

COMPUTER LAB SESSION II: FILING REPORTS

Overview

This session will feature a 20 minute presentation explaining the basic report types available, how to file reports, and understand the reporting requirements for I&A systems. The report types explained in this presentation will include: pumping reports; inspection reports; maintenance reports; and site sketches.

After the presentation, participants will log into the system as a service provider and have 15 – 20 minutes to practice filing various reports and view the reporting requirements for different I&A technologies. Staff will be available throughout the room to answer any questions that you may have.

Session Details

For this session you will work as a private service provider. Yesterday morning (July 25 2007), your company, XYZ Septic Service, performed a pump-out and a routine maintenance inspection for ARTHUR CLARKE (23 Park St, Jamestown RI). You performed the service at 10 am and pumped out 1,000 gallons. At 12:00pm you dumped the waste at the Jamestown Sewage Treatment plant and returned back to the office.

For this exercise you will file the pumping report, inspection report, and site sketch for this property into RIWIS.

- Log into the system using the following username and password:
(If you forgot how to do this, please ask for help or refer to the exercises in Session 1)

Username: xyzseptic

Password: office

Exercise 1: File the pumping report

- Proceed to the “Submit Reports” page (click on the “SUBMIT REPORTS” tab on the “Records” menu)
- Search for the property either using the name of the property owner or the site address
- Once you’ve located the property, click on the “Pump” tab to view the pump-out report for this property

1. Tracking # 2. County # 3. State # 4. Capacity	Home Owner	System Address	Links	Action
1. 1/73 2. 1/73 3. 4. 0 Gals./0 Tanks	CLARKE, ARTHUR S III Other: Clarke, ET UX, Arthur S III & Linda S	23 PARK STREET Jamestown, RI	Map	<input type="button" value="Pump"/> <input type="button" value="Maintenance"/> <input type="button" value="View History"/> <input type="button" value="Send Message"/> <input type="button" value="No Contract"/> <input type="button" value="Show Document"/>

1. Check to make sure you are viewing the correct property

2. Click the "PUMP" Tab

- Enter in the required information and click "REGISTER REPORT". All red questions are mandatory. The Pumping information can be found in the session details for this exercise

1. Fill in pump-out information – all red questions are mandatory

2. Click The "REGISTER REPORT" tab when finished

Septic/Holding Tank Gallons:

Total Gallons Pumped: 0

Date & Time Serviced: / / 2007 ?

Date & Time Disposed: / / ?

Notes/Comments/Message or Other Observations:

Disposal Location: Cranston Sewage Treatment Plant

Gallons Disposed:

Waste Type: --Select One--

This report only describes the conditions at the time of service and under the conditions of use at that time. This report does not address how the system will perform in the future under the same or different conditions of use.

Active Record? Active Inactive (hidden)

Exercise 2: File the RMI (Routine Maintenance Inspection) Report

- Proceed to the "Submit Reports" page (click on the "SUBMIT REPORTS" tab on the "Records" menu)
- Search for the property either using the name of the property owner or the site address
- Once you've located the property, click on the "Inspection" tab to view the inspection report for this property

Enter in the inspection report on the following page and click "REGISTER REPORT". All red questions are mandatory.

THE TOWN OF JAMESTOWN ROUTINE ISDS INSPECTION REPORT

1. PROPERTY INFORMATION:

Plat # 1 Lot # 73 Property Address 23 Park Street Last Transferred N/A
Owner's Name ARTHUR CLARKE Phone # _____ Age of System 37 + YEARS
Mailing Address P O BOX 413, Jamestown RI 02835 # Of People Living in House 2

Homeowner Records: List any documents made available by owner during the inspection. Attach copies of available records.

