



Ultraviolet Radiation Safety

Bureau of Radiation Control
Compliance Binder

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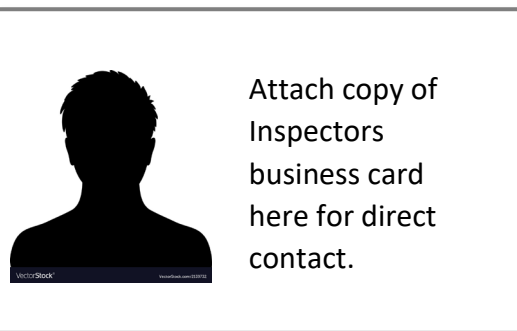
Purpose: This template is designed to organize the required compliance documents in a fashion which will both ease the inspection process and allow for a heightened level of safety. The template is intended to be printed out single sided and utilized as cover sheets for section dividers, with detail on contents, and produces a binder with all documents a State inspector will need to see during an audit.

Bureau of Radiation Control

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Non-Ionizing Compliance

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Section 1. Guidance on Application for Registration

Facility Type	Payment to submit			Forms to submit						Ref.
	Fee Category	Charge per Fee Category	Fee Category Definition	BRC-NIR (one per location)	BRC-NIMI (one per unit)	Medical Director Acknowledgment; <i>Include License & Training Record</i>	LSO Acknowledgement; <i>Include Training Record</i>	Operator Training, FDA Variance, FAA Variance, & Show Details	Registration Division	Registration can be combined with
Ultraviolet Tanning (UT) Ultraviolet Medical (UM)	F1	\$50	Per Unit	✓	✓				II	
Laser Industrial (LI) Laser Projector (LP)	F2	\$300	1-10 units	✓	✓		✓ ✓		III	
	F3	\$600	11-49 units	✓	✓		✓ ✓		II	
	F4	\$1,000	50+ units	✓	✓		✓ ✓		I	
Laser Light Show (LL)	F5	\$500	Site fee	✓	✓		✓ ✓	✓	II	
Laser Medical (LM) -Includes: Chiro, Optham, Pod Laser Hospital (LH) Laser Dental (LD) Laser Veterinary (LV)	F6	\$100	Per Unit	✓	✓	✓ ✓	✓ ✓		II	F15
Laser Cosmetic (LC) -Includes: Cosmetic use OR Cosmetic and Medical use	F7	\$100	Per Unit	✓	✓	✓ ✓	✓ ✓		II	F8 or F15
Cosmetic Radiofrequency (RC)	F8	\$100	Per Unit	✓	✓	✓ ✓			II	F7
Industrial Radiofrequency (RF) -Includes: RF, Microwave	F9	\$150	1-5 units	✓	✓				III	
	F10	\$350	6-20 units	✓	✓				II	
	F11	\$600	21+ units	✓	✓				II	
Medical Radiofrequency (RM) -Includes: RF, EC, Diathermy	F15	\$100	Site fee	✓	✓	✓ ✓			II	F6 or F7

All forms are available on our website AZDHS.GOV/NONION under Nonionizing Forms

Note: Appropriate and full payment must be included with new registrations. We currently do not have the ability to accept new applications online, so please send your COMPLETE new application with payment via physical mail.

Section 2. Required Postings

(NOTE: There are 5 REQUIRED postings)

1. Nonionizing Machine Registration

- WHERE TO POST?**
Include a copy of your Registration in this safety/compliance binder, in addition to its posting on the wall. It may be posted anywhere in the facility, but assure all employees are aware and can show a State inspector.
- Contact NONION@AZDHS.GOV to amend or receive a duplicate copy of your registration.

2. Notice to Employees

- WHERE TO POST?**
Post this notice in an area all employees have access to. Commonly posted in employee access only areas.
- Visit WWW.AZDHS.GOV/BRC and select BUREAU FORMS to download a copy of the Notice to Employees.

