



Board of Supervisors Memorandum

December 1, 2015

Adoption of Existing Policies and Procedures

INTRODUCTION

During its last regular session, the Arizona Legislature enacted SB 1298 (2015 Ariz. Sess. Laws, ch. 86), which requires the County and Regional Flood Control District (RFCD) to adopt procedures for making rules, effective December 31, 2015. The statute includes a grandfather provision allowing continued enforcement of existing rules, but only if those rules were adopted by the Board of Supervisors before the statute becomes effective.

The County and District have a number of valid policies and procedures that are not adopted by the Board, but may nonetheless fall under the broad definition of "rule" in the new statute. Therefore, I requested that all departments conduct an inventory of existing policies and procedures so that those that may qualify as "rules" could be brought to the Board for adoption before the statute becomes effective. Based on that inventory, I am recommending the Board adopt the policies and procedures below before the statute becomes effective. Each document is either accompanied by a link to where it can be located on a public website or is included as an attachment to this memorandum.

Clerk of the Board

Administrative Procedure 4-4, Public Record Requests and Cost Recovery for the Release of Public Data

[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/4-4%20Administrative%20Procedures%20\(10-30-2015\)%20Revised.pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/4-4%20Administrative%20Procedures%20(10-30-2015)%20Revised.pdf)

County Administrator

22-5 Cash Handling Procedures Effective: 7/26/1983, Rev. 8/26/14

[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/22-5%20Administrative%20Procedure%20Revised%20\(08-26-2014\).pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/22-5%20Administrative%20Procedure%20Revised%20(08-26-2014).pdf)

22-71 Improvement Districts Effective 8/7/09, Rev. 9/23/11

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/2271improve.pdf

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Environmental Quality

Pima County Solid Waste Program Financial Hardship Fee FY 2016 Qualification Process
Effective: 7/1/15 through 6/30/16

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Environmental%20Quality/Waste%20and%20Recycling/Financial%20Hardship%20Fee%20Application%20Process%20Update%20Aug%202015%20FY%202016.pdf

Pima County Solid Waste Program Landfill Discount Ajo Residents
(<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=59719>)

Health Department

Community Nutrition

Arizona Commodity Supplemental Food Program Policy and Procedure Manual

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Arizona-CSFP-Manual.pdf

Arizona Farmers Market Nutrition Program Local Agency Manual

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Arizona%20-FMNP-local-agency-manual.pdf

Arizona Women, Infants and Children Policy and Procedure Manual (CH. 1-19)

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/AZ%20WIC%20Policy%20and%20Procedure%20Manual.pdf

Pima County Community Nutrition Program Milk Issuance Policy

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Milk%20Issuance%20Policy.pdf

Tobacco and Chronic Disease

Smoke-Free Arizona Procedure/Enforcement

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Smoke-Free%20Arizona%20Procedure-Enforcement.pdf

Arizona Tobacco Retailer Training (Diversion Program)

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=88401>

Tobacco Retailer Education Packets

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Tobacco%20Retailer%20Education%20Packets.pdf

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Youth Coalition Leader Agreements/Action Plans

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Youth%20Coalition%20Leader%20Agreements-Action%20Plans.pdf

Food and Drug Administration Youth Volunteer Application Packet

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Youth%201-6.pdf

Arizona Attorney General's Youth Volunteer Registration

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Arizona%20Attorney%20General's%20Youth%20Application%20Packet.pdf

Consumer Health and Food Safety

CHFS-15-02 Inspection Productivity Standards & Public Notification

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/CHFS-15-02%20Policy%20for%20Inspection%20Productivity%20Standards,%20public%20notification%20and%20enforcement.pdf

CHFS-15-03 Swimming Pool and Spa Inspections, Enforcement, Closure and Public Notification Policy

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/CHFS-15-03%20Policy%20for%20Swimming%20Pools%20and%20Spas.pdf

CHFS-15-04 Mosquito-borne Surveillance – Prevention – Control – Enforcement

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/CHFS-15-04%20Mosquito%20investigation,%20control%20and%20enforcement.pdf

CHFS-15-05 Program Procedures for Processing Public Records Request

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/CHFS-15-05%20Procedures%20for%20processing%20public%20request%20forms.pdf

General Plan Review Requirements for Fixed Food Establishments

<http://www.fda.gov/downloads/Food/FoodSafety/RetailFoodProtection/ComplianceEnforcement/ucm102738.pdf%20%20ucm102738>

Mobile Food Establishment Plan Review Guidelines

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Food%20Safety/pdfs/8-10-11-Mobile-Food-Plan-Review-Manual.pdf