NONE

Date of Last Inspection: 5-13-2004 Date of Last Pump Out 2003

Any Repair or Upgrade Since Last Inspection NONE

Does the system have a pressurized leachfield: ___ Yes X No

2. TANK EVALUATION

Previous Inspection Measurements:	Current Measurements:
Sludge depth: <u>13</u> inches	Sludge depth: <u>20</u> inches
Scum depth: <u>4</u> inches	Scum depth: <u>6</u> inches
Net Clear: <u>31</u> inches	Net Clear: <u>22</u> inches
Net Accumulation Since Last Inspection:	<u>9 inches (3" / yr)</u>

CESSPOOLS

- Evidence of structural damage
- Standing water above invert
- Presence of overflow, second cesspool, or other outlet

SEPTIC TANK

- Standing water at outlet
- Flow into tank when all known sources are off
- Flow from outlet back into tank
- Evidence of structural damage to components

3. FIELD OBSERVATIONS (check all that apply)

- Impermeable surfaces such as concrete, or brick located over drainfield
- An apparent drainfield cave-in or exposed component was identified
- Trees or shrubs with extensive root systems were observed in the vicinity
- Septic odors
- Ponding or wastewater breakout
- Burnt out grass
- Patches of lush green grass
- Heavy objects over drainfield
- Depressions in yard

4. RESULTS AND RECOMMENDATIONS

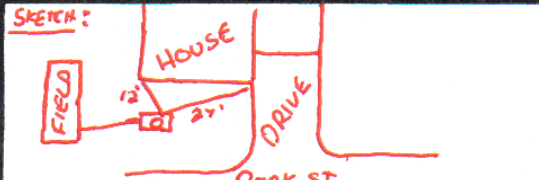
- System functions properly
- System is substandard
- System is in need of pump-out or maintenance
- Results are inconclusive
- System has failed and needs immediate repair

Next Inspection no later than: 7 / 25 / 10

Next Pumpout no later than: @ / NEXT INSPECTION

DEM application for repair must be submitted by

N/A

<p><u>SKETCH:</u></p> 	<p><u>NOTES:</u> System Pumped out @ Time of Inspection.</p>
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Inspector: _____	Company: <u>XYZ SEPTIC SERVICE</u>	Date: <u>7/25/07</u>
Signature: _____	Phone #: _____	Reg #: _____
<p>IMPORTANT NOTICE: This inspection report indicates the present condition of the system based on state recommended inspection procedures, but is in no way a guarantee or warranty of future performance. This report excludes and does not intend to cover components that are concealed or are otherwise not observable.</p>		

Exercise 3: Completing a Site Sketch

O&M Providers for I&A Systems should skip this section and complete exercises 4 & 5.

- From the “Reports” Menu, click on “Site Sketch”



- Search for the property using the name of the property owner or the site address
- Once you've located the property, click on the “Draw Site” tab to open the site sketch window
- Draw the following basic site sketch:

A screenshot of a site sketch drawing interface. The interface includes a toolbar on the left with radio buttons for "Building", "Tank", "Field", "Other", "Radius", "Well", "Water", "Pipe", "Distance", "Property", and "Line". The "Building" radio button is selected. The drawing area shows a grid with a house, a garage, a field, and a well. Dimensions of 12' and 27' are shown. A north arrow is at the top left. The text "OBJECT LIMIT: 35 OBJECTS CREATED: 21" is at the top right. The text "PARK STREET" is at the bottom. The "Save Sketch" button is circled in red. Three numbered instructions are provided in boxes on the left, with red arrows pointing to the "Building" radio button, the "Text" button, and the "Save Sketch" button respectively.

1. Use the radio buttons on the left to choose the item you wish to draw – then simply drag and drop onto the grid area

2. To add text to the sketch – simply click on the text tab – and drag the text box to the drawing (while still holding the mouse)

3. When finished be sure to click “Save Sketch”

- Click “SAVE SKETCH” when finished

[END OF LESSON 2]

For I&A Service Providers Only

Exercise 4: Review required reports for I&A systems

We ask I&A service providers to review the following maintenance reports so that they understand what is required of them when filing a maintenance report. We welcome any feedback that you may have, including alternate reports that you would like us to use.

