

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to, or opinion of, the requirements of the United States or Arizona Constitution, federal or state statute, administrative rule or regulation, or the final judgment of a court of competent jurisdiction, including, where appropriate, the agency's current practice, procedure, or method of action based upon that approach or opinion. A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents which only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties, confidential information, or rules adopted in accordance with A.R.S. Title 41, Chapter 6.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Reporting Guide for Acute Health Care Contractors with AHCCCS
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:**
This guide was first issued on October 1, 1993
- Summary of the contents of the substantive policy statement:**
This guide sets forth the monthly, quarterly, and annual reporting requirements for acute care contracting Health Plans (Plans). The primary objective of the guide is to establish consistency and uniformity in reporting. This guide does not limit the scope of audit procedures to be performed during the Plan's annual certified audit, nor does it replace the independent certified public accountant's judgment as to the work to be performed. It is intended to define certain additional procedures and analyses to be performed as reported on by the independent certified public accountant on an annual basis and by the applicable Plan management on a quarterly basis.
- A statement as to whether the substantive policy statement is a new statement or a revision:**
The Reporting Guide for Acute Health Care Contractors with AHCCCS is an existing guide, to be revised as needed to implement state and federal law.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Fred Meister, Administrative Services Officer
Address: AHCCCS Administration
Office of Policy Analysis and Coordination
801 East Jefferson, Mail Drop 4200
Phoenix, Arizona 85034
Telephone: (602) 417-4462
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of the manual may be obtained from the Office listed above for 30¢ per page plus postage.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Arizona Long-term Care System (ALTCS) Uniform Accounting and Reporting System and Guide for Audits of ALTCS Program Contractors and Providers
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:**
This guide was first issued on March 1, 1989
- Summary of the contents of the substantive policy statement:**
This guide sets forth the Arizona Long-term Care System Uniform Accounting and Reporting System and those procedures to be followed in the conduct of Audits of ALTCS program contractors and providers. With regard to certified audits, this guide does not limit the scope of procedures to be performed in accordance with generally accepted auditing standards, nor does it supplant the independent accountant's judgment as the work required to be performed. It is intended to establish and explain certain additional procedures and analyses to be performed and reported upon by the independent accountant.
- A statement as to whether the substantive policy statement is a new statement or a revision:**
The Guide is an existing document, to be revised as needed to implement state and federal law.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Meister, Administrative Services Officer
Address: AHCCCS Administration
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

AHCCCS Behavioral Health Policy Manual

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:

This manual was first issued on November 1, 1992

3. Summary of the contents of the substantive policy statement:

This manual establishes AHCCCS' standards regarding Title XIX coverage of behavioral health services. The manual provides direction about the populations and services covered, provider qualifications, network requirements, screening, evaluation and diagnosis, case management services, medical management, quality management, financial management, grievance and appeals, and data processing requirements. These policies represent the framework of the Arizona managed care behavioral health program and are guidelines for evaluation of performance of the various entities responsible for the delivery of behavioral health services.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

The AHCCCS Behavioral Health Policy Manual is an existing document, to be revised as needed to implement state and federal laws.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Meister, Administrative Services Officer
Address: AHCCCS Administration
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Document title: Applications
Identification number: GE-1

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 29, 1995

3. Summary of the contents of the substantive policy statement:

The Department has issued a policy providing guidelines for the approval of applications to assure uniform and fair treatment of all applicants.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Document title: Short Distance Relocation of Office
Identification number: GE-2

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 29, 1995

3. Summary of the contents of the substantive policy statement:

The Department has issued a policy defining guidelines for the short distance relocation of banks, savings and loan association, and credit union offices.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Witte, Administration Division Manager
Address: Banking Department
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Document title: Credit Reports/Arrest Records
Identification number: GE-3

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 29, 1995

3. Summary of the contents of the substantive policy statement:

The Department has issued a policy advising applicants that credit reports and Federal Bureau of Investigation reports of arrest records may be obtained to help the Department determine the character/reputation of the applicant and/or its director's and responsible individuals.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225

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Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Document title: Minimum Audit Procedures
Identification number: BA-1
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 29, 1995
3. **Summary of the contents of the substantive policy statement:**
The Department has issued a policy adopting the Federal Deposit Insurance Corporation "Statement of Policy Providing Guidance on External Auditing Procedures for Nonmember Banks."
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a new substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225
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Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Document title: Legal Lending Limits
Identification number: BA-2
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 29, 1995
3. **Summary of the contents of the substantive policy statement:**
The Department has issued a policy adopting the Office of the Comptroller of Currency's "Common Enterprise" definition in determining the compliance of legal lending limits.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a new substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225
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Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Document title: Legal Lending Restrictions
Identification number: BA-3

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy regarding the application of legal lending limit restrictions to loan renewals when the outstanding amounts of such loans exceed the bank's legal lending limit.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
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Fax: (602) 381-1225
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Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Document title: Doubtful Loan Classification
Identification number: BA-4
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy providing guidelines regarding the examination report treatment of assets classified as "Doubtful."
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
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Fax: (602) 381-1225
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Document title: Calculating Legal Lending Limits
Identification number: BA-5
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy adopting the Federal Deposit Insurance Corporation "Statement of Policy Providing Guidance on External Auditing Procedures for Nonmember Banks."

Arizona Administrative Register

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
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Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225
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Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Document title: Loan Production Offices
Identification number: BA-6
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy defining a loan production office.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Document title: Escrow Company Services that Can Be Paid by a Bank
Identification number: BA-7
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy clarifying what type of services can be provided or what kinds of escrow expenses can be paid by the earnings credits generated by deposits of title and escrow company depositors.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available at the Banking Department, 2910 North 44th Street, #310, Phoenix, Arizona 85018 or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Document title: Financial Accounting Standard 115

Identification number: BA-8

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 29, 1995

3. Summary of the contents of the substantive policy statement:

The Department has issued a policy stating that state-chartered banks will not be subject to Financial Accounting Standards 115 in calculating their capital to determine the bank's legal lending limit. However, state-chartered banks must continue to use Financial Accounting Standard 115 for all other regulatory reporting purposes.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Witte, Administration Division Manager

Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018

Telephone: (602) 255-4421, ext. 122

Fax: (602) 381-1225

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Document title: Semi-annual Report

Identification number: EA-1

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 29, 1995

3. Summary of the contents of the substantive policy statement:

The Department has issued a policy concerning the Semi-annual reports due to the Superintendent of Banks regarding the business activity of escrow agents.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Witte, Administration Division Manager

Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018

Telephone: (602) 255-4421, ext. 122

Fax: (602) 381-1225

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Arizona Administrative Register
Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Document title: Anti-inducement Statute
Identification number: EA-2
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 29, 1995
3. **Summary of the contents of the substantive policy statement:**
The Department has issued a policy concerning the prohibition on payment of commissions or other consideration as an inducement or as compensation for any escrow business.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a new substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
Telephone: (602) 255-4421, ext. 122
Fax: (602) 381-1225
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Document title: Loan Processing Companies
Identification number: MB-1
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 29, 1995
3. **Summary of the contents of the substantive policy statement:**
The Department has issued a policy regarding activities that require licensure in the originating and processing of mortgage loans.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a new substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Fred Witte, Administration Division Manager
Address: Banking Department
2910 North 44th Street, #310
Phoenix, Arizona 85018
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Fax: (602) 381-1225
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Document title: Loan Agreements
Identification number: MB-2

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy concerning loan agreements that restrict active competition.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Document title: Out-of-state Branches
Identification number: MB-3
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy addressing the applicability of branch licensing statutes to out-of-state operations of Arizona licensees.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Fred Witte, Administration Division Manager
Address: Banking Department
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BANKING DEPARTMENT

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Document title: Renewal Fees
Identification number: MB-4
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 29, 1995
3. Summary of the contents of the substantive policy statement:
The Department has issued a policy concerning the number of loans negotiated or closed by a licensee during the immediately preceding calendar year.

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Fred Witte, Administration Division Manager
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Arizona Job Opportunities and Basic Skills Training Program (JOBS) Policy Manual

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: November 1, 1994
Effective date: November 1, 1994, as amended May 5, 1995

3. Summary of the contents of the substantive policy statement:

This policy describes the JOBS program, who is served by the program, what services are included, the extent of services, priority for service, client responsibilities and the consequences of failure to comply. The manual includes the following sections:

Section	Title
100	Purpose and Scope
200	Referral and Selection
300	Orientation
400	Assessment and Development of the Employability Plan Agreement
500	Case Management and Monitoring
600	JOBS Components
700	Support Services and Payments
800	Participation
900	Employment
1000	Sanctioning
1100	Dispute Resolution, Fair Hearings, and Grievances
1200	Providers
1300	General Information
1400	Definitions and Acronyms
1500	Forms

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement (revised May 5, 1995)

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Regina Moritz, JOBS Manager, Policy and Training
Address: Department of Economic Security
1789 West Jefferson, Site Code 720A
Phoenix, Arizona 85007
Telephone: (602) 542-6325
Fax: (602) 542-6310

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Arizona Food Stamp Employment and Training (FS E&T) Program Manual

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: August 1, 1995

Effective date: August 1, 1995

3. Summary of the contents of the substantive policy statement:

This policy describes the JOBS program, who is served by the program, what services are included, the extent of services, priority for service, client responsibilities, and the consequences of failure to comply. The manual includes the following sections:

Section	Title
100	Purpose and Scope
200	Referral and Selection
300	Orientation and Assessment
400	Casework Techniques/Progress Monitoring
500	E&T Program Components/Participation
600	Support Services and Payments
700	Employment
800	Sanctioning
900	Dispute Resolution and Fair Hearings
1000	Providers
1100	General Information
1200	Systems
1300	Forms
1400	Acronyms and Glossary

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Regina Moritz, JOBS Manager, Policy and Training

Address: Department of Economic Security
1789 West Jefferson, Site Code 720A
Phoenix, Arizona 85007

