TWIST
The Wastewater Information System Tool
User Guide
Contents

I Introduction ................................................................................................................................................. 1
   TWIST Database System Requirements .................................................................................................. 1
   TWIST User Guide .................................................................................................................................... 1

II Getting Started ..................................................................................................................................... 2
   Downloading the TWIST Database ........................................................................................................ 2
   User Registration ....................................................................................................................................... 2
   User Login ................................................................................................................................................. 3

III Data Management .............................................................................................................................. 4
   New Data Entry ....................................................................................................................................... 6
   Reviewing Data ........................................................................................................................................ 14
   Updating Data .......................................................................................................................................... 15
   Generating Data Reports ....................................................................................................................... 16

IV Database Design .................................................................................................................................. 17
   Adding New Data Fields or Modifying Fields ......................................................................................... 17
   Enforcing User-Level Privileges ............................................................................................................... 19

V List of Data Elements in TWIST ......................................................................................................... 22

Figures

Figure 1: Database Login Screen ............................................................................................................... 2
Figure 2: User Registration Screen ............................................................................................................ 3
Figure 3: TWIST Main Form ....................................................................................................................... 4
Figure 4: Relationships Between Various Data Elements in the TWIST Database ................................ 5
Figure 5: General Site Information Form (Showing the Ownership Set of Data Fields) ...................... 7
Figure 6: General Site Information Form (Showing the Property Information Set of Data Fields) ........ 8
Figure 7: Permit Information Form ............................................................................................................ 9
Figure 8: Site Evaluation Information Form ............................................................................................. 10
Figure 9: Treatment System Information Form ......................................................................................... 11
Figure 10: Service Report Form ................................................................................................................ 12
Figure 11: Facility Information Form ......................................................................................................... 13
Figure 12: Complaint Form ........................................................................................................................ 14
Figure 13: Edit or Lookup Existing Data Window ...................................................................................... 15
Figure 14: Generate Reports Window ....................................................................................................... 16
Figure 15: TWIST Database Window, Showing the Database’s List of Forms ....................................... 17
Figure 16: Dialog Box for Adding or Modifying a Data Field in the TWIST Database ......................... 18
Figure 17: First Steps for Enforcing User-Level Privileges .................................................................... 19
Figure 18: Selecting Users to Include in the Security File ........................................................................ 20
Figure 19: Providing User Group Permissions ........................................................................................... 20
Figure 20: Dialog Box for Adding Users .................................................................................................. 21
Figure 21: Assigning User Group Privileges ............................................................................................. 22
Figure 22: TWIST Database Map ............................................................................................................. 28

Tables

Table 1: Corresponding Form and Table Names in the TWIST Database .............................................. 18
Table 2: List of Data Elements in TWIST ............................................................................................... 23

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I. Introduction

The TWIST database was created for local, county, and state health departments or other agencies that need an adaptable tool for tracking and managing onsite and clustered wastewater treatment systems. TWIST is designed to track information related to the facility served, permits, site evaluations, system types, services provided, and complaints (see Section V on page 22 for a complete list of data elements). It can also provide guidance to private vendors who might be developing databases with similar purposes. TWIST is a template which can be modified to meet specific needs.

TWIST is a Microsoft® Access-based data management tool. Because TWIST has a narrowly defined purpose, it does not include the whole set of functions that can be achieved by similar Microsoft® Access databases.

TWIST Database System Requirements

TWIST is a customized Microsoft® Access-based database and therefore has similar hardware and software requirements as Microsoft® Access. TWIST can be operated on IBM-compatible personal computers (PCs) with a RAM of 128 MB or greater. The operating system should be Microsoft Windows® 2000 with Service Pack 3 (SP3), Windows XP, or later. The system is developed in Microsoft® Access 2003; therefore, some of the functionalities may not work on earlier versions. The operating systems should be Windows NT® or higher.

TWIST User Guide

This document is provided as guidance for TWIST database. The User Guide is divided into two major sections, for two slightly different audiences. The first section, “Data Management,” instructs the TWIST user on entering, searching, and modifying data. This section is written for beginners who don’t need to be very familiar with Microsoft® Access.

The second major section, “Database Design,” is written for users who might want to modify the TWIST database, create new forms, or otherwise make changes to accommodate specific user needs. This section would be most applicable to the intermediate or advanced Microsoft® Access user.