3. Underage Sign (For tanning facilities ONLY)

- WHERE TO POST?**
ONLY IF your facility allows tanning under the age of 18, post this warning sign, which contains the EXACT statement shown below, at or near the reception area.
- APPEARANCE**
The lettering on this sign must be at least 10 millimeters high.

PERSONS UNDER AGE 18 ARE REQUIRED TO HAVE PARENT OR LEGAL GUARDIAN SIGN AN AUTHORIZATION TO TAN IN THE PRESENCE OF A TANNING FACILITY OPERATOR

4. Danger Sign (For tanning facilities ONLY)

- **WHERE TO POST?**

Post this sign within 1 meter (approximately 3 feet) of each tanning device, ensuring that the sign is clearly visible and easily viewed by the user before the tanning device is operated.

- **APPEARANCE**

The text must match the below EXACTLY and lettering on this sign must be AT LEAST 10 millimeters high for all words shown in capital letters and AT LEAST 5 millimeters high for all lower case letters.

DANGER - ULTRAVIOLET RADIATION

1. Follow instructions.
2. Avoid overexposure. As with natural sunlight, exposure can cause eye and skin injury and allergic reactions. Repeated exposure may cause premature aging of the skin, dryness, wrinkling, and skin cancer.
3. Wear protective eyewear.

FAILURE TO USE PROTECTIVE EYEWEAR MAY RESULT IN SEVERE BURNS OR LONG TERM INJURY TO THE EYES.

4. Medications or cosmetics may increase your sensitivity to the ultraviolet radiation. Consult a physician before using a sunlamp if you are using medications or have a history of skin problems or believe you are especially sensitive to sunlight.
5. If you do not tan in the sun, you are unlikely to tan from use of this device.

5. List of trained operators

- **WHERE TO POST?**

Post a list of trained operators anywhere in the facility, but assure all employees are aware of its location and can show a State inspector. Also maintain a copy in this safety/compliance binder.

- **APPEARANCE**

You may use the template on the following page, or generate your own. If you choose to generate your own, it must contain all of the information in this template.

- **RECORD RETENTION**

Maintain records of OPERATOR TRAINING in this section for Department review, which include dates and material covered, for three years from the date the training is provided or the date an employee leaves employment, whichever is later.

Ultraviolet Equipment Operators

Date	Print Operator Name	Operator Signature
Date	Operations Manager Name	Operations Manager Signature

The above unit operators have received training in accordance with the ADHS Bureau of Radiation Control [A.A.C. R9-7-1414 (C)]. The training completed covered, at minimum:

- a. *The requirements of Arizona Administrative Code, Title 9, Chapter 7, Article 14*
- b. *Facility operating procedures, including:*
 - i. *Determination of skin type and associated duration of exposure;*
 - ii. *Procedures for use of minor and adult user consent forms;*
 - iii. *Potential harm associated with photosensitizing foods, cosmetics, and medications;*
 - iv. *Requirements for use of procedures for the facility, equipment, and eyewear;*
- c. *The manufacturer’s procedures for operation and maintenance of tanning equipment;*
- d. *Recognition of injury or overexposure; and*
- e. *Emergency procedures used in the case of an injury.*

Section 3. Training Records

What to include in this section:

- Record of training for each unit operator at this facility.
 - The training event must be specific to the ultraviolet equipment used at this facility and cover the curriculum minimums provided on the previous page and in A.A.C. R9-7-1414(C). Training completion documentation must include date(s) and material covered. This will be reviewed during each State audit.

FAQ: What is the Sunlamp Operator Responsible For?