Telephone: (602) 542-6325

Fax: (602) 542-6310

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Program Instruction Memorandum: Amendment to A.R.S. § 23-674 (HB2439)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: July 13, 1995

Effective date: July 13, 1995

3. Summary of the contents of the substantive policy statement:

This policy states the position of the Appellate Services Administration regarding implementation of A.R.S. § 23-674 1995, Ch. 282 (HB2439). This policy includes an informal Attorney General's opinion.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sharon E. Sergent, Administrator

Address: Department of Economic Security
1140 East Washington, Suite 103, Site Code 044A
Phoenix, Arizona 85034

Telephone: (602) 229-2803

Fax: (602) 229-2890

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Communication Policy, Department of Economic Security
DES 1 - General Provisions and Administration

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: Preliminary draft issued August 1, 1995
Effective date: September 1, 1995

3. Summary of the contents of the substantive policy statement:

The policy describes the Department's philosophy of open communications and methods of protecting the privacy and following confidentiality laws. The policy explains how the Department communicates information about DES to internal and external publics. In addition, the policy educates DES employees on the role of the Communications Office in the production and dissemination of written and visual information.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised policy (Revised 1987 Communication Policy)

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sally Hinderland, Director of Communications
Address: Department of Economic Security
1717 West Jefferson, Site Code 050Z-1
Phoenix, Arizona 85007
Telephone: (602) 542-5210
Fax: (602) 542-5339

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Communications Office, at 1717 West Jefferson, Phoenix, Arizona 85007, Site Code 050Z-1, from the person identified above. The first copy is free to the public for a non-commercial purpose. Additional copies are available for 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Americans with Disabilities Act - Title 1
DES 1 - Department of Economic Security Art. 01 - Director

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: August 1995

3. Summary of the contents of the substantive policy statement:

Establishes policies and procedures for the Department of Economic Security (DES) to implement and adhere to mandates of the federal Americans with Disabilities Act.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New DES policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Marge Cook-Dixon, ADA Coordinator
Address: Department of Economic Security
1789 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-5103
Fax: (602) 542-6000

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Office of Equal Opportunity Policy
DES 1-01-07

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: January 11, 1991

3. Summary of the contents of the substantive policy statement:

This policy identifies the responsibility and authority of the Office of Equal Opportunity (OEO). The policy applies to all Department of Economic Security (DES) employees, clients of the department, contracted employees, and contractor compliance reviews. The policy explains the DES commitment to non-discrimination and affirmative action. The policy also details how discrimination complaints are field and resolved with OEO.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement as of July 1995

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sylvester Mabry, Chief
Address: Department of Economic Security
2400 North Central, Suite 300
Site Code 049Z
Phoenix, Arizona 85004
Telephone: (602) 253-8780
Fax: (602) 253-8862
TDD: (602) 271-9633

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Interpretive Guidelines, Article 7 - Licensure of Community Residential Settings

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: Preliminary draft issued December 1994
Effective date: January 1, 1995

3. Summary of the contents of the substantive policy statement:

The interpretive guidelines describe the process that the Department's Division of Developmental Disabilities uses in assessing and verifying compliance with A.A.C. Title 6, Chapter 6, Article 7, which contains the facility and environmental licensing standards for community residential settings in which persons with developmental disabilities reside. In addition, it provides examples of compliance and non-compliance with the rules.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement as of July 1, 1995

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Eileen Colleran
Address: Department of Economic Security
1789 West Jefferson, Site Code 791A
Phoenix, Arizona 85007
Telephone: (602) 542-6826
Fax: (602) 542-6870

Arizona Administrative Register

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Interpretive Guidelines, Article 8 - Programmatic Standards & Contract Monitoring for Community Residential Settings and Article 9 - Managing Inappropriate Behaviors

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: Preliminary draft issued December 1994
Effective date: January 1, 1995

3. Summary of the contents of the substantive policy statement:

The interpretive guidelines describe the process that the Department's Division of Developmental Disabilities uses in monitoring programmatic and contractual compliance as well as examples of compliance and non-compliance for licensed community residential settings as prescribed by A.A.C. Title 6, Chapter 6, Article 8. In addition, these guidelines describe the Division's monitoring activities for community residential settings related to A.A.C. Title 6, Chapter 6, Article 9.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement as of July 1, 1995

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Eileen Colleran
Address: Department of Economic Security
1789 West Jefferson, Site Code 791A
Phoenix, Arizona 85007
Telephone: (602) 542-6826
Fax: (602) 542-6870

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Program Instruction Memorandum: Amendment to A.R.S. § 23-674 (HB2439)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: July 13, 1995
Effective date: July 13, 1995

3. Summary of the contents of the substantive policy statement:

This policy states the position of the Appellate Services Administration regarding implementation of A.R.S. § 23-674 1995, Ch. 282 (HB2439). This policy includes an informal Attorney General's opinion.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sharon E. Sergent, Administrator
Address: Department of Economic Security
1140 East Washington, Suite 103, Site Code 044A
Phoenix, Arizona 85034
Telephone: (602) 229-2803
Fax: (602) 229-2890

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

DES Office of Internal Audit: Internal Audit Authorization

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: February 9, 1988

Effective date: February 9, 1988

3. Summary of the contents of the substantive policy statement:

This policy applies to internal divisions as well as to outside providers. The policy explains the purpose and authority of the Internal Audit function. It details the type of audits to be performed and the manner in which the audits are to be conducted. The policy also addresses the qualifications necessary for personnel performing the audits and the reporting requirements for each audit.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised a 1982 Statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Leona Hodges, Chief Auditor
Address: Department of Economic Security
1140 East Washington, Room 203
Site Code 0612
Phoenix, Arizona 85034

Telephone: (602) 229-2826

Fax: (602) 257-8945

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Communication Policy, Department of Economic Security
DES - General Provisions and Administration

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: Preliminary draft issued August 1, 1995

Effective date: September 1, 1995

3. Summary of the contents of the substantive policy statement:

This policy describes the Department's philosophy of open communications and methods of protecting privacy and following confidentiality laws. The policy explains how the Department communicates information about DES to internal and external publics. In addition, the policy educates DES employees on the role of the Communications Office in the production and dissemination of written and visual information.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised policy (Revised 1987 Communication policy)

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sally Hinderland, Director of Communications
Address: Department of Economic Security
1717 West Jefferson, Site Code 050Z-1
Phoenix, Arizona 85007

Telephone: (602) 542-5210

Fax: (602) 542-5339

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Communication Office at 1717 West Jefferson, Phoenix, Arizona 85007, Site Code 050Z-1. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Unemployment Insurance Instruction Memo C-011, Expanded Definition of Private Home; Domestic Service as Pertains to Trusts, Trustees, Guardians, and Conservators

DES 3 - Income Maintenance; Article 17 - Contributions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: March 20, 1978

Effective date: March 20, 1978

3. Summary of the contents of the substantive policy statement:

This policy lists additional places considered to be within the definition of a "private home" when making determinations relating to domestic service as covered in A.R.S. § 23-671(2). Also included is policy regarding the determination of private trusts as domestic employers and the synonymous meaning of trustee, guardian, and conservator in relationship to such trusts.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Original statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dave Berggren, ESA Technical Support Manager

Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007

Telephone: (602) 542-3771

Fax: (602) 542-3690

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Unemployment Insurance Instruction Memo C-015, Assessing Penalties

DES 3 - Income Maintenance; Article 17 - Contributions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: June 16, 1994

Effective date: June 16, 1994

3. Summary of the contents of the substantive policy statement:

This policy lists the definitions and procedures for assessing penalties and interest for Unemployment Tax and Wage Reports which are delinquent, deficient, or if the employer has attempted to evade payment.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement (Revised 1978 statement)

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dave Berggren, ESA Technical Support Manager

Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007

Telephone: (602) 542-3771

Fax: (602) 542-3690

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Unemployment Insurance Instruction Memo C-029, Liability Determinations Involving Payrolling
DES 3 - Income Maintenance; Article 17 - Contributions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: November 1, 1978
Effective date: November 1, 1978

3. Summary of the contents of the substantive policy statement:

This policy covers situations where an employer (payroller) payrolls the employees of another employer and the payroller is not liable for unemployment tax.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Original statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Unemployment Insurance Instruction Memo C-031, Family Employment (Exempt Employment, Partnerships); Distinction Between Community Property and Partnerships
DES 3 - Income Maintenance; Article 17 - Contributions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: April 28, 1989
Effective date: April 28, 1989

3. Summary of the contents of the substantive policy statement:

This policy covers how family exemptions provided in the Arizona Revised Statutes apply to partnerships. The policy also discusses how Arizona community property laws apply to spouses and partnerships.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement (Revised 1978 statement)

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Unemployment Insurance Instruction Memo C-033, Status Head Start Program
DES 3 - Income Maintenance; Article 17 - Contributions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: December 5, 1978
Effective date: December 5, 1978

3. Summary of the contents of the substantive policy statement:

This policy determines that the grant recipient program of the federally-funded Head Start Program is considered the employer instead of the prime sponsor through which the grant was originally channeled.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Original statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Unemployment Insurance Instruction Memo C-035, Application of Payrolling
DES 3 - Income Maintenance; Article 17 - Contributions

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: January 1, 1979
Effective date: January 1, 1979

