

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

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

SP-064-PHS-VRS, Clarification of the term "responsible person."

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

August 25, 2004

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

The purpose of this substantive policy statement is to notify the public of the Department's interpretation of the term "responsible person" as it applies to the completion and submission of a death certificate for registration when the authority to provide final disposition of human remains is assigned to an organ procurement agency pursuant to A.R.S. § 36-842 or 36-843.

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

This is a new substantive policy statement.

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

Name: Pat Adams, Office Chief
Address: Department of Health Services
Division of Public Health Services
Office of Vital Records
1818 W. Adams St.
Phoenix, AZ 85007

Telephone: (602) 364-1225

Fax: (602) 364-1257

or

Name: Kathleen Phillips, Rules Administrator
Address: Department of Health Services
1740 W. Adams, Suite 202
Phoenix, AZ 85007

Telephone: (602) 542-1264

Fax: (602) 364-1150

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

A copy of the substantive policy statement may be obtained from the Department of Health Services, Division of Public Health Services, Office of Vital Records, 1818 W. Adams St., Phoenix, AZ 85007. The Department charges 25 cents per page for copying. Payment may be made by cash or by check or money order made payable to the Arizona Department of Health Services.