OSI Advantex Report - 405 Seaside Drive (Tracking # = 16/231)

BioMicrobics FAST Report – 49 Bow St (Tracking # = 14/227)

Norweco Singulair Report – 90 Mast St (Tracking # = 14/249)

- From the “Submit Reports” page, search for the I&A properties listed above.
- Once you’ve located the property, click on the “Maintenance” tab to view the O&M report for this property
- Write down any questions, concerns, or comments that you may have with the O&M report

Comments on the Advantex Report: _____

Comments on the FAST Report: _____

Comments on the NORWECO Report: _____

Exercise 5: File a no-contract

If a property owner is non responsive or fails to renew an O&M contract, service providers can file a “no-contract” report in RIWIS to notify the community that the property owner is in non-compliance.

- For this exercise you will need to log into RIWIS as XYZ Septic Service and file a File a “no contract” for 405 Seaside Drive

Username: xyzseptic

Password: office

- From the “Submit Reports” page, search for the property by typing “405 Seaside” into the site address search and click “Submit”
- From the “Submit Reports” page, search for the property by type “405 Seaside” into the site address search and click “Submit”
- View the property and click on the “No Contract” Tab
- Type in your “No Contract” message and click “Send Message to County”, this will make it visible on the Town’s message board.

The screenshot shows a web application interface. At the top, there is a table with the following columns: Tracking #, County #, State #, Capacity, Home Owner, System Address, Links, and Action. The first row of data shows: 1. 16/231, 2. 16/231, 3. 0, 4. 0 Gals./D Tanks, HAAS, PAMLA & RICHARD A, Other: Haas, Pamela, 405 SEASIDE DRIVE, Jamestown, RI, Map, and a sub-menu with options: Pump, Maintenance, Inspection, Sewer, No Contract, and Send Message To County. A red box highlights the 'No Contract' option in the sub-menu, with a red arrow pointing to it from a text box that says '1. Click the "No Contract" Tab'. Below the table is a 'Messages And Notes' section with the heading 'Do you wish to enter a no contract message for this permit?'. Underneath is a form titled 'Enter No Contract Message Below:' with a large text input area. At the bottom of the form are three buttons: 'Send Message To County', 'Send Message To History', and 'Cancel'. A red box highlights the 'Send Message To County' button, with a red arrow pointing to it from a text box that says '2. Type in the no contract message and click "Send to County"'. The entire screenshot is enclosed in a rounded rectangular border.

Once the Towns view the “no contract” messages, they can mail a letter to the property owner requiring them to submit proof of an active O&M contract, and make sure their service is up to date. On the following page is a sample letter drafted by The Town of Jamestown. If you have any suggestions or comments regarding the letter that will be sent to property owners please discuss with Justin Jobin.

Jamestown Town Offices
44 Southwest Ave
Jamestown, RI 02835
Office: 401-423-7225
Fax: 401-423-7229



Justin Jobin
Environmental Scientist
Jjobin@jamestownri.net

The Town of Jamestown Public Works Department

Notice of Renewal

August 1, 2007

Michael Gray
1120 Seaside Drive
Jamestown, RI 02835

RE: Septic System Maintenance Agreement
Located at : 1120 Seaside Drive
Type of System: Textile Filter (Orenco)

Dear Michael:

This is a reminder that your **Maintenance Agreement** has expired for your advanced treatment septic system at the above address. State law requires these items to be maintained for the life of the system. If this is an oversight please renew with your maintenance entity by 06/01/07.

We have _____ in our files as the maintenance entity for your system. If you wish to renew with a different company see the enclosed list of approved maintenance entities for one that services your particular brand. The state law requires that your maintenance entity will submit the required forms to our office.

Thank you for your prompt attention to this matter. If I can be of further assistance please do not hesitate to contact me.

Sincerely,

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