3. Summary of the contents of the substantive policy statement:

This policy describes when a reimbursable employer may payroll another reimbursable employer.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Original statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo C-036, Reimbursements and Other Expense Allowance Arrangements
DES 3 - Income Maintenance; Article 17 - Contributions
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: November 17, 1992
Effective date: November 17, 1992
3. Summary of the contents of the substantive policy statement:
This policy lists the factors and guidelines to be applied when determining if a reimbursement for expenses and other expense allowances are wages taxable for unemployment insurance purposes.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised statement (Revised 1978 statement)
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo C-041, Determination of Employer in Apartment Owners/Management Companies Situations
DES 3 - Income Maintenance; Article 17 - Contributions
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: April 4, 1979
Effective date: April 4, 1979
3. Summary of the contents of the substantive policy statement:
This policy covers who is determined to be the employer of employees working in an apartment building when the apartment building owner hires a management company to operate the apartment building.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Original statement
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-048, Coverage RN's, LPN's, and Nurse Assistants
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: July 9, 1979
Effective date: July 9, 1979
3. **Summary of the contents of the substantive policy statement:**
This policy covers the circumstances under which RN's, LPN's, and Nursing Assistants or Aides should be determined to be employees or independent contractors.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-057, Exempt Status of Alien Farm Workers and Certain Services Performed by Students
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: September 22, 1979
Effective date: September 22, 1979
3. **Summary of the contents of the substantive policy statement:**
This policy concerns alien laborers admitted to the United States to perform agricultural work under the Immigration and Nationality Act. These workers are exempt from the Federal Unemployment Tax Act (FUTA), but will be considered in determining the employer's eligibility for unemployment coverage.
This policy also addresses students who are exempt from FUTA.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement (Revised 1987 statement)
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-059, Educational Institutions - Separations
DES 3 - Income Maintenance; Articles 50, 51, 53 - Benefit Policy Rules
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: May 11, 1984
Effective date: May 11, 1984
3. **Summary of the contents of the substantive policy statement:**
This policy describes various circumstances that may result in the unemployment of an educational institution worker, and the Department's determination of the type of separation that occurred.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-068, Voluntary Election of Coverage
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: January 9, 1980
Effective date: January 9, 1980
3. **Summary of the contents of the substantive policy statement:**
This policy concerns employers who normally are not liable for payment of unemployment taxes, voluntarily electing to pay unemployment taxes so that their employees could be monetarily eligible for unemployment benefits.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-068A, Voluntary Election of Coverage
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: March 24, 1980
Effective date: March 24, 1980
3. **Summary of the contents of the substantive policy statement:**
This policy concerns churches voluntarily electing to pay unemployment taxes on lay employees, but not on members of the clergy, so that the lay employees could be monetarily eligible for unemployment benefits.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
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Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-080, Liability Determination on Religious Organizations and Other Non-profit Organizations
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: January 11, 1980
Effective date: January 11, 1980
3. **Summary of the contents of the substantive policy statement:**
This policy covers the procedures to be used in determining if liability exists for payment of state unemployment taxes under Arizona law for organizations exempted from federal taxes under the Federal Unemployment Tax Act because of the organization's non-profit or religious status.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo C-083, State Agency Redeployment Program
DES 3 - Income Maintenance; Article 50, Voluntary Leaving Benefits Policy Rules
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: August 18, 1992
Effective date: August 18, 1992
3. Summary of the contents of the substantive policy statement:
This policy describes the type of separation from work that occurs when a state agency employee's unemployment is the result of the redeployment program.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Original statement
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo C-093, Services Performed by Limited Partners
DES 3 - Income Maintenance; Article 17 - Contributions
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: May 19, 1976
Effective date: May 19, 1976
3. Summary of the contents of the substantive policy statement:
This policy covers whether payment for services performed by limited partners, who are not in a managerial role, is liable for unemployment tax.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Original statement
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-098, Interpretation of "Taxable Year" as used in A.R.S. § 23-750
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: June 18, 1980
Effective date: June 18, 1980
3. **Summary of the contents of the substantive policy statement:**
This policy explains what is meant by "taxable year" when applied to reimbursable employers as used in A.R.S. § 23-750.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-104, Statute of Limitations for Establishing Liability Accounts and/or Collecting Amounts Due
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: December 12, 1991
Effective date: December 12, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy lists the time limits imposed by Arizona law for establishing amounts due for unemployment tax and the collection of those established amounts due.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised (Revised 1981 statement)
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-106, Waiver - Waiver of Penalties and Interest
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: July 6, 1982
Effective date: July 6, 1982
3. **Summary of the contents of the substantive policy statement:**
This policy lists some examples of situations under which an employer could have penalties and interest waived when the employer has submitted an Unemployment Tax and Wage Report late.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-107, Coverage - Church-related Schools and Other Church Activities
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: January 22, 1982
Effective date: January 22, 1982
3. **Summary of the contents of the substantive policy statement:**
This policy covers the exempt status of church-related schools and other activities when the school or activity does not have a legal identity that is separate from the sponsoring church.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
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Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo C-114, Implementation of 1985 Legislation
DES 3 - Income Maintenance; Article 17 - Contributions
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: August 5, 1985
Effective date: August 5, 1985
3. Summary of the contents of the substantive policy statement:
This policy addresses the changes to definitions of wages found in A.R.S. § 23-622 as passed by the legislature in 1985 to align Arizona law with the Federal Unemployment Tax Act.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Original statement
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo C-117, Leasing Employer and Temporary Services Employer
DES 3 - Income Maintenance; Article 17 - Contributions
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: August 4, 1992
Effective date: August 4, 1992
3. Summary of the contents of the substantive policy statement:
This policy covers who is considered the employer of employees that are leased or provided to a business by a temporary services or leasing employer.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Original statement
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free to members of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-118, Limited Liability Company Act
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: March 16, 1995
Effective date: March 16, 1995
3. **Summary of the contents of the substantive policy statement:**
This policy lists the conditions under which an individual who performs services for a limited liability company or a limited liability partnership may be considered an employee and the remuneration for those services considered wages liable for unemployment tax.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement (Revised 1992 statement)
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-119, Cafeteria Plans
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: September 29, 1992
Effective date: September 29, 1992
3. **Summary of the contents of the substantive policy statement:**
This policy provides a definition of a cafeteria plan and explains what qualified benefits may be a part of a cafeteria plan. Federal and Arizona tax treatment, employer contributions, and gross income and 401k plans are also covered.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Original statement
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Work Search Policy
DES 3 - Income Maintenance; Article 52, Able and Available Benefit Policy Rules
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: August 28, 1995
Effective date: August 28, 1995
3. **Summary of the contents of the substantive policy statement:**
This policy supplements Article 52 of Arizona Administrative Rules, providing additional guidelines for determining the adequacy of an unemployment insurance claimant's active search for work.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statute (Consolidation of 1992 and 1993 statements)
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Food Safety Information Manual (EDC007)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:**
Issued: April 1995
3. **Summary of the contents of the substantive policy statement:**
Manual provides interpretation, clarification, and notification of Food and Drink Rules.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This statement is a revision.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Ron Holley, Health Program Manager
Address: Epidemiology and Disease Control
Department of Health Services
Office of Environmental Health, Food Safety, and
Environmental Sanitation
3815 North Black Canyon Highway
Phoenix, Arizona 85015
Telephone: (602) 230-5910
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable in advance. The check or money order should be made payable to the Arizona Department of Health Services.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Human Subjects Review Committee (HSRC) Policy, ADHS Procedure Manual, Section I., General Administration, Part 12. Includes "Guidelines for Submission of Proposed Protocol to Human Subject Review Committee." (EDC008)
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:**
Issued: March 1989
- Summary of the contents of the substantive policy statement:**
Policy describes the charge of the Committee; membership composition; purpose; nature of research requests reviewed; meeting notices; agenda and records; requirements for proposal submissions; committee actions and notification; subjects not within the Committee's purview; requirements for researchers to document confidentiality provisions and informed consent; authority for suspending or terminating approval; right of appeal; expedited review authority; statements of ethical principles; criteria of HSRC approval of research; continuing review of ADHS research; and provisions for amendment of policy.
- A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This statement is a revision.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lawrence Sands, D.O., M.P.H., HSRC Chairperson
Address: Human Subjects Review Committee
3815 North Black Canyon Highway
Phoenix, Arizona 85015
Telephone: (602) 230-5820
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Information about or a copy of the policy can be requested from the above address or telephone number at no cost.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Misconduct in Science, Arizona Department of Health Services Procedures Manual, Section I., General Administration, Part 11. (EDC009)
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:**
Issued: July 31, 1990
- Summary of the contents of the substantive policy statement:**
Describes administrative policies for dealing with and reporting alleged or suspected misconduct in science research, in conformance with 42 CFR 50, Subpart A. The policy describes provisions for investigations of misconduct in science, and compliance with the reporting requirements of the federal office of Science Integrity at the National Institutes of Health.
- A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This statement is a revision.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lawrence Sands, D.O., M.P.H., HSRC Chairperson
Address: Human Subjects Review Committee
3815 North Black Canyon Highway
Phoenix, Arizona 85015
Telephone: (602) 230-5820
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Information about or a copy of the policy can be requested from the above address or telephone number at no cost.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

- Subject of the substantive and the substantive policy statement number by which the policy statement is referenced:**
Policy and Procedures Updates (SLS004)

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Issued: October 26, 1994
3. Summary of the contents of the substantive policy statement:
The Policy and Procedure Updates are a compilation of state and federal methods and protocols for environmental laboratories in testing for coliforms and E.coli, total petroleum hydrocarbons in soil, and determining laboratory analytical method requirements in Aquifer Protection Permits, synthetic organic compounds interm monitoring, and data acceptability and USEPA decisions on HACH methods.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This statement is new.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Wynand Nimmo, Manager
Address: Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone: (602) 255-3454
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Subject of the substantive policy statement and substantive policy statement number by which the policy statement is referenced:
Licensing Audits of Environmental Laboratories (SLS005)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Issued: October 26, 1994
3. Summary of the substantive policy statement:
Check lists for Microbiology, QA manual, and Safety used by ADHS Laboratory Licensing consultants during laboratory audits.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This statement is new.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Wynand Nimmo, Manager
Address: Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone: (602) 255-3454
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Enforcement of Environmental Laboratory Licensing Statutes and Regulations (SLS006)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Issued: October 1, 1994
3. Summary of the substantive policy statement:
Attorney General's summary of environmental laboratories general and licensing authority and enforcement sanctions to include suspension and provisional licenses, denial, and revocation of licenses, order of suspension, civil penalties, criminal actions, and hearing rights as a result of enforcement actions.

