MEMORANDUM

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 15th of the month for the application to be included on the agenda for the following month's meeting. If the 15th 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
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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 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 or 850-901-6522.

Enclosure
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting Type</th>
<th>Register at:</th>
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<tbody>
<tr>
<td>Thursday, October 1, 2020</td>
<td>9:00 A.M.</td>
<td>Virtual Meeting using GoToWebinar®</td>
<td><a href="https://attendee.gotowebinar.com/rt/1260603684948249872">https://attendee.gotowebinar.com/rt/1260603684948249872</a></td>
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<tr>
<td>Thursday, November 5, 2020</td>
<td>9:00 A.M.</td>
<td>Virtual Meeting using GoToWebinar®</td>
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<td>After registering, participants will receive a confirmation email, with a link individual to them, to use to joining the webinar.</td>
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<tr>
<td>Thursday, December 3, 2020</td>
<td>9:00 A.M.</td>
<td>Virtual Meeting using GoToWebinar®</td>
<td><a href="https://attendee.gotowebinar.com/rt/1260603684948249872">https://attendee.gotowebinar.com/rt/1260603684948249872</a></td>
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