Mobile Food Establishment Supplemental Application

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http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Food%20Safety/Permitting%20and%20Inspections/Mobile%20Food%20Establishment%20Supplement%20Application.pdf

Requirements for Temporary Food Facilities

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Food%20Safety/pdfs/Temporary-Event-Handout-Rev-06_2009.pdf

Limited Food Manufacturing

[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Limited%20Food%20Manufacturing%20Template%20New%20Version%2011%202014%20\(3\).pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Limited%20Food%20Manufacturing%20Template%20New%20Version%2011%202014%20(3).pdf)

Catering Guidelines

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Catering%20Guidelines%20Updated.pdf

CHFS-09-01 Bed and Breakfast Establishments

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Inspection%20Bed%20and%20Breakfast%2009.pdf

Commissary Operations

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/COMMISSARY%20OPERATIONS.pdf

Home Day Care Program

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/INSPECTION-HOME%20DAYCARE.pdf

Inspection – Hotel Motels

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/INSPECTION-HOTEL,MOTEL.pdf

Inspection – Mobile Home and RV Parks

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/INSPECTION-MHP%20&%20RV%20PARKS.pdf

Inspection – School Physical Plant

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/INSPECTION-SCHOOL%20PHYSICAL%20PLANT.pdf

Licensing Catering

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http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/LICENSES-CATERING.pdf

Agreement to operate commissary facilities for a Mobile Food Unit operating in Pima County
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Commissary%20Agreement%2010-15.pdf

General Inspection Form (Report)
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/CHFS%20General%20Inspection%20Form%2010-15.pdf

Home Day Care Check Sheet
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/HOME%20DAYCARE%20CHECK%20SHEET.pdf

Tuberculosis
Enablers and Incentives
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Enablers%20and%20Incentives.pdf

Temporary Housing Policies and Procedures
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Temporary%20Housing%20Policy%20%20Procedure.pdf

Family Planning
Health Department Adolescent Services Guidelines
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Adolescent%20Services%20Guidelines.pdf

Client Registration and Financial Evaluation
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Client%20Registration%20and%20Financial%20Evaluation.pdf

Fee Collection
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Fee%20Collection.pdf

Pima County Health Department Family Planning Identification Policy
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Pima%20County%20Health%20Department%20Family%20Planning%20Identification%20Policy.pdf

Refund Policy

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http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Refund%20Policy.pdf

Epidemiology

Meningococcal Invasive Disease Protocol

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Meningococcal%20invasive%20disease%20protocol_Aprl2015.pdf

Public Health Emergency Preparedness

Pandemic Influenza Plan

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/PCHD%20Pandemic%20Flu%20Plan%20Core%20Document%200914.pdf

Strategic National Stockpile Plan

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Strategic%20National%20Stockpile%20Plan%202015.pdf

Pima Animal Care Center (PACC)

Emergency Operations Plan Emergency Support Function 11 Animal Welfare Annex

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/PC%20Emergency%20Operations%20Plan.pdf

PACC – Licensing

L002 – Adoption of Animals

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/L002-Adoption%20of%20Animals%20-%20revised.pdf

L006 – Interested Party

[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/L006%20-%20Interested%20Party%20\(revised\).pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/L006%20-%20Interested%20Party%20(revised).pdf)

L013 – First Time Impoundment Waived

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/L013%20-%201st%20time%20Impoundment%20waived.pdf

Refund Policy

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Refund%20Policy1.pdf

PACC – Enforcement

SOG-010 Dog Licensing

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Dog%20Licensing.pdf

SOG-011 Leash Law Enforcement

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Leash%20Law%20Enforcement.pdf

SOG-012 Bites & Quarantine

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Bites%20&%20quarantine.pdf

SOG-013 Search & Seizure

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Search%20&%20Seizure.pdf

SOG-014 Welfare Cases

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/SOG-014%20Welfare%20Cases.pdf

SOG-015 Dangerous Animals

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/SOG-015%20Dangerous%20Animals.pdf

SOG-016 Noise

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/SOG-016%20Noise.pdf

SOG-017 Waste

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/SOG-017%20Waste.pdf

SOG-018 Kennel Permits

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/SOG-018%20Kennel%20Permits.pdf

PACC – Live Release

Adoption Process Standard Operating Procedure (SOP)

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Adoption%20Process%20SOP%20AD001.pdf

Rescue Special Observation

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Rescue%20Partner%20Special%20Observation%20Terms.pdf

Interested Party SOP

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Interested%20Party%20revised.pdf

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Health Department Policies and Procedures

AD-45

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/AD-45%20Requests%20for%20Health%20Information.pdf

Public Health Nursing

Admission and Discharge Criteria for Specialty Programs-Case Management

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Admission%20and%20Discharge%20Criteria.pdf