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:
This statement is a revision.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Wynand Nimmo, Manager
Address: Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone: (602) 255-3454
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Method 418. 1 AZ, Total Petroleum Hydrocarbons (TPH) in soil (SLS007)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Issued: February 10, 1995
3. Summary of the contents of the substantive policy statement:
Attorney General's summary of environmental laboratories general and licensing authority and enforcement sanctions to include suspension and provisional licenses, denial, and revocation of licenses, order of suspension, civil penalties, criminal actions, and hearing rights as a result of enforcement actions.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This statement is a revision.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Pat Adler, Manager
Address: Environmental and Analytical Chemistry
State Laboratory Services
1520 West Adams
Phoenix, Arizona 85007
Telephone: (602) 542-6108
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Method 504, Confirmation of Ethylene Dibromide (EDB) and sample bottles requirements for Methods EPA 549 and 549.1 (SLS008)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Issued: Fourth Quarter 1994, eLaborator Newsletter, Volume 1, Number 3
3. Summary of the contents of the substantive policy statement:
Requires confirmation of Ethylene Dibromide when analyzing for Method 504 and permits the amber sample bottles used for Methods 549 and 549.1 to be any type of plastic, not limited to PVC as stated in the method.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This statement is a revision.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Prabha Acharya, Manager
Address: Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone: (602) 255-3454
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
State Operations Manual, Department of Health and Human Services, Health Care Financing Administration, Part Two: The Certification Process; Part Three: Additional Program Activities; Part Six: Appendices (SL5001)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Published: July 1985
Effective date: Continuous
3. Summary of the contents of the substantive policy statement:
Instructions and guidelines to State Agency personnel performing Medicare/Medicaid certification activities on behalf of the Health Care Financing Administration. These certification activities are conducted for providers and suppliers of health care services, including hospitals, long-term care facilities, home health agencies, hospices, ambulatory surgical centers, intermediate care facilities for the mentally retarded, laboratories, outpatient physical therapy/speech pathology agencies, independent physical therapists and occupational therapists, portable x-ray suppliers, rural health clinics, and stage renal disease facilities, and comprehensive outpatient rehabilitation facilities.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This statement is a revision.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Wynand Nimmo, Manager
Address: Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone: (602) 255-3453
(800) 952-0374
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
The State Operations Manual (Publication Number PB-89950099) may be obtained from: National Technical Information Service, U.S. Department of Commerce, 5285.
Port Royal Road, Springfield, VA 22161, Telephone: 1-800-553-6847 or (703) 487-4650. The cost is \$330.00 per copy.
CLIA Regulations (Publication Number PB-93-950-02) may be obtained from the above address at a cost of \$36.50 each.
State Organizations Manual portions for CLIA (Publication Number PB-92146147, PB-93-95002 and PB-93-950012) may be obtained from the above address. This cost is not known for these publications.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Department of Health Services, Behavioral Health Services, Policy and Procedural Manual (BHS001)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the publications or issuance date:
Issued: January 15, 1995

Notices of Substantive Policy Statements

3. Summary of the contents of the substantive policy statement:

The Policy and Procedure Manual is a compilation of policies and procedures that have been developed to establish standards for the management of the Regional Behavioral Health Authorities (RBHAs) that have contracts with the Department of Health Services/Behavioral Health Services to provide behavioral health services to the residents of Arizona.

The policies and procedures are organized into two chapters: Program Services and Administrative and Program Support Services: The following are a list and brief description of the policies in the manual that are deemed to be substantive:

Program Services:

1.1 Clozapine Therapy - requires RBHAs to implement procedures to comply with ADHS/BHS requirements for prescribing and monitoring Clozapine. Holds the RBHA psychiatrist responsible for prescribing, monitoring, and continuing the use of Clozapine for individual persons in treatment. Sets out ADHS/BHS selection criteria; procedure for initiation of treatment; requirements for maintenance of treatment; adverse responses; continuity; exceptions and reporting requirements.

1.2 Traditional Healers Program - establishes requirements for the operation of a pilot Traditional Healers Program for American Indians within Arizona which shall operate for one year from the date delivery of services commences under an Intergovernmental Agreement with any qualified American Indian Tribe. Describes limitations on reimbursement, responsibilities for administration of the program, and requirements for documentation of services.

1.3 American Indian Request for Service/Referral - facilitates access by American Indian who reside on reservations into the Title XIX and non-Title XIX behavioral health system. Requires RBHAs and their providers to respond to requests for services on behalf of American Indian persons regardless of the referred person's permanent residence, unless the individual resides on a reservation within the jurisdiction of a Tribe which is a party to an intergovernmental Agreement with ADHS. Describes the procedure for referral of American Indians to RBHAs.

1.4 Referral - requires RBHAs to accept referrals for behavioral health services 24 hours a day, 7 days a week from all sources.

1.5 Screening - requires RBHAs to screen all referrals and schedule further evaluation based on urgency of need. Requires immediate response if a behavioral health crisis is identified; a screening and preliminary evaluation decision within 24 hours of an emergency is identified; a face-to-face screening within 7 days of a routine referral and, if a behavioral health problem is identified, the scheduling of further evaluation for Title XIX eligible clients within 7 days or based on availability for non-Title XIX clients.

1.6 Evaluation - requires RBHAs to evaluate all persons who apply for behavioral health services and to obtain, verify, and transmit to ADHS such information and supporting documentation as may be necessary to determine service level need and enroll a person in the behavioral health system. Requires the evaluation to have appropriate clinical experience and competence; sets minimum evaluation criteria and evaluation tools, and requires that service levels determinations must be consistent with and supported by comprehensive evaluation information.

1.7 Consent to Treatment - requires RBHAs to obtain a consent to treatment prior to the delivery of behavioral health services, describes the individuals from whom consent must be obtained and the information which must be given to the client prior to accepting the consent. Sets procedure for administration of psychotropic medication to individuals, undergoing court ordered treatment, and for administration of electro-convulsive therapy (ECT) and brain surgery.

1.8 Individual Service/Treatment Plan - requires RBHAs and their providers to develop an individualized service plan for each client. Sets out requirements for client and agency participation in development of the plan, and elements that must be considered and addressed in the plan.

1.9 Appointment Times - establishes maximum waiting times for behavioral health appointments. Screening must occur within 24 hours of referral in case of an emergency and within 7 days of referral in all other circumstances. First service must be scheduled within 30 days of screening. Waiting time for a scheduled appointment may not exceed 45 minutes. A service plan must be developed within 24 hours for acute need and within 2 weeks for non-acute need.

1.10 Record Requirements - Requires RBHAs to maintain a set of detailed and comprehensive behavioral health records for each individual client. Establishes requirements to ensure the contents of the medical records shall be complete, accurate, legible, and up-to-date.

1.11 Discharge Planning - sets forth requirements for RBHAs and their providers to complete discharge plans and summary documents when clients move from one provider to another or are disenrolled from the system.

1.13 Case Management - requires RBHAs to case manage all adults who have a serious mental illness and children in need of intensive case management services. Describes qualifications of case managers, case load limitations, responsibilities of case managers, conditions for subcontracting case management services and a variety of activities that enhance service delivery, are effective in managing care, and improve quality of care.

1.14 SMI Determination - requires RBHAs to determine those adults whose emotional or behavioral functioning is so impaired as to interfere substantially with their capacity to remain in the community without a supportive treatment utilizing the ADHS/BHS Checklist for Seriously Mentally Ill Determination.

Administrative and Program Support Services:

2.1 Changes to the Service Matrix - provides a process for requesting and considering changes to the service matrix. Establishes the Matrix Review Committee to review requested changes.

2.2 Inter-RHBA Coordination of Services - sets forth requirements for coordination of services between RBHAs for clients who relocate or who are referred to another RBHA geographic area to ensure continuous treatment consistent with client treatment goals.

2.3 Changes to the Formulary - requires ADHS/BHS to maintain a list of approved medications (formulary) and creates a process for consistent use and updating of the formulary.

2.4 Coordination between ADHS and Other State Agencies - requires RBHAs to provide behavioral health services in accordance with conditions and terms of ISAs between ADHS/BHS and other state agencies concerned with the delivery of behavioral health services.

2.5 Co-payment - establishes requirements for the RBHAs in assessing co-payments for clients receiving behavioral health services. Such assessments are based on the client's ability to pay. No client shall be denied services due to an inability to pay for his/her care. RBHAs and providers shall bill all other possible payers and treat state behavioral funds as the payer of last resort.