The User Guide is not intended to offer instructions on using Microsoft® Access. For such guidance, the user should refer to the Helpdesk available in the software.
II. Getting Started

Downloading the TWIST Database

The database is available on CD and the Internet at www.epa.gov and may be copied onto a local or shared folder (as C:\Twist, for example). After copying the database file, make sure that the file is NOT read-only. To verify this, go to the correct file directory and right-click on the newly copied file name. Click on Properties. If the Read-Only box at the bottom of the dialog is checked, un-check the box and click OK.

To open the database, go to the correct file directory and double-click the file name. If a Security Warning dialog box opens with "Do you want to open this file or cancel the operation?" click Open. The database Login screen will appear (Figure 1).

Figure 1. Database Login screen. To enter information into the database or to view stored data, a user name and password must be entered. First-time users must register before being allowed to log on.
User Registration

To create a new user (register a new account), click the Register button on the database Login screen. Enter all the information on the user registration screen (Figure 2) and click the Register button. If the registration was successful, the user will be re-directed back to the database Login screen (Figure 1).

![User Registration Screen](image)

Figure 2. User Registration screen. First-time users must complete the fields on this screen before being permitted to log in to the database.

User Login

To log in to the database, returning users and first-time users who have registered can enter their user name and password while on the database Login screen (Figure 1). Click the Login button to complete the log-in process. The TWIST Main Form (Figure 3) will then appear.
III. Data Management

After successfully logging into the system, the user can begin to enter or view data. From the TWIST Main Form, (Figure 3), the user can:

- enter new data;
- update existing data;
- view existing data; and
- view a sample report.

Instructions for these activities are provided later in this section.

It is important to note here that various data categories are linked together and in some cases, “dependent” upon other categories. That is, some data cannot be entered until other prerequisite data are entered first. Several of these connections are illustrated in Figure 4.

For illustrative purposes only, Figure 4 divides data into three categories: Tier 1, Tier 2 and Tier 3. Nearly all data in TWIST is dependent upon the data entered in General Site Information, represented by a clear box in Figure 4 and labeled TIER 1. Until data are entered in the General Site Information data form, data regarding permits, site details, and the wastewater treatment
system (represented by the TIER 2 Permit Information, Site Evaluation Information, and Treatment System Information boxes in Figure 4, respectively) cannot be entered. Likewise, TIER 3 data can be entered only after the requisite TIER 2 data are entered.

In Figure 4, the TIER 3 Complaints box is connected to the TIER 2 Treatment System Information box by a broken arrow. This shows that the Complaints form is connected to Treatment System Information, but unlike the other data, Complaints data can be entered without corresponding Treatment System Information being entered. This exception to the general rule is explained later in this section.
New Data Entry

The bottom of each data entry form shows the following set of buttons:

The function performed by these buttons, from left to right, are: navigate to the previous record, navigate to the next record, save current record, and add a new record, respectively.

The following sections explain how to enter first-time data into the TWIST database. The steps are intended as key examples illustrating the data relationships shown in Figure 4 and do not cover every data form. In addition, other than Step 1, the order of many steps can be arbitrary.

Step 1: General Site Information

As illustrated in Figure 4, most data cannot be entered into the database until TIER 1 data is entered. To begin entering new data, click the Enter New Site and Permit Information button on the TWIST Main Form (Figure 3). This will take the user to the General Site Information form (Figure 5).

The General Site Information form contains two sets of data fields—Ownership (Figure 5) and Property Information (Figure 6). Toggle between the data field sets by clicking on the tabs near the top of the general site information form. After entering the applicable data, click the save button ( ).

Important Note:

Many data forms contain a field labeled, “Apartment or Suite.” To be able to save a record, this field must be completed even if the actual site address does not have an apartment or suite number. In such cases, the user should enter some place holder, such as the number “0.”
Figure 5. General site Information form showing the Ownership set of data fields. With few exceptions, data must be entered into this TIER 1 form before data can be entered into other forms.
Figure 6. General Site Information form (showing the Property Information set of data fields).

Step 2: Permit Information

As a TIER 2 data element, Permit Information is linked to the General Site Information form (Figures 5-6). Therefore, the user can enter Permit Information only after the General Site Information data is entered.