Referrals, Admission and Discharge Criteria

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/Referrals,%20Admission%20and%20Discharge%20Criteria.pdf

Admission and Discharge Criteria for Specialty Programs-Clinic Based

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/A.%203.%20%20Clinic%20Based%20Admission%20and%20Discharge%20for%20Speicalty%20Programs%20.pdf

Request for Client Records/Medical Information

[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/\(Part%204\)%20II.%20D.%20%20Request%20for%20Client%20Records.pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/(Part%204)%20II.%20D.%20%20Request%20for%20Client%20Records.pdf)

Health Department Consent for Immunization Form

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/VI.%20A.%20Completion%20of%20Consent%20for%20Immunization%20Form%20.pdf

Billing Outside Agencies: Client Services

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Health/Policies%20and%20Procedures/VIII.%20A.%20Billing%20Outside%20Agencies%20.pdf

Human Resources

Administrative Procedure 23-26, Recruitment/Selection Procedures and Interview Panels

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/2326recruit.pdf

Administrative Procedure 23-29, Reasonable Accommodations of Applicants and Employees with Disabilities

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[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/23-29%20Administrative%20Procedure%20Revised%20\(02-26-2014\).pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/23-29%20Administrative%20Procedure%20Revised%20(02-26-2014).pdf)

Administrative Procedure 23-34, Submission of Electronic Employment Applications
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/2334empapps.pdf

Library District

Lost and Found Rule [Attachment 1]

Regional Flood Control District

TECH-003: Minimum Construction Requirements for Manufactured Home Foundations in Floodway Fringe Areas Effective: 1/5/09, Rev. 11/24/10

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech003.pdf

TECH-004: Delineating Regulated Riparian Habitat Disturbance Effective: 3/19/14

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech004.pdf

TECH-005: Construction Standards for Fences and Walls within Regulatory Floodplains Effective: 11/5/07, Rev. 11/2/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech005.pdf

TECH-006: Erosion Protection for Fill Pads Effective: 3/23/06, Rev. 11/2/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech006.pdf

TECH-010: Rainfall Input for Hydrologic Monitoring Effective: 3/15/07

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech010.pdf

TECH-011 Permitting Requirements for Accessory Structures Effective: 03/03/09

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech011.pdf

TECH-012 Methods to Estimate Maximum Anticipated Scour Depth Including Optional Adjustment for Flood Duration Effective: 4/29/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech012.pdf

TECH-013 Regulation of Shaded Zone X Classifications Effective: 6/19/07, Rev 12/30/09

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech013.pdf

TECH-014 Erosion Protection of Stem Wall Foundations in Floodway Fringe Areas Effective: 8/31/09

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech014.pdf

TECH-015 Acceptable Methods for Determining Peak Discharges Effective: 10/1/07

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech015.pdf

TECH-016 Acceptable Methods for Floodplain Delineation Effective: 12/1/07

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech016.pdf

TECH-017 Applicability of and Acceptable Methods for Sediment Transport Analysis Effective: 11/24/14

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech017.pdf

TECH-018 Acceptable Model Parameterization for Determining Peak Discharges Effective: 4/1/11, Rev. 11/16/12

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech018.pdf

TECH-019 Standards for Floodplain Hydraulic Modeling Effective: 11/19/12

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech019.pdf

TECH-020 Engineering Analysis Requirements for Determining an Alternative Safe Erosion Hazard Setback Limit Effective: 11/16/11

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech020.pdf

TECH-021 Use of Flood Damage Resistant Materials Below the RFE Effective: 3/3/08, Rev. 11/2/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech021.pdf

TECH-022 Use of Flood Openings, Applicability and Requirements Effective: 11/02/09, Rev. 11/2/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech022.pdf

TECH-023 Structures that are allowed to be Wet Flood Proofed Effective: 11/02/09

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech023.pdf

TECH-025 Permitting Guidelines for Sand, Gravel and Other Excavation Operations Located within Flood and/or Erosion Hazard Areas Effective: 11/7/11

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech025.pdf

TECH-027 Protective Measures for Private Vehicular Access Effective: 5/25/11

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech027.pdf

TECH-028 Pre-Ordinance Agricultural Berms, Channels and Stock Ponds Effective: 5/18/12

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech028.pdf

TECH-029 Electrical Facilities That Are Considered "Critical Facilities" Effective: 12/30/10

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech029.pdf

TECH-030 Construction, Maintenance and Repair of Dirt Roads Effective: 4/29/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech030.pdf

TECH-032 Permitting Single-Lot Alternative Energy Installations Effective: 8/27/14