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Notices of Substantive Policy Statements

- 2.6 Coordination between RBHAs and AHCCCS Health Plans - requires RBHAs and their service providers to coordinate the provision of care with AHCCCS health plan primary care physicians in a manner which ensures timely sharing of information regarding persons who are receiving behavioral health services and who are enrolled in an AHCCCS health plan.
- 2.7 Cultural competence - requires RBHAs and service providers to implement policies and practices which promote the development of cultural competency, and sets minimum standards for the RBHA cultural competency development and implementation plan.
- 2.8 Monitoring - describes the process ADHS/BHS will employ in monitoring the RBHAs. Requires corrective action on the part of RBHA.
- 2.9 Grievance and Appeal Process for Persons with Serious Mental Illness - requires RBHAs to follow applicable rules and establishes procedures for RBHAs and their providers to follow in handling client grievances, requests for investigation, and treatment appeals in accordance with legal and administrative rule requirements; to ensure that RBHAs and their services providers advise all clients of their grievance and appeal rights; and the method to file a grievance/request for investigation, or a treatment appeal.
- 2.10 Client Information Security Policy - this policy is an internal procedure.
- 2.11 Prior Authorization/Utilization Review - sets minimum standards for prior authorization. Sets level of care and continued stay criteria for acute inpatient psychiatric, intensive residential, and basic residential treatment. Requires RBHAs to establish, maintain, and monitor a prior authorization system and which meets the standards described in the policy. Requires that prior authorization must be available 24 hours per day, 7 days per week.
- 2.12 Network Management - requires RBHAs to establish a network of services which is comprehensive, available, and accessible to meet client needs. Establishes standards for network management by the RBHAs and a method for systematic evaluation of the RBHA network management practices.
- 2.13 Sanctions - Establishes the bases upon which ADHS/BHS may impose financial sanctions upon RBHAs. Authorizes ADHS/BHS to impose on the appropriate RBHA or provider any sanction or financial penalty imposed on the state, AHCCCS, or ADHS by the federal government or AHCCCS.
- 2.14 Transition of Members - establishes a process for the transition of eligible persons who may move from or to behavioral health services, to different levels or categories of care, to different providers within the behavioral health system.
- 2.15 Provider Appeals - describes the process for a service provider or regional authority to appeal a denial of a claim for payment and the non-payment of a claim which has not been paid or denied within 60 days of submissions. Service providers or RBHAs may appeal any adverse action, decision, or policy of ADHS/BHS or a RBHA with which it has a contract regarding Title XIX services. (This policy is currently in the rulemaking process).
- 2.16 Children's Appeal - establishes the requirements which must be followed by RBHAs and their providers in handling appeals of decisions and adverse actions made by ADHS, AHCCCS, or a RBHA regarding the determination of the need for or the continuation of mental health services for persons under the age of 18 years. (This policy is currently in the rulemaking process).
- 2.17 Third Party Liability - requires RBHAs to assure that their providers seek third party coverage wherever applicable and that their providers have procedures designed to assure collection of third party payments.
- 2.18 Eligibility and Enrollment - requires RBHAs to obtain, verify, and transmit to ADHS such information and supporting documentation as may be necessary to initially qualify a person as eligible for behavioral health services and provide update information regarding continuing eligibility status. Requires the RBHA to provide each person screened for eligibility with a copy of the eligibility determination.
- 2.19 Review and Approval of Block Purchases of Behavioral Services - (This policy is not finalized at this time).
- 2.20 Review of the Children's Capitation Rate Development Process and Data - this is an internal procedure.
- 2.21 RBHA Financial Statements and Audit Reporting Guide - requires the RBHAs to comply with the reporting requirements as set forth in the RBHA contract with ADHS and as established by the RBHA Financial Statement and Reporting Guide and generally accepted accounting principles.
- 2.22 Covered Services - requires RBHAs to maintain a provider network which has available all services required for Title XIX eligible clients as well as any subvention services required by contract. Requires that services shall be provided in eligible settings by providers who are appropriately licensed and certified, and in accordance with individual services plans.
- 2.23 Data Processing Requirements - requires RBHAs and their service providers to comply with ADHS/BHS reporting requirements for submission of client, service, and claims information.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This statement is new.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Beryl Janick
Address: Department of Health Services
Behavioral Health Services
2122 East Highland
Phoenix, Arizona 85016
Telephone: (602) 381-8999

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25¢ per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
LATE RENEWAL PENALTY PURSUANT TO A.R.S. § 4-209(A), Administration No. 2
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
September 30, 1995
3. **Summary of the substantive policy statement:**
Payment for the renewal of a license must be received by the Department prior to the expiration date on the license.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This substantive policy statement is a new document as of September 30, 1995.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Sharon Miner
Administration Services Manager
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9021
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
WAIVER OF FEES, [A.R.S. §§ 4-203(J) and 4-209(A)] Administration No. 3
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
September 30, 1995
3. **Summary of the substantive policy statement:**
This policy provides guidelines for waiver of fees for non-use of a license and penalty fees for late filings.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This substantive policy statement is a new document as of September 30, 1995.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Sharon Miner
Administration Services Manager
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9021
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
ORDER OF HEARINGS, Board No. 1
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
September 30, 1995

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3. **Summary of the substantive policy statement:**
The orderly procedure for a hearing before the State Liquor Board. It is necessary to create an Order of Hearings so that all parties with standing can be made aware of the procedure and the time restraints used at the Arizona State Liquor Board Hearings. A copy of this Order of Hearings is attached to the Notice of Hearing that is mailed to all parties at least 20 days prior to the Hearing date.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This substantive policy statement is a new document as of September 30, 1995.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Yvonne Howard-Bower
Assistant to the Board
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9029
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
LOCATION OF STATE LIQUOR BOARD MEETINGS, Board No. 3
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
September 30, 1995
3. **Summary of the substantive policy statement:**
Establishes policy that all State Liquor Board Hearings will be held in Phoenix, Arizona.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This substantive policy statement is a new document as of September 30, 1995.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Yvonne Howard-Bower
Assistant to the Board
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: 542-9029
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
COMPLIANCE PROCEDURES PERTAINING TO A.R.S. § 4-210(F), Compliance No. 1
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
September 30, 1995
3. **Summary of the substantive policy statement:**
Provides for an informal disposition of disciplinary cases.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This substantive policy statement is a new document as of September 30, 1995.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Garry Shumann
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9030

Arizona Administrative Register

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
60-DAY NOTICE AND PREHEARING ORDERS (A.R.S. §§ 41-1061, 41-1062, and 4-210), Hearing No. 1
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
It is the policy of the Department to set hearings 60 days from the date of mailing of the complaint and to issue prehearing orders in order to allow sufficient time to the parties for the preparation and presentation of the case.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Allen Reed
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9040
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
DEEMING OF ADMISSIONS [A.R.S. § 4-210(F)], Hearing No. 2
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
It is the policy of the Department to grant state's motions to deem admissions in those cases where a licensee has failed to answer a complaint within the 15 days set by statute and no good cause is shown for the failure to answer.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Allen Reed
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9040
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
A.R.S. § 4-210(A)(5) TAX PROCEDURES AND HEARINGS, Hearing No. 3

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Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
It is the policy of the Department to send warning letters to licensees after the Department receives an affidavit of tax delinquency. A failure to clear up the alleged delinquency will result in a formal complaint being sent to the licensee and the matter going to hearing within 30 days of the mailing of the complaint.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Allen Reed
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9040
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
ASSESSMENT OF PENALTIES (A.R.S. §§ 4-210 and 4-210.01), Hearing No. 4
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
It is the policy of the Department to assess one or more of the penalties specified by A.R.S. § 4-210 and 4-210.01 for any violation of Title 4 found at a hearing. The minimum monetary penalty is \$200.00. Penalties against terminated licenses will be assessed against current or subsequent licenses of controlling persons of the terminated license.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Allen Reed
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9040
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
APPLICATION OF A.R.S. § 4-210(B)(2) VICARIOUS LIABILITY OF LICENSEE FOR ACTS OF EMPLOYEE, Hearing No. 5
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
It is the policy of the Department to strictly construe the vicarious liability provisions of A.R.S. § 4-210(B)(2) to a licensee for acts or omissions of a licensee's employee. This construction also applies to rules which address only the licensee's conduct of permitting or encouraging. (R19-2-235, R19-2-236, and R19-2-237)

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Allen Reed
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9040

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

PUBLIC INFORMATION REQUESTS, Information Services No. 1

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

September 30, 1995

3. Summary of the substantive policy statement:

To provide public access information on computer disc or hardcopy printouts in a cost-effective manner.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Michael Feliberty
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9035

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

REPEATED ACTS OF VIOLENCE GUIDELINES PERTAINING TO A.R.S. § 4-210(A)(1), Investigations No. 1

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

September 30, 1995

3. Summary of the substantive policy statement:

Statute allows for disciplinary action against licensees when repeated acts of violence or disorderly conduct occurs on the licensed premises. This policy statement establishes a guideline for determining what frequency must occur in order to be labeled a "repeated" act.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Garry Shumann
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9030

Arizona Administrative Register

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

COVERT UNDERAGE BUYERS (C.U.B.) PROGRAM, Investigations No. 2

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

September 30, 1995

3. Summary of the substantive policy statement:

Establishes guidelines for law enforcement agencies who choose to test licensed liquor establishments to determine if they sell to underage persons. The enforcement agency will take an underage person to various licensed businesses and have him/her attempt to purchase alcohol.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Norman Perkins
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9052

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

CHECKS RETURNED TO THE DEPARTMENT BY A FINANCIAL INSTITUTION, Administration No. 1

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

September 30, 1995

3. Summary of the substantive policy statement:

If a "bad check" is received by the Department, all other payments made by the person or entity must be made by cash, cashier's check, certified check, or money order.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sharon Miner, Administrative Services Manager
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9021

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

FILING DEADLINES AND CONTINUANCE REQUESTS, Board No. 2

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
Deadlines for filing documents to be considered by the State Liquor Board or documents requesting a continuance. The notification of these deadlines is provided in the Certified Notice of Hearing which is mailed from 20 to 30 days prior to a hearing date.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Yvonne Howard-Bower, Assistant to the Board
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9029
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
MAINTAINING FINANCIAL RECORDS FOR AUDIT REVIEW PERTAINING TO A.R.S. § 4-210(A)(7), Audit No. 1
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
The contents of this policy statement advise all series twelve (12), restaurant licensees of the importance in preserving financial documentation as required by statute [A.R.S. § 4-210(A)(7)]. The completeness of records is addressed as well as the possible consequences for failing to maintain the required documentation.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Audit Division
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9051
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
HOURS FOR SUBMITTING APPLICATIONS IN PERSON, Licensing No. 1
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
September 30, 1995
3. Summary of the substantive policy statement:
Licensing will stop taking walk-in applicants at 4:30 p.m. each business day. This will give the licensing technician adequate time to go over the application with the client.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This substantive policy statement is a new document as of September 30, 1995.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Licensing Manager or Supervisor
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9055
(602) 542-9059

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

NEW QUESTIONNAIRES REQUIRED WITH ALL LICENSE APPLICATIONS, Licensing No. 2

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

September 30, 1995

3. Summary of the substantive policy statement:

Licensing requires a new questionnaire with each application to maintain computer records with the most current client information and to insure the most legible imaged files.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Licensing Manager or Supervisor
Address: Department of Liquor Licenses
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9055
(602) 542-9059

