



## NOTICES OF SUBSTANTIVE POLICY STATEMENT

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 BOARD OF NURSING

[M14-388]

- 1. Title of the substantive policy statement and the substantive policy statement number by which the substantive policy statement is referenced:**  
Revised Guidelines and Criteria for Executive Director or Designee Closing of Complaints Resolved Through Settlement
- 2. Date the substantive policy statement was issued and the effective date of the substantive policy statement if different from the issuance date:**  
November 19, 2009  
Revised: May 21, 2013 and January 31, 2014
- 3. Summary of the contents of the substantive policy statement:**  
Intent is to promote more efficient resolutions that are resolved through settlement that is consistent with prior Board decisions and actions.
- 4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**  
N/A
- 5. A statement as to whether the substantive policy statement is a new statement or a revision:**  
Revision to revised policy dated May 21, 2013
- 6. The agency contact person who can answer questions about the substantive policy statement:**  
Name: Val Smith, RN, MS, FRE Associate Director of Investigations  
Address: Board of Nursing  
4747 N. 7th St., Suite 200  
Phoenix, AZ 85014  
Telephone: (602) 771-7804  
Fax: (602) 771-7888  
E-mail: vsmith@azbn.gov
- 7. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the statement:**  
Copies of this policy statement may be obtained at no cost via email to the person listed in item 6 or the Board website: [www.azbn.gov/substantivepolicies](http://www.azbn.gov/substantivepolicies). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT BOARD OF NURSING

[M14-389]

- 1. Title of the substantive policy statement and the substantive policy statement number by which the substantive policy statement is referenced:**  
Changes in Credit Hours for Pre-licensure Nursing Programs



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

November 21, 2014

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

This substantive policy establishes guidelines for evaluating changes to credits of a nursing program. This policy serves to establish the evidence and rationale that programs will need to provide in order to support a change in nursing program credits including that the change: will not diminish the effectiveness or safety of the graduate; is approved by faculty; and is consistent with other Board regulations.

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

N/A

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

This is a new policy statement.

**6. The agency contact person who can answer questions about the substantive policy statement:**

Name: Pamela K. Randolph, Assoc. Direc.  
Education/Evidence Based Regulation

Address: Board of Nursing  
4747 N. 7th St., Suite 200  
Phoenix, AZ 85014

Telephone: (602) 771-7803

Fax: (602) 771-7888

E-mail: prandolph@azbn.gov

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

Copies of this policy statement may be obtained at no cost via email to the person listed in item 6 or the Board website: [www.azbn.gov/substantivepolicies](http://www.azbn.gov/substantivepolicies). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF ENVIRONMENTAL QUALITY**

[M14-392]

**1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**

0905.002 GIS Data Distribution Policy (formerly 0141.000)

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

Issued: August 26, 2010

Effective: September 1, 2010

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

This substantive policy statement informs the general public of ADEQ's policy and procedures for distributing electronic Geographic Information System (GIS) data created at the ADEQ to external customers

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

A.R.S. §§ 39-121, 39-121.01, and 39-121.03

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

This publication revises and replaces 0905.001 GIS Data Distribution Policy issued January 2008.

**6. The agency contact person who can answer questions about the substantive policy statement:**

Name: Sherri Zendri, Administrative Counsel

Address: ADEQ  
1110 W. Washington St.  
Phoenix, AZ 85007

Telephone: (602) 771-2242

Fax: (602) 771-8681



E-mail: zendri.sherri@azdeq.gov

Web site: www.azdeq.gov

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

Copies of this Application Guide are available at no cost on the Department’s web site: [www.azdeq.gov](http://www.azdeq.gov). Hard copies may be obtained by contacting the ADEQ Records Center, Monday through Friday, between 8:30 a.m. and 4:30 p.m., 1110 W. Washington St., Phoenix, AZ 85007, (602) 771-4712. Cost is \$0.25 per page. The document is 7 pages.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

[M14-393]

**1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**

0016.003 Collections of Penalties, Fees, Fines and Interest Policy

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

Issued: June 28, 1999

Effective: June 30, 1999

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

This substantive policy statement is to establish a department wide process for handling the billing and collection of penalties, fees, fines and related interest within ADEQ.

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

A.R.S. 49-113

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

This publication revises and replaces 0016.000 “Collections of Penalties, Fees, Fines and Interest Policy” originally issued on September 2, 1994; amended policy 0016.001 issued May 26, 1995; and amended policy 0016.002 issued April 24, 1998.

**6. The agency contact person who can answer questions about the substantive policy statement:**

Name: Sherri Zendri, Administrative Counsel

Address: ADEQ  
1110 W. Washington St.  
Phoenix, AZ 85007

Telephone: (602) 771-2242

Fax: (602) 771-8681

E-mail: zendri.sherri@azdeq.gov

Web site: www.azdeq.gov

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

Copies of this Application Guide are available at no cost on the Department’s web site: [www.azdeq.gov](http://www.azdeq.gov). Hard copies may be obtained by contacting the ADEQ Records Center, Monday through Friday, between 8:30 a.m. and 4:30 p.m., 1110 W. Washington St., Phoenix, AZ 85007, (602) 771-4712. Cost is \$0.25 per page. The document is 8 pages.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

[M14-394]

**1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**

0135.000 Public Notification Policy for A.R.S. § 49-111

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

Issued: April 24, 1998



Effective: April 24, 1998

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

This substantive policy statement is to facilitate implementation by ADEQ staff of the statutory requirement that requires notification to cities, counties and towns of permit or plan approval applications.

