

NOTICES OF FINAL RULEMAKING

The Administrative Procedure Act requires the publication of the final rules of the state's agencies. Final rules are those which have appeared in the *Register* first as proposed rules and have been through the formal rulemaking process including approval by the Governor's Regulatory Review Council. The Secretary of State shall publish the notice along with the Preamble and the full text in the next available issue of the *Register* after the final rules have been submitted for filing and publication.

NOTICE OF FINAL RULEMAKING

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 12. BOARD OF FUNERAL DIRECTORS AND EMBALMERS

PREAMBLE

1. Sections Affected

Rulemaking Action

R4-12-101	Amend
R4-12-106	New Section
Table 1	New Table
R4-12-108	Amend
R4-12-201	Repeal
R4-12-201	New Section
R4-12-202	Repeal
R4-12-202	New Section
R4-12-203	Repeal
R4-12-203	New Section
R4-12-204	Repeal
R4-12-204	New Section
R4-12-205	Repeal
R4-12-205	New Section
R4-12-206	Repeal
R4-12-206	New Section
R4-12-207	Repeal
R4-12-207	New Section
R4-12-208	Repeal
R4-12-208	New Section
R4-12-209	New Section
R4-12-211	Repeal
R4-12-531	Repeal
R4-12-601	Repeal
R4-12-611	Repeal

2. The specific authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):

Authorizing statutes: A.R.S. §§ 32-1307(A)(5), and 32-1391.01

Implementing statutes: A.R.S. §§ 32-1309, 32-1321, 32-1322, 32-1323, 32-1325.01, 32-1327, 32-1328, 32-1329, 32-1331, 32-1335, 32-1339, 32-1383, 32-1386, 32-1388, 32-1391.02, 32-1391.12, 32-1391.14, 32-1391.16, 32-1395, 32-1396, and 41-1072 through 41-1079

3. The effective date of the rules:

March 14, 2001

4. A list of all previous notices appearing in the Register addressing the proposed rules:

Notice of Rulemaking Docket Opening: 6 A.A.R. 713, February 18, 2000

Notice of Proposed Rulemaking: 6 A.A.R. 2888, August 11, 2000

5. The name and address of agency personnel with whom persons may communicate regarding the rulemaking:

Name: Rodolfo R. Thomas
Executive Director

Address: Board of Funeral Directors and Embalmers
1400 West Washington, Room 230
Phoenix, Arizona 85007

Telephone: (602) 542-3095

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6. An explanation of the rule, including the agency's reasons for initiating the rules:

As required by A.R.S. § 41-1072 through § 41-1078, the Board is establishing time-frames for each type of approval, license, endorsement, permit, or registration issued by the Board. The rules also set forth application requirements for each type of approval, license, endorsement, permit, or registration issued by the Board. The Board is adding the requirements for the annual intern, apprentice embalmer, or embalmer's assistant report and the subjects tested on a state equivalent examination, including the requirement to work 40 hours each week during an apprenticeship or internship. The Board is repealing current definitions because they are not used in the rules and is providing new definitions to clarify terms used in the rules. The Board is also repealing the provisions labeled apprenticeship requirements for embalmer's license, apprenticeship time criteria, background checks, processing application, funeral directors' examination, examinations, oral examinations, exception to written examination, application for funeral establishment license, salesperson registration application, crematory definitions and registration of crematory authority. The Board is repealing its fees because they are already stated in A.R.S. § 32-1309, but is retaining the fees for copying, the information pamphlet, and annual report according to A.R.S. § 32-1391.06.

7. A reference to any study the agency relied on in its evaluation of or justification for the final rule and where the public may obtain or review the study, all data underlying each study, any analysis of the study, and other supporting material:

None

8. A showing of good cause why the rules are necessary to promote a statewide interest if the rule will diminish a previous grant of a political subdivision of the state:

Not applicable

9. The summary of the economic, small business, and consumer impact:

The Board will incur moderate costs to promulgate the rules and to notify interested parties of the new rules after the rules are approved. The Board should incur moderate costs to implement and enforce the rules. The costs for notification of incompleteness should be minimal. An apprentice or intern should incur minimal costs because of the requirement to work 40 hours each week during an apprenticeship or internship. All applicants and the Board should benefit because of the increased consistency and efficiency in the application process. There are no other expected costs on other government entities or the public.

10. A description of the changes between the proposed rules, including supplemental notices, and final rules (if applicable)

The Board has not made any substantive changes in the text of the final rules from that in the proposed rules. The Board made technical and grammatical changes at the suggestion of GRRC staff. Some of the technical and grammatical changes include:

In R4-12-101(12), the Board added "except for identification purposes".

In R4-12-101(14), the Board deleted "immediately".

In R4-12-101(16), the Board changed the definition of "week" to mean 7 consecutive days.

In R4-12-106(D)(2), the Board changed "take" to "pass".

In R4-12-201(1)(b), the Board added "Any prior name or alias of the applicant".

In R4-12-202(B), the Board deleted subsection (B)(2).

In R4-12-202(C)(2)(g)(v), the Board deleted "The signature of the responsible funeral director".

In R4-12-202, the Board changed subsection (E)(2) to: Arrange for the out-of-state licensing authority to complete the following to be submitted with the application packet:

In R4-12-203, the Board deleted (1)(r).

In R4-12-203(4)(g) and R4-12-208(B)(6), the Board deleted "The cause of death".

The Board changed R4-12-204(A)(5), R4-12-204(B)(5), and R4-12-207(1)(c) to: Whether the applicant is a proprietorship, a corporation, a partnership, a limited liability company, or a subsidiary of a corporation, a partnership, or a limited liability company.

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The Board changed R4-12-204(A)(8), R4-12-204(B), and R4-12-207(1)(g) to:

“If a corporation, partnership, or limited liability company:

- a. The state and date of incorporation or formation;
- b. The name and address of the Arizona statutory agent or agent appointed to receive process; and
- c. The name, address, and title of each officer, director, general partner or member.”

11. A summary of the principal comments and the agency response to them:

The Board received the following comments:

Two persons suggested that the definitions of cash advance item, direct cremation, and immediate burial be changed to the Federal Trade Commission (FTC) definitions. One person later withdrew this suggestion.

Response: The Board based its definitions on the FTC definitions, but determined the FTC definitions needed clarification. Because the Board’s definitions are essentially the same as the FTC definitions, the Board determined the rules would be clearer if it retained the definitions as contained in the Notice of Proposed Rulemaking.

One person requested that the definition of week be changed to mean a block of 7 consecutive days.

Response: The Board changed the definition to 7 consecutive days.

One person requested that R4-12-202(B) be changed to state that a notarized statement, if available, is required with an application packet from a supervising embalmer that addresses the applicant’s good moral character and states whether the embalmer recommends approval of the applicant.

Response: The Board deleted this requirement in the rule.

One person requested that R4-12-202(E) be changed as follows: Arrange for the out-of-state licensing authority to complete the following to be filed with the application packet.

Response: The Board made this change, but substituted “submitted” for “filed”.

One person requested that the word “notarized” be changed to “authenticated”.

Response: The Board determined that the correct term is “notarized” because the term has a specific meaning. Because the term “authenticate” could have different meanings, it would require definition in rule. The Board did not make this change.

One person requested that R4-12-203(1)(r) be changed to state that a notarized statement, if available, is required with an application packet from a supervising embalmer that addresses the applicant’s good moral character and states whether the embalmer recommends approval of the applicant.

Response: The Board deleted this requirement in the rule.

One person requested that the cause of death be deleted from R4-12-203(4)(g) and R4-12-208(B)(6).

Response: The Board deleted this requirement in the rules.

One person requested that R4-12-204(A), R4-12-204(B), and R4-12-207(1) be changed to include partnership, and limited liability company information.

Response: The Board currently requires this information on its applications. Because the Board provided for these entities in the definition of applicant, a person would have expected these requirements to be in these rules. The Board made these changes.

One person stated that the state equivalent examination should not have the subjects that are tested listed in the rule.

Response: The rule provides general subjects areas for testing. It is important for an examinee to know what areas will be tested on an examination. The Board made no changes to this rule.

12. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:

None

13. Incorporation by reference and their location in the rules:

None

14. Was this rule previously adopted as an emergency rule?

No

15. The full text of the rules follows:

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 12. BOARD OF FUNERAL DIRECTORS AND EMBALMERS

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ARTICLE 1. GENERAL PROVISIONS

Section

- R4-12-101. Definitions
R4-12-106. ~~Reserved~~ Time-frames for Board Approval
Table 1 Time-frames (in days)
R4-12-108. Fees

ARTICLE 2. LICENSING PROVISIONS

Section

- R4-12-201. ~~Apprenticeship requirements for embalmer's license~~ Application for a State Equivalent Examination or Embalmer Assistant Practical Examination
R4-12-202. ~~Apprenticeship time criteria~~ Application for an Intern, an Embalmer, or a Funeral Director License
R4-12-203. ~~Background checks~~ Application for an Embalmer's Assistant Registration
R4-12-204. ~~Processing application~~ Application for a Funeral Establishment License or an Interim Funeral Establishment Permit
R4-12-205. ~~Funeral directors' examination~~ Application for a Prearranged Funeral Sales Endorsement
R4-12-206. ~~Examinations~~ Application for a Prearranged Funeral Salesperson Registration
R4-12-207. ~~Oral examinations~~ Application for a Crematory License
R4-12-208. ~~Exception to written examination~~ Annual Intern, Apprentice Embalmer, or Embalmer's Assistant Report
R4-12-209. ~~Reserved~~ State Equivalent Examination
R4-12-211. ~~Application for funeral establishment license~~ Repealed

ARTICLE 5. PREARRANGED FUNERAL AGREEMENTS

Section

- R4-12-531. ~~Salesperson registration application~~ Repealed

ARTICLE 6. CREMATORY AND CREMATION REGULATION

Section

- R4-12-601. ~~Definitions~~ Repealed
R4-12-611. ~~Crematory authority; registration~~ Repealed

ARTICLE 1. GENERAL PROVISIONS

R4-12-101. Definitions

1. ~~"Board" means the Arizona State Board of Funeral Directors and Embalmers.~~
2. ~~"Cash advance item" means any item of service or merchandise described to a purchaser as a "cash advance", "accommodation", cash disbursement", or similar term. A cash advance item is also any item obtained from a third party and paid for by the funeral establishment on the purchaser's behalf. Cash advance items may include, but are not limited to, the following items, cemetery or crematory charges, pallbearers, public transportation, clergy Honoria, flowers, motorcycle escorts, musicians or singers, hair dressers, barbers, nurses, obituary notices, gratuities and death certificates.~~
3. ~~"Conviction" means a judgment of conviction by any state or federal court of competent jurisdiction in a criminal cause, regardless of whether an appeal is pending or could be taken, and includes any judgment or order based on a plea of no contest.~~
4. ~~"Direct cremation" means cremation of human remains without a ceremony, formal viewing or visitation of the human remains excluding an identification of the human remains.~~
5. ~~The terms "fraudulent", "misleading", "misrepresentation", "deceive", "deception", "deceptive", or false" as used in connection with statements or activities of licensees with respect to transactions with funeral services consumers are defined and interpreted as provided in A.R.S. § 44-1522.~~
6. ~~"Funeral services consumer or "purchaser" means any person, entity or agency which purchases or requests funeral merchandise or services from a funeral establishment in connection with or in preparation for funeral arrangements, transportation or disposition of human remains.~~
7. ~~"Immediate burial" means a disposition of human remains by burial, without formal viewing, visitation or ceremony with the body present.~~
8. ~~"Inexpensive caskets" means the least expensive adult caskets held for sale by the establishment to funeral services consumers.~~
9. ~~"Licensee" means any person or enterprise issued a licenses, certificate of qualification or registration, permit or similar authority or to provide any other services or funeral merchandise pursuant to Title 32, Chapter 12, A.R.S.~~
10. ~~"Unfinished wood box" means an unornamented casket made of wood or wood products which does not have a fixed interior lining.~~

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In this Chapter:

1. “Applicant” means:
 - a. An individual requesting to take a state equivalent examination;
 - b. An individual requesting an initial license or registration issued by the Board; or
 - c. One of the following if requesting a funeral establishment license, a crematory license, an interim permit, or a prearranged funeral sales endorsement:
 - i. The individual, if a sole proprietorship;
 - ii. Any 2 of the corporation’s officers, if a corporation;
 - iii. The managing partner; if a partnership or limited liability partnership; or
 - iv. The designated manager, or if no manager is designated, any 2 members of the limited liability company, if a limited liability company.
2. “Application packet” means the documents, forms, and additional information the Board requires to be submitted by an applicant or on behalf of an applicant.
3. “Board” means the same as in A.R.S. § 32-1301.
4. “Burial” means a disposition of human remains, other than direct cremation.
5. “Cash advance item” means any service or merchandise such as pallbearers, transportation, clergy, flowers, motorcycle escorts, hair dressers, barbers, nurses, obituary notices, or death certificates, which is paid for by a funeral establishment on behalf of a purchaser and charged to the purchaser at the same amount as originally purchased.
6. “Cremation” means the same as in A.R.S. 32-1301.
7. “Day” means calendar day.
8. “Designated funeral director” has the same meaning as responsible funeral director in A.R.S. § 32-1301.
9. “Direct cremation” means cremation of human remains without a formal viewing, ceremony, or visitation of the human remains except for identification purposes.
10. “Endorsement” means a written authorization issued by the Board to a funeral establishment to offer or sell prearranged funeral agreements under A.A.C. Title 4, Chapter 12, Article 5.
11. “Fraud”, “misleading”, or “false” means the actions described in A.R.S. § 44-1522.
12. “Immediate burial” means a disposition of human remains, other than direct cremation, without a formal viewing, ceremony, or visitation except for identification purposes.
13. “Manager” means an individual who manages according to A.R.S. § 32-1301.
14. “Previous owner” means a person who owned 10 % or more of a funeral establishment before the current owner.
15. “Unfinished wood box” means an unornamented receptacle or casket for human remains.
16. “Week” means 7 consecutive days.

R4-12-106. Reserved Time-frames for Board Approval

- A.** The overall time-frame described in A.R.S. § 41-1072(2) for each type of approval granted by the Board is listed in Table 1. The applicant and the Executive Director of the Board may agree in writing to extend the overall time-frame. The substantive review time-frame may not be extended by more than 25% of the overall time-frame.
- B.** The administrative completeness review time-frame described in A.R.S. § 41-1072(1) for each type of approval granted by the Board is listed in Table 1.
 1. The administrative completeness review time-frame begins:
 - a. For approval to take a state equivalent examination, when the Board receives an application packet required in R4-12-201;
 - b. For approval or denial of a license, when the Board receives an application packet; or
 - c. For approval or denial of an endorsement, a registration, or a permit, when the Board receives an application packet.
 2. If the application packet is incomplete, the Board shall send to the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review time-frame and the overall time-frame are suspended from the postmark date of the notice until the date the Board receives a complete application packet from the applicant.
 3. If the application packet is complete, the Board shall send a written notice of administrative completeness to the applicant.
 4. If the Board grants a license, registration, endorsement, or approval during the time provided to assess administrative completeness, the Board shall not issue a separate written notice of administrative completeness.
- C.** The substantive review time-frame described in A.R.S. § 41-1072(3) is listed in Table 1 and begins on the postmark date of the notice of administrative completeness.
 1. As part of the substantive review for a funeral establishment license, the Board shall conduct an inspection of the funeral establishment that may require more than 1 visit.

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2. During the substantive review time-frame, the Board may make 1 comprehensive written request for additional information or documentation. The time-frame for the Board to complete the substantive review is suspended from the postmark date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.
 3. The Board shall send a written notice of approval to an applicant who meets the qualifications in A.R.S. Title 32, Chapter 13 and this Chapter.
 4. The Board shall send a written notice of denial to an applicant who fails to meet the qualifications in A.R.S. Title 32, Chapter 13 and this Chapter.
- D.** The Board shall consider an application withdrawn if within 360 days from the application submission date the applicant fails to:
1. Supply the missing information under subsection (B)(2) or (C)(2); or
 2. Pass a national board, state equivalent, or state laws and rules examination, as applicable.
- E.** An applicant who does not wish an application withdrawn may request a denial in writing within 360 days from the application submission date.
- F.** If a time-frame's last day falls on a Saturday, Sunday, or official state holiday, the Board shall consider the next business day as the time-frame's last day.

Table 1. Time-frames (in days)

<u>Type of Approval</u>	<u>Statutory Authority</u>	<u>Overall Time-frame</u>	<u>Administrative Completeness Time-frame</u>	<u>Substantive Review Time-frame</u>
<u>Application for a state equivalent examination R4-12-201</u>	<u>A.R.S. §§ 32-1309, 32-1327, 32-1329</u>	<u>50</u>	<u>20</u>	<u>30</u>
<u>Application for an Embalmer Assistant Practical Examination R4-12-201</u>	<u>A.R.S. §§ 32-1309, 32-1325.01</u>	<u>50</u>	<u>20</u>	<u>30</u>
<u>Application for an intern, an embalmer or a funeral director license R4-12-202</u>	<u>A.R.S. §§ 32-1309, 32-1322, 32-1323</u>	<u>110</u>	<u>20</u>	<u>90</u>
<u>Application for an embalmer or funeral director license by an applicant who holds an out-of-state license R4-12-202(E)</u>	<u>A.R.S. §§ 32-1309, 32-1335</u>	<u>110</u>	<u>20</u>	<u>90</u>

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<u>Application for a multiple funeral director license R4-12-202(F)</u>	<u>A.R.S. §§ 32-1309, 32-1384</u>	<u>110</u>	<u>20</u>	<u>90</u>
<u>Application for an embalmer's assistant registration R4-12-203</u>	<u>A.R.S. §§ 32-1309, 32-1325.01</u>	<u>110</u>	<u>20</u>	<u>90</u>
<u>Application for a funeral establishment license R4-12-204</u>	<u>A.R.S. §§ 32-1309, 32-1383</u>	<u>110</u>	<u>20</u>	<u>90</u>
<u>Application for a prearranged funeral sales establishment endorsement R4-12-205</u>	<u>A.R.S. §§ 32-1309, 32-1391.12</u>	<u>60</u>	<u>20</u>	<u>40</u>
<u>Application for a prearranged funeral salesperson registration R4-12-207</u>	<u>A.R.S. §§ 32-1309, 32-1391.14</u>	<u>110</u>	<u>20</u>	<u>90</u>
<u>Application for crematory license R4-12-207</u>	<u>A.R.S. §§ 32-1309, 32-1395</u>	<u>110</u>	<u>20</u>	<u>90</u>

R4-12-108. Fees

A. The Board will charge the following fees concerning funeral directors applications and renewals:

1. Application for examination, \$150.00;
2. Application for oral re-examination, \$20.00;
3. Application for out-of-state license, \$200.00;
4. Biennial renewal of each license, \$140.00;
5. Reinstatement for each license, \$20.00;
6. Issuance of license, prorated quarterly until the next biennial renewal date, \$140.00.

