

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Health and Child Care Review Services, Office of Child Care Licensure, Policy 1.1:
Licensed Complaint Policy (ALS005)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
December 2, 1992
3. **Summary of the contents of the substantive policy statement:**
This statement explains the statutory authorities by which the Office of Child Care Licensure is mandated to create standards for child care facilities, license child care facilities, perform investigations, and sanction for noncompliance with Department requirements. The statement also sets forth the policies and the internal and external procedures which govern the investigation of complaints received regarding child care facilities that are licensed by the Department.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
The 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: Marlene Morgan, Manager
Address: Office of Child Care Licensure
Assurance and Licensure Services
Department of Health Services
1647 East Morten, Suite 230
Phoenix, Arizona 85020
Telephone number: (602) 255-1272
(602) 255-1126
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 Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Health and Child Care Review Services, Office of Child Care Licensure, Policy 1.2:
Unlicensed Complaint Policy (ALS006)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
December 1, 1992
3. **Summary of the contents of the substantive policy statement:**
This statement sets forth the policies and the internal and external procedures governing the investigation of complaints received regarding the operation of a day care center without a license pursuant to A.R.S. § 36-886 or the operation of a day care group home without a certificate pursuant to A.R.S. § 36-897.09.

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:**
The 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: Marlene Morgan, Manager
Address: Office of Child Care Licensure
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DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Health and Child Care Review Services, Office of Child Care Licensure, Policy 1.3:
Change of Ownership Fingerprint Requirements (ALS007)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
June 15, 1995
3. **Summary of the contents of the substantive policy statement:**
This statement provides that a facility owner and child care personnel currently registered in accordance with A.R.S. § 36-883.02 who are employed in a licensed facility which has a change in ownership are not required to reregister or be refingerprinted solely because of the facility's change in ownership.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
The 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: Marlene Morgan, Manager
Address: Office of Child Care Licensure
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1647 East Morten, Suite 230
Phoenix, Arizona 85020
Telephone number: (602) 255-1272
(602) 255-1126
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Persons may write or telephone the agency contact person listed above for copies. Payment for copies of the document is payable at the time of receipt and is based on the number of pages at a cost of 25¢ per page. The check should be made payable to the Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Health and Child Care Review Services, Office of Child Care Licensure, Policy 1.4:
Application or Renewal of License or Certificate When Enforcement Action is Pending (ALS008)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
March 1, 1995
3. **Summary of the contents of the substantive policy statement:**
This statement provides that, if enforcement action is pending against an owner/licensee or a corporate officer or agent or an existing facility, any application for renewal or initial licensure by the same owner/licensee or corporate officer or agent shall not be processed until the enforcement is fully adjudicated, the Director of the ADHS has issued a final written decision, and the time period has expired under which the owner/licensee or corporate officer or agent may appeal the Director's decision.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
The 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: Marlene Morgan, Manager
Address: Office of Child Care Licensure
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Acidification of water samples for metal analysis (SLS009)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
March 31, 1995
3. **Summary of the contents of the substantive policy statement:**
Clarification regarding acidification of water samples for metal analysis. The acidification of water samples done after the samples arrive at the laboratory is applicable to drinking water only and does not apply to wastewater and RCRA water.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
The 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: Prabha Acharya, Manager
Address: Training
Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012

Notices of Substantive Policy Statements

Telephone number: (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 Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

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

Quality Control for Methods 502.2 and 524.2 (SLS010)

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

March 17, 1995

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

Highlights method changes in the quality control for 502.2 and 524.2.

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

The 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: Prabha Acharya, Manager

Address: Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012

Telephone number: (602) 255-3454

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

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

Clarification of statutes requiring laboratory designation (SLS011)

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

March 17, 1995

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

Clarification of the Arizona statute requiring the designation of the name and the address of the laboratory that performed the test in the final test report.

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

The 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: Steven Baker, Manager
Address: Environmental Laboratories
Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone number: (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:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

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

Site investigation for soil contamination regarding VOC's (SLS012)

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

March 31, 1995

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

Department of Environmental Quality, UST Section, has adopted a new site characterization guidance effective March 20, 1995, which sets a holding time limit of 72 hours between sample collection and sample extraction for VOC's for site investigation.

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

The 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: Prabha Acharya, Manager
Address: Training
Office of Laboratory Licensure, Certification, and Training
Department of Health Services
3443 North Central, Suite 810
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Telephone number: (602) 255-3454

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

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

Acidification and Icing of Metals Samples (SLS013)

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

March 9, 1995

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

Addresses preservation of samples for total metals analysis. EPA currently recommends that samples be acidified with nitric acid after receipt in the laboratory to avoid problems in the field and with transportation.

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:
The 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: Prabha Acharya, Manager
Address: Office of Laboratory Licensure, Certification, and Training
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Preconcentration of wastewater samples, 200.7 (SLS014)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 28, 1995
3. Summary of the contents of the substantive policy statement:
Clarification of EPA method 200.7, preconcentration of wastewater samples.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The 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: Prabha Acharya, Manager
Address: Training
Office of Laboratory Licensure, Certification, and Training
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
BTEX analysis in soil, BLS-193 or EPA 8020 (SLS015)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 28, 1995
3. Summary of the contents of the substantive policy statement:
Clarification regarding the method to be used for BTEX analysis in soil, BLS-193 or EPA 8020.

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:
The 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: Prabha Acharya, Manager
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Sewer Sludge (SLS016)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 28, 1995
3. Summary of the contents of the substantive policy statement:
Requirement regarding the final results to be reported on a dry weight basis for sewage sludge samples for use or disposal.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The 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: Prabha Acharya, Manager
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Continued use of method 8010 for halogenated volatile compounds pending the revision of ADHS Rule (SLS017)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
May 22, 1995

Arizona Administrative Register
Notices of Substantive Policy Statements

3. **Summary of the contents of the substantive policy statement:**
Clarification if the laboratories can continue to use 8010, since EPA has an updated version of the method.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
The 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: Prabha Acharya, Manager
Address: Training
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Department of Health Services
3443 North Central, Suite 810
Phoenix, Arizona 85012
Telephone number: (602) 255-3454
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Generation of calibration curve requirements (SLS018)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
May 22, 1995
3. **Summary of the contents of the substantive policy statement:**
Clarification if the laboratories should generate a calibration curve prior to doing "Method of Standard Addition (MSA)" for the "Series of addition method".
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
The 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:**
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Total chlorine method, 4500-cl-G (SLS019)

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 9, 1995
3. Summary of the contents of the substantive policy statement:
Correction in total chlorine method, 4500-cl-G in recent versions of Standard Method. A notification received from USEPA.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The 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: Prabha Acharya, Manager
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Expiration of holding times for volatile organic compounds in water (SLS020)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 6, 1995
3. Summary of the contents of the substantive policy statement:
Clarification regarding the expiration of holding time for volatile organic compounds in water setting the completion of desorption of the analytes and transference to chromatography column.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The 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: Prabha Acharya, Manager
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Notices of Substantive Policy Statements

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Toxicity Characteristic leaching procedure (TCLP) (SLS021)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 6, 1995
3. Summary of the contents of the substantive policy statement:
Clarification with regards to the time-frame for the completion of the rotation and the spiking of the TCLP extracts by EPA 1311.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The 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: Prabha Acharya, Manager
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Analysis of sulfide in wastewater, method 4500-S² (SLS022)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
July 6, 1995
3. Summary of the contents of the substantive policy statement:
A new requirement by the city of Phoenix for the laboratories to use the method 4500-S² for the analysis of sulfide in wastewater.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
The 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: Prabha Acharya, Manager
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