



United States
Environmental Protection
Agency

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.

Important Note:

TWIST is not a secure database. Users concerned about security should develop secure protocols for using TWIST.

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.

Important Note:

Questions about the TWIST database or User Manual should be directed to Rod Frederick (202.566.1197) or Robert Goo (202.566.1201) at EPA

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**.

Important Note:

If making the database accessible to many users at the same time, the database must be saved in a shared network drive. Multiple users can enter data simultaneously, but only one person at a time can make database design changes to the database. See the "Database Design" section of this User Guide for more information.

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).

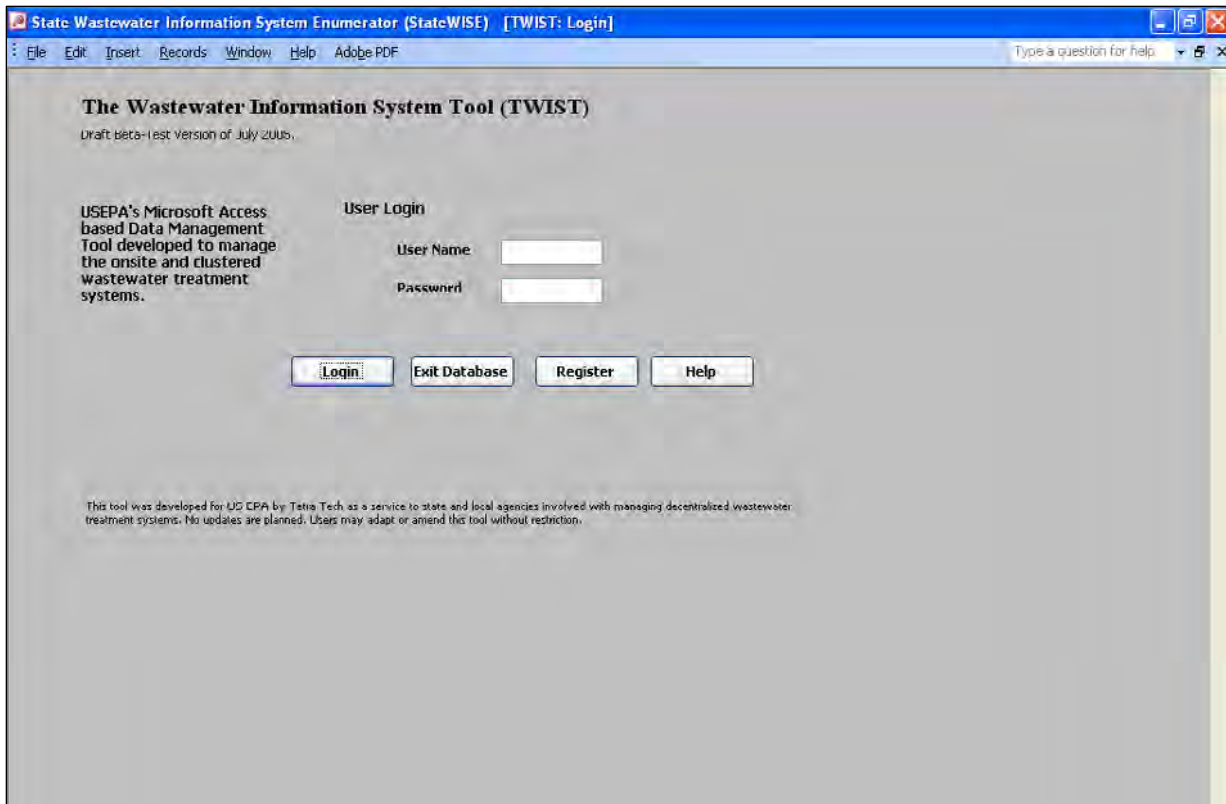


Figure 1. Database Login screen. To enter information into the database or to view stored data, a user name and password must be entered. First-time users must register before being allowed to log on.

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).

The screenshot shows a web-based form titled "The Wastewater Information System Tool (TWIST): User Registration". The form is contained within a window titled "State Wastewater Information System Enumerator (StateWISE) - [Personnels]". The window has a menu bar with "File", "Edit", "Insert", "Records", "Window", and "Help". A search bar at the top right says "Type a question for help". The main content area has a heading "The Wastewater Information System Tool (TWIST): User Registration". Below this is a section titled "First Time Registration" which contains six input fields: "Name", "Agency Division", "Local Office Name", "User Name", "Password", and "Verify Password". At the bottom of the form are two buttons: "Cancel" and "Register". The status bar at the bottom left of the window says "Form View".

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.