B. The Board will charge the following fees concerning embalmer's applications and renewals:

1. Application for examination, \$150.00;
2. Application for oral re-examination, \$20.00;
3. Application for out-of-state license, \$200.00;
4. Biennial renewal of license, \$120.00;
5. Reinstatement for each license, \$20.00;
6. Issuance of license, prorated quarterly until the next biennial renewal date, \$120.00.

C. The Board will charge the following fees concerning assistant funeral directors' applications and renewals:

1. Application for registration, \$65.00;
2. Application for transfer, \$10.00;
3. Annual renewal of registration, \$65.00;
4. Reinstatement of registration, \$10.00 per year;
5. Issuance of registration, prorated quarterly until the next annual renewal date, \$64.00.

D. The Board will charge the following fees concerning apprentice embalmers' applications and renewals:

1. Application for registration, \$50.00;
2. Reinstatement after lapse of registration:
 - a. If actively employed during lapse of registration, \$10.00 for the first year and \$50.00 per year thereafter;
 - b. If inactive during lapse and within two years of lapse date, \$10.00;
3. Annual renewal of registration, \$50.00;
4. Issuance of registration, prorated quarterly until the next annual renewal date, \$52.00.

E. The Board will charge the following fees for the applications and renewals of funeral establishments:

1. Application for license, \$300.00;
2. Application for change of ownership, \$300.00;
3. Application for change in location, \$250.00;
4. Application for change in name, \$50.00;
5. Biennial renewal of license shall be based on the number of final dispositions of human remains performed by the establishment during the immediately preceding calendar year as follows:
 - a. Those establishments which perform from zero to 50 final dispositions, \$200.00;
 - b. Those establishments which perform from 51 to 300 final dispositions, \$350.00;

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- e. ~~Those establishments which perform 301 or more final dispositions, \$400.00;~~
- 6. ~~Reinstatement for each license, \$50.00 per year;~~
- 7. ~~Issuance of license, prorated quarterly until the next biennial renewal date, \$340.00. This fee shall not be imposed on licenses for change of ownership, location or name if the previous license has not elapsed.~~
- F.** ~~The Board will charge the following fees concerning prearranged funeral sales:~~
 - 1. ~~Application for sales endorsement, \$150.00;~~
 - 2. ~~Application for sales person registration, \$80.00;~~
 - 3. ~~Annual renewal of sales endorsement, \$140.00;~~
 - 4. ~~Annual renewal of salesperson registration, \$60.00;~~
 - 5. ~~Reinstatement of sales endorsement, \$50.00;~~
 - 6. ~~Reinstatement of salesperson registration:~~
 - a. ~~If actively selling during lapse, \$20.00 per year;~~
 - b. ~~If inactive during lapse, \$10.00 for each reinstatement.~~
 - 7. ~~Issuance of sales endorsement, prorated quarterly until the next annual renewal date, \$140.00;~~
 - 8. ~~Issuance of salesperson registration, prorated quarterly until the next annual renewal date, \$60.00;~~
 - 9. ~~Examination fee for salesperson registration, \$70.00;~~
 - 10. ~~Filing of annual report:~~
 - a. ~~For each establishment which has a prearranged funeral trust account and files in the time and manner required by A.R.S. § 32-1391.15 and R4-12-561, \$150.00;~~
 - b. ~~For each establishment which has a prearranged funeral trust account and files late, incomplete or otherwise inconsistent with A.R.S. § 32-1391.15 and R4-12-561, \$200.00;~~
 - c. ~~For each establishment which does not have a prearranged funeral trust account established after January 1, 1985 but has contractual prearranged funeral agreements, fixed or non-fixed, established prior to that date and files timely and complete, \$100.00;~~
 - d. ~~For each establishment which meets the criteria in subparagraph (c) but files late, incomplete or otherwise inconsistent with A.R.S. § 32-1391.15 and R4-12-561, \$150.00;~~
 - e. ~~For each establishment which has no contractual prearranged funeral agreements and files in a timely manner, no charge;~~
 - f. ~~For each establishment which has no contractual prearranged funeral agreements but files late, \$100.00.~~
- G.** ~~Except for inactive prearranges funeral sales persons and inactive apprentice embalmers, reinstatement fees are penalties for failure to renew a license or registration. Such fees are imposed in addition to the regular license or registration fee for each year or portion of a year from the time the renewal is due.~~
- H.** ~~The Board will charge the following fees for the duplication or copying of public records:~~
 - 1. ~~Nonecommercial copy, 25~~
 - 2. ~~Commercial copies requiring more than 15 minutes' search and copying time will be charged at the rate of \$5.00 for each additional 15-minute interval;~~
 - 3. ~~Directories for nonecommercial use, 5 per name and address; if printed on labels, 10 per name and address;~~
 - 4. ~~Directories for commercial use, 25 per name and address; if printed on labels, 30 per name and address;~~
 - 5. ~~The Board may waive the fees under this subsection for charitable organizations and governmental entities.~~
- I.** ~~The Board will charge \$5.00 per copy of the funeral directors' laws and rules. Any licensee may request one free copy of this publication during each renewal period.~~
- J.** ~~Federal Trade Commission rules and guidelines identified in rules R4-12-305 and R4-12-310 respectively, \$5.00 per copy.~~
- K.** ~~The Board will charge each licensed funeral establishment the actual cost of production and handling of each consumer information pamphlet entitled Arizona Funerals Information which is published by the Board and distributed to the licensed establishments pursuant to R4-12-308.~~
- L.** ~~Duplicate license, \$20.00.~~
- A.** ~~The Board shall charge the following nonrefundable fees for filing an annual trust report under A.R.S. § 32-1391.16:~~
 - 1. ~~For each funeral establishment that has a prearranged funeral trust account and files an annual trust report in the time and manner required in A.R.S. § 32-1391.16, \$150.00.~~
 - 2. ~~For each funeral establishment that has a prearranged funeral trust account and files an annual trust report late or incomplete, \$200.00.~~
- B.** ~~The Board shall charge the following fees for the duplication or copying of public records under A.R.S. § 39-121.03:~~
 - 1. ~~Noncommercial and commercial copy~~ 25¢ per page
 - 2. ~~Copying requiring more than 15 minutes~~ \$5.00 for each 15-minutes in excess of 15 minutes
 - 3. ~~Directories for noncommercial use~~ 5¢ per name and address
 - 4. ~~Directories for noncommercial use printed on labels~~ 10¢ per name and address
 - 5. ~~Directories for commercial use~~ 25¢ per name and address

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6. Directories for commercial use printed on labels 30¢ per name and address
 7. A directory in (3),(4),(5), or(6) issued on a diskette \$5.00 and the applicable name and address fee
- C.** For the consumer information pamphlet, entitled Arizona Funerals Information, the Board shall charge a funeral establishment the Board's actual cost of publishing, distributing, and mailing the pamphlet.
- D.** The Board may waive any of the fees in subsection (B) for charitable organizations or governmental entities.

ARTICLE 2. LICENSING PROVISIONS

R4-12-201. Apprenticeship requirements for embalmer's license Application for a State Equivalent Examination or Embalmer Assistant Practical Examination

- A.** ~~The Board will accept apprenticeship wherever served, provided the apprenticeship was:~~
- ~~1. Registered with the state in which the apprenticeship was served, or~~
 - ~~2. Served under the auspices of a recognized agency of the federal government or in an area where it was impossible to register the apprenticeship, and~~
 - ~~3. Served under a qualified practicing embalmer.~~
- B.** ~~The applicant shall provide:~~
- ~~1. If applicable, a written explanation of the reasons why the apprenticeship was not registered.~~
 - ~~2. The names of the qualified practicing embalmers under which the apprenticeship was served, and~~
 - ~~3. Written documentation of the apprenticeship including the dates served and the number of bodies embalmed from either the association of group charged with certifying an apprenticeship in the area in which the apprenticeship was served, or from the funeral establishments or the agencies or the federal government in which the apprenticeship was served.~~
- C.** ~~An apprentice does not quarry for examination until the apprentice has served one hundred and four weeks or twenty-four months of approved apprenticeship.~~

An applicant for a state equivalent examination or embalmer assistant practical examination shall submit an application packet to the Board that contains the following:

1. An application form provided by the Board, signed and dated by the applicant, and notarized that contains:
 - a. The applicant's name, mailing address, telephone number, and social security number;
 - b. Any prior name or alias of the applicant;
 - c. The applicant's date and place of birth; and
 - d. The applicant's height, weight, hair color, and eye color;
2. A photocopy of the applicant's high school diploma or general educational diploma issued in any state;
3. If applying to take a state equivalent examination, a photocopy of the diploma issued to the applicant upon graduation from an accredited or provisionally accredited school of mortuary science;
4. Two passport photographs of the applicant, no larger than 1 1/2 x 2 inches, taken not more than 60 days before the date of the application; and
5. The fee required by the Board.

R4-12-202. Apprenticeship time criteria Application for an Intern, an Embalmer, or a Funeral Director License

For the purposes of determining actual apprenticeship time served, the following criteria will be used:

1. At least 20 hours per calendar week will constitute one week of apprenticeship time, or
2. At least 86 hours per calendar month will constitute one month of apprenticeship time.

A. An applicant for an intern, an embalmer, or a funeral director license shall submit an application packet to the Board that contains the information required in A.R.S. § 32-1323, and the following:

1. An application form provided by the Board, signed and dated by the applicant, and notarized that contains:
 - a. The applicant's name, mailing address, telephone number, and social security number;
 - b. The applicant's date and place of birth;
 - c. Any prior name or alias of the applicant;
 - d. The name and address of the high school from which the applicant graduated and the graduation date or date applicant received a general equivalency diploma;
 - e. The name and address of the mortuary school from which the applicant graduated and graduation date;
 - f. The name, address, and telephone number of the funeral establishment employing the applicant;
 - g. Whether the applicant has ever been convicted of or entered into a plea of no contest to a class 1 or 2 felony, including the information in subsection (A)(1)(h)(i) through (A)(1)(h)(vi);
 - h. Whether the applicant, within 5 years from the date of the application, has been convicted of or entered into a plea of no contest to a felony or to a misdemeanor that is reasonably related to the applicant's proposed area of licensure including the:
 - i. Charged felony or misdemeanor;
 - ii. Date of conviction;

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- iii. Court having jurisdiction over the felony or misdemeanor;
 - iv. Probation officer's name, address, and telephone number, if applicable;
 - v. A copy of the notice of expungement, if applicable; and
 - vi. A copy of the notice of restoration of civil rights, if applicable;
 - i. Whether the applicant, within 5 years from the date of the application, has committed any act involving dishonesty, fraud, misrepresentation, breach of fiduciary duty, gross negligence, or incompetence reasonably related to the applicant's proposed area of licensure;
 - j. Whether the applicant is currently incarcerated or on community supervision after a period of imprisonment in a local, state, or federal penal institution or on criminal probation;
 - k. Whether the applicant, within 5 years from the date of the application, has had an application for a license, registration, certificate, or endorsement denied or rejected by any state funeral licensing authority including the:
 - i. Reason for the denial or rejection,
 - ii. Date of the denial or rejection, and
 - iii. Name and address of the agency that denied or rejected the application;
 - l. Whether the applicant has, within 5 years from the date of the application, had a license, registration, certificate, or endorsement suspended or revoked by any state funeral licensing authority including the:
 - i. Reason for the suspension or revocation,
 - ii. Date of the suspension or revocation, and
 - iii. Name and address of the state licensing authority that suspended or revoked the license;
 - m. Whether the applicant has ever surrendered a license, registration, certificate, or endorsement to the Board or any state funeral licensing authority;
 - n. The dates the applicant served as an apprentice embalmer or intern, location of apprenticeship or internship, and the number of human bodies embalmed, if applicable;
 - o. A statement of whether the applicant has passed a national board examination or state equivalent examination, if applicable; and
 - p. A notarized statement by the applicant verifying the information on the application is true and correct;
 - 2. A copy of the applicant's high school or general equivalency diploma;
 - 3. A copy of the transcript from each mortuary college attended by the applicant and, if applicable, each diploma issued to the applicant; and
 - 4. The fee required by the Board.
- B.** In addition to the requirements in subsection (A), an applicant for an intern license shall submit on the application form the name and license number of the embalmer who will supervise the applicant.
- C.** In addition to the requirements in subsection (A), an applicant for an embalmer license shall submit to the Board:
- 1. On the application form:
 - a. Whether the applicant has embalmed 25 or more human bodies;
 - b. Apprenticeship or internship information including:
 - i. Beginning and ending dates,
 - ii. The state in which the apprenticeship or internship was served,
 - iii. The applicant's state registration number and date of issuance, and
 - iv. The number of human bodies embalmed by the applicant during the apprenticeship or internship;
 - c. The following information:
 - i. The name of each state in which the applicant has been licensed or registered as an embalmer or funeral director,
 - ii. The date of issuance of each funeral director or embalmer license or registration, and
 - iii. The license or registration number in each state in which the applicant is or has been licensed or registered as an embalmer or funeral director;
 - d. The name of each mortuary at which the applicant practiced as an embalmer or funeral director for 5 years immediately before the application date, beginning and ending dates of the practice, and a description of the practice, if applicable;
 - e. A notarized statement from a funeral director licensed or registered in any state that contains the funeral director's:
 - i. State in which licensed;
 - ii. License number and issuance date;
 - iii. Statement of length of time that the funeral director has known the applicant;
 - iv. Statement attesting to the applicant's good character, reputation, and professional ability; and
 - v. Recommendation for the Board's approval of the applicant; and
 - 2. A report of apprenticeship or internship containing:
 - a. The applicant's name,
 - b. The name of the funeral establishment in which the apprenticeship or internship was served,

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- c. The name of the embalmer supervising the applicant.
- d. The beginning and ending dates covered in the report.
- e. The number of hours worked each month during the apprenticeship or internship.
- f. The number of human bodies embalmed each month during the apprenticeship or internship, and
- g. For each human body embalmed:
 - i. The name of the deceased.
 - ii. The date of death.
 - iii. A statement of whether an autopsy was performed, and
 - iv. The supervising embalmer's signature and license number.

D. In addition to the requirements in subsection (A), an applicant for a funeral director license shall submit to the Board a report containing:

- 1. The applicant's name;
- 2. The name of the funeral establishment in which 1 year of funeral directing experience was obtained;
- 3. The name of the responsible funeral director;
- 4. The beginning and ending dates covered in the report; and
- 5. For each burial, immediate burial, or direct cremation conducted by the applicant:
 - a. The name of the deceased;
 - b. The date of the burial, immediate burial, or direct cremation;
 - c. A statement of whether the applicant conducted a burial, immediate burial, or direct cremation; and
 - d. The supervising funeral director's signature and license number.

E. In addition to the requirements in subsection (A), an applicant for an embalmer or funeral director license who holds an out-of-state embalmer or funeral director license shall:

- 1. Submit on the application form, the name of each state in which the applicant is licensed or registered as an embalmer or funeral director; and
- 2. Arrange for the out-of-state licensing authority to complete the following on the application form to be submitted with the application packet:
 - a. Certification of current licensure of the applicant;
 - b. Type of license, license number, and date license was issued;
 - c. A statement of whether the applicant qualified by examination or by being licensed by another state;
 - d. A statement of whether the licensing authority has ever suspended, revoked, or taken any other action against the applicant's license; and
 - e. Notarized signature and title of agency official;

F. An applicant for a multiple funeral director license shall submit an application form that is signed and dated by the applicant, and notarized that includes the information in subsections (A)(1)(a) through (A)(1)(c) and:

- 1. The name and address of the funeral establishment for which the applicant:
 - a. Currently acts as the responsible funeral director, and
 - b. Is applying to act as the responsible funeral director;
- 2. The distance, stated in miles, between the current funeral establishment and the funeral establishment for which application is being made;
- 3. For the funeral establishment for which application is being made and for 12 months immediately preceding the application, the number of:
 - a. Funerals and cremations conducted at the funeral establishment, and
 - b. Transportations of human remains arranged through the funeral establishment;
- 4. The fee required by the Board; and
- 5. Other information required by the Board.

R4-12-203. ~~Background checks~~ Application for an Embalmer's Assistant Registration

A. Except for apprentice registration, each application for a license shall be accompanied by a completed fingerprint card and the fee prescribed by and made payable to the Arizona Department of Public Safety.

B. If an applicant has previously submitted legible fingerprints to the Board, this requirement is waived.

An applicant for an embalmer's assistant registration shall submit to the Board an application packet that contains the following:

- 1. An application form that contains:
 - a. The applicant's name, mailing address, telephone number, and social security number;
 - b. The applicant's date and place of birth;
 - c. Any prior name or alias of the applicant;
 - d. The name and address of the high school from which the applicant graduated and the graduation date or date applicant received a general equivalency diploma;
 - e. The name and address of each mortuary college attended by the applicant;
 - f. The name and address of the mortuary college from which the applicant graduated and graduation date;

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- g. The name, address, and telephone number of the funeral establishment employing the applicant;
 - h. Whether the applicant, within 5 years from the date of the application, has had an application for a license, registration, certificate, or endorsement denied or rejected by any state funeral licensing authority including the:
 - i. Reason for the denial or rejection,
 - ii. Date of the denial or rejection, and
 - iii. Name and address of the agency that denied or rejected the application;
 - i. Whether the applicant, within 5 years from the date of the application, has had a license, registration, certificate, or endorsement suspended or revoked by any state funeral licensing authority including the:
 - i. Reason for the suspension or revocation,
 - ii. Date of the suspension or revocation, and
 - iii. Name and address of the state licensing authority that suspended or revoked the license;
 - j. Whether the applicant, within 5 years from the date of the application, has surrendered a license, registration, certificate, or endorsement to the Board or any state funeral licensing authority;
 - k. The name of the applicant's current supervising embalmer;
 - l. If applicable, the beginning and ending dates the applicant served as an apprentice embalmer, the applicant's registration number and date of issuance, and the number of human bodies embalmed and date of each embalming; and
 - m. A notarized statement by the applicant verifying the information on the application is true and correct;
2. A copy of the applicant's high school or general equivalency diploma;
 3. A copy of the transcript and diploma from the mortuary college from which the applicant graduated;
 4. A report of apprenticeship containing:
 - a. The applicant's name,
 - b. The name of the funeral establishment in which the apprenticeship was completed,
 - c. The name of the supervising embalmer,
 - d. The beginning and ending dates covered in the report,
 - e. The number of hours worked each month during the 2 most recent consecutive years of apprenticeship,
 - f. The number of human bodies embalmed by the applicant or in which the applicant assisted in the embalming for each month of the apprenticeship,
 - g. For each human body embalmed by the applicant or in which the applicant assisted in embalming for the 2 most recent consecutive years of the apprenticeship:
 - i. The name of the deceased,
 - ii. The date of death,
 - iii. A statement of whether an autopsy was performed,
 - iv. The supervising embalmer's signature and license number, and
 - v. The applicant's signature.
 5. A completed and legible fingerprint card; and
 6. The fee required by the Board.

