

## PROGRESS REPORT FORM

<b>DEP Agreement No.:</b>	G0239		
<b>Grantee Name:</b>	Florida Department of Health		
<b>Grantee Address:</b>	Division of Environmental Health, 4052 Bald Cypress Way, Bin #A-08, Tallahassee, FL 32399-1713		
<b>Grantee's Grant Manager:</b>	Elke Ursin	<b>Telephone No.:</b>	850-245-4070 x 2708
<b>Quarterly Reporting Period:</b>	October 1, 2009 – December 31, 2009		
<b>Project Number and Title:</b>	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 has been 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
  - All sampling has been completed for this task; quality control of collected data is ongoing. 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<sup>th</sup>.
  - Reports summarizing this project are expected to reach draft form by the end of the next quarter.
  - This task is behind schedule.
- 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 volunteer assistance. The volunteer position will assist with analyzing, designing, and updating work flows and processes as well as any other assistance they can provide. The volunteer will act as a data analyst for the project, looking over different designs and work products as they come available and providing expertise as appropriate.
  - 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, any county specific databases, and from 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 the quarter has been spent identifying duplicate data and cleaning up the records.

- Data fields and database structure have been selected and designed by DOH and contract staff. The database is mostly complete. 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.
- 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 is ongoing with the survey drafts having been completed. There have been several meetings between DOH, DEP, and FSU staff to go over the content of the draft surveys. The surveys will range from 5 pages long to 10 pages long depending on which user group is going surveyed.
  - The surveys will be sent out to the target interest groups during the beginning of 2010. Some time after the first waves of surveys are mailed out a second round of follow-up surveys will be sent out to the non-responders.
  - 100% of the population size will be surveyed for the Onsite Regulators, Installers, Engineers, Manufacturers, and Maintenance Entities. 3,000 of the System Owners will 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.
  - 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.
- 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 next quarter.
  - Contract staff became certified in OSTDS.
    - 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 will revise based on the comments and send a strategy back to RRAC for comment during the next quarter.

- 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.
- An Invitation to Bid for the analytical laboratory services was advertised in December of 2009 and 15 responses were received. Final decision on the selected candidate and contract will be executed during the next quarter.
- This task is behind schedule due to minimal staff time available and delays getting contract staff hired.
- Task 5: Assessment of Annual Variability of Performance
  - The draft Quality Assurance Project Plan is being developed with an anticipated completion during the next quarter.
  - This task is on schedule
- Task 6: Management Practices
  - Contract staff has been compiling data as it becomes available.
  - 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.**

While currently several tasks are behind schedule due largely to staffing delays, it is not clear yet if these delays will fully translate to delays in the completion time of the project, now that staffing appears to be resolved. At this point we will still attempt to meet the original final completion time. As sampling will commence over the next two quarters it will become clearer if the completion time needs to be revised.

**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 1 paper presented to WEFTEC titled *Influent and Effluent Assessment to Evaluate Nutrient Removal in Onsite Sewage Treatment Systems*
- Task 4 Invitation to Bid for Laboratory Analysis of Wastewater Samples from Onsite Systems in Florida

**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.

<b>Provide a project budget update, comparing the project budget to actual costs to date.</b>				
<b>Budget Category</b>	<b>Total Project Budget</b>	<b>Expenditures Prior to this Reporting Period</b>	<b>Expenditures this Reporting Period</b>	<b>Project Funding Balance</b>
Salaries	\$0	\$0	\$0	\$0
Travel	\$52,552.50	\$1,342.42	\$0	\$51,210.08
Equipment	\$0	\$0	\$0	\$0
Supplies/Other Expenses	\$3,618	\$70.76	\$54.25	\$3,492.99
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	\$7,720.26	\$13,210.19	\$73,328.55
<b>Total:</b>	<b>\$308,354.50</b>	<b>\$12,033.44</b>	<b>\$13,264.44</b>	<b>\$283,056.62</b>

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