Clicking on the Permit Info button located on the right side of the General Site Information form takes the user to the Permit Information form (Figure 7). After entering and saving data, the user can return to the General Site Information form by clicking the Back to Site button. Alternatively, the user can return to the TWIST Main Form by clicking the Return to Main Form button.
Step 3: Site Evaluation Information

Another TIER 2 data element, Site Evaluation is also tied to the General Site Information form. Hence, the user can enter Site Evaluation information only after the General Site Information is entered.

To get to the Site Evaluation form (Figure 8), click on the Site Evaluation button located on the right side of the General Site Information form. After entering and saving data, the user can return to the General Site Information form by clicking the Return to Site Info button. Alternatively, the user can return to the TWIST Main Form (Figure 3) by clicking the Return to Main Form button.
Figure 8. Site Evaluation Information form. This TIER 2 data cannot be entered until the TIER 1 General Site Information form is completed.

Step 4: Treatment System Information

The third TIER 2 data element shown in Figure 4, Treatment System Information, is also tied to the General Site Information form.

The Treatment System Information form (Figure 9) is accessed by clicking the Treatment System button on the General Site Information form.
Important Note:

If accessing the Service Report form via the TWIST Main Form, the user must manually select the appropriate treatment system control ID from the pull down menu (see Figure 10). If accessing the Service Report from via the Treatment System Information form, the treatment system control ID is selected automatically.

The Treatment System Information form has two TIER 3 data elements associate with it: Service Report and Facility Information (see Figure 4).

Service Report

The Service Report form (Figure 10) can be accessed from the Treatment System Information form by clicking the Service Reports button. In addition, the Service Report form can be reached from the TWIST Main Form (Figure 3) by clicking the Enter New Service Information button.

After entering data in this form, the user can return to the Treatment System Information form by clicking the Treatment System button on the right side of the screen. Alternatively, the user can return to the TWIST Main Form by clicking the Return to Main Form button.
Figure 10. Service Report form. A TIER 3 data element, this form is connected to the TIER 2 Treatment System Information form and is also accessible from the TWIST Main Form.

Facility Information

The Facility Information form (Figure 11) describes the structure served by the treatment system. This form can be accessed from the Treatment System Information form by clicking the Facility Served button.

After entering data in this form, the user can return to the Treatment System Information form by clicking the Return to Treatment System button on the right side of the screen. Alternatively, the user can return to the TWIST Main Form (Figure 3) by clicking the Return to Main Form button.
Step 5: Complaint (Optional – Completed as Needed)

As mentioned previously in this document and illustrated in Figure 4, the data for the Complaint TIER 3 element can be entered even if the user does not enter related TIER 2 Treatment System Information. This goes against the general rule that TIER 2 data is required before TIER 3 data can be entered.

This exception is in the database because in many cases public complaints about wastewater treatment systems must be recorded before specific information about the problem treatment system is known. This allows for electronic reporting even in cases where a treatment system is not entered into the database. Thus, for information collection purposes, the Complaint data element is not fully dependent upon the treatment system information.

The Complaint form (Figure 12) is reached via the TWIST Main Form (Figure 3) by clicking on the Enter New Complaint button.
Figure 12. Complaint form. This form is loosely connected to the Treatment System Information form, but is not fully dependent on Treatment System Information data.

**Reviewing Data**

To review previously entered data, first click on the **Lookup Existing Data** button on the TWIST **Main Form** (Figure 3). This will generate a form (Figure 13) similar in appearance to the **Main Form**.


Figure 13. Edit or Lookup Existing Data window. This is accessible via the TWIST Main Form and allows the user to access and review information that has already been entered.

Clicking on the Site Related Information button allows the user to view previously entered data in the General Site Information, Permit Information, Site Evaluation Information, Treatment System Information, and Facility Information forms.

While the Service Reports form can be located in this manner (by navigating through the Treatment System Information form), it can also be accessed directly by clicking on the Service Report Information button in Figure 13.

Finally, Complaint form can be reviewed by clicking on the Complaint Information button in Figure 13.

**Updating Data**

To modify previously entered data, first click on the Update Existing Data button on the TWIST Main Form (Figure 3). This will generate a form similar in appearance to form in Figure 13.
Clicking on the **Site Related Information** button allows the user to locate and modify previously entered data in the *General Site Information, Permit Information, Site Evaluation Information, Treatment System Information*, and *Facility Information* forms. Accessibility to different forms is the same as mentioned in the section *New Data Entry* found previously in this User Guide.

