

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Scott A. Rivkees, MD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

## MEMORANDUM

**DCEH 20-003  
REVISED**

**DATE:** September 24, 2020

**TO:** County Health Department Directors/Administrators  
**ATTN:** Environmental Health and Engineering Directors

**THROUGH:** Kendra F. Goff, PhD, DABT, CPM, CEHP, State Toxicologist & Chief   
Bureau of Environmental Health

**FROM:** Ed Barranco, MPH, CEHP, CPM, Environmental Administrator   
Onsite Sewage Programs

**SUBJECT:** Corrections for the 2020 OSTDS Variance Committee Meetings: Virtual Meetings

### INFORMATION ONLY

This numbered memo has been **updated** with *new links* for registering for the monthly variance webinar. The previous set up defaulted all participants to listen only mode/muted. While we found a way to work around the mute challenge, it was necessary to correct the default set up for future meetings. This new registration link allows those presenting their variance application to the board to speak/be unmuted during their presentation time. Those not actively presenting should remain muted.

Due to COVID-19 pandemic, we are changing the format of our monthly Onsite Sewage Treatment and Disposal Systems (OSTDS) Variance Committee Meetings from in-person to virtual meetings. This memo will replace DCEH memo 19-014 for the remainder of the 2020 meetings. The remaining 2020 meeting dates will not change. However, the meeting time will now begin at 9:00 A.M., since no travel is required for participants. To join the virtual meeting, participants can do the following:

Register at: <https://attendee.gotowebinar.com/rt/1260603684948249872>

After registering, participants will receive a confirmation email, with a link individual to them, to use to joining the GoToWebinar®.

Submission deadlines and document requirements remain unchanged. Eight copies of a complete variance application package must be received in the Onsite Sewage Program Office no later than the 15<sup>th</sup> of the month for the application to be included on the agenda for the following month's meeting. If the 15<sup>th</sup> falls on a legal holiday or weekend, applications will be accepted until the close of business the next day following the holiday or weekend.

The variance committee members have no knowledge of the situation involved in the variance request beyond what is contained in the application. Therefore, information submitted with the variance request must be comprehensive, clear, completed thoroughly and concise. Applications that are incomplete may be returned, tabled or denied. Instructions for completing and assembling a variance application

#### Florida Department of Health

Division of Disease Control & Health Protection • Bureau of Environmental Health  
4052 Bald Cypress Way, Bin A-08 • Tallahassee, FL 32399-1710  
PHONE: 850/245-4250 • FAX: 850/487-0864

**FloridaHealth.gov**



**Accredited Health Department**  
Public Health Accreditation Board

Changes for the 2020 OSTDS Variance Committee Meetings: Virtual Meeting  
Page Two  
September 24, 2020

package are printed on the back of the variance application form. Please, make sure any forms you provide to an applicant include the instructions.

The variance application form (DH 4057, 8/2009) is available on the Florida Department of Health Internet and intranet websites: <http://www.floridahealth.gov/environmental-health/onsite-sewage/forms-publications/documents/DH4057.pdf>

The mailing address for variance applications is:

Ed Williams  
Florida Department of Health  
Onsite Sewage Programs Section  
4052 Bald Cypress Way, Bin #A08  
Tallahassee, Florida 32399-1710

A copy of this memorandum and the enclosure will be sent to the variance board members. If you have any questions, please contact Ed Williams at [ed.williams@flhealth.gov](mailto:ed.williams@flhealth.gov) or 850-901-6522.

Enclosure

**Variance Review and Advisory Committee  
Onsite Sewage Treatment and Disposal Systems  
Meetings for October through December 2020**

Thursday, October 1, 2020

9:00 A.M.

Virtual Meeting using GoToWebinar®

Register at:

<https://attendee.gotowebinar.com/rt/1260603684948249872>

After registering, participants will receive a confirmation email, with a link individual to them, to use to joining the webinar.

Thursday, November 5, 2020

9:00 A.M.

Virtual Meeting using GoToWebinar®

Register at:

<https://attendee.gotowebinar.com/rt/1260603684948249872>

After registering, participants will receive a confirmation email, with a link individual to them, to use to joining the webinar.

Thursday, December 3, 2020

9:00 A.M.

Virtual Meeting using GoToWebinar®

Register at:

<https://attendee.gotowebinar.com/rt/1260603684948249872>

After registering, participants will receive a confirmation email, with a link individual to them, to use to joining the webinar.