



Wastewater Management Made Easy!

Shape Up Your Program in 3 Practical Sessions

Fall 2007 Workshop Series

Workshop #1

Select a Management Approach & Build Your Database

October 26, 2007

Workshop #2

Create Consistent Forms, Reports & Procedures

November 30, 2007

Workshop #3

Send Notices, Track Progress and Generate Reports

January 18, 2008

New Location! The Town of Jamestown -Town Hall

Session 1 Recap

- Examples of Management Approaches
- Sample Ordinance Language
- Education and Outreach Materials
- Existing Data Sources
- Select Database Fields (Property Info Page)
- Populating your RIWIS Database with base info
- Brief Discussion about O&M enforcement & RIDEM's role

What Has Happened Since Last Session?

- All comments were developed into a preset RIWIS property information page
- New document developed to simplify set-up of data fields
- Sample Ordinance Language for Tracking I&A Systems
- RIDEM has submitted State-wide database that included I&A type
- CD with sample letters and service provider correspondence & mail labels

What are we going to cover Today?

- Tips & Tricks for populating your database with I&A Information
- Steps for certifying service providers
 - Sample letters
 - Draft RIWIS Service Provider Application
- Integrating Reports with RIWIS
- Discussion on reports / Review of Manufacturer's O&M Reports
- Discussion on O&M Enforcement

Tips & Tricks for Populating Your Database w/ I&A Information



Data Sources Available

- RIDEM State-wide Database
- Recorded O&M Agreements from Town Clerk's Office / Land Evidence
- Service Provider's Records

Overview of RIDEM Data

- Application #
- Street #
- Street Name
- Plat & Lot
(separate fields)
- Application Type
- Building Use
- System Type
- Perc Rate
- Total Design Flow
- Water Type
- Application Status
- Type of I&A
System

Overview of RIDEM Data

Microsoft Excel - RIDEM_DATA_11_29_07

File Edit View Insert Format Tools Data Window Help

Type a question for help

Prompt

80%

Arial

Reply with Changes... End Review...