Unlike the *Lookup Existing Data* mode, new records can be added to TWIST database while in *Update Existing Data* mode.

### Generating Data Reports

The TWIST *Main Form* contains a *Generate Report* button. Clicking this button takes the user to the window shown in Figure 14. From this window, the user can produce various data summaries. By clicking the *Site Report* button, the user can view tables containing all the data entered in the *General Site Information* form. *Site Report* is the only active button in the *Generate Report* window. The user would need to activate the other reports by modifying the database.

![Figure 14. Generate Reports window. This is the starting point for creating reports. The TWIST user would need to modify the database to generate other reports.](image)

The Wastewater Information System Tool (TWIST): Generate Reports

- Current User: [Current User Name]
- Site Report
- Permit Information Report
- Treatment System Information Report
- General Site Information Report
- Return To Main Form
- Legend

**Figure 14.** Generate Reports window. This is the starting point for creating reports. The TWIST user would need to modify the database to generate other reports.
IV. Database Design

The regular menus and toolbars are disabled when the user opens the database. To be able to modify the database design or functionalities, press and hold the Shift key while opening the database. The database is in an editable mode when the screen shown in Figure 15 appears.

![Figure 15. TWIST database window, showing the database’s list of forms.](image)

Adding New Data Fields or Modifying Fields

With the database in the “editable” mode and the screen in Figure 15 is showing, select Tables in the Objects list.

Right-click the table to be modified and then click on Design View. This will open the desired table in design view.

To add a new field move below the last existing field, type the field name in the Field Name column and select the field data type under the Data Type column (Figure 16). The user can optionally insert information about the newly-added field under the Description column.
After modifying the data field in the table, add a control (e.g., text box or combo box) in the corresponding form. While most forms in TWIST database have the same corresponding table name, there are some exceptions. Table 1 shows the names of tables and the names of their corresponding forms.

Table 1. Corresponding form and table names in TWIST database.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Table Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses</td>
<td>Addresses</td>
</tr>
<tr>
<td>Complaint</td>
<td>Complaint</td>
</tr>
<tr>
<td>Facilities</td>
<td>Facilities</td>
</tr>
<tr>
<td>Permit</td>
<td>Permit</td>
</tr>
<tr>
<td>PermitViolation</td>
<td>PermitViolation</td>
</tr>
<tr>
<td>Personnels</td>
<td>Personnels</td>
</tr>
<tr>
<td>ServiceReports</td>
<td>ServiceReport</td>
</tr>
<tr>
<td>SiteEvaluationInfo</td>
<td>SiteEvaluationInfo</td>
</tr>
<tr>
<td>SiteInfo</td>
<td>Properties</td>
</tr>
<tr>
<td>TreatmentSystem</td>
<td>TreatmentSystem</td>
</tr>
</tbody>
</table>
Enforcing User-Level Privileges

It may be necessary to specify the individuals who can access the database from a shared network. Instructions for doing this are provided in this section. To do this, click on Tools / Security / User-Level Security Wizard as shown in Figure 17.

![Figure 17. First step for enforcing user-level privileges.](image)

In the window that opens, check **Create a new workgroup information file** and click Next. Provide the file name, optional name, and company name in the following dialog box. Make sure that **I want to create a shortcut to open my security-enhanced database** is selected and click Next.

In the next dialog box, select the objects (tables, queries, etc.) to which security options will be applied, and click Next.

Select the groups of users to include in the security file (Figure 18), and click Next.
In the next dialog (Figure 19), provide permissions to the user groups and click Next.

Figure 19. Providing user group permissions.
Create users in the next dialog (Figure 20). Type in the User Name and Password, then click on the **Add This User to the List** button. When finished adding users, click **Next**.

![Security Wizard](image)

**Figure 20.** Dialog box for adding users.

Assign user group privileges to newly created users or assign users to different groups (Figure 21). Click **Next**.
In the next window, click **Finish**.

For more details, search the Microsoft® Access Helpdesk for “About user-level security.”

V. List of Data Elements in TWIST

TWIST is designed as an easy-to-use tool for entering, storing, and reporting data on onsite/cluster system site locations, permits, services, and other information. The following table lists the data elements in TWIST. Users can select the data fields they wish to fill in – it is not necessary to fill in all the blanks. For example, counties in the eastern U.S. will not likely list the “range” and “section” location information, since those terms are mostly used out West.