R4-12-204. Processing applications Application for a Funeral Establishment License or Interim Funeral Establishment Permit

- ~~A.~~** The Board will notify the applicant as follows:
1. ~~If eligible to take the examination, the applicant will be notified of the place and time of the examination.~~
 2. ~~If the Board determines that the applicant is not qualified or has cause to believe that the applicant has made substantial false or misleading statements on the application, it will deny the application and the applicant will be notified of the reasons for the denial.~~
- ~~B.~~** ~~If the only reason for denial is failure to meet the apprenticeship or embalmer time requirements and such requirements can be met within one year of the Board's decision, the application will be held pending completion of the time requirements but not longer than 15 months and no additional application fee will be charged for the examination.~~
- ~~C.~~** ~~Application fees are not refundable. Application fees will not be applied toward a future examination if the applicant fails to appear at the examination for which he applied, except as provided in subsection (B) or under one of the following conditions:~~
1. ~~A serious accident or severe illness to the applicant or a member of the applicant's immediate family which can be documented.~~
 2. ~~A death or extreme emergency involving a member of the applicant's immediate family which can be documented.~~
- ~~D.~~** ~~The Board will approve an application subject to receipt of required materials, but no license will be issued until all requirements for licensure have been satisfied.~~
- A.** An applicant for a funeral establishment license shall submit an application packet to the Board that contains the fee required by the Board, information required in A.R.S. § 32-1383, and an application form that contains:
1. The funeral establishment's current and previous name, if any;
 2. The address of the physical location and telephone number of the funeral establishment;

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3. The responsible funeral director's name and license number;
 4. The name of the funeral establishment's current and previous owner;
 5. Whether the funeral establishment is a proprietorship, a corporation, a partnership, a limited liability company, or a subsidiary of a corporation, a partnership, or a limited liability company;
 6. If the previous owner was a corporation, the name of the corporation;
 7. The name and address of each person owning 10% or more of the establishment or corporation common stock;
 8. If a corporation, partnership, or limited liability company:
 - a. The state and date of incorporation or formation;
 - b. The name and address of the Arizona statutory agent or agent appointed to receive process; and
 - c. The name, address, and title of each officer, director, general partner, or member;
 9. Whether the applicant has ever been convicted of or entered into a plea of no contest to a class 1 or 2 felony, including the information in subsection (A)(10)(a) through (A)(10)(f);
 10. Whether the applicant, within 5 years from the date of the application, has been convicted of or entered into a plea of no contest to a felony or to a misdemeanor that is reasonably related to the applicant's proposed area of licensure including the:
 - a. Charged felony or misdemeanor;
 - b. Date of conviction;
 - c. Court having jurisdiction over the felony or misdemeanor;
 - d. Probation officer's name, address, and telephone number, if applicable;
 - e. A copy of the notice of expungement, if applicable; and
 - f. A copy of the notice of restoration of civil rights, if applicable;
 11. Whether the applicant, within 5 years from the date of the application, has committed any act involving dishonesty, fraud, misrepresentation, breach of fiduciary duty, gross negligence, or incompetence reasonably related to the applicant's proposed area of licensure;
 12. Whether the applicant is currently incarcerated or on community supervision after a period of imprisonment in a local, state, or federal penal institution or on criminal probation;
 13. Whether the applicant, within 5 years from the date of the application, has had an application for a license, registration, certificate, or endorsement denied or rejected by any state funeral licensing authority including the:
 - a. Reason for the denial or rejection,
 - b. Date of the denial or rejection, and
 - c. Name and address of the agency that denied or rejected the application;
 14. Whether the applicant has, within 5 years from the date of the application, had a license, registration, certificate, or endorsement suspended or revoked by any state funeral licensing authority including the:
 - a. Reason for the suspension or revocation,
 - b. Date of the suspension or revocation, and
 - c. Name and address of the state licensing authority that suspended or revoked the license;
 15. Whether the applicant has ever surrendered a license, registration, certificate, or endorsement to the Board or any state funeral licensing authority;
 16. A statement, signed by the responsible funeral director and notarized, affirming licensure in Arizona and confirming responsibility for the funeral establishment's compliance with Arizona state laws and rules; and
 17. The applicant's signature.
- B.** An applicant for an interim funeral establishment permit shall submit an application packet to the Board that contains the information required in A.R.S. § 32-1388 and an application form that contains:
1. The funeral establishment's current and previous name, if any;
 2. The address of the physical location and telephone number of the funeral establishment;
 3. The name of the funeral establishment's current and previous owner;
 4. The responsible funeral director's name and license number;
 5. Whether the funeral establishment is a proprietorship, a corporation, a partnership, a limited liability company, or a subsidiary of a corporation, a partnership, or a limited liability company;
 6. If the previous owner was a corporation, the name of the corporation;
 7. The name and address of each person owning 10% or more of the establishment or corporation common stock;
 8. If a corporation, partnership, or limited liability company:
 - a. The state and date of incorporation or formation;
 - b. The name and address of the Arizona statutory agent or agent appointed to receive process; and
 - c. The name, address, and title of each officer, director, general partner, or member;
 9. The name of the previous licensed owner;
 10. A statement, signed by the responsible funeral director and notarized, affirming licensure in Arizona and confirming responsibility for the funeral establishment's compliance with Arizona state laws and rules; and
 11. The applicant's signature.

R4-12-205. ~~Funeral directors' examination~~ Application for a Prearranged Funeral Sales Endorsement

~~The examination for a funeral director's certificate shall consist of not less than seventy written questions upon the following subjects: funeral directing, proper embalming practices and procedures; methods of determining whether proper embalming practices and procedures are being, or have been, followed for preservation of the dead human body and prevention of the spread of disease; the laws and regulations and approved practices governing the preparation, burial, and disposal of dead human bodies, and the shipment of bodies dying from infectious or contagious diseases.~~

An owner and the owner's responsible funeral director applying for a prearranged funeral sales endorsement for a funeral establishment shall submit an application packet to the Board that contains the fee required by the Board, information required in A.R.S. § 32-1391.12, and an application form that contains:

1. The funeral establishment's name, mailing address, and telephone number;
2. The funeral establishment's designated funeral director's, manager's, corporate officers', owner's, trustee's, or any controlling person's:
 - a. Current name and any prior name or alias;
 - b. Current address, telephone number, and social security number;
 - c. Date and place of birth; and
 - d. Former addresses, including dates of residence, for 7 years immediately preceding the date of the application;
3. The total amount of trust funds, including accrued interest, for 12 months immediately preceding the application date;
4. The total number of currently existing prearranged funeral agreements entered into before January 1, 1985;
5. The total number of prearranged funeral agreements sold by the funeral establishment for the calendar year immediately preceding the date of the application;
6. Whether the designated funeral director, a manager, a corporate officer, a trustee, or an owner, within 7 years preceding the date of application, in any state or federal jurisdiction, has:
 - a. Been convicted of or entered into a plea of no contest to a felony or to a misdemeanor involving dishonesty, fraud, deception, misrepresentation, embezzlement, or breach of fiduciary duty; or
 - b. Been issued a judgment or consent order for consumer fraud, securities violation, or civil racketeering;
7. The name, address, alias, and telephone number of each individual named in subsection (6) and the following:
 - a. The charged felony or misdemeanor;
 - b. Date of conviction or judgment;
 - c. Court having jurisdiction over the felony or misdemeanor;
 - d. Probation officer's name, address, and telephone number, if applicable; and
 - e. A copy of the notice of expungement, if applicable; and
 - f. A copy of the notice of restoration of civil rights, if applicable; and
8. A notarized statement signed by the owner and designated funeral director verifying the information on the application is true and correct;

R4-12-206. ~~Examinations~~ Application for a Prearranged Funeral Salesperson Registration

- ~~**A:** Written examinations for embalmer and funeral director licensing will be given at least twice each year.~~
- ~~**B:** While an examination is in progress, examinees shall not leave the room nor communicate with any other person without the permission of an attending proctor.~~
- ~~**C:** An examinee who creates any disturbance which interferes with the maintenance of order during an examination may be ejected from the room; and, if ejected, will be considered to have failed the examination and shall forfeit all application fees.~~

~~**D:** At the completion of the written examination, all examination questions and answers shall be delivered to the proctor.~~

An applicant for a prearranged funeral salesperson registration shall submit an application packet to the Board that contains the fee required by the Board, information required in A.R.S. § 32-1391.14, and an application form that contains:

1. The applicant's telephone number and social security number;
2. A statement of whether the applicant is a funeral director or embalmer licensed in Arizona;
3. Whether the applicant has ever been convicted of or entered into a plea of no contest to a felony or to a misdemeanor involving dishonesty, fraud, deception, misrepresentation, embezzlement, or breach of fiduciary duty in any state or federal court within 7 years preceding the date of application including the:
 - a. Charged felony or misdemeanor;
 - b. Date of conviction;
 - c. Court having jurisdiction over the felony or misdemeanor;
 - d. Probation officer's name, address, and telephone number, if applicable;
 - e. A copy of the notice of expungement, if applicable; and
 - f. A copy of the notice of restoration of civil rights, if applicable.
4. Whether the applicant, within 7 years preceding the date of the application, has had an application for a license, registration, endorsement, or certificate denied or rejected by any state funeral licensing authority including the:
 - a. Reason for the denial or rejection.
 - b. Date of the denial or rejection, and

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- c. Name and address of the agency that denied or rejected the application;
5. Whether the applicant, within 7 years preceding the date of the application, has had a license, certificate, endorsement, or registration suspended or revoked by any state funeral licensing authority including the:
 - a. Reason for the suspension or revocation,
 - b. Date of the suspension or revocation, and
 - c. Name and address of the agency that suspended or revoked the license;
6. A notarized statement signed by the applicant verifying the information on the application is true and correct; and
7. A notarized statement signed by the responsible funeral director verifying the applicant will be employed by the responsible funeral director upon issuance of the registration by the Board.

R4-12-207. ~~Oral Examinations~~ Application for a Crematory License

- ~~A. An oral examination shall consist of at least twenty-five questions on the laws of Arizona pertaining to the Funeral Directors Act, A.R.S. § 32-1301 et seq., these rules, and the Department of Health Services rules (A.A.C.) R9-19-301 et seq. as appropriate.~~
- ~~B. Oral examination questions appropriate to the type of license or registration applied for shall be constructed and approved by the Board prior to the examination date.~~
- ~~C. The passing grade for an oral examination shall be a score of 75% or more. The Board may weight questions according to their importance in determining the competency of the applicant.~~
- ~~D. The Board may determine that the applicant may read the questions propounded, but all answers will be given verbally unless a physical handicap prevents a verbal response.~~
- ~~E. The Board shall attempt to accommodate handicapped applicants insofar as it is able to without jeopardizing the validity of the examination.~~
- ~~F. An oral examination given pursuant to A.R.S. § 32-1323, to be taken in conjunction with a written examination, can may be given at a different place and time, if it is mutually agreeable to the applicant and the Board's administrator.~~
- ~~G. Oral examinations given pursuant to A.R.S. § 32-1333 (out of state applicant) or A.A.C. R4-12-208 (waiver of written examination) will be given by individual appointment at a time and place mutually convenient to the applicant and the Board's administrator and may be given prior to the Board's approval of application and license, but, in no case, will a license be issued without prior approval of the Board and payment of the license fee.~~

An applicant for a crematory license shall submit an application packet to the Board that contains the fee required by the Board, information required in A.R.S. § 32-1395, and the following:

1. An application form that contains:
 - a. The name of the crematory;
 - b. The address of the physical location and telephone number of the crematory;
 - c. Whether the crematory is a proprietorship, a corporation, a partnership, a limited liability company, or a subsidiary of a corporation, a partnership, or a limited liability company;
 - d. The name and license number of the responsible funeral director or cremationist;
 - e. The name and address of each person owning 10% or more of the establishment or corporation common stock;
 - f. A statement, signed by the responsible funeral director or cremationist and notarized, affirming licensure in Arizona and confirming responsibility for the crematory's compliance with Arizona state laws and rules;
 - g. If a corporation, partnership, or limited liability company:
 - i. The state and date of incorporation or formation;
 - ii. The name and address of the Arizona statutory agent or agent appointed to receive process; and
 - iii. The name, address, and title of each officer, director, general partner, or member;
 - h. Whether the applicant has ever been convicted of or entered into a plea of no contest to a class 1 or 2 felony, including the information in subsection (1)(i)(i) through (1)(i)(vi);
 - i. Whether the applicant, within 5 years from the date of the application, has been convicted of or entered into a plea of no contest to a felony or to a misdemeanor that is reasonably related to the applicant's proposed area of licensure including the:
 - i. Charged felony or misdemeanor;
 - ii. Date of conviction;
 - iii. Court having jurisdiction over the felony or misdemeanor;
 - iv. Probation officer's name, address, and telephone number, if applicable;
 - v. A copy of the notice of expungement; if applicable; and
 - vi. A copy of the notice of restoration of civil rights, if applicable;
 - j. Whether the applicant, within 5 years from the date of the application, has committed any act involving dishonesty, fraud, misrepresentation, breach of fiduciary duty, gross negligence, or incompetence reasonably related to the applicant's proposed area of licensure;
 - k. Whether the applicant is currently incarcerated or on community supervision after a period of imprisonment in a local, state, or federal penal institution or on criminal probation;

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- l. Whether the applicant, within 5 years from the date of the application, has had an application for a license, registration, certificate, or endorsement denied or rejected by any state funeral licensing authority including the:
 - i. Reason for the denial or rejection,
 - ii. Date of the denial or rejection, and
 - iii. Name and address of the agency that denied or rejected the application;
 - m. Whether the applicant has, within 5 years from the date of the application, had a license, registration, certificate, or endorsement suspended or revoked by any state funeral licensing authority including the:
 - i. Reason for the suspension or revocation,
 - ii. Date of the suspension or revocation, and
 - iii. Name and address of the state licensing authority that suspended or revoked the license;
 - n. Whether the applicant has ever surrendered a license, registration, certificate, or endorsement to the Board or any state funeral licensing authority; and
 - o. The applicant's signature;
2. A copy of a funeral establishment license or crematory authority certificate issued by the Arizona Department of Real Estate to a cemetery that operates a crematory.

R4-12-208. ~~Exception to written examination~~ Annual Intern, Apprentice Embalmer, or Embalmer's Assistant Report

- A.** ~~The Board shall accept a certificate issued by the Conference of Funeral Service Examining Boards in lieu of the written portion of the embalmer's or funeral director's examination provided such examination was successfully completed within five years of application or the applicant has legally practiced the art of embalming or the profession of funeral directing, as appropriate applicable to the application, within the last five years.~~
- B.** ~~This exception does not apply to the oral examination.~~
- A.** To meet the requirements in A.R.S. §§ 32-1322(A), 32-1324 or 32-1325.01(B)(2), an intern, apprentice embalmer, or embalmer's assistant shall work a minimum of 40 hours each week and a minimum of 160 hours each month during an internship or apprenticeship.
- B.** As required in A.R.S. § 32-1330, an intern, an apprentice embalmer, or an embalmer's assistant shall submit the following on a form provided by the Board:
1. The name of the intern, apprentice embalmer, or embalmer's assistant;
 2. The name of the funeral establishment employing the intern, apprentice embalmer, or embalmer's assistant;
 3. The supervising embalmer's name and license number;
 4. The beginning and ending dates being covered by the report;
 5. The number of hours worked each week at the employing funeral establishment;
 6. For each human body embalmed:
 - a. The name of the deceased;
 - b. The date of death;
 - c. A statement of whether an autopsy was performed; and
 - d. The supervising embalmer's signature and license number;
 7. A statement signed by the intern, apprentice embalmer, or embalmer's assistant verifying the information on the report is true and correct;
 8. A statement signed by the responsible funeral director verifying the intern, apprentice embalmer, or embalmer's assistant has been employed by the responsible funeral director; and
 9. A statement signed by the supervising embalmer verifying supervision of the intern, apprentice embalmer, or embalmer's assistant.

R4-12-209. ~~Reserved State Equivalent Examination~~

- A.** The funeral service science section of the state equivalent examination shall consist of no fewer than 70 written questions covering the following subjects:
1. Embalming practices and procedures;
 2. Methods of determining whether proper embalming practices and procedures are being or have been followed for the preservation of the human body and prevention of the spread of disease;
 3. Laws and regulations and approved practices governing the preparation, burial, and disposal of human bodies; and
 4. Methods of shipping human bodies when the cause of death is an infectious or contagious disease.
- B.** The funeral services arts section of the state equivalent examination shall consist of no fewer than 70 written questions covering the following subjects:
1. Funeral directing,
 2. Funeral service law,
 3. Funeral merchandising,
 4. Business law,
 5. Accounting,
 6. Sociology.

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- 7. Accounting, and
- 8. Psychology.

