

PROGRESS REPORT FORM

DEP Agreement No.:	G0239		
Grantee Name:	Florida Department of Health		
Grantee Address:	Division of Environmental Health, 4052 Bald Cypress Way, Bin #A-08, Tallahassee, FL 32399-1713		
Grantee's Grant Manager:	Elke Ursin	Telephone No.:	850-245-4070 x 2708
Quarterly Reporting Period:	January 1, 2010 – March 31, 2010		
Project Number and Title:	G0239 Department of Health Assessment of Water Quality Protection by Advanced Onsite Sewage Treatment and Disposal Systems: Performance, Management, Monitoring Project		

Provide a summary of project accomplishments to date. (Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.)

- Grant was executed on August 6, 2008.
- Task 1: Monroe County Project (in kind match)
 - Monroe County Health Department was selected to perform the sampling.
 - Sampling protocol report has been completed.
 - Presentations made on some of the preliminary results at the Florida Environmental Health Association's Annual Education Conference in August 2008, at the Water Environment Federation's Annual Technical Exhibition and Conference (WEFTEC) in October 2008, and in October 2009. Another WEFTEC presentation has been selected for presentation at the 2010 conference.
 - All sampling has been completed for this task. Quality control of collected data was completed this quarter with some minor clarifications still outstanding. Sampling results will be sent in the next quarter once quality control is complete.
 - The employee who did the sampling for this task trained the new employee hired to do the statewide sampling during the week of August 10, 2009.
 - Reports summarizing this project are expected to reach draft form by the end of the next quarter.
 - This task is behind schedule. This delay does not result in a delay to the overall project.
- Task 2: Database
 - Decision to hire an outside contractor for the data gathering and database development was made initially to obtain the most cost efficient solution to obtaining the end result.
 - Request for Quotes was advertised, responses were received and scored, and negotiations with the highest scored applicant were made. The proposed contractor withdrew their proposal.
 - This task will be completed by bureau staff with anticipated volunteer assistance. During the last quarter it became apparent that the volunteer effort could not be incorporated into the work-flow.
 - Preliminary surveys and telephone inquiries were made to the County Health Departments to determine the method for recording operating permit data. The responses have been tabulated.
 - Data has been gathered from the state databases, county specific databases, and Carmody.
 - Initial assessments have shown that there is very limited overlap between

operating permits in the state database and in Carmody, complicating efforts to develop a comprehensive database with uniform fields. Much time during this and the previous quarter has been spent identifying duplicate data, cleaning up and combining the records. The approach taken focused on the physical address of a system as the identifying characteristic. Duplication of addresses (e.g. for repairs) in the state permitting (EHD) database was remedied by selecting generally the most recent permit and combining construction and operating permits. Carmody records were screened to eliminate operating permits from non-advanced systems such as a conventional system for a restaurant or in an industrial/manufacturing zone. EHD and Carmody records were linked to each other based on address and permit information. Approximately 16,000 distinct records were the results of this work. We are in the process of geocoding them, which serves as an additional data quality check.

- Data fields and database structure have been selected and designed by DOH and contract staff. The database of the system records is mostly complete. A description of the data fields and structure will be developed over the next quarter.
- Summary statistics on the database will be developed over the next quarter.
- For this task future quarters will be spent adding data regarding the sampling to be performed in later tasks and continued cleaning up of the records.
- This task is behind schedule due to minimal DOH staff time available and delays getting contract staff hired. At this point the delays to the database are not affecting other project tasks.
- Task 3: Surveys
 - Request for Quotes was sent out to several universities and state contract providers to perform the survey.
 - Two proposals were received and the evaluation was completed with the Florida State University Survey Research Laboratory selected as the successful provider.
 - Development of the six surveys has been completed. There have been several meetings between DOH, DEP, and FSU staff to go over the content of the draft surveys prior to reaching the final version. The surveys will range from 5 pages long to 10 pages long depending on the user group. The surveys are included in this quarterly report.
 - The surveys were sent out to the target interest groups during the beginning of 2010. Some time after the first wave of surveys are mailed out a second round of follow-up surveys will be sent out to the non-responders. This is to occur during the beginning of the next quarter.
 - 100% of the population size will be surveyed for the Onsite Regulators, Installers, Engineers, Manufacturers, and Maintenance Entities. 3,795 of the System Owners are to be sampled based on a sampling scheme that was agreed to by all parties. This sampling scheme was designed to send surveys to all identified innovative system owners, oversample commercial systems with approximately 15% of the surveys, and to oversample PBTS' by a factor of 2 relative to ATUs. The oversampling will serve to provide more data on smaller groups to allow comparison to the large group of residential ATUs.
 - FSU reported this quarter that a significant fraction of the surveys were returned as undeliverable. The address list stemmed from an earlier interim product of Task 2. Early during the next quarter, we will attempt to update the undeliverable addresses and resend the survey to the corrected address.
 - This task is behind schedule due to several legislatively mandated studies that consumed much of the grant managers time during this quarter and previous

quarters. This task is anticipated to be complete by June 30, 2010. The delays associated with this task do not affect the project as a whole.