Drop-down boxes with checkoff selections are used where small arrows appear to the right of the data field title. Text entries should be typed in where the data field box does not show a drop-down arrow. Local users should coordinate and agree on which data fields will be used, and how terms are defined locally before using TWIST. Users can adapt TWIST in any manner they choose, such as adding or deleting data fields, changing the appearance of the pages, etc. TWIST is a free-use tool developed by US EPA and Tetra Tech as a service to state, local, and tribal agencies and other users from the public and private sectors.
### Data category: Data elements in TWIST

#### Main Form (Front Page)
- **Agency Name**
  - Agency Division
  - Local Office Name
  - Person Entering Data
    - Username
    - Password
- **Action Taken**
  - Date DD/MM/YYYY
  - Enter New Site & Permit Info
  - Enter New Complaint
  - Enter New Service Info
  - Update Existing Data
  - Lookup Existing Data
  - Generate Report
    - Report Type

#### General Site Information
- **Property Owner**
  - Name
  - Apt/Suite/PO Box
  - Street
  - City
  - State
  - Zip Code
  - Phone #
  - Email
- **Property Information**
  - County
  - Township
  - Range
  - Section
  - Plat
  - Lot #
  - Tax Number
  - Parcel/Lot Size
  - In City/Village/Town Limits Y/N
  - City/Village/Town Name (If Applicable)
  - Zoning Classification
  - Overlay Zone Y/N
  - Overlay Zone Designation 1
  - Overlay Zone Designation 2
  - Property Control/ID #
  - Lat/Long (GPS) Coordinates:

#### System Owner (If Different)
- **Name**
- **Apt/Suite/PO Box**
- **Street**
- **City**
- **State**
- **Zip Code**
- **Phone #**
- **Email**

