



ALTERNATIVE MEDICAL WASTE TREATMENT METHOD REGISTRATION APPLICATION INSTRUCTIONS

INSTRUCTIONS

Pursuant to the Arizona Revised Statutes (A.R.S.) §49-761(D) and Arizona Administrative Code (A.A.C.) R18-13-1414(A), a person shall obtain approval from the Department to conduct alternative medical waste treatment methods for the treatment or disposal of biohazardous medical waste. The traditional methods of treatment of biohazardous medical waste in Arizona are incineration and autoclaving. All other treatment methods are considered alternative technologies, which must obtain registration prior to their use in Arizona.

This document provides guidance to prepare an application for registration of an alternative medical waste treatment method and is divided into three main parts:

- 1) **Instructions** – The instructions are intended to give you basic information regarding the application process, how long the process may take, and how much it will cost. More detailed information can be obtained by referencing the specific rule citation listed with each application item. Please do not submit the instructions with your application.
- 2) **General Information** – This section includes basic applicant, facility and method registration information.
- 3) **Technical Information** – This section requires information regarding the alternative medical waste treatment method and the required performance standards. To facilitate the processing of your application, ADEQ recommends that you organize all the attachments using a Table of Contents that references the application item number (Ex. “Attachment 1 – Alternative Medical Waste Treatment Method Description [Item 10]”) and attach this information to the application form.

For assistance or inquiries regarding the application process, please contact ADEQ Permits and Plan Review Unit at (602) 771-4123 or toll free in Arizona at (800) 234-5677, ext. 771-4123.

GENERAL APPLICATION PROCESS

- 1) Applicant submits two (2) bound or stapled copies of the application including attachments, the initial fee, and a cover letter that provides a general overview of the project (briefly describe nature of alternative medical waste treatment method, and at least one general contact and phone number). **At least one copy of the application must be submitted with the original Signature.**
- 2) ADEQ reviews application for administrative completeness.
- 3) Applicant satisfies any administrative deficiencies.
- 4) Applicant satisfies any substantive deficiencies.
- 5) ADEQ issues a Decision to Grant/Deny the application.

If the Department approves of the proposed alternative medical waste treatment method registration application, it shall issue to the applicant a certification of registration containing an alternative medical waste treatment method registration number per A.A.C. R18-13-1414(B). Only an alternative technology method with a valid ADEQ issued registration number may be used in Arizona. ADEQ’s decision is an appealable agency action per A.R.S. §41-1092.

The registration is valid for five (5) years. To renew the registration, the applicant shall submit an application no later than sixty (60) days before expiration.

FEES

There is no fee associated with this application.

APPLICANT

The applicant shall be the person responsible for complying with the terms and conditions of the Biohazardous Medical Waste Alternative Treatment registration requirements of A.A.C. R18-13-1401 et seq., and the issued approval.

HOW LONG DOES THE APPLICATION PROCESS TAKE?

Licensing Time Frames (LTF) are specified by Arizona Department of Environmental Quality in A.A.C. R18-1-525, which limits the number of business days (excludes Saturdays, Sundays, and Holidays) ADEQ can review your project without a penalty. The LTF clock can be stopped by the ADEQ one time during the administrative review if necessary data are missing. The LTF clock can be stopped one time during the substantive review to request additional technical information or technical clarification from the applicant.

License Type	Administrative Completeness Review	Substantive Review	Overall Time Frame
Biohazardous Medical Waste Plan Alternative Treatment Registration and Approval	32	62	94

WITHDRAWING YOUR APPLICATION

An application may be withdrawn by the applicant at any time during the application process in accordance with A.A.C. R18-1-517. You may withdraw your application by submitting a written request to the Permits and Plan Review Unit Manager. Withdrawing your application causes the LTF to cease.

WHERE DO I SUBMIT MY APPLICATION?

Submit your application to:

Arizona Department of Environmental Quality
Permits and Plan Review Unit
1110 West Washington Street
Phoenix, AZ 85007

WHERE DO I GET HELP?

Program guidance can be found on our website at: <http://www.azdeq.gov/environ/waste/solid/plan.html>.

A copy of the rules and statutes relating to Biohazardous Medical Waste can be found on our website at:

<http://www.azdeq.gov/environ/waste/solid/rules.html>.