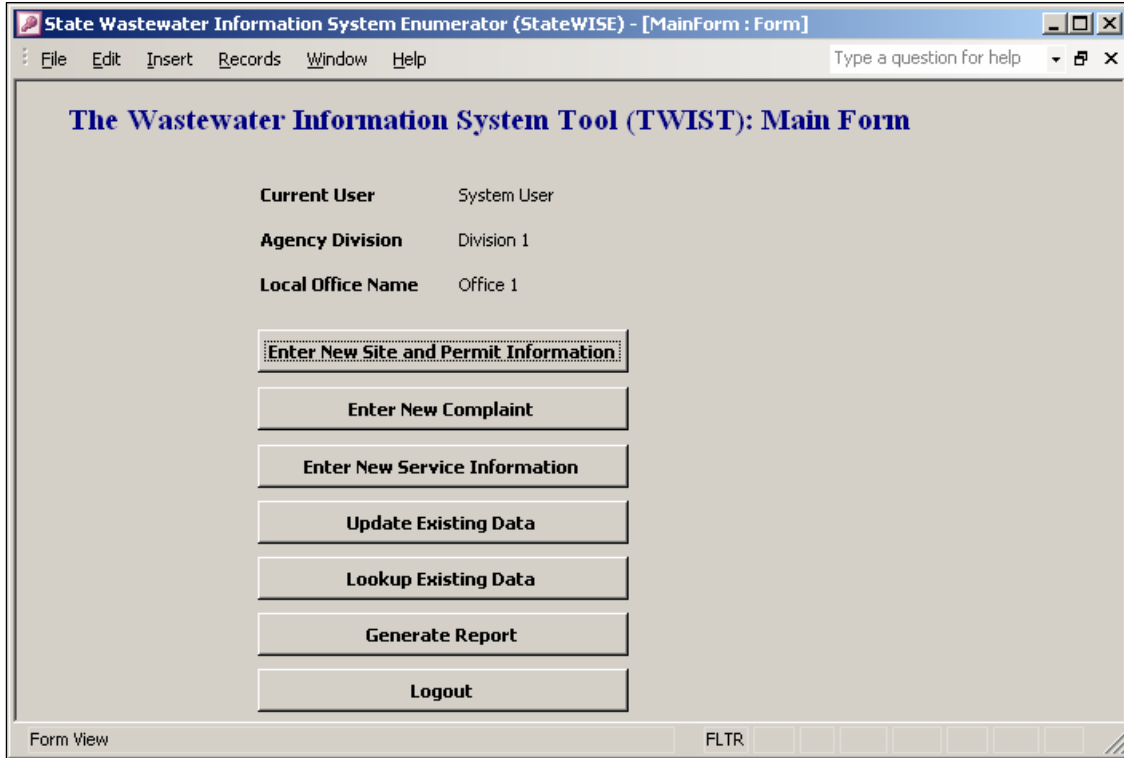


Figure 3. TWIST Main Form. This form is the starting point for all data management activities.

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.

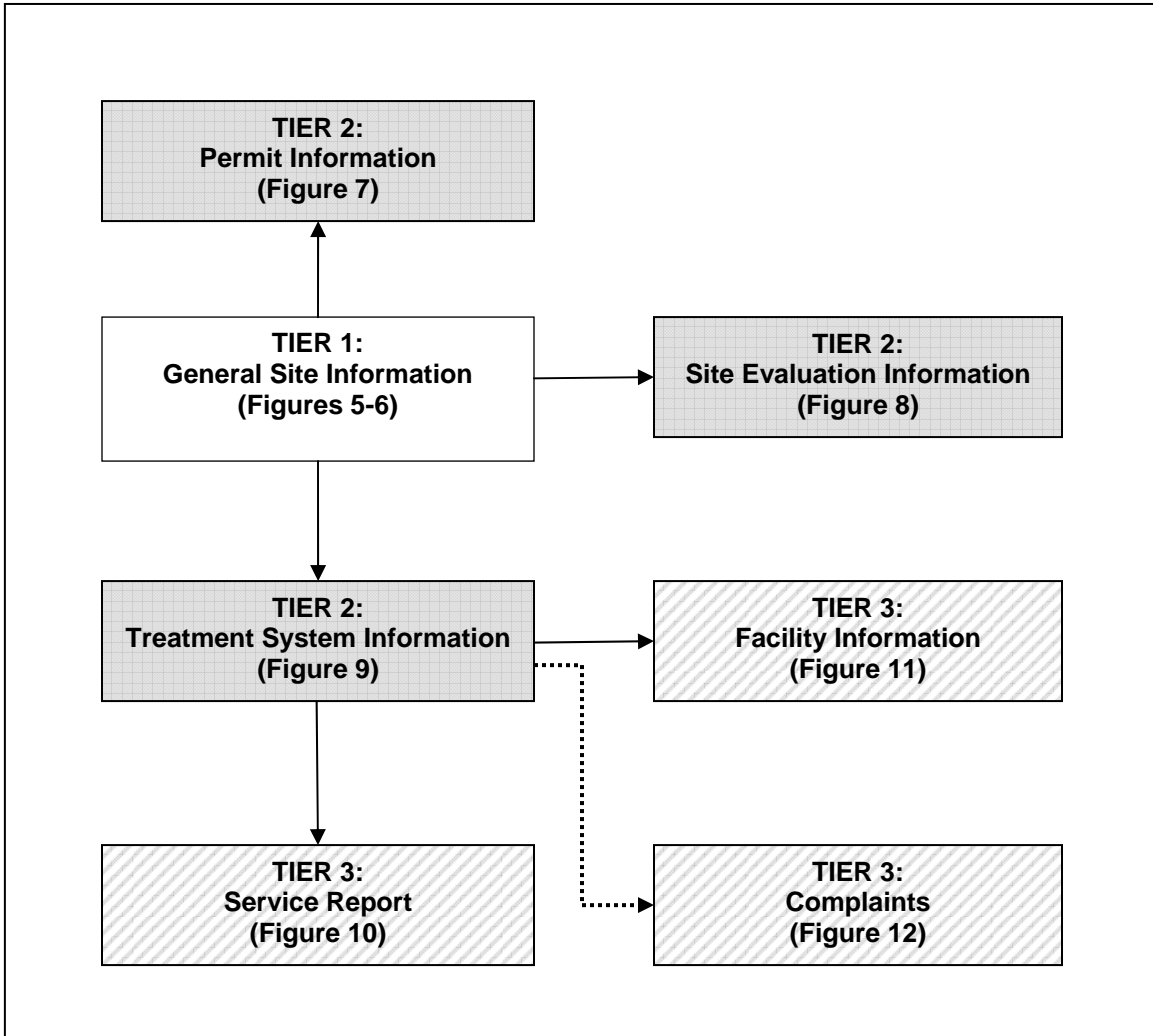


Figure 4. Relationships between various data elements in the TWIST database. TIER 3 data can be entered only after TIER 2 data, which can be entered only after TIER 1 data. An exception to this rule is the TIER 3 Complaints data, which can be entered without the TIER 2 Treatment System Information data. Boxes in this illustration also refer to figures in the User Guide showing screen shots of the various data elements.