#### Permit Information
- **Permit Type**
  - New System Installation
  - Replacement System
  - System Repair
  - Holding Tank Only
  - Other
  - System Permit Number
- **Permit Issued To**
  - Name
  - ID Number
  - Apt/Suite/PO Box
  - Street
  - City
  - State
  - Zip Code
  - Phone #
  - Email
- **Permit Details**
  - Date of Permit Issuance DD/MM/YYYY
  - Permit Fee
  - Permit Fee Paid Y/N
  - Building Permit Fee Paid Y/N
  - Other Fee Paid Y/N
  - Special Permit Conditions
    - Variance Issued Y/N
      - Type of Variance Issued (Specify):
      - Other Conditions (Specify)
  - Maintenance Contract Needed Y/N
    - Control or ID #
    - Name of Maintenance Contractor
    - Apt/Suite/PO Box
    - Street
    - City
    - State
    - Zip Code
    - Phone
    - Email
- **Permit Violations**
  - Date of Violation DD/MM/YYYY
  - Permit Violation #
  - Violation Investigator Name
  - Violation Investigator ID #
  - Type of Violation
    - Sewage Surfacing
    - Discharge to Surf. Water
  - Receiving Water Name
  - Installed W/O Permit
  - Operating W/O Permit
  - Action Taken (Specify):
    - Compliance Date DD/MM/YYYY
    - Compliance Confirmed Y/N
    - Fine Assessed Y/N
    - Fine Amount
    - Fine Paid Y/N
<table>
<thead>
<tr>
<th>Operating Permit Needed Y/N</th>
<th>Type of Operating Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator Name</td>
<td>Local</td>
</tr>
<tr>
<td>ID Number</td>
<td>State</td>
</tr>
<tr>
<td>Apt/Suite/PO Box</td>
<td>NPDES</td>
</tr>
<tr>
<td>Street</td>
<td>Operating Permit #</td>
</tr>
<tr>
<td>City</td>
<td>Date of Permit Expiration</td>
</tr>
<tr>
<td>State</td>
<td>Permit Fee Amount</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Fee Paid Y/N</td>
</tr>
<tr>
<td>Phone #</td>
<td>Operating Permit Conditions</td>
</tr>
<tr>
<td>Email</td>
<td>Inspections</td>
</tr>
<tr>
<td></td>
<td>Monthly/Quarterly/Annually</td>
</tr>
<tr>
<td></td>
<td>Every ______ Years</td>
</tr>
<tr>
<td></td>
<td>Pumpout</td>
</tr>
<tr>
<td></td>
<td>Every ______ Years</td>
</tr>
<tr>
<td></td>
<td>Effluent Sampling Y/N</td>
</tr>
<tr>
<td></td>
<td>Monthly/Quarterly/Annually</td>
</tr>
<tr>
<td></td>
<td>Groundwater Sampling Y/N</td>
</tr>
<tr>
<td></td>
<td>Monthly/Quarterly/Annually</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Served</th>
<th>Facility Address (If Different)</th>
<th>Facility Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apt/Suite</td>
<td>Facility Square Footage ___ sq ft</td>
</tr>
<tr>
<td></td>
<td>Street</td>
<td># Bathrooms</td>
</tr>
<tr>
<td></td>
<td>City</td>
<td># Sleeping Rooms</td>
</tr>
<tr>
<td></td>
<td>State</td>
<td># Employees</td>
</tr>
<tr>
<td></td>
<td>Zip Code</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Type of Facility</td>
<td>Facility Square Footage ___ sq ft</td>
<td></td>
</tr>
<tr>
<td>Single Family Residence</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td># Bedrooms</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td># Baths</td>
<td># Customers/Guests</td>
<td># Employees</td>
</tr>
<tr>
<td>Square Footage</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Multi-Family Residential</td>
<td># Sleeping Rooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td># of Dwelling Units</td>
<td># Guests</td>
<td># Employees</td>
</tr>
<tr>
<td>Multiple Single Family Homes</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td># Homes Served</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Commercial/Public Facility</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Office Building</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Retail Store</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Restaurant</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Service Station</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Park</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Campground</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Youth/Other Camp</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>RV Park Camp</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Resort</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Church</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Airport</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Bar/Tavern</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Hotel/Motel</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Laundry</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Theater</td>
<td># Sleeping Rooms</td>
<td># Employees</td>
</tr>
<tr>
<td>Industrial (Sanitary Only)</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Other Facility Type (Specify)</td>
<td></td>
<td># Bathrooms</td>
</tr>
<tr>
<td>Water Supply Source</td>
<td>Facility Square Footage ___ sq ft</td>
<td># Bathrooms</td>
</tr>
<tr>
<td>Public Water Line</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Well</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Private</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
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<tr>
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<td># Bathrooms</td>
<td># Customers/Guests</td>
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<tr>
<td>Cistern</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Lake</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
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<tr>
<td>Spring</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
</tr>
<tr>
<td>Other (Specify):</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
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<tr>
<td>Untreated</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
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<tr>
<td>Treated</td>
<td># Bathrooms</td>
<td># Customers/Guests</td>
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### Site Evaluation Information

<table>
<thead>
<tr>
<th>Site Description</th>
<th>Site Description Information</th>
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<tbody>
<tr>
<td>Control or ID #</td>
<td></td>
</tr>
<tr>
<td>Date of Site Evaluation DD/MM/YYYY</td>
<td>Date of Site Evaluation DD/MM/YYYY</td>
</tr>
<tr>
<td>Evaluator Name</td>
<td></td>
</tr>
<tr>
<td>Evaluator ID #</td>
<td></td>
</tr>
<tr>
<td>Site Passed Evaluation Y/N</td>
<td>Site Passed Evaluation Y/N</td>
</tr>
<tr>
<td>Area System Density: #/Acre = ___</td>
<td>Area System Density: #/Acre = ___</td>
</tr>
</tbody>
</table>

### Type of Soil Analysis

- Backhoe Pit
- Auger Holes
  - Depth of Pit/Bore Hole ___ ft
- Percolation Test
  - ___ Min/Inch
  - Other (Specify)

### Landscape Position – Infiltration Area

- Level / Slightly Rolling
- Top of Slope
- Upper Slope Shoulder
- Middle of Slope
- Lower Slope
- Toe of Slope
- Floodplain
- Slope Angle: Horiz to Ver

### Soil Analysis Results

- Soil Drainage Class
  - Excessively Drained
  - Somewhat Excessively Drained
  - Well Drained
  - Moderately Well Drained
  - Somewhat Poorly Drained
  - Poorly Drained
  - Very Poorly Drained
- Soil Compacted Y/N
- Depth to Seasonal GW _____ inches
- Perched GW Table Y/N
- Depth to Bedrock _____ inches
- Curtain Drain Needed Y/N
- Curtain Drain Installation N E S W side
- Available Drainfield Area ___ sq ft
- Drainfield Replacement Area Y/N
  - Replace Area _____ sq ft

