Building Your Database From Existing Sources

Justin Jobin, The Town of Jamestown
Wastewater Management Made Easy Sessions
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Data Import Simplified!

Don’t be intimidated by data import!
It can be SIMPLIFIED!
Data Import Simplified!

Key Points to Remember:

1. It doesn’t have to be perfect
2. The purpose of a database is to gather and store information – you are not going to have completely accurate information to start
3. The information needed to start using RIWIS is readily available from existing sources
Required RIWIS Fields

- System tracking number
- Owner first name
- Owner last name
- Site address
- Mail address (up to 2 fields)
- Mail city
- Mail state
- Mail zip
- Septic System Type
This presentation will cover:

1. Existing data sources
2. Key steps to build your database
PART I: EXISTING DATASOURCES
Existing Data Sources

• Town Data
  – Tax Assessor
  – GIS Department
  – Building Inspector
  – Town Clerk

• State Data
  – ISDS Permits
  – ISDS Variances
  – Non-Compliance / Failures (Office of Compliance and Inspection)

• Private Sector
  – Inspection & Maintenance Records
  – Pump-Out Records
  – Real Estate Records
Town Data Sources

• Tax Assessor
  – Plat and Lot
  – Bedrooms
  – Building Use
  – Owner Information
  – Site Address
  – Building Value

• GIS Department
  – Town Water and Sewer Districts
  – Critical Resource Areas
  – Zoning Districts
Town Data Sources

• Building Inspector
  – Typically only paper records
  – Dem Permits + Zoning Applications
  – May have old DOH ISDS Records
    not easily found at RIDEM

• Town Clerk
  – Copies of recorded O&M Agreements
  – Deed Restrictions
State Data Sources

Types of Data Available:

• State Application Number
• Plat / Lot
• Owners Name
• Designer Information
Pros and Cons of State Data

Pros:
• Access to recently approved permits & Variance Information

Cons:
• Hand written applications are typed into RIDEM Database causing typos and inaccurate information
• Town’s need to verify all RIDEM records before importing into RIWIS – Time Consuming
Private Sector Sources

Types of Data Available:
- Design information & application #
- System type & maintenance requirements
- Pump-out records
- Service history
- Recommended inspection interval
Pros and Cons of Private Sector Data

Pros:
• More accurate than RIDEM data
• Most service providers are willing to share their database if communities agree to enforce O&M

Cons:
• Owner names are not always accurate
• Doesn’t usually include plat and lot
Part II: Tips and Tricks For Building Your Database
Building Your Database

Which Management Approach?

1. Town Wide Program (Mandatory or Voluntary Program)
   - Tax Assessors Database
   - GIS Program

2. I&A Management Program
   - RIDEM
   - Service Providers
   - Tax Assessor (for current owner information)
   - Town Clerk (New recorded agreements)
Steps for Building a Town Wide Management Program

Start with Tax Assessor’s Database

- Remove properties on sewer
- Remove vacant lots
- Manually review properties with building value ≤ $20,000
- Determine implementation schedule (mandatory program only)
- Compile list of I&A systems in community
Steps for Building a Town Wide Management Program

Step 1: Remove Properties on Sewer

- Sewer frontage Tax
  (tax assessors database)
- Sewer district map
  (GIS Program)
The Town of Jamestown Sewer District
## Steps for Building a Town Wide Management Program

### Step 2:
Remove vacant lots using state codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Commercial and Industrial. A vacant lot located in an area zoned for commercial or industrial use.</td>
</tr>
<tr>
<td>15.</td>
<td>Other. Any vacant land not included in other classifications, generally large tracts.</td>
</tr>
<tr>
<td>33.</td>
<td>Farm-Forest-Open Space Land. Land that is so classified under the provisions of P.L. 1980, Chapter 252.</td>
</tr>
</tbody>
</table>
Steps for Building a Town Wide Management Program

Step 3:
Review properties with building value less than $20,000 (unlikely to have septic system)

Look for trends / standouts based on State Code
# Improved Real Estate Property Codes:

<table>
<thead>
<tr>
<th>State Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>One Family Residence</td>
</tr>
<tr>
<td>02</td>
<td>Two to Five Family Residence</td>
</tr>
<tr>
<td>03</td>
<td>Apartment Building</td>
</tr>
<tr>
<td>04</td>
<td>Combination (Stores on ground floor, dwelling units on upper floors)</td>
</tr>
<tr>
<td>05</td>
<td>Commercial I: Small or Medium Sized Business</td>
</tr>
<tr>
<td>06</td>
<td>Commercial II:</td>
</tr>
<tr>
<td>07</td>
<td>Industrial</td>
</tr>
<tr>
<td>08</td>
<td>Estate</td>
</tr>
<tr>
<td>09</td>
<td>Farm</td>
</tr>
<tr>
<td>10</td>
<td>Utility and Railroad</td>
</tr>
<tr>
<td>11</td>
<td>Seasonal and Beach Property</td>
</tr>
<tr>
<td>12</td>
<td>Other Improved Land (very rarely has septic on it)</td>
</tr>
<tr>
<td>23</td>
<td>Residential Condominium</td>
</tr>
<tr>
<td>24</td>
<td>Commercial Condominium</td>
</tr>
<tr>
<td>25</td>
<td>Industrial Condominium</td>
</tr>
<tr>
<td>26</td>
<td>Time Shared Condominium</td>
</tr>
<tr>
<td>78</td>
<td>Municipal Property</td>
</tr>
<tr>
<td>State Code</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>70.</td>
<td>Cemeteries</td>
</tr>
<tr>
<td>75.</td>
<td>Hospital</td>
</tr>
<tr>
<td>80.</td>
<td>State</td>
</tr>
<tr>
<td>71.</td>
<td>Charitable</td>
</tr>
<tr>
<td>76.</td>
<td>Libraries</td>
</tr>
<tr>
<td>81.</td>
<td>Tax Sales</td>
</tr>
<tr>
<td>72.</td>
<td>Church</td>
</tr>
<tr>
<td>77.</td>
<td>Military</td>
</tr>
<tr>
<td>82.</td>
<td>Vote of City</td>
</tr>
<tr>
<td>73.</td>
<td>Exempt by Charter</td>
</tr>
<tr>
<td>78.</td>
<td>Municipal</td>
</tr>
<tr>
<td>83.</td>
<td>Stabilized</td>
</tr>
<tr>
<td>74.</td>
<td>Federal</td>
</tr>
<tr>
<td>79.</td>
<td>School</td>
</tr>
<tr>
<td>84.</td>
<td>National Rail Road (Amtrak)</td>
</tr>
</tbody>
</table>
Steps for Building a Town Wide Management Program

Step 4:
Determine implementation schedule (mandatory program only)

phased management approach? based on critical area? or plat?

assign each area a deadline for First Maintenance Inspection
# Jamestown Implementation Schedule

The Town of Jamestown  
Office of Wastewater Management  
Implementation Schedule for ISDS Inspections

<table>
<thead>
<tr>
<th>Phase</th>
<th>Plat</th>
<th># of ISDS</th>
<th>Inspection Exp Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>133</td>
<td>March 17$^{th}$ 2003</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>133</td>
<td>May 15$^{th}$ 2003</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>108</td>
<td>July 15$^{th}$ 2003</td>
</tr>
<tr>
<td>4</td>
<td>15</td>
<td>175</td>
<td>Sept 15$^{th}$ 2003</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>188</td>
<td>Nov 14$^{th}$ 2003</td>
</tr>
<tr>
<td>6</td>
<td>14</td>
<td>188</td>
<td>March 16$^{th}$ 2004</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>106</td>
<td>May 15$^{th}$ 2004</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td>168</td>
<td>July 15$^{th}$ 2004</td>
</tr>
<tr>
<td>9</td>
<td>4,8,8</td>
<td>144</td>
<td>Sept 14$^{th}$ 2004</td>
</tr>
<tr>
<td>10</td>
<td>7,8</td>
<td>151</td>
<td>Nov 15$^{th}$ 2004</td>
</tr>
<tr>
<td>11</td>
<td>10,11</td>
<td>117</td>
<td>March 17$^{th}$ 2005</td>
</tr>
<tr>
<td>12</td>
<td>12,13</td>
<td>113</td>
<td>May 16$^{th}$ 2005</td>
</tr>
</tbody>
</table>

TOTAL ISDS = 1,722

Total Inspection in 2003 = 735

Total Inspections in 2004 = 757

Total Inspection in 2005 = 230

Begin Routine Maintenance Inspections in 2006
South Kingstown Implementation Schedule

Wastewater Management Inspection Schedule
Town of South Kingstown

Proposed Inspection Schedule
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7

Source: Inspection Schedule - Public Services Department
Steps to Building I&A Database

• Manually review and verify list from RIDEM

or

• Require service providers to provide List of all I&A Systems they maintain to the town

• Property owner information from tax assessor
Keeping The Database Updated

– Routine updates from tax assessor, to update owner names and mailing address

– Request copies of new contracts recorded with town clerk or request notification of new I&A approvals by building official.

– Town to add new systems into database upon approval
QUESTIONS?