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:

New or edited data will only be saved by clicking on the save button **before** moving to another record or data entry form.

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".

The screenshot shows a web browser window titled "State Wastewater Information System Enumerator (StateWISE) - [StateWISE: Site Information]". The browser's address bar contains "Type a question for help". The main content area is titled "The Wastewater Information System Tool (TWIST): General Site Information".

At the top, there are two tabs: "Ownership" (selected) and "Property Information". Below the tabs, the form is divided into two main sections:

- Property Owner Details:** This section contains a dropdown menu labeled "Select name to autofill address" and several text input fields for "Name", "Apartment Or Suite", "Street", "City", "State", "Zip Code", "Phone Number", and "Email".
- System Owner Details:** This section starts with a checkbox labeled "Same as Property Owner". Below it are text input fields for "Name List", "Name", "Apartment Or Suite", "Street", "City", "State", "Zip Code", "Phone Number", and "Email".

On the right side of the form, there is a vertical stack of four buttons: "Permit Info", "Site Evaluation", "Treatment System", and "Return to Main Form".

At the bottom of the form, there are four navigation icons: a left arrow, a right arrow, a save icon (floppy disk), and a refresh icon. Below these icons, a red text message reads: "*Edits will only be saved by clicking the Save button".

The status bar at the very bottom of the browser window displays "Form View".

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.

Figure 7. Permit Information form. This TIER 2 data cannot be entered until the TIER 1 General Site Information form is completed.

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.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [SiteEvaluationInfo]". The window contains a form titled "The Wastewater Information System Tool (TWIST): Site Evaluation Information". The form is organized into three main sections:

- Site Description:** Includes fields for Control ID, Date of Evaluation (MM/DD/YYYY), Evaluator Name, Evaluator ID, Did Site Pass Evaluation?, and Area System Density.
- Infiltration Area Landscape Information:** Includes fields for Landscape Type, Landscape Position, and Slope Angle (Hor to Ver).
- Soil Analysis:** Includes fields for Soil Analysis Type, If Other, Specify, Soil Analysis Result, Depth of Pit (for Pit/Bore Hole), Percolation Rate (for Percolation Test), Is Soil Compacted?, Depth To Seasonal Ground Water, Perched Ground Water?, Depth To Bedrock, Curtain Drain Needed?, Curtain Drain Installation, Available Drainfield Area, Drainfield Area Replaced?, and Replaced Area.

At the bottom of the form, there are four navigation buttons (back, forward, print, and refresh) and a red warning message: "*Fields will only be saved by clicking the Save button." On the right side of the form, there are two buttons: "Return to Site Info" and "Return to Main Form".

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.

Figure 9. Treatment System Information form. This TIER 2 data cannot be entered until the TIER 1 General Site Information form is completed.

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.

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.

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.

Figure 11. Facility Information form. A TIER 3 data element, this is connected to the TIER 2 Treatment System Information form.

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*.

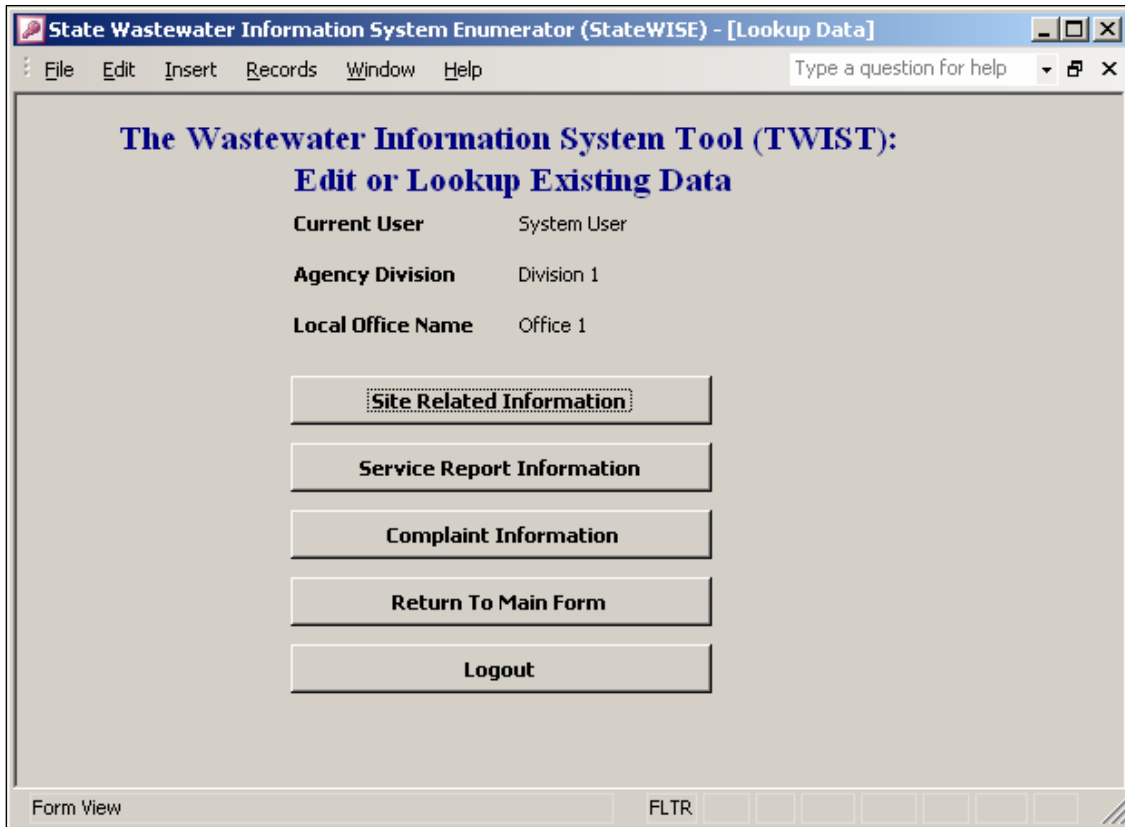


Figure 13. Edit or Lookup Existing Data window. This is accessible via the TWIST Main Form and allows the user to access and review information that has already been entered.