R4-12-211. Application for funeral establishment license Repealed

- ~~A. Each application shall meet the requirements of R4-12-203 pertaining to background checks for each owner, trustee, receiver or other person desiring a funeral establishment license.~~
- ~~B. The responsible funeral director of the establishment shall certify on the application that the establishment will be equipped and maintained in accordance with this Chapter.~~
- ~~C. If an application is for change of owner, the location or the name of the establishment, the license previously issued to the establishment shall be surrendered with the application for an establishment license.~~
- ~~D. A license surrendered with a timely application will remain in effect until a new license is issued or denied.~~

ARTICLE 5. PREARRANGED FUNERAL AGREEMENTS

R4-12-531. Salesperson registration application Repealed

~~The application for prearranged funeral salesperson shall be signed and dated by the applicant and sworn to before a notary public. The responsible funeral director shall verify on the application that he will employ the applicant as a prearranged funeral salesperson if the registration is issued. The application and verification shall be dated no more than 30 days before the application is filed with the Board. The written examination shall be taken by an applicant for registration within 30 days after the application is filed.~~

ARTICLE 6. CREMATORY AND CREMATION REGULATION

R4-12-601. Definitions Repealed

~~In A.R.S. § Title 32, Chapter 12, Article 6, and this Article, the following definitions of terms shall apply:~~

- ~~1. "Commissioner" means the Real Estate Commissioner.~~
- ~~2. "Cremation container" means a rigid, combustible, closed container into which the body of a deceased person is put for subsequent placement in the cremation chamber for a crem.~~
- ~~3. "Licensing authority" means the Board for funeral establishments licensed under this Chapter or the Commissioner for owners or operators holding a certificate of authority to operate a cemetery.~~
- ~~4. "Violation or offense" means each incident, action or failure to act which violates any provision of A.R.S. § Title 32, Chapters 12 or 20, or rules adopted pursuant to those chapters.~~

R4-12-611. Crematory authority; registration Repealed

- ~~A. A person desiring to operate a crematory in Arizona for the cremation of human remains shall register with the Board as a crematory authority.~~
- ~~B. The application for registration shall contain the following information and shall be executed under oath or affirmation by the crematory authority's responsible funeral director or cemetery operator:
 - ~~1. Name and location of the crematory.~~
 - ~~2. License number and name of the funeral establishment or the cemetery authority under which the crematory authority desires to register.~~
 - ~~3. Statement as to whether the crematory is a sole proprietorship, partnership, or a corporation.~~
 - ~~4. Name of each person owning ten percent or more of the crematory, or, if a corporation, the name of each person owning ten percent or more of the capital units or shares in the corporation.~~~~
- ~~C. The application for registration also shall contain the following information:
 - ~~1. Mailing address and telephone number of the crematory.~~
 - ~~2. Name, address and telephone number of the crematory authority's responsible funeral director or cemetery operator.~~
 - ~~3. Address and telephone number of each person named in subsection (B)(4), and, if a corporation, the names, addresses and telephone numbers of the officers and statutory agent of the corporation.~~
 - ~~4. Photocopy of the funeral establishment license or cemetery certificate of authority under which the crematory will be registered.~~~~
- ~~D. The application for registration shall be accompanied by a fee of \$25. The certificate of registration issued by the Board shall be in the name of the funeral establishment or cemetery operator.~~
- ~~E. Upon request of the crematory authority and for an additional fee of \$25, the Board also may issue a certificate of registration in the name of the crematory.~~
- ~~F. If the information provided pursuant to subsection (B) changes in any way, a new application and fee for registration shall be submitted to the Board within 30 days after the change.~~
- ~~G. If the owner of the crematory authority intends to close the crematory, the owner shall notify the Board at least 30 days prior to closing. If the crematory is closed unexpectedly, the owner shall advise the Board immediately.~~
- ~~H. A duplicate funeral establishment license or cemetery certificate of authority and the certificate of registration shall be prominently displayed in the crematory.~~

NOTICE OF FINAL RULEMAKING

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 48. ARIZONA UNIFORM PLUMBING CODE COMMISSION

PREAMBLE

1. Sections Affected

R4-48-105
R4-48-125
R4-48-127
Appendix A

Rulemaking Action

New Section
Amend
New Section
New Appendix

2. The specific authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):

Authorizing statute: A.R.S. § 41-619
Implementing statute: A.R.S. § 41-619

3. The effective date of the rules:

March 16, 2001

4. A list of all previous notices appearing in the Register addressing the final rule:

Notice of Rulemaking Docket Opening: 6 A.A.R. 1803, May 19, 2000
Notice of Rulemaking Docket Opening: 5 A.A.R. 3618, October 1, 1999
Notice of Proposed Rulemaking: 6 A.A.R. 1770, May 19, 2000
Notice of Supplemental Rulemaking: 6 A.A.R. 4165, November 3, 2000

5. The name and address of agency personnel with whom persons may communicate regarding the rulemaking:

Name: A. Hal Key, P.E., Chairperson
Arizona Uniform Plumbing Code Commission

Address: c/o Arizona Registrar of Contractors
800 West Washington, 6th Floor
Phoenix, Arizona 85007

Telephone: (602) 542-1525, Ext. 7445
Fax: (602) 542-1599

6. An explanation of the rule, including the agency's reasons for initiating the rule:

This rulemaking revises Appendix G to make it consistent with the new Appendix I in R4-48-127.

The objective of Laws 1997, Ch. 112 is to ensure statewide adoption and implementation of The International Association of Plumbing and Mechanical Officials' (I.A.P.M.O.) 1994 Uniform Plumbing Code (UPC). Promulgation of Appendix I in R4-48-127 completes the state plumbing code and meets this objective.

Background:

On February 9, 1999, the Governor's Regulatory Review Council approved most of the Arizona Uniform Plumbing Code. Excluded were Appendices G, I, and J, which were remanded back to the Arizona Uniform Plumbing Code Commission (Commission) for rework.

On October 18, 1999, Appendix J and PEX were effective as a final rule, and on December 16, 1999, Appendix G was effective as a final rule.

On February 16, 1999, a subcommittee of 11 members, and their alternates, was appointed by the Commission to review the appendices and bring recommendations back to the Commission. This subcommittee was comprised of former commission members, members of the Arizona Department of Environmental Quality, plumbing trade organizations and representatives from various cities, towns, and counties.

The subcommittee met on a weekly basis, approximately 31 times between February 22, 1999 and January 18, 2000, putting in 4 and 5 hours at a time on Appendices G, I, and J until finally, there was general consensus by all members.

On March 21, 2000 the subcommittee presented the recommended changes to Appendix G and the new Appendix I to the Commission. Changes to Appendix G and the new Appendix I were approved at that meeting.

Following the May 19, 2000 publication of the proposed rulemaking of the changes to Appendix G and the new Appendix I in the Arizona Administrative Registrar, a public hearing was held on June 19, 2000 to receive verbal and written comments. On July 18, 2000, August 15, 2000 and September 19, 2000 the Commission met to address those comments, which brought about substantial changes to the new Appendix I. Because of the nature of the changes, GRRC staff recommended a supplemental rulemaking take place. The supplemental rulemaking was published in the Register on November 3, 2000, a public hearing was held on December 12, 2000, and no verbal or written comments were submitted. On December 13, 2000, the final version of Appendix G and the new Appendix I were approved.

7. A reference to any study that the agency relied on in its evaluation of or justification for the final rule and where the public may obtain or review the study, all data underlying each study, any analysis of the study and other supporting material:

None

8. A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:

Before February 1999, when Rule Title 4, Chapter 48 became final, Arizona was 1 of 5 states that did not have a statewide uniform set of product and installation standards for plumbing systems. At that time the Governors Regulatory Review Council removed Appendix I from the original rule and sent it back to the Arizona Uniform Plumbing Code Commission for further review. The Arizona Uniform Plumbing Code Commission and the Arizona Department of Environmental Quality reviewed the items in this rule package together. This rule package continues the work of the Arizona Uniform Plumbing Code Commission to develop one statewide set of uniform plumbing standards as mandated by the Arizona Legislature. These standards will significantly reduce the number of hours required for training and education about the standards, reduce the number of re-inspections by the administrative authorities (cities, counties, etc.), and reduce the quantity of rework performed by the industry (engineers, contractors, etc.). One set of uniform product and installation standards will reduce training time and costs, enhance public safety and health as a result of elimination of the existing convoluted and myriad regulation imposed by the political subdivisions of the state.

9. The summary of the economic, small business, and consumer impact:

Promulgation and implementation of these rules will not adversely affect those administering the provisions of the rules, because promulgation and implementation will not require any additional employees.

Small business will benefit because of uniform statewide rules which will simplify their business practice with regard to compliance issues.

Consumers will benefit with the savings passed on from the businesses utilizing the uniform statewide rules.

10. A description of the changes between the proposed rules, including supplemental notices, and final rules (if applicable):

The following changes were made in the supplemental proposed rulemaking to ensure that R4-48-127, Appendix A, (modified Appendix I), is consistent with R4-48-125 (modified Appendix G).

- (a) Removed from Table I-1, the information in the 2nd and 3rd rows, after the Title row, as well as footnote 2 and replaced with information and a footnote, from Table B of Appendix G.
- (b) Made the paragraph under the title "Appendix A. Modified Appendix I" into a separate section, R4-48-105.
- (c) Added and clarified the definition for Administrative Authority so that it is consistent with the opinion of the Attorney General.
- (d) Added a provision to R4-48-125 and R4-48-127, which reads: "Notwithstanding any other provision of (R4-48-125 or R4-48-127), the provisions of (R4-48-125 or R4-48-127) do not require an Administrative Authority to act in a manner that conflicts with other provisions of state law or duplicates any act required by other provisions of state law".
- (e) In I 9 (d) and (f), specified the exact level below ground that piping should be installed.
- (f) Minor grammatical, stylistic, and typographical errors were corrected by the Commission at the request of GRRC staff.

11. A summary of the principal comments and the agency response to them:

The Arizona Uniform Plumbing Code Commission received 6 comments with regard to Appendices G and I. The Commission responded to each comment in the Concise Explanatory Statement and made the 6 changes mentioned in paragraph #10.

Comment No. 1 from the Arizona Department of Environmental Quality, regarding the definition of "Administrative Authority" caused the Commission to add Section R4-48-105, which clarifies that the rules do not supersede, restrict, or negate the authority of any state agency, municipality or county.

All other comments were duly noted and did not require any changes to the rule because the concerns were already addressed by other statutes or rules.

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12. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:

None

13. Incorporations by reference and their location in the rules:

ASTM D 5879-95, "Standard Practice for Surface Site Characterization for On-Site Septic Systems"	R4-48-127 Appendix A, p. 12
ASTM D 5921-96, "Standard Practice for Subsurface Site Characterization of Test Pits for On-Side Septic Systems"	R4-48-127 Appendix A, p. 12
ASTM D 1452-80 (Reapproved 1995), "Standard Practice for Soil Investigation and Sampling by Auger Borings"	R4-48-127 Appendix A, p. 12
ASTM C 1227-00, "Standard Specification for Precast Concrete Septic Tanks"	R4-48-127 Appendix A, p. 12
IAPMO PS1-93, "Material and Property Standard for Prefabricated Septic Tanks"	R4-48-127 Appendix A, p. 12
ACI 318-99, "Building Code Requirements for Structural Concrete" and ACI 318R-99, "Commentary"	R4-48-127 Appendix A, p.12
ACI 350R-89, "Environmental Engineering Concrete Structures"	R4-48-127 Appendix A, p. 12

14. Was this rule previously promulgated as an emergency rule?

No

15. The full text of the rules follows:

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 48. ARIZONA UNIFORM PLUMBING CODE COMMISSION

ARTICLE 1. ARIZONA UNIFORM PLUMBING CODE

Section

- R4-48-105. General
R4-48-125. Appendix G, Graywater Systems for Single Family Dwellings
R4-48-127. Appendix I, Private Sewage Disposal Systems
Appendix A, Modified Appendix I

ARTICLE 1. ARIZONA UNIFORM PLUMBING CODE

R4-48-105. General

The rules of this Article are adopted under A.R.S. §41-619, which provides for the adoption statewide of the Uniform Plumbing Code ("Code"). The rules do not specify the procedures by which the Code will be enforced, which may be governed by other provisions of state law. The rules do not supersede, restrict, or negate the authority of any state agency, municipality, or county to administer, delegate, or enforce laws, statutes, rules, or ordinances within its respective jurisdiction.

R4-48-125. Appendix G, Graywater Systems for Single Family Dwellings

- A.** Appendix G of the International Association of Plumbing and Mechanical Officials' (I.A.P.M.O.) Uniform Plumbing Code (1994 Edition) is incorporated by reference. This incorporation by reference does not include any later amendments or editions. Copies of the incorporated material are available from I.A.P.M.O. at 20001 Walnut Drive South, Walnut, CA, 91789-2825 and are on file with Arizona Uniform Plumbing Code Commission and the Office of the Secretary of State. Notwithstanding any other provision of R4-48-125, the provisions of R4-4-125 do not require an Administrative Authority to act in a manner that conflicts with other provisions of state law or duplicates any act required by other provisions of state law.
- B.** Appendix G, incorporated by subsection (A) is modified as follows:
1. Appendix G 1 (b) is modified to read: "The type of system shall be determined on the basis of location, soil type, absorption rate, soil classification ~~under American Society Testing and Materials (ASTM) D-5921-96~~, and depth to ground water below the land surface, and shall be designed to accept only graywater connected to the system from the residential building. The system, except as otherwise approved, may consist of a holding tank or tanks and shall discharge graywater into subsurface irrigation/disposal fields."
 2. No change.

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3. Appendix G 1 (g) is added to read: “When making the initial site investigation and determining the soil characterization and soil absorption rates for graywater systems, the ~~following~~ ASTM standards in subsections (a) through (c), are incorporated by reference and the standards in subsections (a) through (d), or equivalent methods or standards approved by the Administrative Authority shall be used. The incorporations do not include later amendments or editions and are available from Registrar of Contractors and are on file with the Office of the Secretary of State:
 - a. ASTM D 5879-95, “Standard Practice for Surface Site Characterization for On-Site Septic Systems;”
 - b. ASTM D 5921-96, “Standard Practice for Subsurface Site Characterization of Test Pits for On-Site Septic Systems;” ~~and~~
 - c. ASTM D 1452-80 (Reapproved 1995), “Standard Practice for Soil Investigation and Sampling by Auger Borings,” ~~shall~~ may be used in areas where the depth to groundwater may be within the required vertical separation from the bottom of the subsurface disposal field for graywater systems, based on the factors in the standard.” ~~or~~
 - d. Percolation testing, as specified in Appendix I of this Code.”
4. No change.
5. No change.
6. No change.
7. Appendix G 4 (c) is modified to read: “A log of soil formations, percentage of rock, texture, structure, consistence, and mottles as provided in ASTM D 5921-96, ~~and~~ depth to groundwater below the land surface as determined by test holes dug in close proximity to any proposed irrigated area ~~and soil classification. The Administrative Authority may require an additional determination of water absorption characteristics of the soil at the proposed site by approved percolation tests or by alternate means (using, for example, published groundwater data, subdivision reports, or relevant well data), soil classification, or percolation test results~~ to determine equivalent function of subsurface irrigation/disposal field. Other information acceptable to the Administrative Authority may be used to obtain soil performance equivalent to that achieved by the standards or methods specified in Section G 1 (g).”
8. No change.
9. No change.
10. No change.
11. No change.
12. No change.
13. No change.
14. No change.
15. Appendix G 8 (c) is modified to read: “When a percolation test is ~~required~~ used, no graywater system shall be permitted if the test shows the absorption capacity of the soil is outside the range of 2 minutes per inch (0.79 minutes per cm) to 60 minutes per inch (23.6 minutes per cm). Soils with excessively high or low permeability are unsuitable.”
16. No change.
17. No change.
18. No change.
19. No change.
20. No change.
21. No change.
22. No change.
23. No change.
24. No change.
25. No change.
26. No change.
27. No change.
28. No change.
29. No change.
30. No change.
31. No change.
32. No change.
33. No change.
34. No change.
35. No change.
36. No change.
37. No change.
38. No change.

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R4-48-127. Appendix I, Private Sewage Disposal Systems

In accordance with A.R.S. § 41-619(B)(4), the Arizona Uniform Plumbing Code Commission adopts Appendix I of the International Association of Plumbing and Mechanical Officials' (I.A.P.M.O.) Uniform Plumbing Code (1994 Edition) as modified in Appendix A. Notwithstanding any other provision of R4-48-127, the provisions of R4-48-127 do not require an Administrative Authority to act in a manner that conflicts with other provisions of state law or duplicates any act required by other provisions of state law.

Appendix A Modified Appendix I

I.1 Private Sewage Disposal - General

- (a) Where permitted by Section 713.0, the building sewer may be connected to a private sewage disposal system complying with the provisions of this appendix. The type of system shall be determined on the basis of location, soil absorption rate, soil classification, and depth to the ground water below the land surface and shall be designed to receive all sewage from the property. The system, except as otherwise approved, shall consist of a septic tank with effluent discharging into a subsurface disposal field, into 1 or more seepage pits, or into a combination of subsurface disposal field and seepage pits. The Administrative Authority may grant exceptions to the provisions of this appendix for permitted structures which have been destroyed due to fire or natural disaster, and which cannot be reconstructed in compliance with these provisions.
- (b) Where the quantity or quality of the sewage is such that the above system cannot be expected to function satisfactorily; for commercial, agricultural, and industrial plumbing systems; for installations where appreciable amounts of industrial or indigestible wastes are produced; for occupancies producing abnormal quantities of sewage or liquid waste; or when grease interceptors are required by other parts of this Code, the method of sewage treatment and disposal shall be first approved by the Administrative Authority. Special sewage disposal systems for minor, limited, or temporary uses shall be first approved by the Administrative Authority. This appendix applies only to systems with an inflow of 3000 gallons (11,355 liters) per day or less.
- (c) Disposal systems shall be designed to utilize the most porous or absorptive portions of the soil formation. Where the depth to the ground water extends to within the specified minimum vertical separation for the proposed system, a private sewage disposal system shall not be installed.
- (d) The minimum vertical separation from the bottom of the disposal field or seepage pit shall be as specified in Tables I-4 (A), I-4 (B), I-5 or I-7.
- (e) When making a site investigation and determining the soil characterization and soil absorption rates for private sewage disposal systems and alternative private sewage treatment and disposal systems, an investigator shall use one or more of the following standards, including (1) through (7), incorporated by reference, or methods or equivalent standards approved by the Administrative Authority. The incorporated standards do not include later amendments or editions and are available from the Registrar of Contractors and the Office of the Secretary of State:
 - (1) ASTM D 5879-95, "Standard Practice for Surface Site Characterization for On-Site Septic Systems";
 - (2) ASTM D 5921-96, "Standard Practice for Subsurface Site Characterization of Test Pits for On-Site Septic Systems";
 - (3) ASTM D 1452-80 (Reapproved 1995), "Standard Practice for Soil Investigation and Sampling by Auger Borings." This method shall be used in areas if the depth to groundwater may be within the required minimum vertical separation from the bottom of the subsurface disposal field for the private sewage disposal system;
 - (4) ASTM C1227-00, "Standard Specification for Precast Concrete Septic Tanks";
 - (5) IAPMO PS1-93, "Material and Property standard for Prefabricated Septic Tanks";
 - (6) ACI 318-99, "Building Code Requirements for Structural Concrete" and ACI 318R-99, "Commentary";
 - (7) ACI 350R-89, "Environmental Engineering Concrete Structures", or
 - (8) Percolation testing as specified in Section I 15.
- (f) A site investigation shall include a log of soil formations, percentage of rock, texture, structure, consistence, and mottles as provided in ASTM D-5921-96, depth to ground water below the land surface as determined by test holes dug in close proximity to any proposed disposal field or seepage pit (for example, published groundwater data, subdivision reports, or relevant well data), soil classification, or percolation test results. Other information acceptable to the Administrative Authority may be utilized to determine soil performance equivalent to that achieved by the standards or methods specified in Section I 1 (e).
- (g) All private sewage disposal systems shall be so designed that additional seepage pits or subsurface drain fields, equivalent to at least 100% of the required original system, may be installed if the original system cannot absorb all the sewage. No division of the lot or erection of structures on the lot shall be made if such division or structure impairs the usefulness of the 100% expansion area.
- (h) No property shall be improved in excess of its capacity to treat and dispose of sewage effluent by the means provided in this Code.
- (i) No private sewage disposal system, or part thereof, shall be located in any lot other than the lot which is the site of the building or structure served by such system; nor shall any private sewage disposal system or part thereof, be located at any point having less than the minimum distances indicated in Table I-1.

