The RIWIS
Start-Up Kit

The Building Blocks Necessary To Start an Effective Wastewater Management Program
Setting Up Your Database

- Select Database Fields
- Import Data
- Select Tracking Components and Intervals
- Set User Access (Session II)
- Select Inspection Reports (Session II)
Setting Database Fields

- Property Information Page Components
  - Identification Numbers
  - Owner & Property Information
  - Type of Building
  - Building Use
  - Permit Types
  - Permit & Maintenance Contract Renewal
  - Soils & Leachfield information
  - Tank Information
  - Contractors
  - Approval Status
RECOMMENDED FIELDS
Identification Numbers

- Parcel Tax Number (Mandatory Field)

  Typically Plat/Lot-Sublot

- State Permit Number (RIDEM APP#)
Owner & Property Information

- Physical Site Address
- Owner Name (First & Last, separate)
- Mailing Address (Street, City, Zip, & Country)
- Tenant Name
- Property Caretaker
- Phone Number
- Watersheds
- Treatment Zone or Wastewater District
- Longitude / Latitude or X, Y Coordinates
- Assessor Map & Parcel or Lot & Block #
# Type of Building – RI State 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 <em>(very rarely has septic on it)</em></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>
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</tbody>
</table>
Type of Building

- # of Bedrooms
- # of Bathrooms
- Year Built
- Square Footage
Building Use

- More Specific than type of building
- Use to classify commercial systems, if Known
  - Hotel / Motel
  - Medical Facility / Nursing Home
  - Merchandise Sales / Repairs
  - Outdoor Recreational Facility
  - Campground
  - Restaurant / Bar / Dining
  - Service Station / Car Wash
  - Supermarket
  - Animal Hospital
  - Other: ________________________
Permit Types

- Based on RIDEM Info
  - New Building Construction
  - Repair Application
  - I / A System
  - Wetlands Application
  - Wetlands Variance
  - Variance Approval
Permit & Maintenance Contract Renewal

- No Operating Permits in RI
- Maintenance Contract Renewal
  - I&A Technologies
  - Conventional Pump Systems
  - Commercial Systems
  - Effluent Filter Systems
Soils and Leachfield Information

- Gallons Per Day
- Absorption Area Provided
- Leachfield Type
  - Flow Diffusers
  - Galleys
  - Trenches
  - Eljen In-Drains
  - Shallow-Narrow
  - Bottomless Sand Filters
- Depth to Water Table
- Comments
Tank Information

- Septic Tank
  - Total Gallons
  - Concrete
  - Steel
  - Fiberglass
  - Plastic
  - Lid Depth

- Pump Tank
  - Total Gallons
  - Concrete
  - PVC
Contractors

☐ Installer
- Name
- Certification / License #
- Telephone #
- Address
- E-mail

☐ Maintenance / Monitoring Entity

☐ Engineer / Designer
Approval Status

☐ Date Issued
☐ Issuing Agent (RIDEM)
☐ COC Date
☐ Start-Up Date
☐ Application Date
Recommended Tracking Components
### Message Center

<table>
<thead>
<tr>
<th>Maintenance Verification</th>
<th>Failed Inspections</th>
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<tbody>
<tr>
<td>108</td>
<td>45</td>
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</table>

### Service Schedules Summary
(System Components, Flags, Reports, Sampling and Renewals)

**Click here** for help on how to read the Service Schedule Summary below.

Service events are updated once every day at 2:00 AM EST

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Notice (60 days)</th>
<th>Due</th>
<th>30</th>
<th>60</th>
<th>90+</th>
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<tbody>
<tr>
<td>Aerobic (FAST)</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Aerobic (Singulair)</td>
<td>7</td>
<td></td>
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<td></td>
<td></td>
<td>7</td>
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<tr>
<td>Conventional (Non-Pressurized)</td>
<td>1421</td>
<td>70</td>
<td>62</td>
<td>63</td>
<td>52</td>
<td>273</td>
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<tr>
<td>Conventional (Pressurized)</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
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<tr>
<td>Pending Installation</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>RUCK</td>
<td>2</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sand Filter - Recirculating</td>
<td>3</td>
<td></td>
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<tr>
<td>Sand Filter - Single Pass</td>
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<td></td>
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<tr>
<td>Sub-Standard</td>
<td>83</td>
<td>17</td>
<td>18</td>
<td>2</td>
<td>1</td>
<td>38</td>
</tr>
<tr>
<td>Textile Filter (Advantex)</td>
<td>81</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>76</td>
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<tr>
<td>Unknown</td>
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<td>68</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>1706</strong></td>
<td><strong>89</strong></td>
<td><strong>81</strong></td>
<td><strong>66</strong></td>
<td><strong>53</strong></td>
<td><strong>498</strong></td>
</tr>
</tbody>
</table>
Tracking Components

- Type of System
  - Aerobic (FAST)
  - Aerobic (Singulair)
  - Aerobic (Cromaglass)
  - Composting Toilet
  - Holding Tank
  - Peat Filter (Eco-Flo)
  - Substandard (Cesspool / Steel Tanks?)
  - Conventional (non-pressurized)
  - Conventional (pressurized)
  - Unknown
  - Pending Installation
  - Maintenance Contracts
  - RUCK
  - Sand Filter (single pass)
  - Sand Filter (recirculating)
  - Textile Filter (Advantex)
Tracking Components

Leachfield Type (Discussion)

- Flow Diffusers
- Galleys
- Trenches
- Eljen In-Drains
- Shallow-Narrow
- Bottomless Sand Filters
Types of Tracking Schedules

☐ Track components based on:
  ■ Calendar Term
  ■ Consecutive Service Term
    ☐ must be serviced X days from the date of last service

☐ Tracking Start Date?
  ■ Advanced Treatment
  ■ Unknown
  ■ Conventional System (non pressurized)
Questions?
Before Session 2

- Identify the type of management approach that best fits your community
- Talk with tax assessor & GIS Department
- Start gathering data (in excel or DBF format)
- Identify critical areas or management districts for mandatory program
- Review I&A Data from RIDEM Database