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.

Important Note:

When TWIST database is in Lookup Existing Data mode, users cannot modify existing data or create new records.

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.

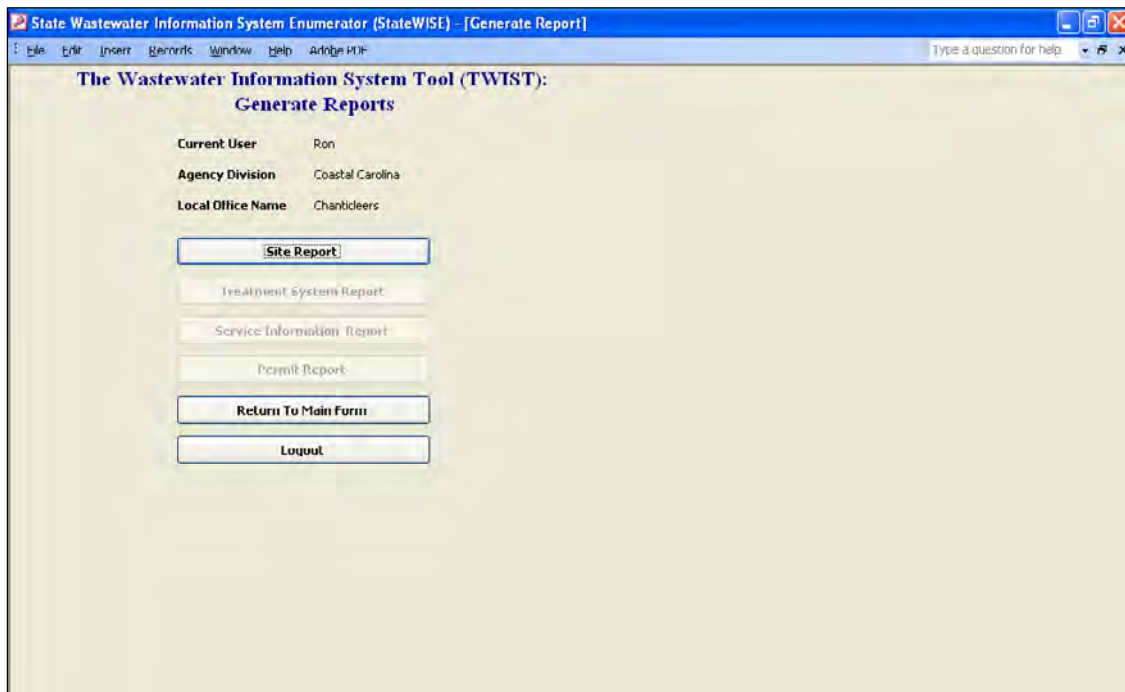


Figure 14. Generate Reports window. This is the starting point for creating reports. The TWIST user would need to modify the database to generate other reports.

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.

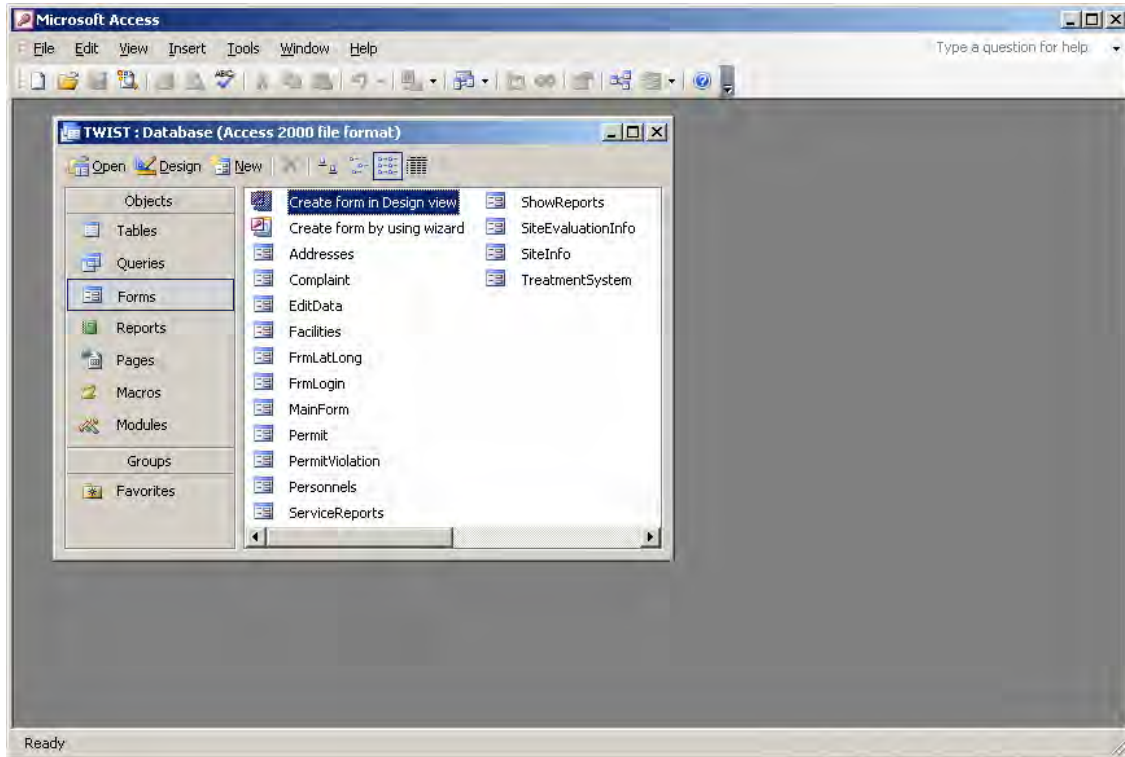


Figure 15. TWIST database window, showing the database's list of forms.