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Nothing in this Code shall be construed to prohibit the use of all or part of an abutting lot to provide additional space for a private sewage disposal system or part thereof, when proper cause, transfer of ownership, or change of boundary not in violation of other requirements has been first established to the satisfaction of the Administrative Authority. The instrument recording such action shall constitute an agreement with the Administrative Authority which shall clearly state and show that the areas so joined or used shall be maintained as a unit during the time they are so used. Such agreement shall be recorded in the office of the County Recorder as part of the conditions of ownership of said properties, and shall be binding on all heirs, successors, and assigns to such properties. A copy of the instrument recording such proceedings shall be filed with the Administrative Authority.

- (j) No building permit shall be issued until the Administrative Authority has approved the site for a private sewage disposal system.
- (k) Nothing contained in this appendix shall be construed to prevent the Administrative Authority from requiring compliance with statutes, ordinances, or rules having higher requirements than those contained herein, where such statutes, ordinances, or rules are essential to maintain a safe and sanitary condition.
- (l) Exception: The Administrative Authority may, at its discretion, approve an alternative private sewage treatment and disposal system.

I 2 Definitions

- (a) Administrative Authority – A municipality or county that enforces the state plumbing code. The director of the Arizona Department of Environmental Quality may delegate functions, powers, or duties to a municipality or county under A.R.S. §49-107.
- (b) Aggregate – Clean graded hard rock or gravel. Aggregate shall have not more than 2% fines by weight. Aggregate shall be of uniform size, 3/4 inches (19.1 mm) to 2 1/2 inches (63.5 mm) in diameter, and shall offer 30% or more void space. The aggregate shall have a hardness value of 3 or greater on the Moh’s Scale of Hardness (aggregate that can scratch a copper penny without leaving any residual rock material on the coin would be a hardness of 3 or more on the Moh’s Scale of Hardness). Volcanic rock that meets the above criteria may be substituted for hard rock or gravel.
- (c) Bedroom – A habitable room providing privacy and used for sleeping purposes. For the purposes of this Code, a loft or a basement shall be considered a bedroom.
- (d) Disposal Area – Area within the horizontal plane that is delineated by a simple figure that encompasses the soil absorption components of a wastewater system.
- (e) Disposal Bed – A type of bottom area absorption system that uses an underground area up to 12 feet (3.7 m) wide, partially filled with aggregate. Piping distributes the effluent evenly throughout the entire bed.
- (f) Disposal Field (Drainfield) – An aggregate-filled bed or trench into which effluent is discharged for final treatment and disposal. A soil absorption system is constructed to permit the discharge of treated sewage effluent into native soil. Construction is performed following site-specific specifications including soil excavation and the installation of disposal piping, aggregate, and other specified components and materials. The plan view of a drainfield shows the disposal area. The soil absorption area of a drainfield is the total surface within a drainfield that is approved by the Administrative Authority for the discharge of treated sewage effluent into the native soil.
- (g) Disposal Pipe – Pipe that is placed in disposal trenches, beds, or a seepage pit to disperse effluent to the soil absorption surfaces.
- (h) Disposal Pit (Seepage Pit) – A type of sidewall absorption system that uses a vertical, cylindrical underground excavation constructed to permit disposal of effluent by soil absorption through the pit’s walls.
- (i) Disposal Trench – A type of absorption trench that uses an area, excavated 1 foot (.3 m) to 3 feet (.9 m) wide, which contains aggregate and a single effluent disposal pipe.
- (j) Distribution Box – A watertight structure that receives and distributes effluent in equal portions to 2 or more pipes that convey effluent to disposal pipes.
- (k) Domestic Water Source Intake – A point of water intake or a suction pipeline located in any stream, lake, or reservoir that is used for the purpose of providing water for human consumption.
- (l) Dosing Tank – A watertight receptacle located between the treatment unit and the drainfield, equipped with a pump or siphon, that stores and delivers doses of treated sewage effluent to the drainfield.
- (m) Dry Wash – A watercourse that only flows in direct response to precipitation and whose channel at all times is above the water table.
- (n) Effective Absorption Area – Area of native soil that is approved by the Administrative Authority for the absorption of treated sewage effluent in a disposal trench, pit, or other approved drainfield.
- (o) Failure – The inability of any disposal system component to function as designed.
- (p) Five-Day Biochemical Oxygen Demand (BOD) – The quantity of oxygen used in the biochemical oxidation of organic matter in 5 days at 20 degrees Centigrade under specific conditions and reported as milligrams per liter (mg/l).
- (q) Groundwater – Water that is in the zone of saturation and under pressure equal to or greater than atmospheric pressure.
- (r) Impermeable layer – A soil zone with a percolation rate numerically greater than 120 minutes per inch or soils classified as impermeable (for example: clay or rock).

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- (s) Live stream – A watercourse with perennial flow or where surface water is present at least 10% of the time during a calendar year, based upon historic flow or weather records.
- (t) Mottles – Soil color patterns caused by alternating saturated (anaerobic) and unsaturated (aerobic) soil conditions.
- (u) Percolation Test – An empirical test used to estimate the rate at which effluent is absorbed by the soil.
- (v) Repair – The extension, alteration, replacement, or relocation of existing components of a private sewage disposal system.
- (w) Rock – A body of consolidated or partially consolidated material, composed of minerals and located at or below the land surface. Rock includes bedrock (fractured or unfractured) and partially-weathered rock that is relatively hard and cannot be dug with a hand shovel.
- (x) Septage – All sludge, scum, liquid, or other material treated using a private sewage disposal system.
- (y) Site – The location of an existing or proposed private sewage disposal system.
- (z) Site Investigation – The practice of investigating, evaluating, and reporting on soil, topographic, and location conditions that affect the design and function of a private sewage disposal system.
- (aa) Soil Evaluation – The practice of investigating, characterizing, and reporting the properties of soil used to absorb treated sewage effluent in a zone of unsaturated flow.
- (ab) Soils – The naturally occurring, unconsolidated mineral and organic material on the land surface, developed from rock and other parent material that consists of sand, silt, and clay-sized particles and variable amounts of organic matter. In a zone of transition between two types of soil, the soil will be classified according to those soil characteristics that represent 51% or more of the total zone.
- (ac) Soil Profile – A vertical cross-section of the undisturbed soil showing the characteristic soil horizontal layers or soil horizons that have formed as a result of the combined effects of parent material, topography, climate, biological activity, and time.
- (ad) Total Suspended Solids (TSS) – Solids in wastewater that can readily be removed by standard filtering procedures in a laboratory and reported in milligrams per liter (mg/l).

I.3 Capacity of Septic Tanks

The design liquid capacity of all septic tanks shall conform to Table I-2 and I-3.

I.4 Area of Disposal Fields

The minimum effective absorption area in disposal fields and estimated waste/sewage flow rate shall conform to Tables I-3, I-4 (A), I-4 (B) and I-7 and shall be as follows:

- (1) When disposal fields are installed, a minimum of 150 square feet (13.9 sq. m) of trench bottom shall be provided for each system exclusive of any hard pan, rock, clay, or other impervious formations. Sidewall area in excess of the required 12 inches (30.5 cm) and not to exceed 36 inches (91.4 cm) below the disposal pipe may be added to the trench bottom area when computing absorption areas.
- (2) When leaching beds are installed in lieu of trenches, the area of each such bed shall be at least 50% greater than the tabular requirements for trenches. Perimeter sidewall area in excess of the required 12 inches (30.5 cm) and not to exceed 36 inches (91.4 cm) below the disposal pipe may be added to the trench bottom area when computing absorption areas.
- (3) No excavation for a disposal pipe or disposal bed shall extend within the system's specified minimum vertical separation in order to ensure the system does not contaminate the underlying groundwater in excess of Arizona Aquifer Water Quality standards.
- (4) When leaching chambers are installed in lieu of pipe and aggregate, an equivalent absorption area shall be provided based on the calculated effective chamber absorption area. The calculated effective chamber absorption area is the nominal open-bottom absorption area (length times width) times 1.43, plus the product of 2 times the vertical height of the sidewalls times the chamber length. The sidewall chamber shall provide a minimum of 35% open area for side wall credit to be allowed, and shall be constructed to minimize the movement of fines into the chamber area. The use of filter fabric or geotextile against sidewall openings is prohibited. The required minimum absorption area shall be calculated using table I-4 (A), I-4 (B) or I-7.

Example:

The chamber to be used has an open bottom 3 feet wide, 6 feet long, and has 1 vertical foot (0.9 m, 1.8 m, and 0.3 m deep) of sidewall. The disposal system is for a 3-bedroom dwelling. The soil is loamy sand (N). Depth of chamber bottom is to be less than 5 feet (1.5 m) below the finished grade (the installation is considered a shallow system).

The calculated effective chamber absorption area per chamber is:

Chamber bottom area = 3 feet x 6 square feet (0.9 x 1.8 sq. m.) of open bottom area x 1.43 = 25.74 square feet (2.39 sq. m.), plus

Chamber sidewall = 2 sidewalls x 1 foot high x 6 feet long = 12 square feet (2 x 0.30 m. x 1.83 m. = 1.11 sq. m.).

The effective chamber absorption area = the chamber bottom plus sidewalls

Chamber sidewall = 25.74 square feet (2.39 sq. m.) + 12 square feet (1.11 sq. m.) = 37.74 square feet (3.5 sq. m.) per chamber.

The number of chambers needed is calculated as follows:

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Wastewater flow rate is 3 bedrooms x 150 gallons per day (568 lpd), or 450 gallons per day (1703 lpd). The soil application rate for loamy sand [Table I-4 (A), Question N, Column A] is listed as 0.80 gallons per day per square foot (32.6 lpd/sq. m.) Dividing the flow rate, 450 gallons per day (1703 lpd), by the soil application rate, 0.80 gpd/sq. ft. (32.6 lpd/sq. m) yields a total absorption area of 562.5 square feet (52.3 sq. m.). Since the effective chamber absorption area of each chamber is 37.74 square feet (3.5 sq. m.), a total of 14.9 chambers are needed.

Required area = 562.5 sq. ft. (52.3 sq. m.) divided by 37.74 sq. ft. (3.5 sq. m.).

Round up to a total chamber requirement of 15 chambers.

I5 Area of Seepage Pits

The minimum effective absorption area in any seepage pit shall be predicated on estimated waste/sewage flow rates in Table I-3 and shall conform to Tables I-5 and I-6 as follows:

- (1) The minimum effective absorption area in any seepage pit shall be calculated as the excavated sidewall area below the inlet exclusive of any hardpan, rock, clay, or other impervious formations.
- (2) Seepage pit sizes may be computed from Table I-5 or using percolation tests prescribed in I 15.
- (3) The minimum required area of porous formation shall be provided in one or more seepage pits. No seepage pit excavation shall extend into the system's specified minimum vertical separation from the water table nor to a depth where sewage may contaminate the underlying groundwater that is protected by state law for domestic or drinking water purposes.
- (4) The applicant shall supply acceptable evidence of depth to groundwater to the Administrative Authority.
- (5) A boring log that describes soil from the seepage pit shall be submitted to the Administrative Authority.

I6 Soil Testing

Seepage pit and disposal field sizes shall be computed from Tables I-4 (A), I-4 (B), I-5, I-6, and I-7.

I7 Septic Tank Design and Construction

- (a) All septic tanks shall meet the specifications set forth in I 7, (b) through (q).
- (b) Septic tank designs shall produce a clarified effluent and shall provide adequate space for sludge and scum accumulations.
- (c) Septic tanks shall be constructed of solid durable materials, not subject to excessive corrosion or decay and shall be water-tight.
- (d) Septic tanks shall have a minimum of 2 compartments except when placed in series. The inlet compartment of any septic tank not placed in series shall be nominally 67 to 75% of the total required capacity of the tank. Septic tanks placed in series shall be considered as a unit and shall meet the same criteria as a single tank. The liquid depth of the septic tank shall not be less than 42 inches (1.07m). A septic tank of 1000 gallon capacity shall have a length of at least 8 feet (2.44m). For septic tanks of greater capacity, the tank length shall be at least 2 times but not more than 3 times the width.
- (e) Access to each septic tank interior shall be provided by at least 2 access openings 20 inches (50.8 cm) in minimum dimension. One access opening shall be located over the inlet and 1 access opening shall be located over the outlet. Whenever a 1st compartment exceeds 12 feet (3.7 m) in length, an additional access opening shall be provided over the baffle wall. Access openings and risers, if needed, shall be constructed to ensure accessibility within 6 inches (0.15 m) below grade. A permanent surface marker appropriate to the site shall be provided for locating the septic tank access openings for maintenance.
- (f) The inlet and outlet pipe openings shall be not less in size than the connecting sewer pipe. The vertical leg of a round inlet and outlet fittings shall not be less in size than the connecting sewer pipe nor less than 4 inches (10.1 cm). A baffle-type fitting shall have the equivalent cross-sectional area of the connecting sewer pipe and not less than a 4 inch (10.2 cm) horizontal dimension when measured at the inlet and outlet pipe inverts.
- (g) The inlet and outlet pipe or baffle shall extend 4 inches (10.2 cm) above and at least 12 inches (30.5 cm) below the water surface. The invert of the inlet pipe shall be at a level not less than 2 inches (5.1cm) above the invert of the outlet pipe.
- (h) Inlet and outlet pipe fittings or baffles, and compartment partitions shall have a free vent area equal to the required cross-sectional area of the house sewer or private sewer discharging therein to provide free ventilation above the water surface from the disposal field or seepage pit through the septic tank, house sewer, and stack to the outer air.
- (i) The sidewalls shall extend at least 12 inches (30.5 cm) above the liquid depth. The cover of the septic tank shall be at least 2 inches (5.1 cm) above the top of the inlet fitting vent opening.
- (j) Partitions or baffles between compartments shall be of solid, durable material and shall extend at least 4 inches (10.1 cm) above the liquid level. The open area of the baffle shall be between 1 and 2 times the open area of the inlet pipe or for a horizontal slot, shall be no more than 6 inches in height, and shall be located at the midpoint of the liquid level of the baffle. Wooden baffles are prohibited.
- (k) Each tank shall be structurally designed to withstand all anticipated earth or other loads. All septic tank covers shall be capable of supporting an earth load of 300 pounds per square foot (14.4 kPa) for a minimum soil cover of 2 feet (0.61 m). When the top of the tank is greater than 2 feet (0.61 m) below finished grade, the septic tank and cover shall be capable of supporting an additional load of 150 pounds per square foot (7.2 kPa) for each additional foot of cover.
- (l) Septic tanks installed under concrete or black top paving shall have the required access openings extended to grade in a manner acceptable to the Administrative Authority.

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- (m) The inlet and outlet ends of the tank shall be clearly and permanently marked on the outside of the tank with the terms "INLET" or "IN," and, "OUTLET" or "OUT," above, or to the right or left of the corresponding inlet and outlet openings.
- (n) It is permissible to have septic tanks placed in series to meet the minimum septic tank capacity requirements.
- (o) Materials
 - (1) Cast in Place Concrete Septic Tanks

All concrete septic tanks shall be protected from corrosion by coating with an approved bituminous coating by construction with a concrete mix incorporating 15% to 18% fly ash, or by other acceptable means. The coating shall extend to at least 4 inches (101.6 mm) below the water line, and shall cover all of the internal area above that point. Septic tanks constructed in place shall comply with the American Concrete Institute (ACI) standards 318-99, 318R-99, and 350R-89.
 - (2) Steel Septic Tanks

The minimum wall thickness of any steel septic tank shall be No. 12 U.S. gauge (0.109 cm) and each tank shall be protected from corrosion, both externally and internally, by an approved bituminous coating or by other acceptable means.
 - (3) Prefabricated septic tanks

Materials for precast concrete septic tanks shall comply with ASTM C1227-00. Materials for fiberglass or polyethylene septic tanks shall comply with IAPMO PS1-93. If any conflict exists between this appendix and ASTM C1227-00 or IAPMO PS1-93, the requirements of this appendix shall apply.
 - (4) Alternative materials

Septic tanks constructed of alternative materials may be approved by the Administrative Authority if they comply with approved, applicable standards in this Code.
 - (5) Prohibited Materials

Wooden, block, and bare steel septic tanks are prohibited.
- (p) All tanks shall be clearly and permanently marked with the manufacturer's name and registered trademark, the month and year of manufacture, the maximum recommended depth of earth cover in feet or meters and the design liquid capacity of the tank. The markings shall be adequately protected from corrosion so as to remain permanent and readable over the life of the tank.
- (q) A septic tank effluent filter approved by the Administrative Authority shall be installed on all new private sewage disposal systems. The filter shall prevent the passage of solids larger than 1/8 inch (3.2 mm) in diameter while under 2 feet (0.61 m) of hydrostatic head. The filter shall be constructed of materials that are resistant to corrosion and erosion and be of adequate size for the anticipated hydraulic and organic loading.

I 8 Disposal Fields

- (a) Distribution lines shall be constructed of clay tile laid with open joints, perforated clay pipe, perforated high density polyethylene pipe, perforated ABS pipe, perforated PVC pipe, or other approved materials, provided that sufficient openings are available for distribution of the effluent into the trench area.
- (b) Before placing aggregate or drain lines in a prepared excavation, all smeared or compacted surfaces shall be removed from trenches by raking to a depth of 1 inch (2.5 cm) and the loose material removed. Aggregate shall be placed in the trench to the depth and grade required by this section. Drainpipe shall be placed on aggregate in an approved manner. The drain lines shall than be covered with aggregate to the minimum depth required by this section and this covered with landscape filter fabric, geotextile, or similar porous material to prevent closure of voids with earth backfill. No earth backfill shall be placed over the aggregate cover until after inspection and acceptance.

Exception:
Listed or approved leaching chambers may be used in lieu of pipe and aggregate. Chamber installations shall follow this appendix for disposal fields, where applicable, and shall conform to manufacturer's installation instructions.
- (c) A grade board staked in the trench to the depth of aggregate shall be utilized when distribution line is constructed with drain tile or a flexible pipe material which will not maintain alignment without continuous support.
- (d) Where 2 or more drain lines are installed, an approved distribution box of sufficient size to receive all lateral lines and flows shall be installed at the head of each disposal field. The inverts of all outlets shall be level and the invert of the inlet shall be at least 1 inch (2.5 cm) above the outlets. Distribution boxes shall be designed to insure equal flow and shall be installed on a stable level surface such as a concrete slab or natural or compacted soil. Concrete distribution boxes shall be protected from corrosion by coating with an appropriate bituminous coating, or constructed of concrete with a 15% to 18% fly ash content, or by other approved methods acceptable to the Administrative Authority.
- (e) All laterals from a distribution box to the disposal field shall be approved pipe with watertight joints. Multiple disposal field laterals, wherever practicable, shall be of uniform length.
- (f) Connections between a septic tank and a distribution box shall be laid with approved pipe with watertight joints on natural ground or compacted fill.
- (g) Disposal fields and beds shall be constructed as specified in Tables I-4 (A) and I-4 (B) and the following criteria:

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<u>Gravity Trenches</u>	<u>Minimum</u>	<u>Maximum</u>
Number of trenches ¹	1	=
Length of trench	=	100 feet (30.5 m)
Bottom width of trench	12 inches (30.5 cm)	36 inches (91.4 cm)
Depth of cover over disposal pipe	9 inches (22.9 cm)	24 inches (61.0 cm) ²
Aggregate material under disposal pipe	12 inches (30.5 cm)	=
Aggregate material over disposal pipe	2 inches (5.1 cm)	2 inches (5.1 cm)
Slope of disposal pipe	level	level
Disposal pipe diameter	3 inches (7.6 cm)	4 inches (10.1 cm)
Spacing of disposal pipe, or leaching	2 x effective depth ³ or 5 feet (1.5 m) whichever is greater	

Notes:

¹ 2 trenches are recommended.