It is recommended that you review the applicable rules and statutes to ensure that you provide a complete and accurate application. ADEQ recommends scheduling a pre-application meeting to go over the various details of the program. During the application process, you are encouraged to communicate with the project team to resolve any issues that may arise during the process.



ALTERNATIVE MEDICAL WASTE TREATMENT METHOD REGISTRATION APPLICATION

GENERAL INFORMATION

1. Applicant [A.A.C. R18-13-1414(A)(2)]

Identify "who" is requesting this registration. Provide the name and title of the highest ranking local Company official responsible for day-to-day operation and registration compliance. Include the name of the Company as it should appear on the registration and its mailing and street address. Include one phone number for the identified Company official and a business phone number for the Company.

Name and Title _____
 Company _____
 Mailing Address _____ City _____ State _____ Zip _____
 Street Address _____ City _____ State _____ Zip _____
 Telephone Numbers: (a) _____ (b) _____
 Email _____
 Registered to do business in Arizona? Yes No

2. Manufacturer or Company Name and Address [A.A.C. R18-13-1414(A)(1)]

Check this box if the contact information for the facility owner is the same as in item 1 above.

Manufacturer Distributor Other: _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ FAX _____
 Email _____

3. Contact Information of Authorized Agent [A.A.C. R-18-1-503(A)(3)]

If you are designating an Authorized Agent for receipt of official communications, please provide contact information here; otherwise, Section 3 may be left blank.

Contact Name _____
 Company Name _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ FAX _____
 Email _____

4. Facility Name and Address [A.A.C. R18-1-503(A)(2)]

Please provide the name of the facility that will operate the alternative technology and the address at which it will be located, if known.

Name _____
 Address _____
 City _____ State _____ Zip _____
 County _____
 Township _____ Range _____ Section(s) _____
 Latitude _____ " N Longitude _____ " W

5. Listing of Approved States [A.A.C. R18-13-1414(A)(4)]

Provide a listing of other states in which the treatment method is used, including a copy of any state approvals.

I have attached copies of state approvals. Yes

Listing of States: _____

6. Certificate of Disclosure [A.R.S. §49-109]

Are you required to file a certificate of disclosure according to A.R.S. §49-109? Yes No*
 *By checking "No" above, you are certifying that a Certificate of Disclosure is not required per A.R.S. §49-109.
 If "Yes," I have attached supporting documentation. Yes

7. Alternative Medical Waste Treatment Method Description [A.A.C. R18-13-1414(A)(3),(5) and (7)]

- I have attached a method and/or equipment description that includes the following information:
- A) Description of the alternative medical waste treatment method.
 - B) Written documentation provided by an independent laboratory that the alternative treatment method is capable of compliance with the treatment standards of A.A.C. R18-13-1415.
 - C) A description of the byproducts generated as a result of the alternative treatment method.
 - D) Written documentation of the proper registration of the equipment per A.R.S. §3-351, if applicable.

8. Manufacturer's Equipment Specifications [A.A.C. R18-13-1414(A)(8)]

Provide the necessary supporting documentation regarding manufacturer's equipment specifications for the alternative medical waste treatment method being registered. Include the following: unit model number or serial number; equipment specifications that identify the proper type of biohazardous medical waste to be treated by the equipment, and any design or equipment restrictions; operating procedures for the equipment that ensure the equipment complies with the treatment standards of A.A.C. R18-3-1415 for the type of waste being treated; and, instructions for equipment maintenance, testing, and calibration that ensure the equipment complies with the treatment standards of A.A.C. R18-13-1415.

Is supporting documentation attached? Yes No
 Is this application for a 5-year Renewal? Yes No

For a 5-year renewal, it is not necessary to resubmit the supporting documents provided there have not been any changes to the equipment or other technical information.

9. Manufacturer's Equipment

Provide the name of the equipment, unit model number, the type of waste treated, and brief description of the treatment process.

Make of Equipment	
Model Number	
Type of Waste Treated	
Description of Treatment Process	

10. Certification Statement [A.A.C. R18-13-1414(A)(6)]

I certify under penalty of law that this application and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete in accordance with the terms and conditions of the applicable requirements of A.R.S. Title 49, Chapter 4, Article 4 and A.A.C. Title 18, Chapter 13, Article 14 regarding solid waste requirements. I am aware that there are significant penalties for submitting false information.

Print Name
 Title
 Signature

Date

Pursuant to Arizona Revised Statutes (A.R.S. § 41-1030):

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.