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

CURRENT VERSION OF FORMS SUBMITTED TO THE LICENSING DIVISION, Licensing No. 3

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

September 30, 1995

3. Summary of the substantive policy statement:

Licensing information requirements change periodically and are reflected in revised forms. Whenever a form is changed, licensing will only accept the latest version of that form to comply with the new information requirements.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This substantive policy statement is a new document as of September 30, 1995.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Licensing Manager or Supervisor
Address: 800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9055
(602) 542-9059

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA STATE LOTTERY COMMISSION

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
ASL-SPS-1: LOTTERY AFFIRMATIVE ACTION PLAN FOR FY96
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Dated August 29, 1995; Effective July 1, 1995 - June 30, 1996.
3. Summary of the substantive policy statement:
Contained in the document is the agency's policy statement and objectives to ensure that equal employment opportunity is provided for everyone. The policy statement covers personnel transactions, recruitment and career development programs, reasonable accommodations, nondiscrimination of veterans, nontolerance of sexual harassment, and provisions for the inclusion of the policy statement in specified written documents and solicitations.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The document represents a revision of previous policy statements referencing the agency's annual Affirmative Action Plans.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Ms. Cic Cicolello
Address: Arizona State Lottery Commission
4740 East University
Phoenix, Arizona 85034
Telephone: (602) 921-4521
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
To obtain a copy, contact the person listed above. There is no cost for the statement.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA STATE LOTTERY COMMISSION

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
ASL-SPS-2: LOTTERY AMERICANS WITH DISABILITIES ACT POLICY AND GRIEVANCE PROCEDURE
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Policy: September 30, 1994 (revised); effective September 30, 1994
Grievance Procedure: Dated July 15, 1994; effective July 15, 1995
3. Summary of the substantive policy statement:
This policy states that the Lottery will limit its contracting and licensing; in providing programs, services of activities, to providers who do not discriminate on the basis of disability in admission to, access to, or operation of their programs, services, or activities. The policy statement information includes the name of the designated Lottery ADA Coordinator, the process for obtaining accommodation, and the grievance procedure for complaints.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The policy statement is a revision and the grievance procedure is original.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Ms. Cic Cicolello
Address: Arizona State Lottery Commission
4740 East University
Phoenix, Arizona 85034
Telephone: (602) 921-4521
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
To obtain a copy, contact the person listed above. There is no cost for the statement.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA STATE LOTTERY COMMISSION

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
ASL-SPS-3: LOTTERY RETAILER'S APPLICATION AND LICENSE CONDITIONS
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Dated January 1, 1986; effective January 1, 1986. ADA amendment effective September 1, 1995.
3. Summary of the substantive policy statement:
This policy is provided to retailers who wish to apply for a Lottery license and outlines conditions relating to a non-refundable fee, the application process, requirement for a separate license at each location, displaying of point-of-sale material, requirement for a background check, commission structure, sales requirements, electronic transfer payment requirement, and ADA requirements.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The policy statement is a revision and the grievance procedure is original.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Ms. Cic Cicolello
Address: Arizona State Lottery Commission
4740 East University
Phoenix, Arizona 85034
Telephone: (602) 921-4521
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
To obtain a copy, contact the person listed above. There is no cost for the statement.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Office hours
ARRA-REG-4.01
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated January 1, 1995
3. Summary of the substantive policy statement:
This regulatory guide establishes 8 a.m. to 5 p.m. office hours.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Arthur Nuñez, Business Manager
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 223
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Investigation of overexposures in x-ray departments
ARRA-REG-6.1
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated August 1994

Arizona Administrative Register

Notices of Substantive Policy Statements

3. Summary of the substantive policy statement:

This regulatory guide establishes a model program for investigating overexposures in x-ray departments.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Mammography facility certification
ARRA-REG-6.50

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

Promulgated September 1993

3. Summary of the substantive policy statement:

This regulatory guide establishes the methods acceptable to the agency for applying for certification to conduct screening mammography.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Occupational radiation exposure records system
ARRA-REG-8.7

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

Promulgated August 1994

3. Summary of the substantive policy statement:

This regulatory guide establishes a model program for preparation, retention, and reporting of records of occupational radiation exposures.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Acceptable concepts, models, equations, and assumptions for bioassay program
ARRA-REG-8.9
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated September 1994
3. Summary of the substantive policy statement:
This regulatory guide establishes a model program for conducting bioassays.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Operational philosophy for maintaining occupational radiation exposures as low as reasonably achievable
ARRA-REG-8.10
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated September 1994
3. Summary of the substantive policy statement:
This resource guide describes a general operating philosophy acceptable to the agency staff as a necessary basis for a program of maintaining occupational radiation exposures as low as reasonably achievable.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Monitoring criteria and methods to calculate occupational radiation doses
ARRA-REG-8.34

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated August 1994
3. Summary of the substantive policy statement:
This regulatory guide provides criteria acceptable to the agency staff that may be used by the regulated community to determine when monitoring is required, and it describes methods acceptable to agency staff for calculating occupational doses when the intake is known.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Planned special exposures
ARRA-REG-8.35
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated August 1994
3. Summary of the substantive policy statement:
This regulatory guide provides guidance on the conditions and prerequisites for permitting planned special exposures, the associated specific monitoring and reporting requirements, and examples of acceptable means of satisfying these requirements.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Radiation dose to the embryo/fetus from radionuclides
ARRA-REG-8.36
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated August 1994
3. Summary of the substantive policy statement:
This regulatory guide provides guidance on calculating the radiation doses to the embryo/fetus.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a new substantive policy statement.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Use of agency property
ARRA policy No. 10.01

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

Promulgated March 29, 1984

3. Summary of the substantive policy statement:

This policy establishes the 25¢ per page reproduction cost.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Arthur Nuñez, Business Manager
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 223

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Biossay using gamma camera and pinhole collimator
ARRA policy No. 16

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

Originally issued January 1992
Repromulgated 9/29/95

3. Summary of the substantive policy statement:

This policy prohibits the use of gamma camera with pinhole collimator as an acceptable means of performing biossays.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a revised substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Physician training -vs- authorization
RAM policy No. 20
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
Originally issued 2/19/92
Repromulgated 2/29/95
3. **Summary of the substantive policy statement:**
This policy establishes the training requirements that must be met by a physician in order to be authorized use of radioactive materials on a radioactive materials license.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This is a revised substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Termination / closeout policy
RAM policy No. 26
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:**
Originally issued 9/21/92
Repromulgated 2/29/95
3. **Summary of the substantive policy statement:**
This policy establishes the manner in which licensees requesting termination or closeout will have their facility evaluated for release.
4. **A statement as to whether the substantive policy statement is a new document or statement or a revision:**
This is a revised substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Alternate and Assistant RSO
RAM policy No. 27

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Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Originally issued 6/29/95
Repromulgated 9/22/95
3. Summary of the substantive policy statement:
This policy describes qualification requirements for Radiation Safety personnel.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a revised substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Sr-89 as a group IV medical use radionuclide
RAM policy No. 28
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Originally issued 9/7/93
Repromulgated 2/29/95
3. Summary of the substantive policy statement:
This policy describes the conditions under which Sr-89 may be used as a group IV medical use radionuclide.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a revised substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
"Recentness of training"
RAM policy No. 29
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Originally issued 8/02/95
Repromulgated 9/22/95
3. Summary of the substantive policy statement:
This policy clarifies the requirements for "recentness of training".

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Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a revised substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Decommissioning policy
RAM policy No. 30
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Originally issued 2/24/94
Repromulgated 9/22/95
3. Summary of the substantive policy statement:
This policy establishes the manner in which licensees subject to the requirement for decommissioning plans will have their plans evaluated.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a revised substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Request to view public records
RAM policy No. 30.01
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:
Promulgated 1/01/95
3. Summary of the substantive policy statement:
This policy establishes the procedures and cost for retrieving and reproducing data from agency files and databases.
4. A statement as to whether the substantive policy statement is a new document or statement or a revision:
This is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Arthur Nuñez, Business Manager
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 223

Arizona Administrative Register
Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Biohazardous nuclear medicine waste
RAM policy No. 31

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

Originally issued 3/4/94
Repromulgated 9/29/95

3. Summary of the substantive policy statement:

This policy releases exempt quantities of nuclear medicine wastes to the jurisdiction of ADEQ.

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a revised substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Definition of "supervision"
RAM policy No. 34

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the publications or issuance date:

Originally issued 3/5/95
Repromulgated 9/22/95

3. Summary of the substantive policy statement:

This policy adopts the Board of Medical Examiners definition for "supervision" as applied to licensed medical users of "byproduct material".

4. A statement as to whether the substantive policy statement is a new document or statement or a revision:

This is a revised substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: William A. Wright, Program Manager
Address: Radioactive Materials Program
Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 227

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement are available at a cost of 25¢ per page from the Agency at the above listed address.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

AWS 1; New rules and pending applications letter to interested persons

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 6, 1994
3. Summary of the contents of the substantive policy statement:
Describes criteria which determine whether pending applications will be received under existing guidelines or new rules.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
AWS 2; Assured water supply certifications under the new rules (form letter)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 11, 1995
3. Summary of the contents of the substantive policy statement:
Steps for obtaining certificate, sample financial assurance verification form, notice regarding designations for private water companies.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
CR 1; Central Arizona Project allocations (letter to U.S. Secretary of the Interior)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 18, 1982
3. Summary of the contents of the substantive policy statement:
Methodology, criteria, and recommendations to U.S. Secretary of the Interior for CAP allocations
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.