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.

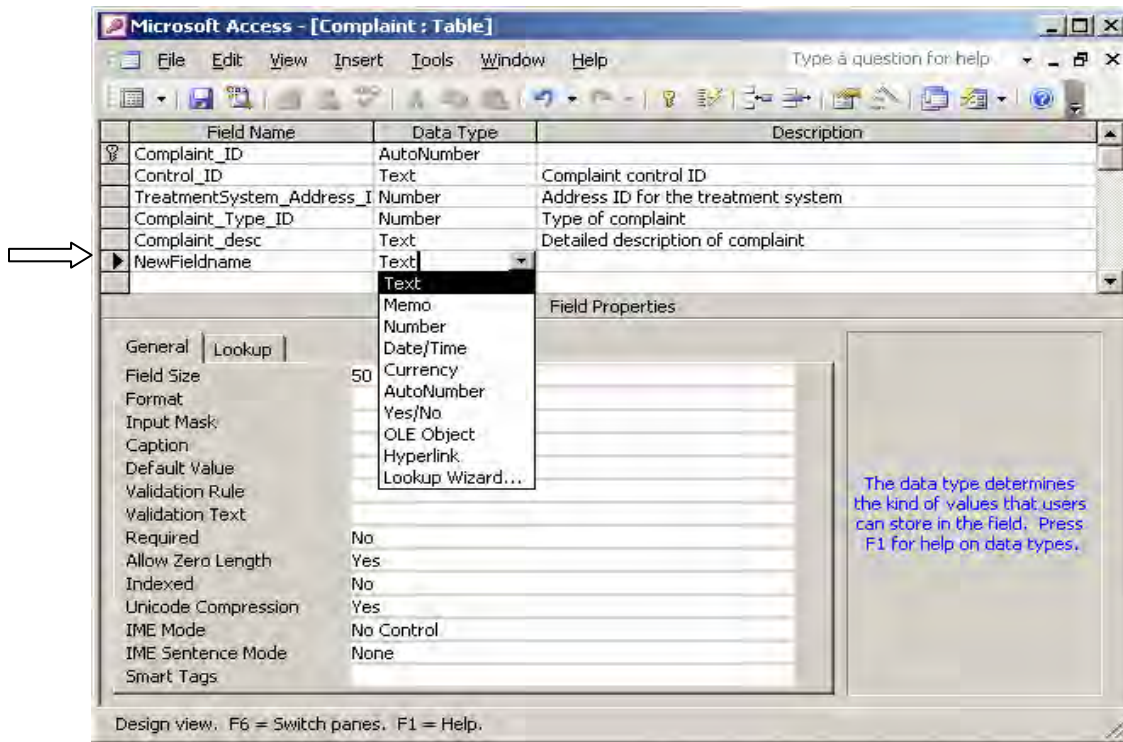


Figure 16. Dialog box for adding or modifying a data field in TWIST database.

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.

Form Name	Table Name
Addresses	Addresses
Complaint	Complaint
Facilities	Facilities
Permit	Permit
PermitViolation	PermitViolation
Personnels	Personnels
ServiceReports	ServiceReport
SiteEvaluationInfo	SiteEvaluationInfo
SiteInfo	Properties
TreatmentSystem	TreatmentSystem

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.

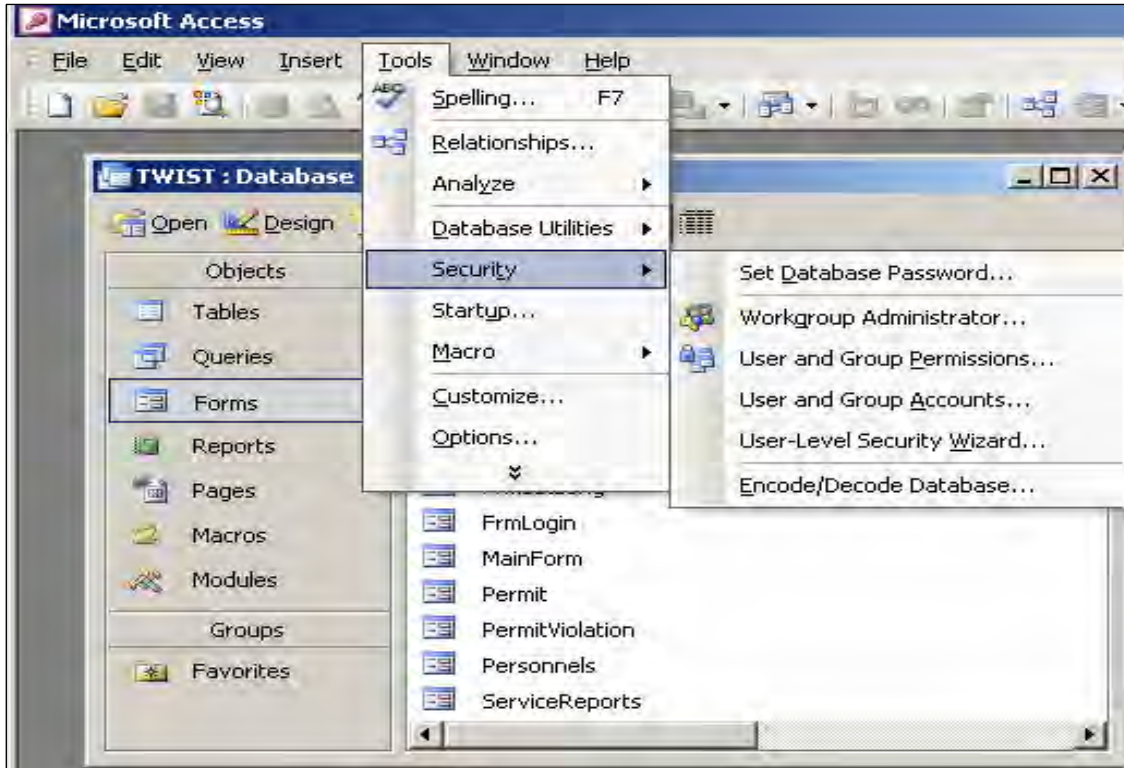


Figure 17. First step for enforcing user-level privileges.