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech032.pdf

TECH-033 Criteria for Two-dimensional Modeling Effective: 8/1/13

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech033.pdf

TECH-101: Determining Base Flood Elevations in Regulatory Floodplains with Detailed Studies Effective: 1/25/06, Rev. 10/11/11

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech101.pdf

TECH-102: Site Plan Requirements for Permit Review Effective: 12/20/12

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech102.pdf

TECH-103: Covenant (Indemnification Agreement) Use Guidelines Effective: 6/19/07, Rev. 11/15/13

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech103.pdf

TECH-104: Evaluating and Adjusting the Riparian Classification Maps Effective: 3/19/14

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech104.pdf

TECH-105: Criteria for Approval of Permits without an FPUP Effective: 8/27/14

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech105.pdf

TECH-106: Ordinance Determination of Applicability Effective: 1/25/06

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech106.pdf

TECH-108: Guidelines for Improvements to Non-Conforming Uses Effective: 3/3/08, Rev. 11/2/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech108.pdf

TECH-109: Permitting Procedure for Compliance with ARS. §48-3645 Effective: 3/14/13

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech109.pdf

TECH-113: Elevation Certificate Standard Operating Procedure for FEMA Form 086-0-33, July 2012 Effective: 5/23/07, Rev 11/17/09

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech113.pdf

TECH-114: Requirements for Content of Hydrologic and Hydraulic Reports (hereinafter referred to as Drainage Report) Effective: 9/21/07, Rev. 11/2/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech114.pdf

TECH-115: Permitting within Regulatory Sheet Flood Areas Effective: 11/02/09

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech115.pdf

TECH-116 Quantitative Methods for Regulated Riparian Habitat Boundary Modifications and On-Site Vegetation Surveys Effective: 11/15/13

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Rules%20and%20Procedures/tech116.pdf

Regional Wastewater Reclamation

CRAO 1 – Application/Questionnaire for Industrial Wastewater Discharge Permit
[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/Discharge Permit App 2015.pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/Discharge%20Permit%20App%202015.pdf)

CRAO 2 – Guidance for the Preparation of a Toxic Organic Management Plan
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/TOMP_form.pdf

CRAO 3 – Hydro-Mechanical Grease Interceptor Cleaning Log
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/HGI_HowToClean.pdf

CRAO 4 – Septage Discharge Permit Application and Instructions
[http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/Septage Permit Application 2015.pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/Septage%20Permit%20Application%202015.pdf)

CRAO 5 – Spill Protection & Slug Control Plan for Pima County Significant Industrial Users
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/IWC/SPSCP_form.pdf

P&E 1 – Application Process Notice Connecting to Existing Sewer Approval 7/3/15
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/Development%20Process/ConnectExistingSewer-Checklist.pdf

P&E 2 – Application Process Notice Final Plat Acceptance 7/3/15
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=57045>

P&E 3 – Application Process Notice Preliminary Sewer Layout Acceptance 7/3/15
[Attachment 2]

P&E 4 – Application Process Notice Public Sewer Construction Permit 7/3/15 [Attachment 3]

P&E 5 – Application Process Notice Sewer Improvement Plan Acceptance 7/3/15
[Attachment 4]

P&E 6 – Application Process Notice Sewerage Capacity Allocation 7/3/15
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=57175>

P&E 7 – Observation Permit 10/8/15

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http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/Development%20Process/ObservationPermit-App.pdf

P&E 8 – Public Sewer Construction Permit Application 7/3/15

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=57154>

P&E 9 – Type III – Sewerage Capacity Allocation Request 7/3/15

http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Wastewater%20Reclamation/Development%20Process/Capacity-Type3-Narrative.pdf

Transportation (PCDOT)

PCDOT Detail 600 (Attachment A) Effective: 4/09, Rev. 10/14 [Attachment 5]

Pima County Code Chapter 10.50.150, Abandonment of facilities:
https://www.municode.com/library/az/pima_county/codes/code_of_ordinances?nodeId=TIT10TRHI_CH10.50REUSPURI-W_10.50.150ABFA and accompanying Abandonment Procedure (Attachment B) Effective: 7/6/2012

2014 Pima Association of Governments (PAG) Standard Specifications and Details Effective: September 2014 (<http://apps.pagnet.org/standardspecifications/>)

PCDOT Procedures for the Issuance of Right of Way Permits and Regulations of Permit Work (Attachment C) Effective: 12/3/1998 [Attachment 6]

RECOMMENDATION

I recommend the Board of Supervisors adopt the policies and procedures listed above and attached.

Respectfully submitted,



C.H. Huckelberry
County Administrator

CHH/mjk – November 18, 2015

Attachments