- ☉ Setting the remote exposure timer.
- ☉ Instructing the user on operation of the emergency shutoff switch.
- ☉ Limiting the occupancy of the tanning room to one person.
- ☉ Preventing the use of the equipment by anyone under 18 years of age unless the person has written permission from a parent or guardian.
- ☉ Limiting the exposure time to the manufacturer's recommendation on the equipment label or in the operator's manual.
- ☉ Limiting exposure time during a rolling 24-hour period to the manufacturer's recommendation.
- ☉ Providing the user sanitized protective sunlamp eyewear and directions for its use.
- ☉ Demonstrating the use of any physical aids, as applicable.

Section 4. Operation Standards

New Facility and/or New Unit checklist

- Only use sunlamp products that are certified by the manufacturer to comply with 21 CFR 1040.20, and indicate such on the equipment identification label.
- Assure each sunlamp has a timer that complies with 21 CFR 1040.20(c).
 - Control of the timer should be remote ONLY. It should not be physically possible for the remote control to be controlled by anybody but the unit operator.
 - Each sunlamp must have an emergency shutoff mechanism accessible by the user.
- Use physical barriers, handrails, floor markings, or other methods to indicate the proper exposure distance between the ultraviolet lamps and the user's skin.
- Construct each unit so that it can withstand the stress of use and the impact of a falling person.
- Control the interior temperature so that it never exceeds 100 degrees Fahrenheit.

Before Every Patient/Client Checklist

- Provide the user sanitized protective sunlamp eyewear and directions for its use.
- Replace burned-out or defective lamps or filters
 - (Recommended to replace with parts from the same manufacture. If an off brand or equivalent lamp or filter is used instead of the Original Equipment Manufacturer (OEM), you are required to maintain a copy of the equivalency certification provided by the lamp supplier on file for review by the Department inspector.)

Daily Checklist

- Assure at least one operator is present during all operating hours.
- Maintain record of each user's total number of exposures and exposure times for Department inspection.

Annual Checklist

- Before the first use and in each calendar year, obtain each user's signature on a statement as an acknowledgement that the user has heard or read and understand the warnings provided in Section 3 of this compliance guide and in A.A.C. R9-7-1415. (For illiterate or visually handicapped persons, the operator shall read the warnings in the presence of a witness and both the witness and the operator shall sign the statement of acknowledgement)
- Check each sunlamp timer for accuracy. (Compare sunlamp timer against alternate timer and have the unit serviced if times vary by more than 10%)
 - Generate a log of this check and keep it in this section to show the State inspector.
- Pay the Arizona Department of Health Services, Bureau of Radiation Control, Annual Registration and Inspection Fee by January 1 of every year. Payable via the payment portal at [AZDHS.GOV/NONION](https://www.azdhs.gov/nonion)

Section 5. Injury Reporting Policy and Injury Reports

What to include in this section:

1. Injury Reporting Policy (Included on following page. Must be signed)
2. Copy of all injury reports.
3. Record of correspondence with the Department pertaining to any reported injuries sustained at this facility.



Ultraviolet Radiation Injury Reporting Policy

In accordance with A.A.C. R9-7-1416

- A. A registrant shall report any incident involving an eye injury; skin burn; fall injury, if the fall occurs within the tanning device or while entering or exiting the device; laceration; infection believed to have been transmitted by use of the tanning device; or any other injury reasonably related to the use of the tanning device.
- B. A registrant shall provide a written report of an incident to the Department within 10 working days of its occurrence or within 10 working days of the date the registrant became aware of the incident.
- C. The report shall include:
 - 1. The name of the user;
 - 2. The name and location of the tanning facility;
 - 3. A description of and the circumstances associated with the injury;
 - 4. The name and address of the health care provider treating the user, if any; and
 - 5. Any other information the registrant considers relevant to the incident.

Per A.A.C. R9-7-1403(B)(4)(d), the registrant shall maintain the records of incident reports involving nonionizing radiation machines for three years for Department review.

Submit all necessary exposure reports to:

BUREAU OF RADIATION CONTROL
Nonionizing Compliance Program
NONION@AZDHS.GOV

As the most responsible individual overseeing the use of ultraviolet radiation devices at this facility, I attest that I have read the above injury reporting requirements and will uphold this responsibility assigned to me by signing this form and will implement them fully for this registration.