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TOWN	STREETNO	STREET	APLAT	ALOT	APP_TYPE	BLDGUSE	SYSTYPE	PERCRATE	TFLOW	WATERTYPE	CSTAT	IATECH			
2	Bristol		101 Poppasquash Road			ALT	COM			15	1990 P	CONFORM				
3	Bristol		Poppasquash Road	182	10	NBC	COM			20	150 W	CONFORM				
4	Bristol	130	Tower Street			RPR	RES			200	600 W	CONFORM				
5	Bristol	333	Poppasquash Road	178	87	ALT	RES	I		0	0 W	CONFORM	NATS			
6	Burrillville	352	Gazza Road			RPR	RES			0	450 W	CONFORM				
7	Burrillville	270	Douglas Pike	149	1	NBC	RES			5	750	CONFORM				
8	Burrillville		Cherry Farm Road	109	14	VAPPRCD	RES	I		10	450 W	CONFORM	INDRN-IA			
9	Burrillville		Buck Hill Road	85	10	NBC	RES			10	450 W	CONFORM				
10	Burrillville		Buck Hill Road	85	10	NBC	RES			10	450 W	CONFORM				
11	Burrillville		Sherman Farm Road	40	9	NBC	RES			5	450 P	CONFORM				
12	Burrillville		Sherman Farm Road	40	9	NBC	RES			5	600 W	CONFORM				
13	Burrillville	29	Emerson Road	158	5	ALT	RES			5	1050 P	CONSTRUCTI				
14	Burrillville		Wallum Lake Road	102	6	RED/REV	RES	I		15	450 W	CONFORM	INDRN-IA			
15	Burrillville		Tarklin Road	199	23	VAPPRCD	RES	I		1	450 W	CONFORM	PDOSESHTR			
16	Burrillville	428	Victory Highway	231	24	ALT	RES			10	600 W	CONFORM				
17	Burrillville		Hill Road	71	3	NBC	RES			10	450 W	CONFORM				
18	Burrillville		Town Farm Road	88	25	VAPPRCD	RES	I		40	450 W	CONFORM	BOTOMSAND			
19	Burrillville	1565	Broncos Highway	146	5	NBC	RES			10	450 W	CONFORM				
20	Burrillville		Black Star Road	232	7	NBC	RES			5	750	CONFORM				
21	Burrillville		Cherry Farm Road	143	7	NBC	RES			10	450 P	CONFORM				
22	Burrillville		Wallum Lake Road	34	53	VAPPRCD	RES	I		10	450 W	CONFORM	BOTOMSAND			
23	Burrillville		Cherry Farm Road	92	18	VAPPRCD	RES	I		10	600 W	CONFORM	INDRN-IA			
24	Burrillville	1512	Tarklin Road	166	3	RPR	RES			1	600 W	CONFORM				
25	Burrillville	240	Old Wallum Lake Road	156	37	RPR	RES			6	600 W	CONFORM				
26	Burrillville	351	Wilson Trail	152	0016	RPR	RES			5	450 W	CONFORM				
27	Burrillville		Steere Farm Road	212	16	NBC	RES			10	600 P	CONFORM				
28	Burrillville	606	Spring Lake Road	94	16	NBC	RES			10	450 W	CONFORM				
29	Burrillville	154	Benedict Road	64	2	RPR	RES			0	450 W	CONFORM				
30	Burrillville	607	Mowry Street	193	14	ALT	RES			5	750 W	CONFORM				
31	Burrillville		Mowry Street	176	12	NBC	RES			5	600 W	CONFORM				
32	Burrillville	110	Spring Lake Road		12	RPR	RES			0	0 W	CONFORM				
33	Burrillville	1033	Round Top Road	56	6	RPR	RES			5	600 W	CONFORM				
34	Burrillville		Eagle Peak Road	173	6	NBC	RES			7	450 W	CONFORM				
35	Burrillville	RT 7	Douglas Pike (West Side)	26	11	NBC	RES			10	450 W	CONFORM				
36	Burrillville		West Ironstone Road	25	7	NBC	RES			10	450 W	CONFORM				
37	Burrillville	1	James Street	208	7	NBC	RES			10	450 W	CONFORM				
38	Burrillville	41	Point Lane	226	8	RPR	RES			4	450 Z	CONFORM				
39	Burrillville		East Wallum Lake Road	139	28	NBC	RES			10	450 W	CONFORM				
40	Burrillville		Camp Dixie Road	227	7	SITEVALRC	RES	I		10	450 P	CONFORM	BOTOMSAND			
41	Burrillville		Round Top Road	73	14	NBC	RES			10	600 W	CONFORM				
42	Burrillville		Cooper Hill Road	251	14	NBC	RES			10	450 W	CONFORM				
43	Burrillville		Mapleleaf Road	130	44	RPR	RES	I		0	450 P	CONSTRUCTI	BOTOMSAND			
44	Burrillville		Camp Dixie Road	227	11	DRY APP	RES			10	450 P	CONFORM				
45	Burrillville		Wallum Lake Road	17	50	NBC	RES			10	450 W	CONFORM				
46	Burrillville		Cassidy Grace Court	251	14	NBC	RES			10	450 W	CONFORM				
47	Burrillville		Cassidy Grace Court	251	14	NBC	RES			10	450 W	CONFORM				
48	Burrillville		Cassidy Grace Court	251	14	NBC	RES			10	450 W	CONFORM				

PERMIT_I/

Tips & Tricks to Dealing w/ RIDEM Data

1. Sort Town by Type of I&A Technology
2. Remove Conventional Systems
3. Remove Eljen systems “INDRN-IA”
4. Add “Town Tracking #” Field