² For more than 24 inches (61.0 cm), SDR 35 or equivalent strength pipe is required.

³ The distance between the bottom of the disposal pipe and the bottom of the trench bed.

<u>Gravity Beds</u>	<u>Minimum</u>	<u>Maximum</u>
Number of disposal pipes	2	=
Length of bed	=	100 feet (30.5 m)
Distance between disposal pipes	4 feet (1.2 m)	6 feet (1.8 m)
Width of bed	10 feet (3.0 m)	12 feet (3.66 m)
Distance from pipe to sidewall	3 feet (0.91 m)	3 feet (0.91 m)
Depth of cover over disposal pipe	9 inches (22.9 cm)	14 inches (35.6 cm)
Aggregate material under disposal pipe	12 inches (30.5 cm)	=
Aggregate material over disposal pipe	2 inches (5.1 cm)	2 inches (5.1 cm)
Slope of disposal pipe	level	level
Disposal pipe diameter	3 inches (7.6 cm)	4 inches (10.1 cm)

Disposal fields, trenches and leaching beds shall not be paved over or covered by concrete or any material that can reduce or inhibit any possible evaporation of sewer effluent.

(h) When necessary on sloping ground to maintain a level disposal pipe, leach trenches or disposal beds shall be stepped. The lines between each horizontal leaching section shall be made with approved watertight joints and installed on natural or unfilled ground.

I 9 Seepage Pits

(a) Seepage pits constructed in accordance with this appendix are considered a method of disposing of septic tank effluent. Criteria used for determining the suitability of a seepage pit are contained in table I 5. The capacity of seepage pits shall be based on the quantity of liquid waste discharging there into, and on the character and porosity of the surrounding soil and shall conform to Section I 5 of this appendix.

(b) Multiple seepage pit installations shall be served through an approved distribution box or be connected in series by means of a watertight connection laid on undisturbed or compacted soil. The outlet from the pit shall have an approved sanitary tee with the vertical leg extending at least 12 inches (30.5 cm) below the inlet fitting.

(c) Each seepage pit shall be circular in shape and shall have an excavated diameter of not less than 4 feet (1.2 m). Approval shall be obtained prior to construction for any pit having an excavated diameter greater than 6 feet (1.8 m).

(d) For gravel filled seepage pits, the entire pit shall be backfilled with aggregate which shall be clean and of uniform gradation, 3/4 inch (1.9 cm) to 2 1/2 inches (6.4 cm) in diameter. Material used for backfill shall offer a minimum of 30% void space. Each pit shall have a breather/effluent conductor pipe, which shall consist of a perforated pipe at least 4 inches (10.2 cm), in diameter, placed vertically within the backfill of the pit. The pipe shall extend from the bottom of the pit to 12 inches below ground level.

(e) Lined, hollow pits shall be lined with concrete liner, or other approved materials and shall be laid on a firm foundation. Excavation voids behind the liner shall have a minimum of 9 inches (22.9 cm) of aggregate which shall be clean and of uniform gradation, 3/4 inch (1.9 cm) to 2 1/2 inches (6.4 cm) in diameter.

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- (f) The cover of a lined seepage pit shall be constructed of an approved 1 or 2 piece reinforced concrete slab of 2500 pounds per square inch (17,238 kPa) minimum compressive strength, not less than 5 inches (127 mm) thick and designed to support an earth load of not less than 400 pounds per square foot (19.2 kPa). Each cover shall be provided with a 12 inch (30.5 cm) minimum access hole with plug or cover and shall be coated on the underside with an approved bituminous seal or constructed of concrete with 15% to 18% fly ash content or other nonpermeable protective material. Each cover shall have at least a 4 inch (10.2 cm) inspection pipe placed vertically not more than 6 inches below ground level.
- (g) The top of the seepage pit cover must be at least 18 inches (45.7 cm) but not more than 4 feet (1.2 m) below the surface of the ground.
- (h) An approved vented inlet fitting shall be provided in every seepage pit to prevent the inflow from damaging the sidewall. Exception: When using a 1 or 2 piece concrete slab cover inlet, the fitting may be a 1/4 bend fitting discharging through an opening in the top of the slab cover. For multiple seepage pit installations, the outlet fittings shall be per Section I 9 (b) of this appendix.
- (i) Seepage pit design details are shown in Figure I-1 and I-2.

I 10 Cesspools

The use of cesspools for waste disposal is prohibited.

I 11 Interceptor Design Criteria for Private Sewage Disposal Systems

- (a) When liquid wastes containing excessive amounts of grease, garbage, flammable wastes, sand, or other ingredients which may affect the operation of a private sewage disposal system, an interceptor for such wastes shall be installed.
- (b) Installation of such interceptors shall comply with Section 1008.0 of the Uniform Plumbing Code and their location shall be in accordance with Table I-1 of this appendix.
- (c) Sampling box shall be installed when required by the Administrative Authority.
- (d) Interceptors shall be of approved design and be of not less than 2 compartments. Structural requirements shall be in compliance with the applicable subparts of Section I 7 of this appendix.
- (e) Interceptors shall be located as close to the source as possible and be accessible for servicing. All necessary manholes for servicing shall be at grade level and be gas-tight.
- (f) Waste discharge from interceptors may be connected to a septic tank or other primary system or be disposed into a separate disposal system.
- (g) Recommended Design Criteria. Minimum design criteria for grease and garbage, commercial kitchens; sand-silt oil, auto washers; and silt-lint grease, laundries, and laundromats. (Formulae may be adapted to other types of occupancies with similar wastes or as determined by the Administrative Authority rules.)

<u>Grease and Garbage, Commercial Kitchens</u>					
<u>Number of Meals</u>		<u>Waste</u>		<u>Retention</u>	
<u>per peak hour</u>	<u>x</u>	<u>Flow Rate</u>	<u>x</u>	<u>Time</u>	<u>x</u>
				<u>Storage</u>	<u>Interceptor Size</u>
				<u>Factor</u>	<u>(liquid capacity)</u>
				<u>≡</u>	

<u>Sand-Silt Oil, Auto Washers</u>					
<u>Number of Vehicles</u>		<u>Waste</u>		<u>Retention</u>	
<u>per peak hour</u>	<u>x</u>	<u>Flow Rate</u>	<u>x</u>	<u>Time</u>	<u>x</u>
				<u>Storage</u>	<u>Interceptor Size</u>
				<u>Factor</u>	<u>(liquid capacity)</u>
				<u>≡</u>	

<u>Silt-Lint Grease, Laundries, Laundromats</u>					
<u>Number of</u>		<u>2 cycles</u>		<u>Waste</u>	
<u>Machines</u>	<u>x</u>	<u>per hour</u>	<u>x</u>	<u>Flow Rate</u>	<u>x</u>
				<u>Retention</u>	<u>Time</u>
				<u>x</u>	<u>x</u>
				<u>Storage</u>	<u>Interceptor Size</u>
				<u>Factor</u>	<u>(liquid capacity)</u>
				<u>≡</u>	

Waste Flow Rate

See Table I-3 of this appendix for estimated flow rates.

Estimated Retention Times

<u>Commercial kitchen waste:</u>	
<u>Dishwasher and/or disposal</u>	<u>2.5 hours</u>
<u>Single Service kitchen:</u>	
<u>Single serving with disposal</u>	<u>1.5 hours</u>
<u>Sand-silt-oil</u>	<u>2.0 hours</u>
<u>Lint-silt (laundry)</u>	<u>2.0 hours</u>

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Estimated Storage Factors

Fully equipped commercial kitchen	8 hour operation:	1.0
	16 hour operation:	2.0
	24 hour operation	3.0
Single service kitchen		1.5
Auto washers	Self-serve	1.5
	Employee operated	2.0
Laundries, Laundromats	(allows for rock filter)	1.5

I 12 Inspection and Testing

- (a) Private sewage disposal systems shall be inspected and tested prior to operation.
- (b) Inspection shall be for the following purposes:
- (1) To verify soil characteristics used for the basis of the design.
 - (2) To verify the installation of approved equipment and materials.
 - (3) To verify that construction was performed in accordance with the permit.
 - (4) To verify watertightness of the septic tank and other components.
- (c) Field testing shall include:
- (1) Septic tank watertightness – Watertightness shall be established before inspection. A tank failing the watertightness test must be repaired or replaced, and cannot be operated until it complies with watertightness requirements and has been inspected.
 - (2) Water test procedures – Tanks shall be filled to the invert of the outlet. Water shall be left standing in the tank for at least 24 hours before the inspection. After 24 hours, refill the tank, if necessary. Concrete may absorb some water. At the start of the inspection, record the initial water level and time. After 1 hour, record the time and the corresponding water level. A tank shall pass a watertightness test if the water level dropped less than 1/4 of an inch. A visible leak (flowing water) shall be considered a failure. A damp or wet spot that is not flowing is not considered a failure.
 - (3) Vacuum testing procedures – Vacuum testing may be used to determine watertightness in lieu of a water test. The tank shall be sealed and empty. A vacuum of 2 inches (5.1 cm) of mercury (1 psi or 69.1 gm/sq. cm) shall be applied and stabilized. The vacuum shall drop no more than 0.2 inches (0.5 cm) of mercury (0.1 psi or 6.9 gm/sq. cm) during the 1 hour test period.
 - (4) A flow test shall be performed through the system to the point of effluent disposal. All lines and components shall be watertight. Capacities, required air space, and fittings shall be in accordance with the provisions set forth in this appendix.

I 13 Abandoned Sewers and Sewage Disposal Facilities

- (a) Every abandoned building (house) sewer, or part thereof, shall be plugged or capped in an approved manner within 5 feet (1.5 m) of the property line.
- (b) Every cesspool, septic tank, alternative sewage disposal system, and seepage pit which has been abandoned or has been discontinued otherwise from further use or to which no waste or soil pipe from a plumbing fixture is connected, shall have the sewage removed therefrom, shall have all electrical and mechanical components disconnected and abandoned under the appropriate procedures in the uniform building or electrical code, as applicable, and be completely filled with earth, sand, gravel, concrete, or other approved material.
- (c) The top cover or arch over the cesspool, septic tank, or seepage pit shall be removed before filling and the filling shall not extend above the top of the vertical portions of the sidewalls or above the level of any outlet pipe until inspection has been called and the cesspool, septic tank, or seepage pit has been inspected. After such inspection, the cesspool, septic tank, or seepage pit shall be filled to the level of the top of the ground.
- (d) No person owning or controlling any cesspool, septic tank, or seepage pit on the premises of such person or in that portion of any public street, alley, or other public property abutting such premises, shall fail, refuse, or neglect to comply with the provisions of this section or upon receipt of notice so to comply from the Administrative Authority.
- (e) Where disposal facilities are abandoned consequent to connecting any premises with the public sewer, the permittee making the connection shall fill all abandoned facilities as required by the Administrative Authority within 30 days from the time of connecting to the public sewer.

I 14 Drawings and Specifications

The Administrative Authority may require any or all of the following information before a permit is issued for a private sewage disposal system:

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- (1) A site specific plot plan drawn to scale, dimensioned, showing direction and approximate slope of surface (2 foot (0.6 m) contour lines), location of all present or proposed retaining walls, drainage channels, water supply lines or wells, paved areas and structures on the plot, number of bedrooms or plumbing fixtures in each structure and location of the private sewage disposal system with relation to lot lines and structures.
- (2) Details of construction including system profile and construction sections necessary to assure compliance with the requirements of this appendix together with a full description of the complete installation including specifications describing all materials, equipment, construction, workmanship, and methods of assembly and installation.
- (3) A log of the soil formations, percentage of rock, texture, structure, consistence, and mottles as provided in ASTM D-5921-96, or other practice acceptable, and depth to the groundwater below the land surface as determined by established records or test holes dug in close proximity to any proposed seepage pit or disposal field, together with a statement of water absorption characteristics of the soil at the proposed site as determined by site investigation and soil evaluation.

I.15 Percolation Testing, Soil Absorption Rate and Minimum vertical separation

- (a) The following procedures are to be used for determining the system soil absorption rate and minimum vertical separation:
 - (1) Establish the primary area based on site suitability review including proposed improvements.
 - (2) Establish the reserve area based on site suitability review and the type of system.
 - (3) Excavate the test hole to the depth necessary to confirm soil conditions for the design of the proposed disposal trench, bed or seepage pit. For disposal trenches and beds, a minimum of one test hole at both the primary disposal area and the reserve area is required. For seepage pits, one test hole is required at the primary disposal area.
 - (4) For disposal trenches and beds, testing shall be performed at appropriate locations and depths within the soil profile to determine the rate at which the soil will absorb effluent. Percolation tests should be performed at each obvious strata change that would significantly effect the design, soil application rate or minimum vertical separation.
 - (5) For seepage pits, discount the thickness of any relatively impermeable soil profiles while determining the soil absorption rate.
 - (6) A test hole shall not be excavated within 3 feet (0.9 m) of a ledge in an observation pit. Care should be taken to assure adjacent features impacting the absorption rate are avoided.
 - (7) The test report shall include a site evaluation map locating the test hole(s).
- (b) Disposal Trenches and Beds
 - (1) Area Preparation
 - (i) Dig a 12 inch square by 12 inches (30.5 cm x 30.5 cm) deep hole or a 15 inch round by 12 inches (38.1 cm x 30.5 cm) deep hole in undisturbed soil.
 - (ii) Scarify any smeared soil surfaces.
 - (iii) Remove loosened materials from the bottom of hole.
 - (2) Presoaking the Test Hole
 - (i) A system, such as a perforated bucket, can be used to support the sidewalls of the test hole if necessary. Fill any voids between the walls of the hole and the bucket with pea gravel.
 - (ii) Fill the test hole to 12 inches (30.5 m) above the bottom of the hole with clean water.
 - (iii) Observe the rate at which the water level drops in the hole and determine the time in minutes for the water to completely drain away.
 - (iv) If the water drains away in less than 60 minutes, repeat the procedure. If the water drains away in less than an additional 60 minutes, repeat the procedure a third time.
 - (v) Proceed immediately with testing if the water drains away 3 times in less than 60 minutes each time.
 - (vi) If the water does not drain after the third refill, maintain the water level in the test hole at a minimum depth of 9 inches (22.9 cm) for at least 4 hours. Wait for a minimum of 16 hours and a maximum of 24 hours before proceeding with the test.
 - (3) Conducting the Test
 - (i) Remove any materials that have sloughed into the test hole to be sure that the test hole has the dimensions indicated above.
 - (ii) Fill the hole with clean water to a depth of 6 inches (15.2 cm) above the bottom of the percolation test hole.
 - (iii) Measure the time it takes for the water level to drop exactly 1 inch (2.5 cm) from a fixed reference point. Record the drop in the water level. Care should be used to be sure that the measurement method does not have a significant impact on determination of the absorption rate.
 - (iv) Determine the stabilized absorption rate for the test hole. The approximate absorption rate can be determined by repetitively measuring the absorption rate until 3 consecutive values vary by no more than 10%. If 3 consecutive measurements indicate that the absorption rate is not approaching a steady rate or that the rate is close to a restrictive limit, an alternate method based on a graphical solution of the test data approximating the final stabilized rate is recommended.
 - (v) Record the test rate based on the above procedure.
- (c) Seepage Pits
 - (1) Area Preparation

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- (i) Drill a test hole at least 18 inches (45.7 cm) in diameter to the depth of the bottom of the proposed seepage pit. The minimum hole depth is 30 feet (9.1 m). After the test, the diameter of the test hole may be enlarged to allow construction of the seepage pit at the same location.
- (ii) Scarify any smeared soil surfaces.
- (iii) Remove loosened materials from the bottom of the hole.
- (2) Presoaking the Test Hole
 - (i) Fill the bottom 6 inches (15.2 cm) of the test hole with gravel, if necessary, to prevent scouring.
 - (ii) Fill the test hole with clean water up to 3 feet (0.9 m) below grade.
 - (iii) Observe the rate at which the water level drops in the hole and determine the time in minutes for the water to completely drain away.
 - (iv) If the water drains away in less than 4 hours, repeat the procedure.
 - (v) Proceed immediately with testing if the water drains away in less than 4 hours after the second refill.
 - (vi) If the water does not drain within 4 hours after the second refill, refill the hole a third time and wait for a minimum of 16 hours and a maximum of 24 hours before proceeding with the test.
 - (vii) If there is still standing water in the hole after the presoaking has been completed, the water shall not be removed from the hole.
- (3) Conducting the Test
 - (i) Fill the hole with clean water up to 3 feet (0.9 m) below grade.
 - (ii) Measure the decline of the water level from a fixed reference point every 10 minutes until a stabilized absorption rate is obtained.
 - (iii) Determine the stabilized absorption rate by repetitively measuring the absorption rate until 3 consecutive values vary by no more than 10%. If 3 consecutive measurements indicate that the absorption rate is not approaching a steady rate or that the rate is close to a restrictive limit, an alternate method based on a graphical solution of the test data approximating the final stabilized rate is recommended.
 - (iv) Do not use test results from any relatively impermeable soil profiles while determining the stabilized soil absorption rate.
 - (v) Record the rate based on the above procedure.

