

Via USPS  
July 14, 2016

WASTEWATER MANAGEMENT  
CN-16-110



TOWN OF CHARLESTOWN

4540 SO. COUNTY TRAIL  
CHARLESTOWN,  
RHODE ISLAND

Tel (401) 364-5030  
Fax (401) 364-1238

«Grantee» «Co\_grantees\_Name»  
«Mailing\_Address»  
«City», «State» 0«Zip»

**RE: New Homeowner / Septic System Inspected**  
**«Location», Charlestown, Rhode Island**  
**Property ID: «Map»-«Lot»-«Lot\_Cut»**

Property Owner(s):

The Charlestown Wastewater Management Office would like to welcome you as a property owner to the Town of Charlestown. The Wastewater Management Office operates as part of the Public Works Department under Town Ordinance No. 210 and at the direction of the Wastewater Management Commission. The Wastewater Management program was initiated to protect our most important natural resources in Town, our groundwater and surface water bodies including our Salt Ponds.

All of Charlestown relies solely on groundwater for drinking water (through private and public wells) and every household and business in Charlestown relies on septic systems for sewage disposal. Therefore, malfunctioning and failing septic systems have the potential to significantly impact human health and the environment.

Your property utilizes a septic system (a septic tank and a leachfield) for sewage disposal from your structure. Proper maintenance and care of your septic system is of utmost importance. Charlestown's septic system maintenance program is designed to enhance your septic system performance and longevity, while minimizing costs. The program tracks the status of all septic systems in Town through a required inspection process and records are maintained in a comprehensive database.

An important element of the program is the flexibility of inspection frequency, which is based on your septic systems history: How often you have your system inspected can be adjusted in order to match the need for pumping, and thus can vary from one to five years.

A baseline inspection (First Maintenance Inspection) for all new septic systems is required three years from the startup date. Your system has already had its baseline inspection. The last septic system maintenance inspection was conducted on «**Last\_Inspected**». Therefore, you should complete your next maintenance inspection by «**Next\_Inspection**».

At that time, simply contact one of the approved Charlestown Septic System Service Providers to have them conduct the inspection for your septic system. The inspector will provide you with a

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copy of the results of the inspection and will also forward the information to the Town. A pumping schedule for your septic system will be determined at that time based on the accumulation rate of the system. You may receive a reminder notice from the Town indicating when the time for your septic system inspection is approaching. Septic system inspectors are approved by the Town based on their qualifications and completion of coursework at the University of Rhode Island's On-Site Wastewater Training Facility.

To assist homeowners with questions relating to their septic systems and source water protection, the Wastewater Management Office maintains records for all septic systems in Town including, if available:

- Septic system inspection reports,
- Site plan information detailing the location, type and design specifications of septic systems, and
- State of Rhode Island septic system permit information
- Public and newly installed private drinking water well quality data.

Supplemental information has been attached with this letter for your information including:

- A list of the Town Approved Septic System Inspectors,
- A summary of Charlestown's Septic System Maintenance Program,
- Top 10 Tips for Keeping Your Septic System Trouble Free, and

Three factsheets entitled:

- What's in Your Backyard?
- What You Can Do To Extend the Life of Your Septic System,
- What to Expect During a First Septic System Maintenance Inspection.

If you are interested in learning more about water quality protection in Charlestown, the Wastewater Management Commission meets every second Wednesday of each month at 6:00 pm in the Town Hall; the public is welcome and encouraged to participate at all posted meetings.

Please feel free to contact the Wastewater Management office at 364-5030 if you have any questions or problems regarding your septic system.

Sincerely,

***Town of Charlestown Office of Wastewater Management***



Matthew J. Dowling  
Onsite Wastewater Manager

Enclosures

CC: Charlestown Wastewater Management Commission