
3. The research paper must be 1500 words excluding the abstract, references, bio sketch or supporting reference material.
4. The topic needs to be researched (library, internet, interviews, etc.) and sources need to be listed.
5. The information should be reported in an orderly fashion with a summary provided at the end.
6. A 100-word abstract (or synopsis) of the report must be submitted with the Research Paper and placed at the very beginning of the paper as an introductory piece.
7. The Research Paper must be emailed in a .pdf format to certification@restorationindustry.org
8. All Formal Reports and Research papers become the property of RIA and may or may not be published in part or in entirety in the association’s Cleaning and Restoration magazine(C&R).

RESEARCH PAPER CHECKLIST

- Abstract/Introduction
- 1500 words for the primary portion of the paper
- Bibliography or resource references listed and annotated as appropriate at the end of the Paper
- Professional credentials, short biography about the Candidate
- Pages numbered
- All required components of the paper must be integrated into one .pdf file and submitted for review as the final version of the paper.

SUBMISSION REQUIREMENTS & DEADLINE

1. All reports and papers must be submitted electronically to facilitate a more expedient review process and reduce an archival storage burden.
2. All documents must be submitted in a pdf format to protect the integrity of the documents and the electronic review process. This will also help in compressing large graphic files for easier electronic transfer.



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- 3. Candidates must submit their Formal Report and Research Paper at the same time via email to certification@restorationindustry.org. All emails should include your name and the following verbiage in the subject line: WLS Formal Report and Research Paper for [Your Name]
- 4. RIA adheres to the following deadline policy for all submissions.
- 5. Formal Reports & Research Papers should be submitted 6 weeks before the annual convention but MUST be in **no later than 30 days before** the RIA Convention in order to allow ample time for the complete review process.
- 6. All reviews are done on an “as-submitted basis” throughout the year with credentials given upon acceptance.
- 7. The Formal Report and Research Paper must be created in the Microsoft Office suite and saved as a .pdf.
- 8. Candidates who do not submit the two required documents in the above stated format forfeit the review process.
- 9. RIA is not responsible for making copies, electronic or otherwise, of the Candidate’s Formal Report or Research Paper.

RESEARCH PAPER TOPIC AND APPLICATION

Please complete the following information including the selection of your topic and return to the WLS Course Facilitator/Instructor during the WLS Certification Prep course. Retain one copy for your records and reference.

Research Paper Topic: _____

Requested Topic for Approval by WLS Program Adviser (if not on the approved list below)*:

50 Word Abstract Explaining the Request: _____



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Name: _____

Company: _____

Address: _____

Phone: _____ **Email:** _____

I have read the above and am in agreement with, and will be in compliance with the requirements of submission.

Candidate Signature: _____

Date: _____

To be completed by RIA approved representative

Date of Approval: _____

Approval Name: _____

Approval Signature: _____



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* Pre-Approved list of topics. If you wish to research a different topic, please provide explanation

- Electronics, restoration of water damaged (procedures, methods, etc.
- Treatment of water damaged electronic media, CD's, floppy disks, film, x-rays, vinyl records, etc.
- Project management (residential, commercial, institutional, industrial, etc.)
- Health and safety aspects of water damage (residential, commercial, institutional, industrial)
- Issues & solutions for working in area-wide catastrophic flooding situations, staffing, logistics, housing, health & safety
- Design and operation of desiccant dehumidifiers
- Containment methods and procedures
- Inspection methods and procedures
- Interpersonal relations, handling the customer, handling "difficult" customers
- Sources, equipment, rental resources, temporary heat and air conditioning
- Chemical requirements
- Unique characteristics of wind driven rain and hurricane damage
- Testing and analysis equipment
- Fine arts conservation, methods, conservators, processes and procedures
- Heat Drying technologies: best applications, pros & cons
- Pricing Strategies for water loss: Running Rate vs Fixed Costs, pros & cons
- Single site large loss issues, staffing, training, etc.
- Freeze drying, when and how sources
- Cleaning and decontaminating water-damaged HVAC systems
- Contracts, authorizations and waivers
- Employee training: technical training, procedural
- Employee training: human resource specific
- Inventory control and packing procedures
- Understanding power requirements
- Housing and health issues in catastrophe losses
- Dealing with general Adjusters in large losses
- Restoration issues in hospitals
- Restoration issues for public entities
- How to set up a company health and safety program
- Effective volunteer contributions of working in the social sector of the non-profit world