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**.

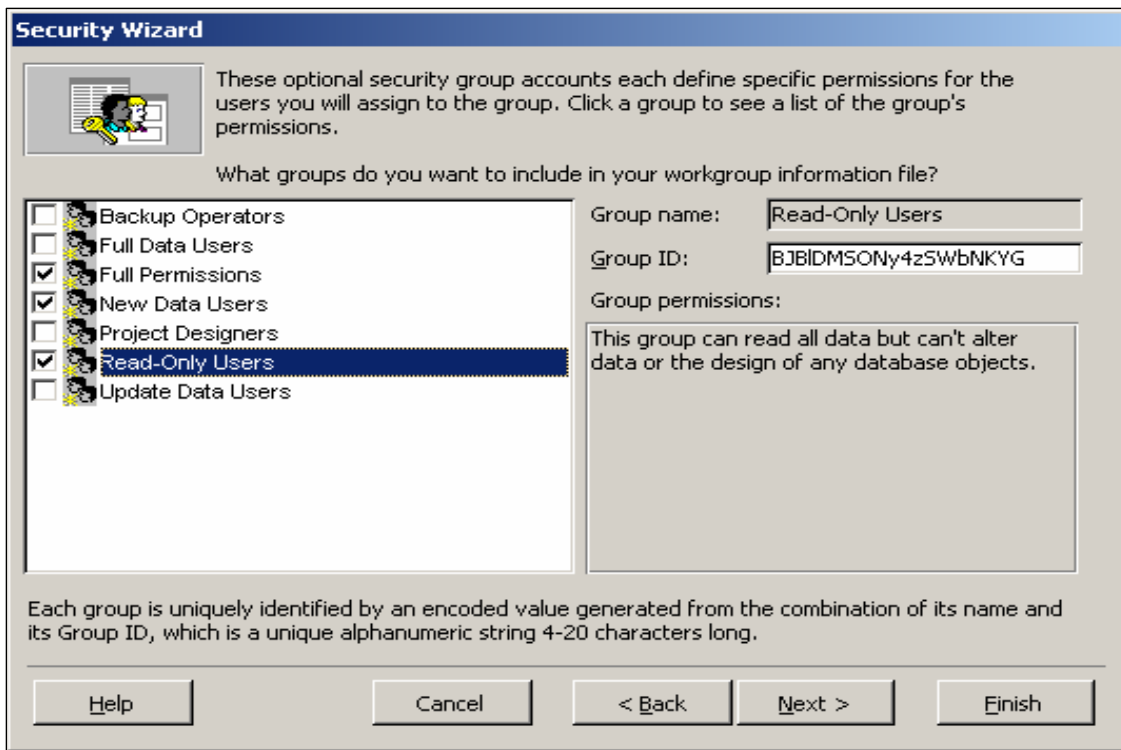


Figure 18. Selecting users to include in the security file.

In the next dialog (Figure 19), provide permissions to the user groups and click **Next**.

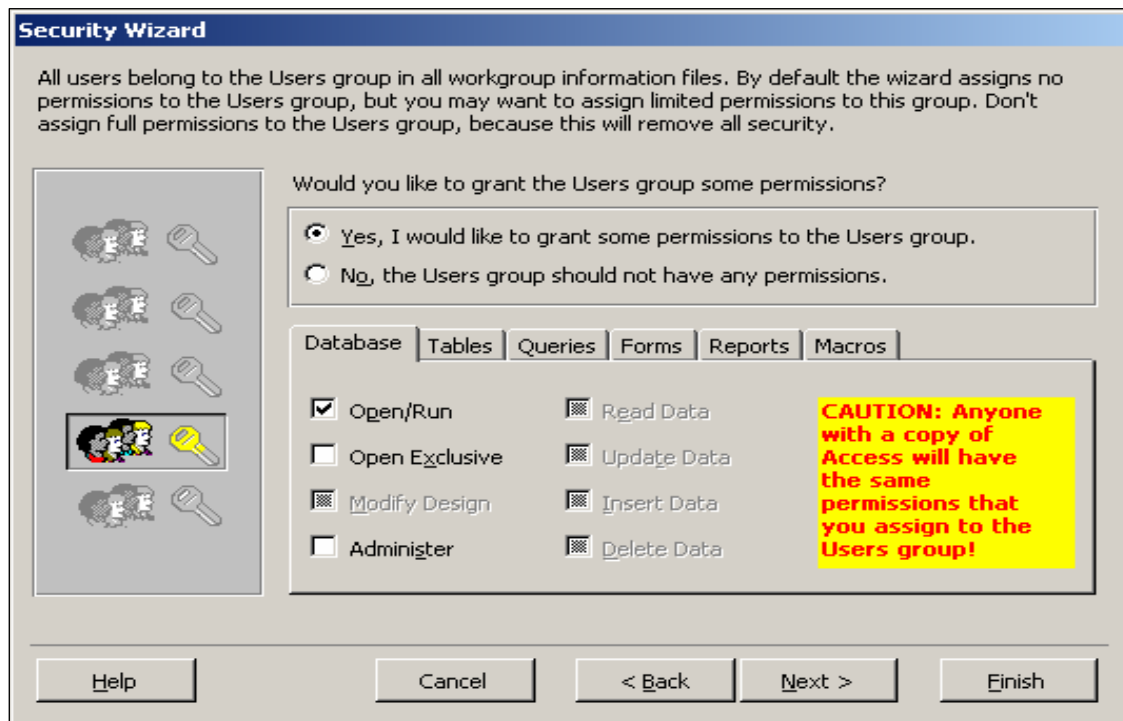


Figure 19. Providing user group permissions.