### Treatment System

### Installation Information

<table>
<thead>
<tr>
<th>Control or ID #</th>
<th>Control or ID #</th>
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</thead>
<tbody>
<tr>
<td># of Structures Served</td>
<td># of Structures Served</td>
</tr>
<tr>
<td>Date Installed DD/MM/YYYY</td>
<td>Date Installed DD/MM/YYYY</td>
</tr>
<tr>
<td>Installer Name</td>
<td>Installer Name</td>
</tr>
<tr>
<td>Apt/Suite/PO Box</td>
<td>Apt/Suite/PO Box</td>
</tr>
<tr>
<td>Street</td>
<td>Street</td>
</tr>
<tr>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>Installer Registration/License/Certification #</td>
<td>Installer Registration/License/Certification #</td>
</tr>
</tbody>
</table>

### System Manager (If Not Homeowner)

<table>
<thead>
<tr>
<th>Homeowner</th>
<th>Homeowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Manager</td>
<td>Other Manager</td>
</tr>
<tr>
<td>Name of Manager</td>
<td>Name of Manager</td>
</tr>
<tr>
<td>Apt/Suite/PO Box</td>
<td>Apt/Suite/PO Box</td>
</tr>
<tr>
<td>Street</td>
<td>Street</td>
</tr>
<tr>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
</tbody>
</table>

### Wastewater Information

<table>
<thead>
<tr>
<th>Design Flow ___ Gallons Per Day</th>
<th>Design Flow ___ Gallons Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Strength</td>
<td>Waste Strength</td>
</tr>
<tr>
<td>Moderate (e.g., Residential)</td>
<td>Moderate (e.g., Residential)</td>
</tr>
<tr>
<td>High (e.g., Some Kitchen Service)</td>
<td>High (e.g., Some Kitchen Service)</td>
</tr>
<tr>
<td>Very High (e.g., Restaurant)</td>
<td>Very High (e.g., Restaurant)</td>
</tr>
<tr>
<td>Non-Conventional Wastes (Specify)</td>
<td>Non-Conventional Wastes (Specify)</td>
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</tbody>
</table>

### Tanks

<table>
<thead>
<tr>
<th>Grease Trap Tank # 1</th>
<th>Grease Trap Tank # 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size ___ Gallons</td>
<td>Size ___ Gallons</td>
</tr>
<tr>
<td>Type of Material</td>
<td>Type of Material</td>
</tr>
<tr>
<td>Concrete</td>
<td>Concrete</td>
</tr>
<tr>
<td>Plastic</td>
<td>Plastic</td>
</tr>
<tr>
<td>Fiberglass</td>
<td>Fiberglass</td>
</tr>
<tr>
<td>Metal</td>
<td>Metal</td>
</tr>
<tr>
<td>Grease Trap Tank # 2</td>
<td>Grease Trap Tank # 2</td>
</tr>
<tr>
<td>Size ___ Gallons</td>
<td>Size ___ Gallons</td>
</tr>
<tr>
<td>Type of Material</td>
<td>Type of Material</td>
</tr>
<tr>
<td>Concrete</td>
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</tr>
<tr>
<td>Plastic</td>
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<tr>
<td>Fiberglass</td>
<td>Fiberglass</td>
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<tr>
<td>Metal</td>
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</table>

### Septic Tank #1

<table>
<thead>
<tr>
<th>Size ___ Gallons</th>
<th>Size ___ Gallons</th>
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</thead>
<tbody>
<tr>
<td>Type or Material</td>
<td>Type or Material</td>
</tr>
<tr>
<td>Concrete</td>
<td>Concrete</td>
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<tr>
<td>Plastic</td>
<td>Plastic</td>
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<tr>
<td>Fiberglass</td>
<td>Fiberglass</td>
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<tr>
<td>Metal</td>
<td>Metal</td>
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</table>

### Compartments: 1 or 2

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Manufacturer</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Manufacturer</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
Post-Tank Treatment

Soil Infiltration Only
Aerobic Treatment Unit
Wetland
Lagoon
Media Filter
  Sand or Gravel
  Mound Type
  Contained in Tank/Structure
  Textile Compartment
  Peat Modules
  Other Media (Specify)
Recirculation Y/N
Sequencing Batch Reactor

