

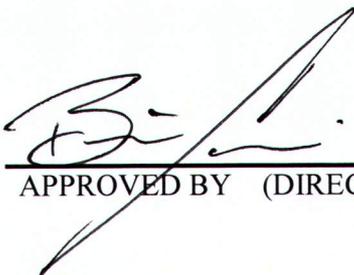
The Administrative Procedure Act requires the publication of substantive policy statement currently in use, including its full text, if practicable. (A.R.S. § 41-1091.01). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. This substantive policy statement is 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 this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under section 41-1033, Arizona Revised Statutes, for a review of the statement.

## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### ARIZONA RADIATION REGULATORY AGENCY

[ARRA 10.01]

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Use of Agency Property
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Effective March 29, 1994
- 3. Summary of the contents of the substantive policy statement:**  
Establishes \$0.25/page reproduction cost and restrictions on the use of Agency property.
- 4. A statement as to whether the substantive policy is a new statement or a revision:**  
This is a current policy statement.
- 5. The agency contact person who can answer questions about this substantive policy statement:**  
Name: Kari Watkins, Program Manager  
Address: Arizona Radiation Regulatory Agency  
4814 South 40<sup>th</sup> Street  
Phoenix, AZ 85040  
Telephone: (602) 255-4841



APPROVED BY (DIRECTOR)

11/30/16  
DATE

Policy Number: 10.01  
Effective Date: March 29, 2014

Subject Title: Use of Agency Property

#### PURPOSE

This policy establishes protocol and procedures for use of Agency property. The purpose is to respond to requests from citizens, as well as meet the needs of Agency employees in the course of their assigned duties.

#### POLICY

State property shall be utilized solely for state business reasons. In accordance with Arizona Administrative Code (AAC) RI-5-502, the use of State property for personal, non-state business related purposes is PROHIBITED. Although the topics specifically addressed below are not all-inclusive, the procedures do serve as guidelines for the usage of State property in general. If further clarification becomes necessary, the ARRA Director will make the final decision.

#### TELEPHONES

State long-distance telephones shall be used for State purposes only. Local calls shall be kept to a minimum.

#### POSTAGE METER:

The postage meter shall not be used for personal mail.

#### SHIPPING PACKAGES:

Personal packages shipped via UPS, Federal Express, or other private carrier must be paid for by cash or check made payable to the carrier.

#### DUPLICATING MACHINE:

The duplicating machine is for State business-related copying. Large jobs, i.e., greater than 100 total copies: Prior approval from the Director shall be obtained for any large quantity copying that may be required for articles, publications, books, etc. Consideration shall be given to possible cost savings from contracting-out the job.

Copying Agency items for individuals or firms outside of State government will be done at a rate of 25 cents per page, plus any mailing costs that might be incurred.

#### Exception:

ARS § 12-351.F.1, referring to Costs of compliance with subpoena for production of *documentary evidence*, states "'Reasonable costs' means ten cents for each page of standard reproduction of documents and the actual costs for reproduction of documents which require special processing plus the reasonable clerical costs incurred in locating and making the documents available billed at the rate of ten dollars per hour per person." Nothing in this policy shall be taken to relieve any person from the responsibility for compliance with all applicable copyright laws.

EQUIPMENT:

State-owned equipment such as computers, typewriters, VCRs, videocassettes, lab equipment and field instruments shall not be used for personal activities in the office or elsewhere. In the event that official business must be accomplished outside of the office and the use of Agency equipment is necessary, an Off-site Equipment Usage form (see attached) shall be completed. State vehicles and equipment permanently assigned to an individual employee for regular use outside the office, are excepted from the requirement to complete the form. Submit the completed form to your Program Manager and the Agency Director for approval. Upon approval, the form shall be forwarded to the Business Manager to maintain inventory control. Retain a copy of the form with the equipment until it is returned.

SUPPLIES:

State furnished supplies shall be utilized within the offices or on state business travel.