Facility Name

Registration Number

Most Responsible Individual's Name

Most Responsible Individual's Signature

Date

NOTE: Complete this document and maintain it in your radiation safety program file. It will be reviewed during your unannounced State audits.

Section 6. What to Expect During a State Inspection

Included is the inspection template used by inspectors when auditing your facility. It serves as both an outline of what to expect to be audited as well as a method of conducting internal audits for maintaining compliance between State inspections, ideally preventing violations. Each item on the template is accompanied by its corresponding A.A.C. R9-7 regulation, for reference.

Most Common Violations

- ☯ Sunlamp timer not controlled remotely
 - *It should not be possible for the user to control the timer. Simply instructing the client not to modify the settings is not adequate to satisfy this requirement.*
- ☯ At least one operator not present during all hours of operation.
- ☯ Exposure time not limited to the maximum recommended amount of time for a rolling 24-hour period.
 - *For example, if a user was exposed for the maximum amount of time at 6:00 pm, that user may not use the unit again until after 6:00 pm the following day.*
- ☯ Not reporting changes to inventory.
 - Visit our website AZDHS.GOV/NONION for guidance on how to amend your registration following an inventory change. Note there is no fee for this action.
- ☯ Each operator does not have a training record to show inspector.
- ☯ All required postings in Section 3. of this binder not posted during unannounced State audits.

BUREAU OF RADIATION CONTROL

TANNING FACILITY SURVEY NOTES

PURPOSE: Initial Regular Follow Up Complaint Other

IDENTIFICATION

FACILITY NAME: _____

LICENSE NUMBER: AT EXPIRATION DATE: _____

ADDRESS: _____

CITY _____ STATE: AZ ZIP: _____

INDIVIDUAL IN CHARGE: _____ PHONE: _____

INDIVIDUAL CONTACTED: _____ PHONE: _____

INSPECTOR: _____ DATE: _____

TANNING FACILITY

YES NO N/A

Facility registered (R9-7-1401.B)

Registration current (R9-7-1401.A)

Registration information correct (R9-7-1401.C)

Registration certificate available (R9-7-1002)

Injury Reporting Policy (R9-7-1416) Written (R9-7-1412)

CLIENTS (R9-7-1414)

YES NO N/A

Operator Present (A)

Limit Occupancy (A)(1)

Limit tanning time in bed (A)(3)

Limit frequency of use (A)(4)

Records visits (A)(5)

Consumer signing annual warning statement (D)

TRAINING (R9-7-1414)

YES NO N/A

Operators trained on State Regs (C)(1)

Operators trained in manufacturer's procedures (C)(1)(c)

Documentation of Operator training (C)(2)

List of operators posted (C)(3)

EYE WEAR & BEDS (R9-7-1414)

YES NO N/A

Provided (B)(1)

Beds and Eyewear cleaned (C)(1)(b)(v)

 REQUIRED WARNING SIGNS (R9-7-1415)

YES NO N/A BED/RM#

Posted in room within 1 meter (A)

Minor consent policy posted (B)

Visible at least 10 mm height (C)

 TANNING EQUIPMENT**CONSTRUCTION (R9-7-1413)**

YES NO N/A BED/RM #

Constructed for consumer protection from contact with bulbs (E)

Access/construction, safe and in good repair for stand-ups (F.1-3)

Interior temperature under 100 degrees for stand-ups (F.4)

 LAMPS (R9-7-1413)

YES NO N/A BED/RM#

Defective lamps replaced (B)

Lamps compatible with equipment (C)

Manufacturer labels in place (C)

 TIMER (R9-7-1413)(D)

YES NO N/A BED/RM#

Timer accurate within +/-10% (2)

Timer is remote (5)

Multiple settings for recommended exposure times { 21CFR1040.20(c)(2) }

User able to terminate radiation emission manually (6)

 INSPECTION FINDINGS:Compliance Compliance with IOC Non-Compliance

Comments:

Section 7. Department Correspondence

WHAT TO INCLUDE IN THIS SECTION

File any correspondence with the Department in this section.

