

**0027.000 PHOTOCOPY POLICY**

**Level One**        **Arizona Department of Environmental Quality**

**Originator:**     **Buddy Walker**

**Issue Date:**     **February 3, 1995**

**Next Scheduled Review Date:**    **February 3, 1996**

**PURPOSE**

This policy establishes the ADEQ procedures for copy services. Copy services shall be defined as the reproduction of materials to hard copy via reproduction/photocopy equipment

The terms "photocopy" and "copy" are used interchangeably.

The term "internal copy services" shall refer to documents which are reproduced by the ADEQ employee or copy center for the exclusive use of ADEQ.

The term "external copy services" shall refer to documents which are reproduced at the request of the public for their use.

The term "third party copy services" shall mean reproduction of documents where the cost of the services performed are negotiated between the public and the copy center.

**POLICY**

Copies of documents for internal use by ADEQ staff:

1. Small copying jobs for day-to-day work purposes are to be produced on the in-house convenience copiers.
2. The purpose of the ADEQ copy center is for larger work projects and those that require special handling, such as collating, stapling, etc.

Copies of documents for use by external parties:

1. The first ten (10) copies or less are provided free of charge to external parties at the discretion of the sections or units. Additional copies requested by external parties may be provided by authorized ADEQ staff for a fee of 25¢ per page.
2. Non-profit entities (those with 501(c) (3) status) may apply for an exemption from this fee. The non-profit entity shall provide an Internal Revenue Service determination letter or verifiable evidence that they are in compliance with 501(c) (3) status. The agency will provide free copies to non-profit status entities up to 200 images per request; however, the department reserves the right to deny a request when budget

constraints are an issue.

3. ADEQ is also required to provide free copies of public records when a request for certified copies of public records is made in connection with a claim made to the United States or one of its agencies or departments for a pension, allotment, allowance, compensation, insurance, or other benefits (see A.R.S. §39-122.A).

**ADEQ Copy Center:**

Authorized ADEQ staff may instruct the ADEQ copy center to provide reproduction of ADEQ public information records for the general public. The ADEQ copy center will provide a bonded messenger to pick up the ADEQ file, make the copies, and return the file to the department. The cost of this copy service may vary according to the work involved.

**Reproduction of copyright material:**

Copyright material, including electronic data, may not be reproduced to hard copy without the express written consent of the owner and the ADEQ division director.

**RESPONSIBILITY**

Responsibility for implementing the policy lies with the division directors. The ADEQ Business/Finance Section will establish the external cost per copy charge which will be based on ADEQ costs including all relevant overhead cost. Section managers or unit managers are responsible for checking the IRS determination letter granting non-profit status after consultation with the Office of Administrative Counsel and have the responsibility for denying requests based on budget constraints.

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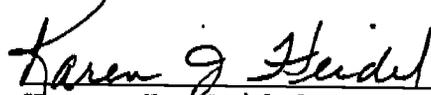
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APPROVED BY:

Level One

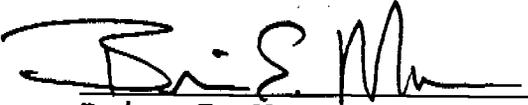
Arizona Department of Environmental  
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