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

A.R.S. § 49-111

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

New

**6. The agency contact person who can answer questions about the substantive policy statement:**

Name: Sherri Zendri, Administrative Counsel

Address: ADEQ  
1110 W. Washington St.  
Phoenix, AZ 85007

Telephone: (602) 771-2242

Fax: (602) 771-8681

E-mail: zendri.sherri@azdeq.gov

Web site: www.azdeq.gov

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

Copies of this Application Guide are available at no cost on the Department's web site: [www.azdeq.gov](http://www.azdeq.gov). Hard copies may be obtained by contacting the ADEQ Records Center, Monday through Friday, between 8:30 a.m. and 4:30 p.m., 1110 W. Washington St., Phoenix, AZ 85007, (602) 771-4712. Cost is \$0.25 per page. The document is 6 pages.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

[M14-395]

**1. Title of the Substantive Policy Statement and the substantive policy statement number by which the substantive policy statement is referenced:**

0143.000 Notification Policy for Local Governmental Agencies

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

Issued: April 24, 1998

Effective: April 24, 1998

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

This substantive policy statement is to require ADEQ staff in the drinking water, solid waste, water quality compliance and water permits programs to provide notification concerning enforcement actions to local governments in the State of Arizona.

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

A.R.S. § 49-104

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

New

**6. The agency contact person who can answer questions about the substantive policy statement:**

Name: Sherri Zendri, Administrative Counsel

Address: ADEQ  
1110 W. Washington St.  
Phoenix, AZ 85007

Telephone: (602) 771-2242

Fax: (602) 771-8681

E-mail: zendri.sherri@azdeq.gov



Web site: www.azdeq.gov

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

Copies of this Application Guide are available at no cost on the Department’s web site: [www.azdeq.gov](http://www.azdeq.gov). Hard copies may be obtained by contacting the ADEQ Records Center, Monday through Friday, between 8:30 a.m. and 4:30 p.m., 1110 W. Washington St., Phoenix, AZ 85007, (602) 771-4712. Cost is \$0.25 per page. The document is 3 pages.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT  
DEPARTMENT OF HEALTH SERVICES**

[M14-390]

**1. Title of the substantive policy statement and the substantive policy statement number by which the substantive 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 substantive policy statement if different from the issuance date:**

Date of issuance: December 15, 2014

Effective date: January 1, 2015

**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 according to Arizona Revised Statutes (A.R.S.) § 36-843 or 36-848.

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

A.R.S. §§ 36-843 and 36-848

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

The substantive policy statement is a revised document. The substantive policy statement has been revised to update references and clarify the content of the substantive policy statement.

**6. The agency contact person who can answer questions about the substantive policy statement:**

Name: Krystal Colburn, Assistant State Registrar

Address: Department of Health Services  
Office of Vital Records  
1818 W. Adams St.  
Phoenix, AZ 85007

Telephone: (602) 364-1225

Fax: (602) 364-1257

E-mail: [Krystal.Colburn@azdhs.gov](mailto:Krystal.Colburn@azdhs.gov)

or

Name: Jeff Bloomberg, Manager

Address: Department of Health Services  
Administrative Counsel and Rules  
1740 W. Adams St., Suite 203  
Phoenix, AZ 85007

Telephone: (602) 542-1020

Fax: (602) 364-1150

E-mail: [Jeff.Bloomberg@azdhs.gov](mailto:Jeff.Bloomberg@azdhs.gov)

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

The substantive policy statement is available, free of charge, on the Arizona Department of Health Services website at: <http://www.azdhs.gov/ops/oacr/rules/sps/index.php?pg=phs>. Copies of the substantive policy statement may also be obtained from the Arizona Department of Health Services, Division of Public Health Services, Bureau of



Health Status and Vital Statistics, 150 N. 18th Ave., Suite 550, Phoenix, AZ 85007, for 25 cents per page. Payment is accepted in cash or money order made payable to the Arizona Department of Health Services.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT  
GAME AND FISH COMMISSION**

[M14-387]

- 1. Title of the Substantive Policy Statement and the substantive policy statement number by which the policy statement is referenced:**  
SP.003 - A2.2 Land Use Agreements on Commission Properties
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
December 5, 2014
- 3. Summary of the contents of the substantive policy statement:**  
Policy of the Arizona Game and Fish Commission on leasing Commission lands.
- 4. Federal or state constitutional provisions; federal or state statute, rule, or regulation; or final court judgment that underlies the substantive policy statement:**  
A.R.S. § 7-241(B)
- 5. A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a revised policy statement.
- 6. The agency contact person who can answer questions about the substantive policy statement:**  
Name: Celeste Cook, Rules Analyst  
Address: Game and Fish Department  
5000 W. Carefree Highway  
Phoenix, AZ 85086  
Telephone: (623) 236-7390  
Fax: (623) 236-7677  
E-mail: CCook@azgfd.gov  
Please visit the AZGFD web site to track progress of this rule and any other agency rulemaking matters at [http://www.azgfd.gov/inside\\_azgfd/rules/rulemaking\\_updates.shtml](http://www.azgfd.gov/inside_azgfd/rules/rulemaking_updates.shtml).
- 7. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Copies of the policy may be obtained from the person listed above at .50¢ per page.