**Table I-1
Location of Sewage Disposal System**

<u>Point of Beginning for Setback Distance</u>	<u>Minimum Horizontal Setback Distances in feet (meters)</u>	
	<u>Septic Tank</u>	<u>Disposal Trench/Bed or Seepage Pit</u>
<u>Buildings</u> ¹	<u>10 (3.0)</u>	<u>10 (3.0)</u>
<u>Property line adjoining private property</u>	<u>5 (1.5)</u>	<u>See footnote 2</u>
<u>Well (Public Water Supplies)</u>	<u>100 (30.5)</u>	<u>100 (30.5)</u>
<u>Wells (Private)</u> ³	<u>100 (30.5)</u>	<u>100 (30.5)</u>
<u>Live Streams</u> ⁴	<u>100 (30.5)</u>	<u>100 (30.5)</u>
<u>Lake or Reservoir</u> ⁵	<u>100 (30.5)</u>	<u>100 (30.5)</u>
<u>Domestic Water Source Intake</u>	<u>200 (61.0)</u>	<u>200 (61.0)</u>
<u>Dry Wash/Drainage Easement</u> ⁶	<u>50 (15.2)</u>	<u>50 (15.2)</u>

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<u>Transmission Distribution Water Line</u>	<u>10 (3.0)</u>	<u>10 (3.0)</u>
<u>Domestic service Water Line</u> ⁷	<u>5 (1.5)</u>	<u>5 (1.5)</u>
<u>Cut on Sloping downgradient Terrain, Culverts and Roadway Ditches</u> ⁸	<u>15 (4.6)</u>	<u>15 (4.6)</u> or 4 x the elevation difference between the finished grade at the point of beginning and the elevation at the cut bank bottom, ditch bottom, or culvert invert, whichever is greater, up to 50 feet (15.2 m)
<u>Driveway</u> ⁹	<u>5 (1.5)</u>	<u>5 (1.5)</u>
<u>Swimming Pool</u> ¹⁰	<u>5 (1.5)</u>	<u>5 (1.5)</u>
<u>Any Easements (other than drainage easements)</u> ¹¹	<u>5 (1.5)</u>	<u>5 (1.5)</u>

Notes:

- ¹ Including porches, decks and steps, whether covered or uncovered, breezeways, roofed patios, carports, covered walks, covered driveways, swimming pools, and similar structures and appurtenances.
- ² The setback requirement is 5 feet (1.5 m) unless the property is not served by a central system for the distribution of water and:
 - (a) There is no existing or proposed individual well on adjoining private property, in which case the setback is 50 feet (15.2m); or
 - (b) A 100 foot (30.5m) separation distance cannot be maintained from an existing or proposed individual well, in which case the setback is the distance necessary to maintain the 100 foot (30.5m) separation; or
 - (c) The applicable setback requirement in (a) or (b) may be reduced to a minimum of 5 feet (1.5m) with a variance from the Administrative Authority.
- ³ For unaltered lots in a subdivision approved before October 1, 1986.
- ⁴ Measured from the nearest boundary of peak streamflow from a 10 year 24 hour precipitation event.
- ⁵ Measured from the elevation of high water line from a peak flow from a 10 year, 24 hour precipitation event at the spill-way.
- ⁶ 50 foot (15.2 m) setback is measured from the edge of the defined natural channel bank of a drainage area of more than 5 acres or a drainage easement whichever is less. Setback may be reduced to 25 feet (7.6 m) up gradient from the system, if channel erosion protection is provided (naturally or man-made) and approved by the Administrative Authority.
- ⁷ Water pipes crossing or adjacent to sewer or drainage piping constructed of clay or materials that are not approved for use within a building shall be laid a minimum of 12 inches (30.5 cm) from the sewer or drain pipe.
- ⁸ Measure the setback from the outside of the private sewage disposal system component to the top of the cut bank or ditch, or to the nearest sidewall of a culvert.
- ⁹ Measured from the edge of the driveway to the nearest edge of septic tank excavation. A properly reinforced septic tank and cover may be placed at any location relative to a driveway if access openings, risers, and covers carry the design load and are protected from inflow.
- ¹⁰ Setback may be increased due to soil loading and stability concerns.
- ¹¹ 5 feet (1.5 m) minimum unless other setback requirements govern.

Table I-2
Design liquid capacity (size) of septic tanks

<u>No. of Bedrooms</u>	<u>No. of Occupants</u>	<u>No. of Baths</u>	<u>Maximum Fixture Count</u>	<u>Recommended Septic Tank Size in Gallons (L)</u>	<u>Minimum Septic Tank Size in Gallons (L) (+ or - 5%)</u>
<u>2</u>	<u>4</u>	<u>1</u>	<u>12</u>	<u>1000 (3785)</u>	<u>1000 (3785)</u>
<u>2</u>	<u>4</u>	<u>2</u>	<u>18</u>	<u>1000 (3785)</u>	<u>1000 (3785)</u>
<u>3</u>	<u>6</u>	<u>1</u>	<u>18</u>	<u>1250 (4731)</u>	<u>1000 (3785)</u>
<u>3</u>	<u>6</u>	<u>2</u>	<u>18</u>	<u>1250 (4731)</u>	<u>1000 (3785)</u>
<u>4</u>	<u>8</u>	<u>2</u>	<u>24</u>	<u>1500 (5678)</u>	<u>1250 (4731)</u>
<u>4</u>	<u>8</u>	<u>3</u>	<u>25</u>	<u>1500 (5678)</u>	<u>1250 (4731)</u>
<u>5</u>	<u>10</u>	<u>2</u>	<u>30</u>	<u>2000 (7570)</u>	<u>1500 (5678)</u>

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<u>5</u>	<u>10</u>	<u>3</u>	<u>30</u>	<u>2000 (7570)</u>	<u>1500 (5678)</u>
<u>5</u>	<u>10</u>	<u>4</u>	<u>32</u>	<u>2000 (7570)</u>	<u>1500 (5678)</u>
<u>6</u>	<u>12</u>	<u>3</u>	<u>36</u>	<u>2500 (9463)</u>	<u>2000 (7570)</u>
<u>6</u>	<u>12</u>	<u>4</u>	<u>36</u>	<u>2500 (9463)</u>	<u>2000 (7570)</u>
<u>6</u>	<u>12</u>	<u>5</u>	<u>39</u>	<u>2500 (9463)</u>	<u>2000 (7570)</u>
<u>7</u>	<u>14</u>	<u>3</u>	<u>42</u>	<u>2500 (9463)</u>	<u>2000 (7570)</u>
<u>7</u>	<u>14</u>	<u>4</u>	<u>42</u>	<u>2500 (9463)</u>	<u>2000 (7570)</u>
<u>7</u>	<u>14</u>	<u>5</u>	<u>42</u>	<u>2500 (9463)</u>	<u>2000 (7570)</u>

Table I-3

Estimated Waste/Sewage Flow Rates

Because of the many variables encountered, it is not possible to set absolute values for waste/sewage flow rates for all situations. The designer should evaluate each situation and, if figures in this table need modification, they should be made with the concurrence of the Administrative Authority.

<u>Type of Occupancy</u>	<u>Gallons/Liters Per Day</u>
<u>1. Airports</u>	<u>15 (56.7) per employee</u> <u>5 (18.9) per passenger</u>
<u>2. Auto Washers</u>	<u>Per manufacturer's specification</u>
<u>3. Bowling Alleys (snack bar only)</u>	<u>75 (283.9) per lane</u>
<u>4. Camps</u> <u>Campground with central comfort station</u> <u>With flush toilets, no showers</u> <u>Day camps (no meals served)</u> <u>Summer and seasonal</u>	<u>35 (132.4) per person</u> <u>25 (94.6) per person</u> <u>15 (56.7) per person</u> <u>50 (189.2) per person</u>
<u>5. Churches (Sanctuary)</u> <u>With kitchen waste</u>	<u>5 (18.9) per seat</u> <u>7 (26.4) per seat</u>
<u>6. Dance halls</u>	<u>5 (18.9) per person</u>
<u>7. Factories</u> <u>No showers</u> <u>With showers</u> <u>Cafeteria, add</u>	<u>25 (94.6) per employee</u> <u>35 (132.4) per employee</u> <u>5 (18.9) per employee</u>
<u>8. Hospitals</u> <u>Kitchen waste only</u> <u>Laundry waste only</u>	<u>250 (946.3) per bed</u> <u>25 (94.6) per bed</u> <u>40 (151.4) per bed</u>
<u>9. Hotels</u> <u>With kitchen</u> <u>Without kitchen</u>	<u>60 (227.1) per bed (2 person)</u> <u>50 (189.2) per bed (2 person)</u>
<u>10. Institutions (Resident)</u> <u>Nursing home</u> <u>Rest home</u>	<u>75 (283.9) per person</u> <u>125 (473.1) per person</u> <u>125 (473.1) per person</u>
<u>11. Laundries, self service (minimum 10 hours per day)</u> <u>Commercial</u>	<u>50 (189.2) per wash cycle</u> <u>Per manufacturer's specification</u>
<u>12. Motel</u> <u>With kitchen</u> <u>Without kitchen</u>	<u>60 (227.1) per bed (2 person)</u> <u>50 (189.2) per bed (2 person)</u>
<u>13. Offices</u>	<u>20 (75.7) per employee</u>
<u>14. Parks</u> <u>Mobile homes</u> <u>Picnic parks (toilets only)</u> <u>Recreational vehicles –</u> <u>Without water or sewer hook-up</u> <u>With water and sewer hook-up</u>	<u>250 (946.3) per parking space</u> <u>20 (75.7) per parking space</u> <u>75 (283.9) per parking space</u> <u>100 (378.5) per parking space</u>

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<u>15. Restaurants – cafeterias</u> <u>Toilet</u> <u>Kitchen waste</u> <u>Garbage disposal</u> <u>Cocktail lounge</u> <u>Kitchen waste –</u> <u>Disposal service</u>	<u>20 (75.7) per employee</u> <u>7 (26.4) per customer</u> <u>6 (22.7) per meal</u> <u>1 (3.7) per meal</u> <u>2 (7.5) per customer</u> <u>2 (7.5) per meal</u>
<u>16. Schools- Staff and office</u> <u>Elementary</u> <u>Middle and high</u> <u>With gym and showers, add</u> <u>With cafeteria, add</u> <u>Boarding, total waste</u>	<u>20 (75.7) per person</u> <u>15 (56.7) per student</u> <u>20 (75.7) per student</u> <u>5 (18.9) per student</u> <u>3 (11.3) per student</u> <u>100 (378.5) per person</u>
<u>17. Service station, toilets</u>	<u>1000 (3785.4) for 1st bay</u> <u>500 (1892.7) for each additional bay</u>
<u>18. Stores</u> <u>Public restrooms, add</u>	<u>20 (75.7) per employee</u> <u>1 per 10 sq. ft. of floor space</u> <u>(3.79 per 9290.3 sq. cm of floor space)</u>
<u>19. Swimming pools, public</u>	<u>10 (37.8) per person</u>
<u>20. Theaters, auditoriums</u> <u>Indoor</u> <u>Drive-in</u>	<u>5 (18.9) per seat</u> <u>10 (37.8) per space</u>
<u>21. Single Family Residential Dwellings</u>	<u>150 (567.7)</u> <u>per bedroom or</u> <u>25 (94.6)</u> <u>per fixture unit whichever is greater</u>
<u>22. For structures and facilities not specifically addressed in the above table, flow rates available from other standard books and literature may be approved.</u>	

- (a) Recommended Design Criteria. The size of the sewage disposal system components, for uses other than a single family residential dwelling, is calculated as follows:
For waste/sewage flow, up to 3000 gallons/day (11,355 liters/day)
Design Flow = The total of the estimated flow rates from Table I-3
Septic tank size = design flow x 2.1.
- (b) Also see Section I 3 of this appendix.
- (c) Additional treatment of sewage is required if sewage quality exceeds 430 milligrams/liter (7,362 grans per gallon) for total suspended solids, 380 milligrams/liter (6,506 grans per gallon) for the 5-day biochemical oxygen demand, 75 milligrams/liter (1,284 grans per gallon) for fats, oils, and greases, or the sewage includes wastes other than those originating from domestic toilet flushing, food preparation, non-occupational laundry, or personal hygiene, or wastes originating from an operation using any hazardous substance or creating a hazardous waste as defined in the statutes or rules of the Arizona Department of Environmental Quality.

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Table I-4 (A)
Soil Absorption Rate and Minimum Vertical Separation for Shallow Disposal Field Systems by Soil
Evaluation Method ¹

Instructions: Read questions in the following table beginning with row A. The first “yes” response from columns a or b determines the maximum soil absorption rate.

	A Soil Absorption Rate in gallons per day (gpd) per sq. ft. [liters per day (lpd) sq. m]	B Soil Absorption Rate in sq. ft. per 100 gallons per day (gpd) [sq. m. per 100 liters per day (lpd)]
A. <u>Is the horizon gravelly coarse sand or coarser?</u>	<u>0 (0)</u>	<u>0 (0)</u>
B. <u>Is the structure of the horizon moderate or strongly platy?</u>	<u>0 (0)</u>	<u>0 (0)</u>
C. <u>Is the texture of the horizon sandy clay loam, clay loam, silty clay loam, or finer and structure weak platy?</u>	<u>0 (0)</u>	<u>0 (0)</u>
D. <u>Is the moist consistence stronger than firm or any cemented class?</u>	<u>0 (0)</u>	<u>0 (0)</u>
E. <u>Is texture sandy clay, clay, or silty clay of high clay content and structure massive or weak?</u>	<u>0 (0)</u>	<u>0 (0)</u>
F. <u>Is texture sandy clay loam, clay loam, silty clay loam, or silty loam and structure massive?</u>	<u>0 (0)</u>	<u>0 (0)</u>
G. <u>Is the texture of the horizon loam or sandy loam and the soil structure massive?</u>	<u>.20 (8.15)</u>	<u>500 (12.3)</u>
H. <u>Is texture sandy clay, clay, or silty clay of low clay content and the structure moderate or strong?</u>	<u>.20 (8.15)</u>	<u>500 (12.3)</u>
I. <u>Is texture sandy clay loam, clay loam, or silty clay loam and structure weak?</u>	<u>.20 (8.15)</u>	<u>500 (12.3)</u>
J. <u>Is texture sandy clay loam, clay loam, or silty clay loam and structure moderate or strong?</u>	<u>.40 (16.30)</u>	<u>250 (6.1)</u>
K. <u>Is texture sandy loam, loam, or silty loam and structure weak?</u>	<u>.40 (16.30)</u>	<u>250 (6.1)</u>
L. <u>Is texture sandy loam, loam, silt loam and structure moderate or strong?</u>	<u>.60 (24.45)</u>	<u>166.7 (4.1)</u>
M. <u>Is texture fine sand, very fine sand, loamy fine sand, or loamy very fine sand?</u>	<u>.40 (16.30)</u>	<u>250 (6.1)</u>
N. <u>Is texture loamy sand or sand?</u>	<u>.80 (32.59)</u>	<u>125 (3.1)</u>
O. <u>Is texture coarse sand?</u> ²	<u>1.20 (48.89)</u>	<u>83.3 (2.0)</u>

Notes:

¹ Shallow trench and bed systems are less than 5 feet (1.52 m) deep and shall have a minimum vertical separation of 4 feet (1.22 m) to rock, fractured rock, soils with greater than 50% rock fragments and a 5 foot (1.52 m) zone of unsaturated soil to groundwater.

² Shallow trench and bed systems are less than 5 feet (1.52 m) deep and shall have a minimum vertical separation of 10 feet (3.04 m) to rock, fractured rock, soils with greater than 50% rock fragments and a 10 foot (3.04 m) zone of unsaturated soil to groundwater.

Example:

Three-bedroom dwelling, wastewater flow rate = 450 gpd (1,703 lpd), soil texture is loamy sand (N).

Using Column A – Effective Area = Divide the flow rate (450 gpd) (1,703 lpd) by the soil application rate of 0.8 gpd/sq. ft (32.6 lpd/sq. m.)

Effective Area = 450/0.8 = 562.5 sq. ft (1,703/32.6 = 52.3 sq. m.).

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Using Column B – Effective Area = Multiply the flow rate (450 gpd) (1,703 lpd) by the soil application rate of 125 sq. ft./100 gpd (3.1 sq. m./100 lpd)

Effective Area = 450x125/100 = 562.5 sq. ft (3.1 x 1,703/100 = 52.3 sq. m.).

Table I-4 (B)

Soil Absorption Rate and Minimum Vertical Separation for Deep Disposal Field Systems by Soil Evaluation

Method¹

Instructions: Read questions in the following table beginning with row A. The first “yes” response from columns A or B determines the maximum soil absorption rate.

	A Soil Absorption Rate in gallons per day (gpd) per sq. ft. [liters per day (lpd) sq. m]	B Soil Absorption Rate in sq. ft. per 100 gallons per day (gpd) [sq. m. per 100 liters per day (lpd)]
<u>A. Is the horizon gravelly coarse sand or coarser?</u>	<u>0 (0)</u>	<u>0 (0)</u>
<u>B. Is the structure of the horizon moderate or strongly platy?</u>	<u>0 (0)</u>	<u>0 (0)</u>
<u>C. Is the texture of the horizon sandy clay loam, clay loam, silty clay loam, or finer and structure weak platy?</u>	<u>0 (0)</u>	<u>0 (0)</u>
<u>D. Is the moist consistence stronger than firm or any cemented class?</u>	<u>0 (0)</u>	<u>0 (0)</u>
<u>E. Is texture sandy clay, clay, or silty clay of high clay content and structure massive or weak?</u>	<u>0 (0)</u>	<u>0 (0)</u>
<u>F. Is texture sandy clay loam, clay loam, silty clay loam, or silty loam and structure massive?</u>	<u>0 (0)</u>	<u>0 (0)</u>
<u>G. Is the texture of the horizon loam or sandy loam and the soil structure massive?</u>	<u>.13 (5.3)</u>	<u>769 (18.9)</u>
<u>H. Is texture sandy clay, clay, or silty clay of low clay content and the structure moderate or strong?</u>	<u>.13 (5.3)</u>	<u>769 (18.9)</u>
<u>I. Is texture sandy clay loam, clay loam, or silty clay loam and structure weak?</u>	<u>.13 (5.3)</u>	<u>769 (18.9)</u>
<u>J. Is texture sandy clay loam, clay loam, or silty clay loam and structure moderate or strong?</u>	<u>.27 (11.0)</u>	<u>370.4 (9.1)</u>
<u>K. Is texture sandy loam, loam, or silty loam and structure weak?</u>	<u>.27 (11.0)</u>	<u>370.4 (9.1)</u>
<u>L. Is texture sandy loam, loam, silt loam and structure moderate or strong?</u>	<u>.40 (16.3)</u>	<u>250 (6.1)</u>
<u>M. Is texture fine sand, very fine sand, loamy fine sand, or loamy very fine sand?</u>	<u>.27 (11.0)</u>	<u>370.4 (9.1)</u>
<u>N. Is texture loamy sand or sand?</u>	<u>.53 (21.6)</u>	<u>188.7 (4.6)</u>
<u>O. Is texture coarse sand?</u>	<u>0 (0)</u>	<u>0 (0)</u>

Notes:

¹ Deep trench systems are greater than or equal to 5 feet (1.52 m) and less than 10 feet (3.0 m) deep and shall have a minimum vertical separation of 5 feet (1.52 m) to rock, fractured rock, soils with greater than 50% rock fragments and a 5 foot (1.52 m) zone of unsaturated soil to groundwater.

