

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(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 SUBSTANTIVE POLICY STATEMENT

#### ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Collections of Penalties, Fees, Fines, and Interest  
Identification number: 0016.002
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
April 24, 1998
- Summary of the contents of the substantive policy statement:**  
The policy establishes a process for ADEQ to follow to handle the billing and collection of penalties, fees, fines, and interest.
- A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a revised statement.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Mike Clark, Chief Financial Officer  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-4756
- 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 document are available at a cost of 25¢ per page and can be obtained from the Information Center Front Desk, Suite 100, at the address listed in question #5.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Enforcement Waiver Policy (Small Business)  
Identification number: 0118.001
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
May 1, 1998.
- Summary of the contents of the substantive policy statement:**  
This policy is intended to promote environmental compliance among small businesses by providing an enforcement waiver program which will encourage voluntary disclosure of violations, utilization of the ADEQ Compliance Assistance Section and the use of environmental audits. In order to obtain an enforcement waiver, the policy requires small businesses to qualify for the policy, report all violations to ADEQ and remedy all violations discovered by environmental audits or ADEQ's Compliance Assistance Section. The purpose of this policy is to guide the agency in determining whether an enforcement waiver should be granted, and no person is entitled to such a waiver as a matter of right pursuant to this policy. •

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4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a 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: Mark Santana, Administrative Counsel  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-4251
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 document are available at a cost of 25¢ per page and can be obtained from the ADEQ Reception Desk at the address listed in question #5.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Confidential Records Policy  
Identification number: 0032.001
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
May 1, 1998.
3. **Summary of the contents of the substantive policy statement:**  
This policy identifies types of confidential records and provides guidance to staff on circumstances under which they may be withheld from public review.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a 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: Mark Santana, Administrative Counsel  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-4251
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 document are available at a cost of 25¢ per page and can be obtained from the ADEQ Reception Desk at the address listed in question #5.

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1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Public Access to Public Records  
Identification number: 0033.001

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
May 1, 1998.
3. Summary of the contents of the substantive policy statement:  
Policy provides guidance and procedures for ADEQ on responding to requests for public documents under Arizona Revised Statutes.
4. A statement as to whether the substantive policy statement is a new statement or a revision:  
This is a 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: Mark Santana, Administrative Counsel  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
  
Telephone: (602) 207-4251
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 document are available at a cost of 25¢ per page and can be obtained from the Information Front Desk, Suite 100, at the address listed in question #5.

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1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:  
Public Notification Policy for A.R.S. § 49-111  
Identification number: 0135.000
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
April 24, 1998
3. Summary of the contents of the substantive policy statement:  
This policy was developed to facilitate the implementation of A.R.S. § 49-111 which requires that ADEQ notify the appropriate county, city or town by sending a copy or notice of the application or change describing the purpose and scope of the proposed activity for any application for a permit or plan approval, substantive change to a plan or significant revision or modification to a permit.
4. A statement as to whether the substantive policy statement is a new statement or a revision:  
This is a 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: Juanita Guidry-Copeland, Environmental Justice-Community Liaison  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
  
Telephone: (602) 207-2331
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 document are available at a cost of 25¢ per page and can be obtained from the Information Center Front Desk, Suite 100, at the address listed in question #5.

## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Notification Policy for Local Governmental Agencies  
Identification number: 0143.000
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
April 24, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy is to require certain ADEQ programs (drinking water, solid waste, water quality compliance and water permits) to provide notification concerning enforcement actions to local governments in the State of Arizona and identifies 3 areas of notification for local governments beyond that required by A.R.S. § 49-111.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a 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: Juanita Guidry-Copeland, Environmental Justice-Community Liaison  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-2331
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 document are available at a cost of 25¢ per page and can be obtained from the Information Center Front Desk, Suite 100, at the address listed in question #5.

## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Ecological Risk Assessment Policy  
Identification number: 0145.000
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
April 24, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy establishes an approval process to be completed prior to ADEQ staff determining that an ecological risk assessment is required under the Soil Remediation Standards Rule (R18-8-201 et seq.) to ensure that ecological risk assessments are performed only on those sites with true potential to cause adverse impacts.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a 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: Michelle Robertson or Don Richey  
Address: Arizona Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-4415 or 207-4129

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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 SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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, Amended

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

May 11, 1998

3. **Summary of the contents 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 statement or a revision:**

This is a revised statement as of May 11, 1998.

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

Licensing Manager of Supervisor

Address: Arizona Department of Liquor Licenses and Control  
800 West Washington, Fifth Floor  
Phoenix, Arizona 85007

Telephone: (602) 542-9055; 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 address listed in question #5.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

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

Insulin Dependent Diabetic CDL Applicants - ADOT/MVD Policy Memo 98-056 dated May 8, 1998.

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

May 8, 1998

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

This substantive policy statement establishes a waiver program which allows eligible insulin dependent diabetics to be issued commercial driver licenses, prescribes standards for eligibility and creates an administrative hearing process to allow a hearing for those persons denied issuance of a commercial driver license authorized by this substantive policy.

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

This is a 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: Dave Brown

Address: Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007

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Telephone: (602) 255-7877

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 the substantive policy statement can be obtained for 25¢ per page from the individual at the address listed in question #5.