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**.

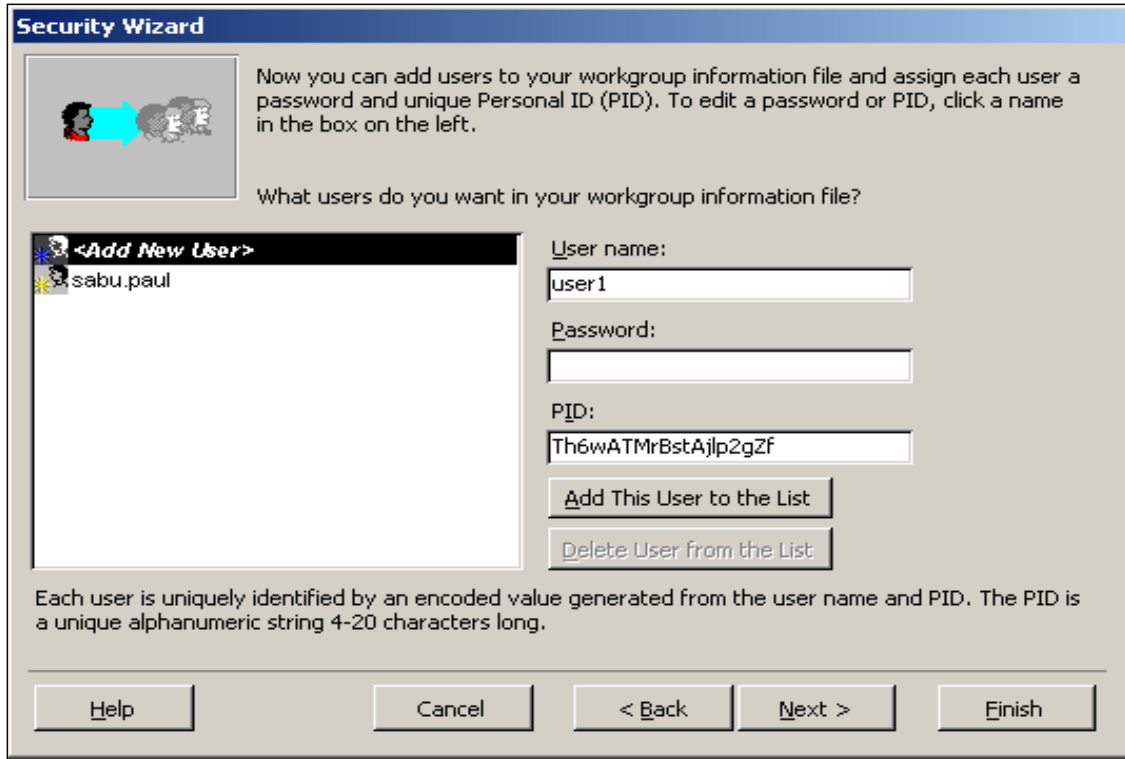


Figure 20. Dialog box for adding users.

Assign user group privileges to newly created users or assign users to different groups (Figure 21). Click **Next**.

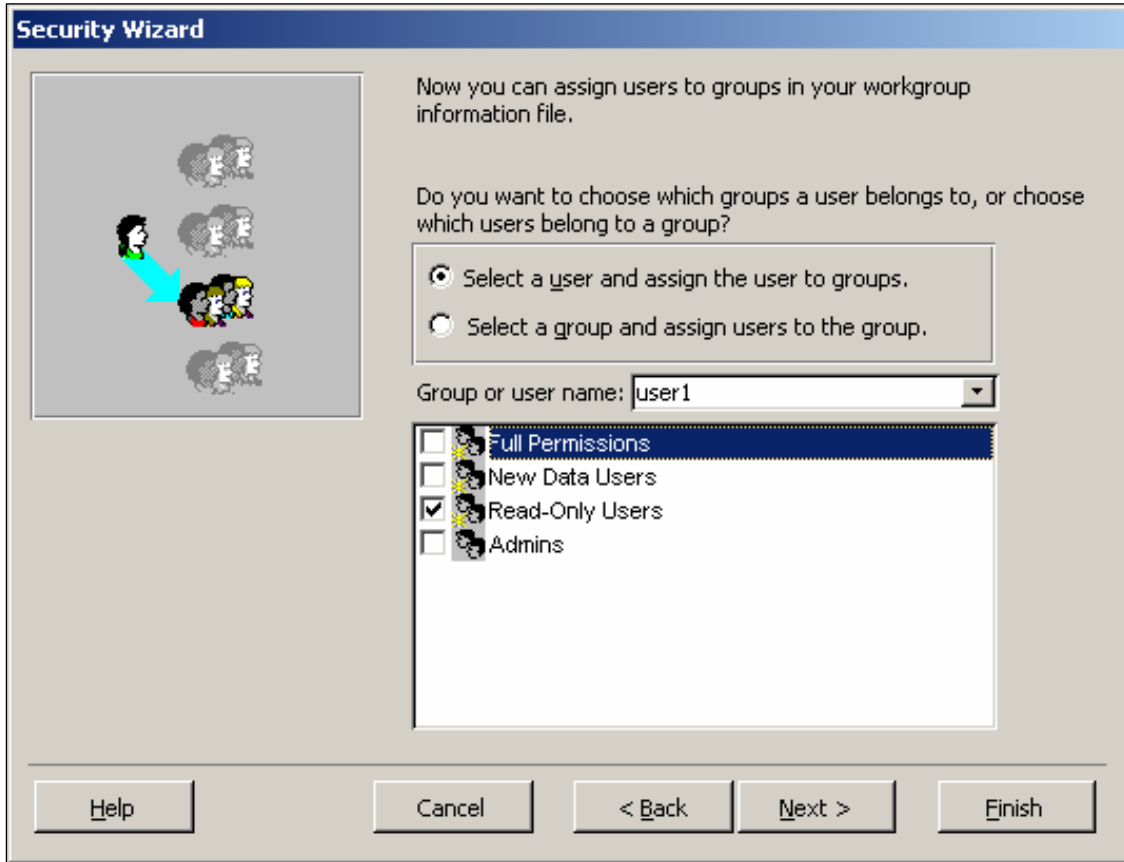


Figure 21. Assigning user group privileges.