Tips & Tricks to Dealing w/ RIDEM Data

5. Manually assign Tracking # for each I&A System
6. Import Data into RIWIS based on Tracking #
7. Set up 'Maintenance Contract' tracking in RIWIS
8. Set Component to "UNKNOWN" & let service providers identify system type

Overview of Recorded O&M Agreement

- Plat / Lot
- System Type
- Service Provider
- Site Address
- Mailing Address
- Phone #
- Length of Contract
- RIDEM Permit #
- Maintenance schedule

Request copy of
recorded O&M
Agreements
from Town
Clerk

Overview of Maintenance Provider's Data

- Plat / Lot
- Site Address & Mailing Address
- Current Owner Information
- System components (including UV and leachfield type) & Serial #
- # of visits per year required
- Start-up date
- Date of last visit?
- Comments / Problems / Canceled Contracts

In Summary

- You can work w/ RIDEM Data, but it is time consuming
- Basic O&M information is recorded w/ Town but often times it doesn't make its way to the right department
- Service providers have most accurate information! DUH!

QUESTIONS?

How do we get records from Service Providers?

Why would they give us the info?

How will Towns use the information?

Building a Relationship w/ Maintenance Providers

- Increase consistency / Everyone is held to the same standards
- Town learns O&M Status + Can make management / land use decisions based on how systems are functioning
- Enforcement of canceled O&M Contracts

Certifying Service Providers

- **Conventional**
 - Notify all RI Registered Inspectors of Town Requirements
 - Request completed Service Provider Application
- **Alternative**
 - Notify all manufactures and O&M Providers
 - Request Completed Service Provider Application

Service Provider Notices

Jamestown Town Offices
44 Southwest Ave
Jamestown, RI 02835
Office: 401-423-7220
Fax: 401-423-7229



Justin Jobin
Environmental Scientist /
GIS Coordinator
jjobin@jamestownri.net

The Town of Jamestown
Office of Wastewater Management

November 29, 2007

Dear ISDS Professional,

As you may be aware, The Town of Jamestown has recently adopted a wastewater management ordinance that requires routine inspection and maintenance of all onsite wastewater systems. This spring the Town will begin sending out inspection notices to property owners. Only a town-approved inspector who has successfully completed the septic system inspection course offered at The University of Rhode Island may perform ISDS inspections.

In order to perform inspections or maintenance on alternative treatment systems an inspector must successfully complete the alternative operation and maintenance course offered at The University of Rhode Island or similar program approved by the Town of Jamestown.

Enclosed you will find an application to become a Jamestown approved ISDS inspector (conventional and alternative). Please note that inspectors must carry a minimum of \$1,000,000 liability insurance. You must submit evidence of insurance in order to have your application considered.

As an effort to provide an efficient means to report ISDS inspections, the Town of Jamestown requires that inspectors submit their reports electronically through the Rhode Island Wastewater Information System (RIWIS.org). Each inspector approved by the town will be registered with RIWIS and be expected to input the inspection results on a monthly basis. A summary of the RIWIS system is enclosed. A training session will be scheduled within the next two months. If you should have any questions or concerns regarding the software please feel free to contact my office.

Sincerely,

Justin Jobin
Onsite Wastewater Specialist
The Town of Jamestown
44 Southwest Ave
Jamestown RI 02835
Office: 401-423-7220
Fax: 401-423-7229
jjobin@jamestownri.net

July 5th, 2007

Dear I&A Maintenance Professionals,

As of September 1st 2007, The Town of Jamestown will require all I&A service providers to submit their O&M Reports to the Town electronically through The Rhode Island Wastewater Information System, or RIWIS (www.riwis.org).