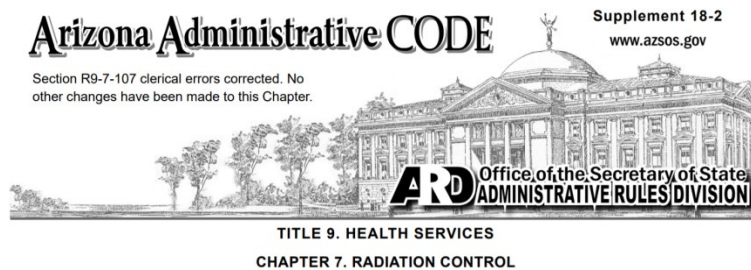
Examples of Department Correspondence include:

- *Any forms, applications, etc..., that you submit to our office*
- *Any notices we send you*
- *Notice of Preliminary Findings*
- *Notice of Violation*
- *Notice of Compliance*
- *Deficiency Notices*
- *Courtesy Renewal, Amendment, etc., Reminders*
- *Etc...*

Section 8. Nonionizing Rules

Available online at:

https://apps.azsos.gov/public_services/Title_09/9-07.pdf



As a registrant in possession of any radiation source, both material and machine, you are subject to any and all applicable regulations within the Arizona Administrative Code, Title 9, Chapter 7. Visit the Rules tab of our website to access “A.A.C. Title 9, Chapter 7” to view the full chapter.

As a guidance for nonionizing registrants, identified below are the broad sections of 9 A.A.C. 7 Article 14, Registration of Nonionizing Radiation Sources and Standards for Protection Against Nonionizing Radiation:

- 1401: Registration
- 1402: Definitions
- 1403: General Safety Provisions
- 1404-1410: Radiofrequency (RF), and RF Incidents
- 1412-1416: Ultraviolet Tanning (UV), and UV Incidents
- 1421-1436: Laser Safety, and Laser Incidents
- 1437: Special Lasers
- 1438-1438.01: Cosmetic Use Lasers (also subject to 1440)
- 1439: Laser and IPL Training Programs
- 1440: Medical Use Lasers
- 1441: Laser Light Show Demonstrations
- 1442-1444: Laser MPE, Measurement Instrumentation, and Classification Measurements
- Appendix C: Subjects taught by a Laser and IPL Training Program
- Appendix D: Subjects taught by a Laser Safety Officer (LSO) Training Course

CHAPTER 7. DEPARTMENT OF HEALTH SERVICES - RADIATION CONTROL

trant shall maintain a copy of the equivalency certification, provided by the lamp supplier, on file for review by Department inspectors.

- D.** A registrant shall ensure that each sunlamp product has a timer and control system that complies with 21 CFR 1040.20(c), April 1, 2004, which is incorporated by reference, published by the Office of Federal Register National Archives and Records Administration, Washington, D.C. 20408, and on file with the Department. This incorporation by reference contains no future editions or amendments. In addition the registrant shall ensure that:
1. The timer interval does not exceed the manufacturer's maximum, recommended exposure time;
 2. The timer is functional and accurate to within +/- 10% of the maximum timer interval of the product;
 3. The timer does not automatically reset and cause radiation emission to resume for a period greater than the unused portion of the timer cycle;
 4. The timer is tested annually for accuracy;
 5. For a new facility (including existing facilities with change of ownership) a remote timer control system is installed before operation of sunlamp products. For an existing facility that has sunlamp products not equipped with a remote timer control system, a remote timer control system (outside of the sunlamp product room) is installed no later than 6 months after the effective date of this Section; and
 6. Each sunlamp product is equipped with an emergency shutoff mechanism that allows manual termination of the UV exposure by the user.
- E.** A registrant shall provide physical barriers between each sunlamp product to protect users from injury caused by touching or breaking a lamp.
- F.** A registrant that employs a stand-up sunlamp product shall:
1. Use physical barriers, handrails, floor markings, or other methods to indicate the proper exposure distance between the ultraviolet lamps and the user's skin;
 2. Construct each tanning booth so that it can withstand the stress of use and the impact of a falling person;
 3. Provide access to a tanning booth with doors of rigid construction that open outward, handrails, and non-slip floors; and
 4. Control the interior temperature of a sunlamp product so that it never exceeds 100 degrees Fahrenheit (38 degrees Centigrade).