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)	<u>Agency Name</u> Agency Division Local Office Name Person Entering Data Username Password	<u>Action Taken</u> 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	<u>Property Owner</u> Name Apt/Suite/PO Box Street City State Zip Code Phone # Email <u>System Owner (If Different)</u> Name Apt/Suite/PO Box Street City State Zip Code Phone # Email	<u>Property Information</u> 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:
Permit Information	<u>Permit Type</u> New System Installation Replacement System System Repair Holding Tank Only Other System Permit Number <u>Permit Issued To</u> Name ID Number Apt/Suite/PO Box Street City State Zip Code Phone # Email <u>Permit Details</u> 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)	<u>Maintenance Contract Needed Y/N</u> Control or ID # Name of Maintenance Contractor Apt/Suite/PO Box Street City State Zip Code Phone Email <u>Permit Violations</u> 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

Operating Permit Needed Y/N

Operator Name
 ID Number
 Apt/Suite/PO Box
 Street
 City
 State
 Zip Code
 Phone #
 Email

Type of Operating Permit
 Local
 State
 NPDES
 Operating Permit #
 Date of Permit Expiration
 Permit Fee Amount
 Fee Paid Y/N
 Operating Permit Conditions
 Inspections
 Monthly/Quarterly/Annually
 Every _____ Years
 Pumpout
 Every _____ Years
 Effluent Sampling Y/N
 Monthly/Quarterly/Annually
 Groundwater Sampling Y/N
 Monthly/Quarterly/Annually

Facility Served

Facility Address (If Different)

Apt/Suite
 Street
 City
 State
 Zip Code

Type of Facility

Single Family Residence
 # Bedrooms
 # Baths
 Square Footage
 Multi-Family Residential
 # of Dwelling Units
 Multiple Single Family Homes
 # Homes Served
 Commercial/Public Facility
 Office Building
 Retail Store
 Restaurant
 Service Station
 Park
 Campground
 Youth/Other Camp
 RV Park Camp
 Resort
 Church
 Airport
 Bar/Tavern
 Hotel/Motel
 Laundry
 Theater
 Industrial (Sanitary Only)
 Other Facility Type (Specify) _____

Facility Information

Facility Square Footage ____ sq ft
 # Bathrooms
 # Sleeping Rooms
 # Employees
 # Customers/Guests
 Seasonal Use Y/N
 Months in Use MM – MM
 Special Fixtures
 In-Sink Grinder(s)
 Hot Tub(s) Drained to Treatment System
 # of Hot Tubs
 Hot Tub(s) Capacity ____ Gallons Total
 Water Softener
 Other (Specify)
 Approximate Year Structure(s) Built YYYY
 Rental Property Y/N
 Last Property Transfer MM/YYYY

Water Supply Source

Public Water Line
 Well
 Private
 Public
 Cistern
 Lake
 Spring
 Other (Specify): _____
 Untreated
 Treated

Site Evaluation Information

Site Description

Control or ID #
 Date of Site Evaluation DD/MM/YYYY
 Evaluator Name
 Evaluator ID #
 Site Passed Evaluation Y/N
 Area System Density: #s/Acre = ____

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

Control or ID #
 # of Structures Served ____
 Date Installed DD/MM/YYYY
 Installer Name
 Apt/Suite/PO Box
 Street
 City
 State
 Zip Code
 Phone
 Installer Registration/License/Certification #

System Manager (If Not Homeowner)

Homeowner
 Other Manager
 Name of Manager
 Apt/Suite/PO Box
 Street
 City
 State
 Zip Code
 Phone

Wastewater Information

Design Flow __ Gallons Per Day
 Waste Strength
 Moderate (e.g., Residential)
 High (e.g., Some Kitchen Service)
 Very High (e.g., Restaurant)
 Non-Conventional Wastes (Specify)

Tanks

Grease Trap Tank # 1
 Size __ Gallons
 Type of Material
 Concrete
 Plastic
 Fiberglass
 Metal

 Grease Trap Tank # 2
 Size __ Gallons
 Type of Material
 Concrete
 Plastic
 Fiberglass
 Metal

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

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

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 #

Septic Tank #2

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

Septic Tank #3 Size ___ Gal

Type or 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
 Modern 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

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)

Inspection

Pre-Coverup Construction Inspection
Regular/Scheduled Inspection
Complaint Investigation
Complaint Received Date
Complaint Control/ID #
Nature of Complaint
Sewage Surfacing
Discharge to Water Body
Odors
No Installation Permit
Installation Sediment Runoff
Complaint Referred To (Specify)

Components Inspected

Tank(s) 1 2 3
Infiltration Area(s) 1 2 3
Float Switches
Alarms
Instrument Panel
Pumps
Other Components (Specify)

System In Compliance Y/N

Repair Needed Y/N

Tank Repair/Replacement Needed
Infiltrat. Field Repair/Replacement Needed
Pumps/Control Repair/Replace. Needed
Media Filter Repair/Replacement Needed
Complete System Replacement Needed
Compliance Required By DD/MM/YYYY
Compliance Achieved On DD/MM/YYY

System to be Replaced Y/N

New Permit # _____

Complaint

Address
Control or ID Number
Complaint Type
Complaint Description

**Figure 2:
TWIST Database Map**