Example:

Three-bedroom dwelling, wastewater flow rate = 450 gpd (1,703 lpd), soil texture is loamy sand (N).

Using Column A – Effective Area = Divide the flow rate (450 gpd) (1,703 lpd) by the soil application rate of 0.53 gpd/sq. ft.(21.6 lpd)

Effective Area = $450/0.53 = 849$ sq. ft. ($1,703/21.6 = 78.8$ sq. m.).

Using Column B – Effective Area = Multiply the flow rate (450 gpd) (1,703 lpd) by the soil application rate of 188.7 sq. ft./100 gpd(4.6 sq. m./100 lpd)

Effective Area = $450 \times 188.7/100 = 849$ sq. ft. ($4.6 \times 1,703/100 = 78.3$ sq. m.).

Table I-5

Soil Absorption Rate and Minimum Vertical Separation for Seepage Pits

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<u>Soil Characteristics</u>	<u>Percolation Test Rate Range</u>	<u>Maximum Soil Absorption Rate</u>	<u>Minimum Vertical Separation to Groundwater</u>		
			<u>Gravel Seepage Pit</u>	<u>Lined Seepage Pit</u>	
	<u>minutes per inch (minutes per cm)</u>	<u>gpd/sq. ft. (lpd/sq. m.)</u>	<u>ft (m)</u>	<u>ft (m)</u>	
<u>Gravelly Coarse Sands</u>	<u>less than 1.00 (0.39)</u>	<u>greater than 1.20 (48.9) NOT PERMITTED</u>	=	=	
<u>Coarse to Medium to Fine Sands</u>	<u>1.00 to less than 2.00 (0.39 to less than 0.78)</u>	<u>1.20 (48.9)</u>	<u>60 (18.3)</u>	<u>60 (18.3)</u>	
<u>Medium to Fine Sands and Silty Sands</u>	<u>2.00 to less than 3.00 (0.78 to less than 1.18)</u>	<u>1.10 (44.8)</u>	<u>60 (18.3)</u>	<u>60 (18.3)</u>	
	<u>3.00 to less than 4.00 (1.18 to less than 1.57)</u>	<u>1.00 (40.7)</u>	<u>60 (18.3)</u>	<u>60 (18.3)</u>	
	<u>4.00 to less than 5.00 (1.57 to less than 1.96)</u>	<u>0.90 (36.7)</u>	<u>60 (18.3)</u>	<u>60 (18.3)</u>	
	<u>5.00 to less than 6.00 (1.96 to less than 2.75)</u>	<u>0.75 (30.6)</u>	<u>60 (18.3)</u>	<u>60 (18.3)</u>	
<u>Fine to Very Fine sands and Loamy Sands</u>	<u>7.00 to less than 10.00 (2.75 to less than 3.93)</u>	<u>0.63 (25.7)</u>	<u>25 (7.6)</u>	<u>25 (7.6)</u>	
<u>Sandy to Silty Loams, loam</u>	<u>10.00 to less than 15.00 (25.4 to less than 38.1)</u>	<u>0.50 (20.4)</u>	<u>25 (7.6)</u>	<u>25 (7.6)</u>	
	<u>15.00 to less than 20.00 (38.1 to less than 50.8)</u>	<u>0.44 (17.9)</u>	<u>25 (7.6)</u>	<u>25 (7.6)</u>	
	<u>20.00 to less than 25.00 (50.8 to less than 63.5)</u>	<u>0.40 (16.3)</u>	<u>25 (7.6)</u>	<u>25 (7.6)</u>	
	<u>25.00 to less than 30.00 (63.5 to less than 76.2)</u>	<u>0.36 (14.7)</u>	<u>25 (7.6)</u>	<u>25 (7.6)</u>	
<u>Strongly Structured Loams and Clayey Soils</u>	<u>greater than 30.00 (76.2)</u>	<u>less than .36 NOT PERMITTED</u>	=	=	

- (a) Seepage pits shall be bored 5 feet (1.5 m) deeper than the proposed pit depth to verify underlying soil characteristics, unless water table evidence or bedrock is encountered sooner. The 5 feet (1.5 m) of overdrill shall then be backfilled with low permeability drill cuttings or other suitable material.
- (b) Seepage pits that terminate in gravelly, coarse sand stratas shall be backfilled 5 feet (1.5 m) above the beginning of such strata with low permeability drill cuttings or other suitable material.

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Table I-6
Seepage Pit Effective Absorption Area

Effective Strata Depth Below Flow Line	Seepage Pit Effective Absorption Area, sq. ft. (sq. m.)		
	Diameter of Seepage Pit		
	4 ft (1.2 m)	5 ft (1.5 m)	6 ft (1.8 m)
<u>1 (0.3)</u>	<u>13 (1.2)</u>	<u>16 (1.5)</u>	<u>19 (1.8)</u>
<u>2 (0.6)</u>	<u>25 (2.3)</u>	<u>31 (2.9)</u>	<u>38 (3.5)</u>
<u>3 (0.9)</u>	<u>38 (3.5)</u>	<u>47 (4.4)</u>	<u>57 (5.3)</u>
<u>4 (1.2)</u>	<u>50 (4.6)</u>	<u>63 (5.9)</u>	<u>75 (7.0)</u>
<u>5 (1.5)</u>	<u>63 (5.9)</u>	<u>79 (7.3)</u>	<u>94 (8.7)</u>
<u>6 (1.8)</u>	<u>75 (7.0)</u>	<u>94 (8.7)</u>	<u>113 (10.5)</u>
<u>7 (2.1)</u>	<u>88 (8.2)</u>	<u>110 (10.2)</u>	<u>132 (12.3)</u>
<u>8 (2.4)</u>	<u>100 (9.3)</u>	<u>126 (11.7)</u>	<u>151 (14.0)</u>
<u>9 (2.7)</u>	<u>113 (10.5)</u>	<u>141 (13.1)</u>	<u>170 (15.8)</u>
<u>10 (3.0)</u>	<u>126 (11.7)</u>	<u>157 (14.6)</u>	<u>189 (17.6)</u>
<u>20 (6.1)</u>	<u>251 (23.3)</u>	<u>314 (29.2)</u>	<u>377 (35.0)</u>
<u>30 (9.1)</u>	<u>377 (35.0)</u>	<u>471 (43.8)</u>	<u>566 (52.6)</u>
<u>40 (12.2)</u>	<u>502 (46.6)</u>	<u>628 (58.3)</u>	<u>754 (70.0)</u>
<u>50 (15.2)</u>	<u>628 (58.3)</u>	<u>785 (72.9)</u>	<u>943 (87.6)</u>

- (a) Minimum Effective Depth of Pit = 10 ft (3.0 m).
- (b) Sufficient area shall be provided for at least 2 bedrooms.
- (c) Effective absorption surface for seepage pits includes sidewall areas only.

TABLE I-7
Soil Absorption Rate and Minimum Vertical Separation for Disposal Field Systems by Percolation Test Results

Percolation Rate from Percolation Test minutes per in (minutes per cm.)	Shallow Disposal Field System ² Soil Absorption Rate gpd/sq. ft. (lpd/sq. m.)	Deep Disposal Field System ³ Soil Absorption Rate gpd/sq. ft. (lpd/sq. m.)	Minimum Vertical Separation ⁴ ft (m)
<u>less than 1.00</u>	<u>Note ¹</u>	<u>Note ¹</u>	<u>Note ¹</u>
<u>1.00 to less than 3.00 (1.18)</u>	<u>1.20 (48.9)</u>	<u>0.93 (37.9)</u>	<u>40.0 (12.2)</u>
<u>3.00 (1.18)</u>	<u>1.10 (44.8)</u>	<u>0.73 (29.7)</u>	<u>10.0 (3.0)</u>
<u>4.00 (1.57)</u>	<u>1.00 (40.7)</u>	<u>0.67 (27.3)</u>	<u>10.0 (3.0)</u>
<u>5.00 (1.97)</u>	<u>0.90 (36.7)</u>	<u>0.60 (24.4)</u>	<u>10.0 (3.0)</u>
<u>7.00 (2.76)</u>	<u>0.75 (30.6)</u>	<u>0.50 (20.4)</u>	<u>10.0 (3.0)</u>
<u>10.0 (3.94)</u>	<u>0.63 (25.7)</u>	<u>0.42 (17.1)</u>	<u>10.0 (3.0)</u>
<u>15.0 (5.91)</u>	<u>0.50 (20.4)</u>	<u>0.33 (13.4)</u>	<u>5.0 (1.5)</u>
<u>20.0 (7.87)</u>	<u>0.44 (17.9)</u>	<u>0.29 (11.8)</u>	<u>5.0 (1.5)</u>
<u>25.0 (9.84)</u>	<u>0.40 (16.3)</u>	<u>0.27 (11.0)</u>	<u>5.0 (1.5)</u>
<u>30.0 (11.81)</u>	<u>0.36 (14.7)</u>	<u>0.24 (9.8)</u>	<u>5.0 (1.5)</u>
<u>35.0 (13.78)</u>	<u>0.33 (13.4)</u>	<u>0.22 (9.0)</u>	<u>5.0 (1.5)</u>

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<u>40.0 (15.75)</u>	<u>0.31 (12.6)</u>	<u>0.21 (8.6)</u>	<u>5.0 (1.5)</u>
<u>45.0 (17.72)</u>	<u>0.29 (11.8)</u>	<u>0.20 (8.1)</u>	<u>5.0 (1.5)</u>
<u>50.0 (19.68)</u>	<u>0.28 (11.4)</u>	<u>0.19 (7.7)</u>	<u>5.0 (1.5)</u>
<u>55.0 (21.65)</u>	<u>0.27 (11.0)</u>	<u>0.18 (7.3)</u>	<u>5.0 (1.5)</u>
<u>more than 55.0 to 60.0 (21.65 to 23.62)</u>	<u>0.25 (10.2)</u>	<u>0.17 (6.9)</u>	<u>5.0 (1.5)</u>
<u>more than 60.0 to 120 (23.62 to 47.24)</u>	<u>0.20 (8.1)</u>	<u>0.13 (5.3)</u>	<u>5.0 (1.5)</u>

Notes:

- ¹ Not permitted for septic tank effluent.
- ² Depth of bottom of disposal field below finished grade of soil is less than 5.00 feet (1.5 m).
- ³ Depth of bottom of disposal field below finished grade of soil is 5.00 feet (1.5 m) or greater.
- ⁴ Minimum vertical distance required for achieving unsaturated flow is measured from the bottom of a constructed disposal field to the nearest restrictive soil condition including, but not limited to, the seasonal high water table capillary fringe, impermeable layer, rock, fractured rock, soils with greater than 50% rock fragments, and unacceptable soil.

SEEPAGE PIT DESIGN

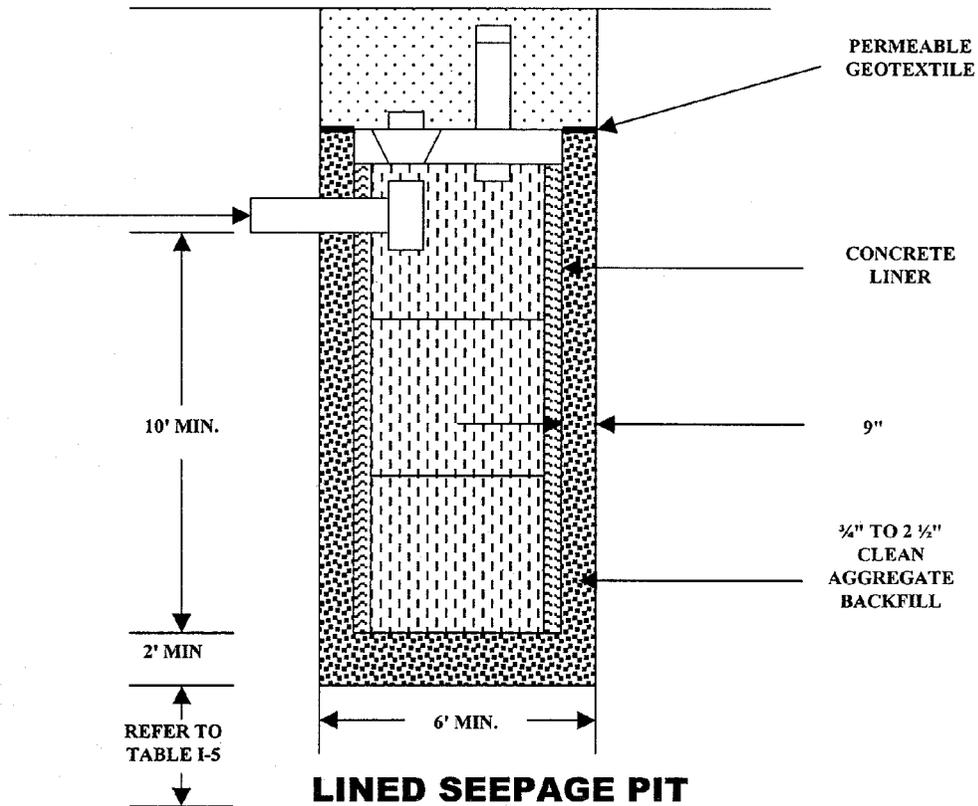
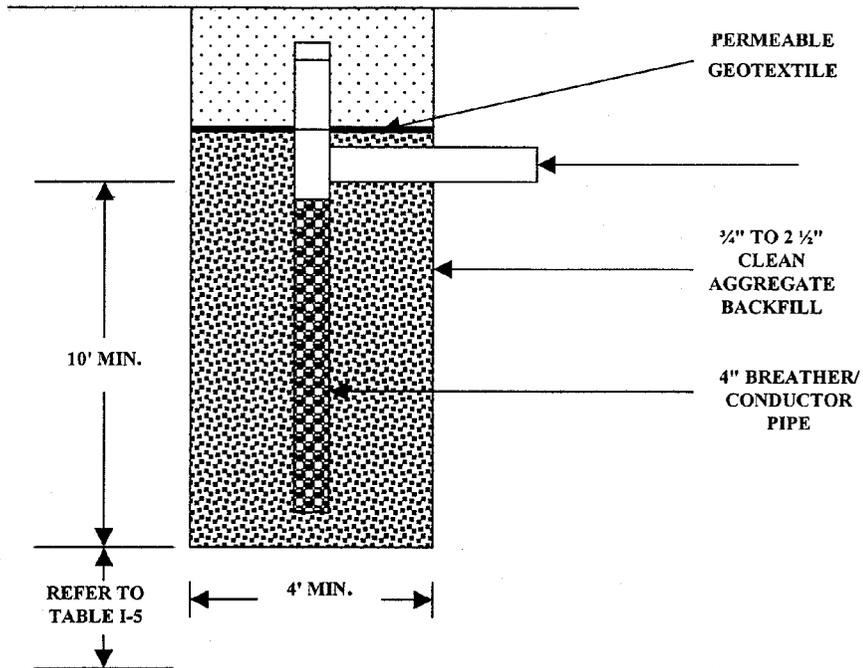


FIGURE I-1

SEEPAGE PIT LAYOUT

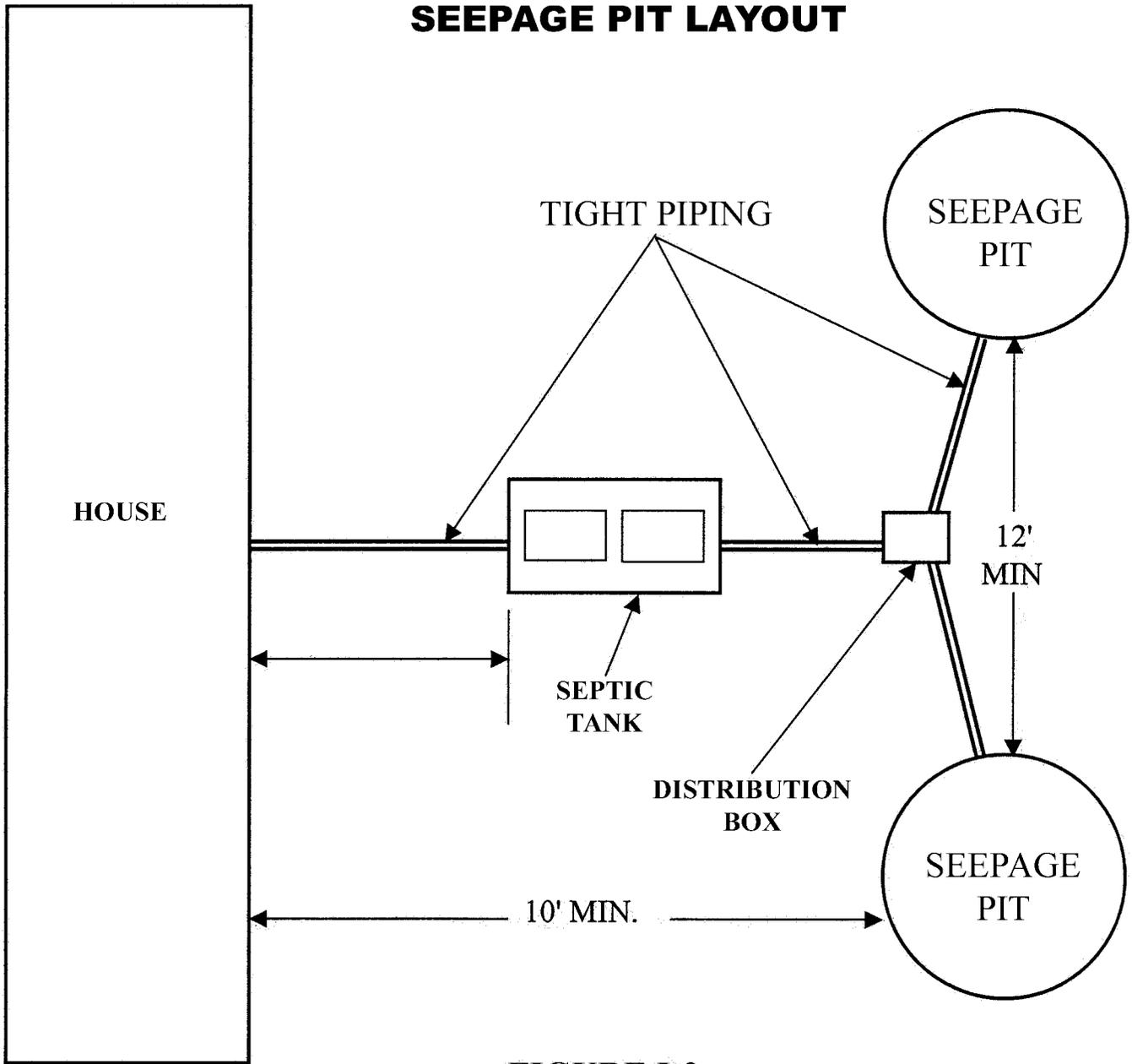


FIGURE I-2