Soil Infiltration System

Infiltration Area ___ sq ft
Depth of Infiltration System ___ inches
Distribution System Type
  Perforated Pipe & Aggregate
  Leaching Chambers
  Gravelless Pipe
  Pipe & Plastic/Other Drain Modules
  Pressure Drip Tubing
  Seepage Pit
  Spray Field
  Evaporation Field/Trenches
  Other (Specify)
# of Trenches/Lines ___
Total Length of Trench/Lines ___ ft
Observation Wells in Trenches Y/N

Surface Discharging System Y/N
  Receiving Water Name _______________________
  NPDES Permit # ________________

Flow
  Gravity Flow
  Pumped Distribution

Septic Tank #2
  Size ___ Gallons
  Type of Material
    Concrete
    Plastic
    Fiberglass
    Metal
  Manufacturer
    Compartments: 1 or 2

Septic Tank #3
  Size ___ Gal
  Type of Material
    Concrete
    Plastic
    Fiberglass
    Metal
  Manufacturer
    Compartments: 1 or 2

Tank Risers Above Final Grade Y/N
Effluent Filter(s) on Tanks Y/N

Electrical/Mechanical Features
  Pumps Y/N
    # of Pumps
  Timers Y/N
  Float Switches Y/N
  Siphon Y/N
  Alarms Y/N
    Alarm Type
  Modem or Remote Sensor Y/N

Infiltration System Setbacks
  Groundwater Well Within 200 ft Y/N
    Distance to Well ___ ft
    Well in Use Y/N
    Depth of Well ___ ft
    Distance to Stream/Lake/Wetland ___ ft
    Stream/Lake/Wetland Name
    Distance to Property Line(s) ___ ft
    Distance to Structures(s) ___ ft

Service Reports

Service Information
  Service Date DD/MM/YYYY
  Service Control or ID #
  Service Provider
    Name
    Apt/Suite/PO Box
    Street
    City
    State
    Zip Code
  Phone
  Email
  Registration/License #

Tank Pumpout
  # of Tanks Pumped
    Gallons Pumped ___
    Septage Destination
    Septage Destination ID/Control #
    Manifest/Control #

System Repair
  Control or ID #
  Type of Repair
    Tank Repair/Replacement
    Pumps/Switches
    Infiltration System
      Rehabilitate Infiltration System
      Replace Infiltration System
    Other (Specify)
<table>
<thead>
<tr>
<th>Inspection</th>
<th>System in Compliance Y/N</th>
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</thead>
<tbody>
<tr>
<td>Pre-Coverup Construction Inspection</td>
<td>Repair Needed Y/N</td>
</tr>
<tr>
<td>Regular/Scheduled Inspection</td>
<td>Tank Repair/Replacement Needed</td>
</tr>
<tr>
<td>Complaint Investigation</td>
<td>Infiltrat. Field Repair/Replacement Needed</td>
</tr>
<tr>
<td>Complaint Received Date</td>
<td>Pumps/Control Repair/Replace. Needed</td>
</tr>
<tr>
<td>Complaint Control/ID #</td>
<td>Media Filter Repair/Replacement Needed</td>
</tr>
<tr>
<td>Nature of Complaint</td>
<td>Complete System Replacement Needed</td>
</tr>
<tr>
<td>Sewage Surfacing</td>
<td>Compliance Required By DD/MM/YYYY</td>
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<tr>
<td>Discharge to Water Body</td>
<td>Compliance Achieved On DD/MM/YYYY</td>
</tr>
<tr>
<td>Odors</td>
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</tr>
<tr>
<td>No Installation Permit</td>
<td></td>
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<tr>
<td>Installation Sediment Runoff</td>
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<tr>
<td>Complaint Referred To (Specify)</td>
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<tr>
<td>Components Inspected</td>
<td>System to be Replaced Y/N</td>
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<tr>
<td>Tank(s) 1 2 3</td>
<td>New Permit # ____</td>
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<tr>
<td>Infiltration Area(s) 1 2 3</td>
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<tr>
<td>Float Switches</td>
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<td>Alarms</td>
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<td>Instrument Panel</td>
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<td>Pumps</td>
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<td>Other Components (Specify)</td>
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<table>
<thead>
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