Historical Note

Section R9-7-1411 reserved when this Chapter was recodified from 12 A.A.C. 1 (Supp. 18-1).

R9-7-1412. Tanning Operations

A registrant shall establish and maintain written policies and procedures that are part of a radiation safety program to assure compliance with the requirements in R9-7-1412 through R9-7-1416.

Historical Note

New Section R9-7-1412 recodified from R12-1-1412 at 24 A.A.R. 813, effective March 22, 2018 (Supp. 18-1).

R9-7-1413. Tanning Equipment Standards

- A.** A registrant operating a tanning facility shall use sunlamp products that are certified by the manufacturer to comply with 21 CFR 1040.20, April 1, 2004, which is incorporated by reference, published by the Office of Federal Register National Archives and Records Administration, Washington, D.C. 20408, and on file with the Department. This incorporation by reference contains no future editions or amendments. For sunlamp products in use before the effective date of this Article, the Department shall determine compliance based on the standard in effect at the time of manufacture, as shown on the equipment identification label.
- B.** A registrant shall replace burned-out or defective lamps or filters, before any use of a tanning device.
- C.** A registrant shall replace a burned-out or defective lamp or filter with a lamp or filter intended for use in that equipment, as specified on the sunlamp product label, or that is equivalent to a lamp or filter specified on the sunlamp product label under the FDA regulations and polices applicable to the sunlamp product at the time of manufacture. If an equivalent lamp or filter is used instead of the Original Equipment Manufacturer (OEM) lamp or filter specified on the product label, the regis-

Historical Note

New Section R9-7-1413 recodified from R12-1-1413 at 24 A.A.R. 813, effective March 22, 2018 (Supp. 18-1).

R9-7-1414. Tanning Equipment Operators

- A.** A registrant shall ensure that at least one operator is present during operating hours. The operator shall:
1. Limit the occupancy of the tanning room to one person when the tanning equipment is in use;
 2. Prevent use of the tanning equipment by anyone under 18 years of age unless the person has written permission from a parent or guardian;
 3. Limit exposure time to the manufacturer's recommendation on the equipment label or in the operator's manual;
 4. Limit exposure time during a 24-hour period to the maximum recommended for a 24-hour period by the manufacturer; and
 5. Maintain a record of each user's total number of tanning visits and exposure times for Department inspection. The registrant shall maintain the records for three years from the date on the record.