BECOMING A JAMESTOWN APPROVED SERVICE PROVIDER

The Town of Jamestown requires that all service providers be approved by the Town. If you wish to be listed as a Town of Jamestown approved service provider, we ask that you submit the following to this office no later than August 1st 2007:

- Completed Service Provider Application for all employees who maintain systems in Jamestown
- Proof of \$1,000,000 liability insurance (minimum)
- List of all the systems your company currently maintains in Jamestown (This is optional but it would help us ensure that our records are as accurate as possible before the September 1st deadline).
- Copy of your manufacturer approved O&M report for the Town's records

ABOUT RIWIS

RIWIS is a statewide, web-accessed database that many communities are using to track inspection and maintenance of onsite systems. RIWIS is free for service providers, maintained by Carmody™, paid for by industry sponsors, and supported by the University of Rhode Island and RI Department of Environmental Management. There will be a RIWIS training workshop on July 26th 2007 at The University of Rhode Island. The Town recommends that all Jamestown service providers attend this workshop. 4 CEU credits are being offered for attending.

If you have any questions about this notice or need additional information do not hesitate to contact this office at (401) 423-7220. For additional information about RIWIS, please visit www.riwis.org. For more information about the July 26th workshop, please visit www.uri.edu/ce/avg/NEMCO, or complete the enclosed registration form.

Sincerely,

Justin Jobin
Environmental Scientist
www.jamestownri.net/pw/wwm

O&M Providers

Rhode Island O&M Service Provider & Manufacturer Contact List DRAFT NOVEMBER 2007

Atlantic Solutions
Robert Johnson
2417 East Main Rd
Portsmouth, RI 02871
(401) 293 - 0176 (p)
(401) 293 - 0178 (f)
bjohnson@septicssystem

AWT Environmental, Inc.
Craig Lindell
241 Duchaine Blvd
New Bedford, MA 02745
(508) 998 -7577

Seigmund Environmental, Inc.
49 Pavilion Ave
Providence, RI 02905
(401) 785-0130

F.R. Mahoney & Associates, Inc
Keith Dobey
273 Weymouth St
Rockland, MA 02370
(781) 982-9300 Ext 37
(781) 982-1056 (fax)

Septic Preservation Services
Robert Silva
38 Harold Sweet Drive
Attleboro, MA 02703
(508) 222-2203

Advanced Wastewater Technology
Tim Stasimas Companies
P.O. Box 177
Charlestown, RI 02813
(401) 364-0300 (p)
stasimas@verizon.net

Bicycle, Inc.
61 Pilsudski St
P.O. Box 29496
Providence, RI 02909
(401) 944-4000

SepticTech Inc
220 Lewiston Rd
Gray, Maine 04039
(207) 657-5252

Frisella Engineering
23 Arnold Street
Wakefield, RI 02879
(401) 783 - 5949

David Fernandes
25 East Dion Ave
Tiverton RI 02878

Wastewater Technologies, Inc
Richard Pezza
80 Kilvert Street
Warwick, RI 02886
(401) 737 -7810
rpezza@wastewatertechnologies.com

Wastewater Treatment Services
534 New State Highway
Raynham, MA 02767
(508) 823-9566

Bord na Mona, Inc
P.O. Box 77457
Greensboro, NC 27417
1-800-PURAFLO

Knight Treatment Systems, Inc
281 County Route 51A
Oswego, NY 13126
1-800-560-2454 (p)
1-315-343-6114 (f)

Cromaglass Corporation
2902 N. Reach Road
P.O. Box 3215
Williamsport, PA 17701

Certifying Service Providers

Service Provider's Application

- Ordinance Requirements?
 - Insurance w/ Town listed as additional insured
 - INSP 100 (Conventional Inspectors)
 - INSP 200 & Manufacturer Certification
for I&A Service Providers
- Additional Town Requirements
 - Professional Conduct Statement
 - Notify Town Before Service Events
 - Electronic Reporting Requirements

Complaints about the Service Provider's Application

- Too many pages
- Have to fill out app for all employees
- Why do I have to fill out same application for every Town?
- Separate Application for RIWIS username and password

Draft
"Generic"
Service
Provider
Application

Rhode Island Wastewater Information System Recommended
ISDS SERVICE PROVIDER APPLICATION
DRAFT NOVEMBER 30th 2007