- Task 4: Assessment of Operational Status and Performance
 - In November 2008 investigations began into the method of procurement for a contract staff position to complete this task, as well as several other tasks associated with this project. DOH has two contractors that provide contract staff: Tallahassee Community College (TCC) and Nitelines USA, Inc. Initially we anticipated utilizing TCC, but in mid February 2009 TCC informed the grant manager that they are no longer taking on new contracts. The process immediately began to utilize Nitelines as the provider with advertising being done in March 2009, interviews being performed in April 2009, and final selection being completed in May 2009.
 - The contract staff position began on June 1, 2009 with much of the time being devoted to development of the project database in Task 2.
 - The draft Quality Assurance Project Plan has been written, presented to the DOH Research Review and Advisory Committee (RRAC), revised, and will be finalized, with an anticipated completion during the early part of next quarter.
 - Contract staff became certified in OSTDS in December of 2009 as stipulated in the grant agreement. Staff has also attended GIS mapping training this quarter.
 - Criteria regarding site selection were presented discussed at the RRAC meeting on December 16, 2009. There were lots of pros and cons from the system selection strategies list that RRAC discussed. DOH created a flow chart to illustrate the site selection process. This flow chart was finalized and is submitted with this quarterly report. The main sample selection will be done by taking a random sample of the entire population of advanced systems. This sample will give a snapshot of the operational status and management of all systems. A total of 700 systems were selected which included 600 primary sample sites and 100 reserve sites in the event that a primary site is not accessible or no longer exists. In addition to a pure random sample, the site selection will be amended to ensure treatment comparison samples are included (fixed media, combined media, and extended aeration). Overlap with the initial random sample will be maximized.
 - The random sample has been pulled and Monroe County was over-represented by 2.7%, which comes to 19 systems. Upon discussions internally and with the grant manager at DEP it was decided to make the representation for Monroe County equal. In summary, the top counties were Monroe with 148 systems, Brevard with 99 systems, Charlotte with 95 systems, and Franklin with 47 systems. A total of 53 out of the 67 counties in Florida have at least one system that will be sampled as part of this project. An illustration of the distribution of sample sites is shown below.

Distribution of Sample Sites



- Permit files have been gathered for Leon and Wakulla Counties. This data gathering will continue in subsequent quarters.
- Contract staff placed initial calls to manufacturers in an effort to locate a contact and learn about specific suggestions for sampling. In the event a question arises while in the field those individuals would be a point of contact. Contract staff will be collecting product manuals to assist with sampling.
- An Invitation to Bid for the analytical laboratory services was advertised in December of 2009 and 15 responses were received. A final decision and purchase order was executed during this quarter. The selected lab is Florida Testing Services, LLC DBA Xenco Laboratories and the final cost for the project sampling is \$30,120 which is \$97,805 under budget.
- This task is behind schedule due to minimal staff time available and delays getting contract staff hired. The delays associated with this task do put the project behind schedule. At this point the project appears to be at least 6-months behind schedule and is dependant on when the QAPP is approved by all parties.
- Task 5: Assessment of Annual Variability of Performance
 - The draft Quality Assurance Project Plan is being developed with an anticipated completion during the early part of next quarter.
 - This task is behind schedule due to minimal staff time available and delays getting contract staff hired. The delays associated with this task do put the project behind schedule. At this point the project appears to be at least 6-months behind schedule and is dependant on when the QAPP is approved by all parties.
- Task 6: Management Practices
 - Contract staff has been compiling data as it becomes available.
 - A supplemental database was created to capture County Health Department management practices and files have been gathered from Wakulla and Leon Counties.

- This task is on schedule
- Task 7: Project administration
 - This task is ongoing and is on schedule

Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.

Currently several tasks are behind schedule due largely to staffing delays that have now been resolved. These delays translate to delays in the completion time of the project. Once the QAPP has been fully approved, which is anticipated to occur in the next quarter, we will have a better estimate as to how long the project will need to extend.

Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

None

Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.)

- Task 3 Final surveys
- Task 4 Site selection flowchart
- Task 4 Purchase order with Florida Testing Services, LLC dba Xenco Laboratories

Summarize and provide supporting documentation regarding your efforts in meeting the MBE/WBE requirements contained in paragraph 5.B. of the Agreement

Nitelines USA, Inc. is a MBE. The contract employee that has been hired is a female of minority origin. The contracted lab, Florida Testing Services, LLC dba Xenco Laboratories, is also a MBE/WBE.

Provide a project budget update, comparing the project budget to actual costs to date.

Budget Category	Total Project Budget	Expenditures Prior to this Reporting Period	Expenditures this Reporting Period	Project Funding Balance
Salaries	\$0	\$0	\$0	\$0
Travel	\$52,552.50	\$1,342.42	\$499.00	\$50,711.08
Equipment	\$0	\$0	\$0	\$0
Supplies/Other Expenses	\$3,618	\$125.01	\$133.40	\$3,359.59
Contractual Services:				
Surveying	\$25,000	\$1,100.00	\$0	\$23,900.00
Monitoring	\$127,925	\$1,800.00	\$0	\$126,125
Public Education	\$5,000	\$0	\$0	\$5,000
TCC/Niteline Contract	\$94,259	\$20,930.45	\$11,486.34	\$61,842.21
Total:	\$308,354.50	\$25,297.88	\$12,118.74	\$270,937.88

This report is submitted in accordance with the reporting requirements of DEP Agreement No. G0239 and accurately reflects the activities and costs associated with the subject project.

Signature of Grantee's Grant Manager

Date