Arizona Administrative Register

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
CR 2; Colorado River water - Morales Dam (letter to U.S. Bureau of Land Management)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 18, 1984
3. Summary of the contents of the substantive policy statement:
Confirmation that contracts are unnecessary for use of water from Colorado River or from wells adjacent to the river below Morales Dam.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
CR 3; Reallocation of municipal and industrial and non-Indian agriculture water (letter to U.S. Secretary of the Interior)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 7, 1991
3. Summary of the contents of the substantive policy statement:
Methodology, criteria, and recommendations to U.S. Secretary of the Interior regarding reallocation of remaining municipal and industrial and non-Indian water not contracted for during the initial contracting period.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
CR 4 Reallocation of non-Indian agricultural water (letter to U.S. Secretary of the Interior)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 15, 1991
3. Summary of the contents of the substantive policy statement:
Methodology, criteria, and recommendations to U.S. Secretary of the Interior regarding reallocation of non-Indian CAP agricultural water.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
CR 5; Marketing Central Arizona Project municipal and industrial priority water (letter to U.S. Bureau of Reclamation)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
June 23, 1993
3. Summary of the contents of the substantive policy statement:
Guidelines for review of transactions involving CAP subcontracts outside of CAWCD's service area.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
DS1; Flood Control Loan Program
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 1987

Arizona Administrative Register

Notices of Substantive Policy Statements

3. **Summary of the contents of the substantive policy statement:**
Describes authority, policies, and procedures for flood control loan programs.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
DS2; Development of flood control plan
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
July 1987
3. **Summary of the contents of the substantive policy statement:**
Describes authority, policies, and procedures for developing flood control plans.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
DS3; Flood Control Assistance Program
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
July 1987
3. **Summary of the contents of the substantive policy statement:**
Describes authority, policies, and procedures for flood control assistance program.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
DS4; Alternative flood control assistance
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 1987
3. Summary of the contents of the substantive policy statement:
Describes authority, policies, and procedures for obtaining alternative flood control assistance.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
DS5; Handbook for Arizona Communities on Floodplain Management and the National Flood Insurance Program
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 1995
3. Summary of the contents of the substantive policy statement:
Explanation of the concept of floodplain management and the progress of Arizona communities; techniques and administrative process for floodplain management at the local level; the role of the Federal Government; measures which can be taken to protect against flood disaster.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW1; Policy guidance memorandum #1 - Exempt Wells

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued July 20, 1981. Withdrawn on the date of filing this notice.
3. Summary of the contents of the substantive policy statement:
Interpretation of the definition and requirements for exempt wells. This policy is hereby withdrawn as out-of-date.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Withdrawn
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW2; Policy guidance memorandum #2 - Irrigation Grandfathered Groundwater Rights based on Substantive Capital Investment
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 20, 1981
3. Summary of the contents of the substantive policy statement:
Requiring and supporting documents for IGFR application based on substantive capital investment.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW3; Policy guidance memorandum #3 - Application for Grandfathered Rights made on behalf of owner of record
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 20, 1981
3. Summary of the contents of the substantive policy statement:
Describes who may file application for grandfathered rights on behalf of owner of record.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW4; Policy guidance memorandum #4 - Processing of Grandfathered Rights applications
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued July 20, 1981. Revised by policy guidance memorandum #15 on December 2, 1981
3. Summary of the contents of the substantive policy statement:
See GW15 - Policy Guidance Memorandum #15
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW5; Policy guidance memorandum #5 - Type 1 Non-irrigation Grandfathered Rights: Continuous ownership of retired land
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued July 20, 1981. Withdrawn on the date of filing this notice.
3. Summary of the contents of the substantive policy statement:
Documentation required to support application for Type 1 non-irrigation grandfathered rights for land retired prior to designation of active management area. This policy is hereby withdrawn as out-of-date.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Withdrawn
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW6; Policy guidance memorandum #6 - Notification of change in legal ownership prior to issuance of certificate of grandfathered rights.

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued July 20, 1981. Withdrawn on the date of filing this notice.
3. Summary of the contents of the substantive policy statement:
Contents of affidavit required to support change in legal ownership. This policy is hereby withdrawn as out-of-date.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Withdrawn
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW7; Policy Guidance Memorandum #7 - Eligibility for Irrigation Grandfathered Rights for Land Irrigated Solely with Surface Water
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 20, 1981
3. Summary of the contents of the substantive policy statement:
Land irrigated solely with surface water not eligible for IGRF.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW8; Policy Guidance Memorandum #8 - Private Water Companies
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 10, 1981
3. Summary of the contents of the substantive policy statement:
Entities included as private water companies for purposes of grandfathered rights and service area rights.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New

Arizona Administrative Register

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW9; Policy Guidance Memorandum #9 - Type 2 non-irrigation grandfathered rights for irrigation districts, cities, towns, and private water companies
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued August 10, 1981. Withdrawn on the date of filing this notice.
3. Summary of the contents of the substantive policy statement:
Rights required to withdraw groundwater outside of service area. Policy is hereby withdrawn as being out-of-date.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Withdrawn
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW10; Policy Guidance Memorandum #10 - Grandfathered Rights for individuals within Irrigation Districts, cities, towns, and private water companies.
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 10, 1981
3. Summary of the contents of the substantive policy statement:
Criteria for determining whether landowners are eligible for grandfathered rights.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW11 - Policy Guidance Memorandum #11 - Urban Groundwater use and conservation requirements in Dual System areas
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 10, 1981
3. Summary of the contents of the substantive policy statement:
Delineation of subservice areas where two or more cities, towns, private water companies, and irrigation districts are serving non-irrigation water.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW12 - Policy Guidance Memorandum #12 - Grandfathered Rights for nurseries, greenhouses, and landscaped areas.
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 10, 1981
3. Summary of the contents of the substantive policy statement:
Conditions determining eligibilities for irrigation grandfathered right.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW13 - Policy Guidance Memorandum #13 - Net vs. gross acreage for irrigation grandfathered groundwater right applications.
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued August 10, 1981. Superseded by Policy Guidance Memorandum #16 issued November 15, 1982.

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3. Summary of the contents of the substantive policy statement:
See GW 16B Policy Guidance Memorandum #16
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW14 - Policy Guidance Memorandum #14 - Proposed Gila Bend irrigation non-expansion area.
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued November 18, 1981. Withdrawn on the date of filing this notice.
3. Summary of the contents of the substantive policy statement:
Limitation of number of acres which may be irrigated until determination made whether to declare basin an INA. This policy is hereby withdrawn as being out-of-date.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Withdrawn
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW15 - Policy Guidance Memorandum #15 - Revised procedures for processing Grandfathered Rights applications (revises Policy Guidance Memorandum #4)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
December 2, 1981
3. Summary of the contents of the substantive policy statement:
Procedures to determine completeness and accuracy, the establishment of a registry, rights to object, and to a hearing.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW16A - Policy Guidance Memorandum #16 - Decreed and appropriate water rights and the Groundwater Management Code
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 8, 1982
3. Summary of the contents of the substantive policy statement:
Requirements of the Groundwater Management Code relating to use of surface water.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW16B - Policy Guidance Memorandum #16 - Revised procedures for calculating irrigation acres
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
December 15, 1982
3. Summary of the contents of the substantive policy statement:
Determination of number and location acres to be included in certificate of irrigation grandfathered right.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW17- Policy Guidance Memorandum #17 - Fees for review of demonstration of water supplies for cemeteries

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued July 13, 1983. Withdrawn on date of filing this notice.
3. Summary of the contents of the substantive policy statement:
Determination of number of lots in a cemetery for purposes of determining fee. This policy is hereby withdrawn as out-of-date.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Withdrawn
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW18- Procedures for certificate conveyance
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
June 17, 1983
3. Summary of the contents of the substantive policy statement:
Forms and procedures for modifying certificates for grandfathered rights.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW19- Development Plans (letter to City of Mesa)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
March 18, 1985
3. Summary of the contents of the substantive policy statement:
Interpretation of A.R.S. § 45-469 regarding approval of development plans prior to retirement of land.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

GW20 - Compliance with maximum annual water allotment - commingled water (letter to Dobson Association)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

November 27, 1987

3. Summary of the contents of the substantive policy statement:

How compliance with maximum annual water allotments are determined when commingled surface water and groundwater are used.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

GW21 - Procedure for calculating seasonally adjusted water service area population (Tucson AMA)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

April 1988

3. Summary of the contents of the substantive policy statement:

Step-by-step procedures for calculating population taking into account personal adjustments.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

GW22 - Joinder of signatures required for Type 1 conversions, Type 1 and IGFR extinguishments, and conveyances. (Memorandum)

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
December 14, 1988
3. Summary of the contents of the substantive policy statement:
Describes which signatures are required to convert a Type 1 right, extinguish a Type 1 right and an IGRF, and convey an IGFR or Type 1 right.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW23 - Statement of Policy - First Management Plan compliance
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 3, 1989
3. Summary of the contents of the substantive policy statement:
Compliance program goals, priorities, actions, procedures, and criteria.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW24 - Conservation Requirements for the Second Management Period 1990 - 2000 (brochure)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 1990
3. Summary of the contents of the substantive policy statement:
Description of 1980 Groundwater Management Code; the Department's role; Active Management Areas; Management Plans; Agricultural, Municipal, and Industrial Programs; Compliance and New Development; and Conservation Assistance Program.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

GW25 - Consolidation of Irrigation Grandfathered Rights Certificates (Memorandum)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 2, 1990

3. Summary of the contents of the substantive policy statement:

Interpretation of A.R.S. §§ 45-402.9 and 402.10 - criteria which must be satisfied to determine whether certificates of irrigation grandfathered rights may be consolidated.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

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Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

GW26 - Poor quality withdrawal permits for on-site beneficial use (Memorandum)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 29, 1990

3. Summary of the contents of the substantive policy statement:

Conditions under which poor quality withdrawal permits will be issued for on-site beneficial use.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

- Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW27 - Policy Guidance Memorandum - Interim policy for delineating service areas of cities, towns, and private water companies.
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
November 27, 1990
- Summary of the contents of the substantive policy statement:
Interpretation of A.R.S. § 45-402.26 regarding delineation of service areas.
- A statement as to whether the substantive policy statement is a new statement or a revision:
New
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

- Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW28 - Implementation of Interim Service Area Policy (Memorandum)
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
February 28, 1991
- Summary of the contents of the substantive policy statement:
Procedures for determining exterior boundaries of a service area, converting IGFR's to Type 1 rights, general industrial user permits, service area wells, services area maps, and assured water supply program.
- A statement as to whether the substantive policy statement is a new statement or a revision:
New
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

- Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW29 - DWR Population Survey Standard (Tucson AMA - form letter)
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
May 24, 1991

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3. Summary of the contents of the substantive policy statement:
Directions for conducting population survey with statistically significant results acceptable to the Department.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW30 - Secondary use of groundwater withdrawn pursuant to Type 2 rights for Mineral Extraction and Electrical Energy Generation Type 2 rights (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 10, 1991
3. Summary of the contents of the substantive policy statement:
Interpretation of § 6-503 of Second Management Plan regarding sand and gravel reclamation and reuse of wash water; Interpretation of A.R.S. § 45-471(A)(2) regarding secondary uses of water withdrawn for electrical generation; date secondary use of groundwater began.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW31 - Beneficial use requirement for poor quality withdrawals of less than 100 AFA (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
November 1, 1991
3. Summary of the contents of the substantive policy statement:
When a beneficial end use plan/feasibility study will be required for poor quality withdrawals of less than 100 acre feet per annum.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Arizona Administrative Register

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW32 - Conservation requirements of Second Management Plan (letter to ASL Hydrologic and Environmental Services)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
March 24, 1992
3. Summary of the contents of the substantive policy statement:
Service area extensions based on use of Type 2 right for GPCD purposes; accrual of credits for use in complying with groundwater use limitation requirements of alternative conservation program.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
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Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW33 - Termination of poor quality groundwater withdrawal permits (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
November 3, 1993
3. Summary of the contents of the substantive policy statement:
Interpretation of A.R.S. § 45-516(C) - conditions and procedures for terminating poor quality groundwater withdrawal permits when the water is no longer poor quality.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW34 - Department of Water Resources interpretation of A.R.S. § 45-497(B) (letter to Salt River Project)

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
November 15, 1993
3. Summary of the contents of the substantive policy statement:
Definitions of "Municipal use" and "Industrial use"; groundwater rights for post-1980 industrial users.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW35 - Conservation Plans for new industrial users/interpretation of new turf-related facility definition (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 23, 1995
3. Summary of the contents of the substantive policy statement:
Whether industrial user which expands after January 1, 1990, is required to submit a conservation plan; process to determine whether turf-related facility is new or existing.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
GW36 - Increasing groundwater deliveries (letter to City of Chandler)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
February 14, 1995
3. Summary of the contents of the substantive policy statement:
Methods for increasing groundwater deliveries by importation, expanding existing service area, and drilling an exempt well.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR1 - Inspection of Public Records (DWR-027)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 18, 1994
3. Summary of the contents of the substantive policy statement:
Procedures for processing requests for public records and data processing rates.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR2 - Phoenix AMA Groundwater Users Advisory Council Note
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 5, 1994
3. Summary of the contents of the substantive policy statement:
Location and content of notices of meetings
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
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Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR3 - Arizona Water Resources Advisory Board notice
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 12, 1994
3. Summary of the contents of the substantive policy statement:
Location and content of notices of meetings
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
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500 North Third Street
Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR4 - Santa Cruz AMA Groundwater Users Advisory Committee Notice
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
December 8, 1994
3. Summary of the contents of the substantive policy statement:
Location and content of notices of meetings
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR5 - Prescott AMA Groundwater Users Advisory Council Notice
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 21, 1995

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3. Summary of the contents of the substantive policy statement:
Location and content of notices of meetings
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR6 - Pinal AMA Groundwater Users Advisory Committee Notice
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 22, 1995
3. Summary of the contents of the substantive policy statement:
Location and content of notices of meetings
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
PR7 - Tucson AMA Groundwater Users Advisory Committee Notices
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 27, 1995
3. Summary of the contents of the substantive policy statement:
Location and content of notices of meetings
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
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Notices of Substantive Policy Statements

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

R1 - Pilot recharge permit and pilot underground storage and recovery permit guidelines

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

1989

3. Summary of the contents of the substantive policy statement:

Permitting procedures and requirements for pilot projects.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

R2 - Use of purchased stored water credits to offset GPCD violations (letter to community water company of Green Valley)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

November 24, 1993

3. Summary of the contents of the substantive policy statement:

Interpretation of A.R.S. § 45-858(F) regarding whether and to what extent purchased water credits may be used to offset GPCD violations.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

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Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

R3 - Application packet for underground water storage, savings, and replenishment projects

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Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 18, 1994 (being revised)
3. Summary of the contents of the substantive policy statement:
Agency contracts instructions for completing the hydrologic report requirements, fee schedule, and application forms for all permits.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
R4 - Review procedures for recovery well permit applications (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
June 2, 1995
3. Summary of the contents of the substantive policy statement:
Legal requirements and review procedures
4. A statement as to whether the substantive policy statement is a new statement or a revision:
No answer provided.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
SW1 - A guide to filing applications for Instream Flow Rights in Arizona
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
December 1991
3. Summary of the contents of the substantive policy statement:
Instream flow appropriation process and requirements, resource assessment methods, and hydrologic assessment.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

SW2 - Public lands policy

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

August 12, 1992 - [Note: this policy may be amended due to the enactment of H.B. 2193 and H.B. 2276 of the 1995 Legislative session. The constitutionality of H.B. 2276 is being challenged].

3. Summary of the contents of the substantive policy statement:

Policy and legal principles regarding surface water rights on state or federal land.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer

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Phoenix, Arizona 85004

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

SW3 - Preliminary Hydrographic Survey Report for the Upper Salt River Watershed. - Chapter 8

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

December 1992

3. Summary of the contents of the substantive policy statement:

Criteria, investigation procedures, and reporting format for establishing scope of water use and water rights investigations.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

WX1 - Summary of 1992 Water Exchange Act

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
May 1994
3. Summary of the contents of the substantive policy statement:
Overview, characteristics, and requirements of four classifications of exchange; definition of water exchange, "twelve month rule," and "giver rule"; enforcement.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
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Public Information Officer
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WL1 - Well permits
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
1981
3. Summary of the contents of the substantive policy statement:
Describes permits required for drilling, replacing, or converting wells.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WL2 - Replacement wells in the same location (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 18, 1989
3. Summary of the contents of the substantive policy statement:
Whether a permit application or notice of intent should be filed based on historical maximum annual withdrawals.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

WL3 - Policy directives for open well capping program

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

March 6, 1990

3. Summary of the contents of the substantive policy statement:

Discovery, compliance, and priority directives for remedial measures involving open wells.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

WL4 - Granting verbal authority to drill (Operations Policy Directive)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 10, 1992 (being revised for domestic wells)

3. Summary of the contents of the substantive policy statement:

Interpretation of R12-15-810(C) regarding verbal authority to drill.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

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Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WL5 - Conversion of exploration/geotechnical wells and/or monitoring/peizometer wells to water production wells (Memorandum)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
May 12, 1994
3. Summary of the contents of the substantive policy statement:
Describes conditions under which requests for conversions will be accepted and approved.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
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Public Information Officer
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Phoenix, Arizona 85004
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WL6 - Multiple users of exempt wells (form letter)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
February 1995
3. Summary of the contents of the substantive policy statement:
Number of residences served by exempt well may not be basis of service area designation within an active management area.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
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Public Information Officer
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Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WL7 - Notice of policy regarding variances for geotechnical wells
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
August 16, 1995

Notices of Substantive Policy Statements

3. **Summary of the contents of the substantive policy statement:**
Procedure for obtaining a variance from the well rules for certain geotechnical wells.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
WL8 - Well driller's license (form letter)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 1995
3. **Summary of the contents of the substantive policy statement:**
Application form and procedures for obtaining a well driller's license.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
WL9 - Single well driller's license (form letter)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 1995
3. **Summary of the contents of the substantive policy statement:**
Application form and procedures for obtaining a single well driller's license.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Notices of Substantive Policy Statements

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

WP1 - Water Protection Fund Commission Notice

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 11, 1994

3. Summary of the contents of the substantive policy statement:

Location and content of notice of meetings.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

WP2 - Policy resolution 95-1 Use of alternates or voting by proxy

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 19, 1995

3. Summary of the contents of the substantive policy statement:

Use of alternates and proxy voting prohibited

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

WP3 - Policy resolution 95-2; Posting of notices and information

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 19, 1995
3. Summary of the contents of the substantive policy statement:
Lists cities in which notices of meetings and hearings and other information will be posted.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WP4 - Policy resolution 95-3; Failure of member to attend regular meetings
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 19, 1995
3. Summary of the contents of the substantive policy statement:
Foul or more absents may result in appointment of a replacement.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
WP5 - Policy resolution 95-4; Election of officers
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 19, 1995
3. Summary of the contents of the substantive policy statement:
Elections for chairperson and vice chairperson to be held annually in June.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004
Telephone: (602) 417-2408

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referred:

WP6 - Noticing the affected public (meeting minutes)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

May 23, 1995

3. Summary of the contents of the substantive policy statement:

Procedures for informing public of project proposals.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer

Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004

Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referred:

WP7 - Application evaluation process (meeting minutes)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

June 27, 1995

3. Summary of the contents of the substantive policy statement:

Time lines, scope, and levels of Commission involvement in the process.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Craig Sullivan
Public Information Officer

Address: Department of Water Resources
500 North Third Street
Phoenix, Arizona 85004

Telephone: (602) 417-2408

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Contact Creola Lasky at the above address or call (602) 417-2405. Copies are available at a cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF WATER RESOURCES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referred:

WP8 - Arizona Water Protection Fund Grant Application Manual

Arizona Administrative Register

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
June 1995
3. Summary of the contents of the substantive policy statement:
General program information; organization of proposals; application forms, maps, and reference sheets; criteria rating system; grant award agreement.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Craig Sullivan
Public Information Officer
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