PART A. TOWN YOU ARE APPLYING TO: (check all that apply)

- Block Island Charlestown Foster Gloucester Hopkinton Jamestown Johnston
 Little Compton North Kingstown Portsmouth Scituate Tiverton Other: _____

PART B. TYPE OF APPLICATION

- Conventional ISDS Inspector New application Renewal application
This allows service providers to complete First Maintenance Inspections and Routine Maintenance Inspections as required by the Town of Jamestown.
- Alternative ISDS Inspector/Maintenance Provider New application Renewal application
This allows service providers to complete operation and maintenance services on alternative and innovative technologies.

PART C. COMPANY INFORMATION

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

Develop List of Town Approved OWTS Inspectors

Jamestown Town Offices
44 Southwest Ave
Jamestown, RI 02835

The Town of Jamestown
Office of Wastewater Management
Approved ISDS Inspectors

Office: 401-423-7220
Fax: 401-423-7229

CONVENTIONAL ISDS INSPECTORS

Company	Name	Location	Phone #
Advanced Wastewater Technology	Timothy Stasiunas	Wakefield	401-783-9332
Advanced Wastewater Technology	William Clarke	Wakefield	401-783-9332
Atlantic Solutions, LTD	Bob Johnson	Portsmouth	401-293-0176
Atlantic Solutions, LTD	Matt Kent	Portsmouth	401-293-0176
Briggs Septic Pumping and Excavating Inc.	James Briggs Jr	Saunderstown	401-783-8104
Briggs Septic Pumping and Excavating Inc.	James Briggs III	Saunderstown	401-783-8104
Briggs Septic Pumping and Excavating Inc.	Adam Briggs	Saunderstown	401-783-8104
Diffley & Daughters Septic Service Inc.	Patrick Diffley	East Greenwich	401-739-1212
J. King Construction	Jonathan King	North Kingstown	401-413-1786
Frisella Engineering	Daniel Donovan	Wakefield	401-783-6949
Frisella Engineering	Joseph Frisella	Wakefield	401-783-6949
Georges Sewage Service	Doug Drake	Kingston	401-783-8307
Lincoln Environmental, Inc.	Gary Evovski	Smithfield	401-232-3353
L. A. Patterson Inc.	Daniel Patterson	N. Kingstown	401-295-5121
Paul Mumford and Son, Inc.	Paul Mumford Jr	Saunderstown	401-295-8505
Paul Mumford and Son, Inc.	Paul Mumford	Saunderstown	401-295-8505
Paul Mumford and Son, Inc.	Herbert Myers	Saunderstown	401-295-8505
Paul Mumford and Son, Inc.	James Smith	Saunderstown	401-295-8505
Rhode Island Cesspool Cleaners Inc.	John Sliney	West Greenwich	401-397-3167
Ronnie's Professional Services	Ronald Shadeck	Exeter	401-294-9487
Superior Septic Service	Darlene Gardner	South Kingstown	401-789-9360
Waste Away Septic Service	Richard Seymour	Exeter	401-295-7444
Wind River Environmental	John Notarianni	Hudson, MA	978-562-4600
Wilbert Fritz, Self Employed	Wilbert Fritz	N. Kingstown	401-885-4114

MAINTENANCE PROVIDERS ON ALTERNATIVE SYSTEMS

Note: If you have an advanced treatment system, you need an annual contract with one of the companies listed below.

Advanced Wastewater Technology	Timothy Stasiunas	401-783-9332
Atlantic Solutions, Ltd	Bob Johnson	401-293-0176
Frisella Engineering	Joseph Frisella	401-783-6949
Wastewater Technologies, Inc	Rick Pezza	401-737-7810
Wastewater Treatment Services, Inc	Jim Dunlap	608-880-0233 (FAST Systems only)

QUESTIONS ON CERTIFYING SERVICE PROVIDERS?