CHAPTER 7. DEPARTMENT OF HEALTH SERVICES - RADIATION CONTROL

- B. Before use of tanning equipment, an operator shall:
 1. Provide the user sanitized protective sunlamp eyewear and directions for its use;
 2. Demonstrate the use of any physical aids, necessary to maintain correct exposure distance for the user, as recommended by the manufacturer of the tanning equipment;
 3. Set the exposure timer so that the user is not exposed to excess radiation;
 4. Instruct the user on the maximum exposure time and correct distance from the radiation source as recommended by the manufacturer of the tanning equipment; and
 5. Instruct the user about the location and correct operation of the emergency shutoff switch.
- C. An operator shall control a sunlamp's timer. A registrant shall:
 1. Provide training to operators that covers:
 - a. The requirements of this Section;
 - b. Facility operating procedures, including:
 - i. Determination of skin type and associated duration of exposure;
 - ii. Procedures for use of minor and adult user consent forms;
 - iii. Potential harm associated with photosensitizing foods, cosmetics, and medications;
 - iv. Requirements for use of protective eyewear by users of the equipment; and
 - v. Proper sanitizing procedures for the facility, equipment, and eyewear;
 - c. The manufacturer's procedures for operation and maintenance of tanning equipment;
 - d. Recognition of injury or overexposure; and
 - e. Emergency procedures used in the case of an injury.
 2. Maintain records of training for Department review, which include dates and material covered, for three years from the date the training is provided.

- 3. Post a list of operators at the facility.
- D. Before the first use of a tanning facility in each calendar year by a user:
 1. An operator shall request that the user read a copy of the warnings in R9-7-1415(A);
 2. The operator shall obtain the user's signature on a statement as an acknowledgment that the user has heard or read and understands the warnings in R9-7-1415(A); and
 3. For illiterate or visually handicapped persons, the operator shall read the warnings in R9-7-1415(A) in the presence of a witness. Both the witness and the operator shall sign the statement described in subsection (D)(2).

Historical Note

New Section R9-7-1414 recodified from R12-1-1414 at 24 A.A.R. 813, effective March 22, 2018 (Supp. 18-1).

R9-7-1415. Tanning Facility Warning Signs

- A. A registrant shall post the warning sign shown in this subsection within 1 meter (39.37 inches) of each tanning device, ensuring that the sign is clearly visible and easily viewed by the user before the tanning device is operated.
- B. A registrant shall post a warning sign, which contains the statement shown, at or near the reception area.

PERSONS UNDER AGE 18 ARE REQUIRED TO HAVE PARENT OR LEGAL GUARDIAN SIGN AN AUTHORIZATION TO TAN IN THE PRESENCE OF A TANNING FACILITY OPERATOR
- C. The lettering on each warning sign shall be at least 10 millimeters high for all words shown in capital letters and at least 5 millimeters high for all lower case letters.

DANGER - ULTRAVIOLET RADIATION

1. Follow instructions.
2. Avoid overexposure. As with natural sunlight, exposure can cause eye and skin injury and allergic reactions. Repeated exposure may cause premature aging of the skin, dryness, wrinkling, and skin cancer.
3. Wear protective eyewear.

FAILURE TO USE PROTECTIVE EYEWEAR MAY RESULT IN SEVERE BURNS OR LONG TERM INJURY TO THE EYES.

4. Medications or cosmetics may increase your sensitivity to the ultraviolet radiation. Consult a physician before using a sunlamp if you are using medications or have a history of skin problems or believe you are especially sensitive to sunlight.
5. If you do not tan in the sun, you are unlikely to tan from use of this device.

Historical Note

New Section R9-7-1415 recodified from R12-1-1415 at 24 A.A.R. 813, effective March 22, 2018 (Supp. 18-1).

R9-7-1416. Reporting of Tanning Injuries

- A. A registrant shall report any incident involving an eye injury; skin burn; fall injury, if the fall occurs within the tanning device or while entering or exiting the device; laceration; infection believed to have been transmitted by use of the tanning device; or any other injury reasonably related to the use of the tanning device.
- B. A registrant shall provide a written report of an incident to the Department within 10 working days of its occurrence or within 10 working days of the date the registrant became aware of the incident.

- C. The report shall include:
 1. The name of the user;
 2. The name and location of the tanning facility;
 3. A description of and the circumstances associated with the injury;
 4. The name and address of the health care provider treating the user, if any; and
 5. Any other information the registrant considers relevant to the incident.

Historical Note

New Section R9-7-1416 recodified from R12-1-1416 at 24 A.A.R. 813, effective March 22, 2018 (Supp. 18-1).