

SOLICITATION AMENDMENT

ARIZONA
DEPARTMENT OF CORRECTIONS
1601 W. JEFFERSON, MAIL CODE 55302
PROCUREMENT SERVICES
PHOENIX, ARIZONA 85007

SOLICITATION NO. ADOC13-00002734/ADC No. 130052DC
AMENDMENT NO. 2

Procurement Officer: Bernadette Hill

SOLICITATION DUE DATE: May 30, 2013

SIGNED COPY OF THIS AMENDMENT MUST BE RETURNED WITH YOUR BID SOLICITATION.
THIS SOLICITATION IS AMENDED AS FOLLOWS:

RFP NO. ADOC13-00002734/ADC No. 130052DC
Minimum Security Prison Operations & Management, 500 Beds Marana
Community Correctional Treatment Facility

The due date remains May 30, 2013 at 3:00 P.M. M.S.T. (Arizona Time)

The following information is hereby amended:

Only signature page of this Amendment needs to be returned with the proposal response. The Exhibits within the RFP do not need to be returned with the proposal response.

CHANGES, ADDITIONS OR DELETIONS IN REQUIREMENTS THAT WILL FORMALLY CHANGE THE SOLICITATION REQUIREMENTS WILL BE SHOWN AT THE BEGINNING OF THIS AMENDMENT.

AMEND TO ADD

The waste water treatment plant shall be operated by the Contract Facility Operator in accordance with all applicable federal, state and local laws, rules and regulations, as well as the Aquifer Protection Permit (APP). The APP is enclosed as Exhibit 17.

The Facility Operator is required to use and maintain the effluent storage pond for storing a maximum of 10 days production of effluent. The State will likely enter into an effluent reuse agreement for the pumping of effluent from the effluent storage pond, and will require the Facility Operator to comply with its terms.

The State will likely enter into a water rights lease with a third party to obtain potable water through its well(s). The current operator's water rights lease allows for up to 76 acre feet per year. The costs and terms of any new agreement are not yet finalized.

AMEND TO ADD

- | | |
|--|-------------|
| 1. Technology/Network Errors and Omissions Insurance | |
| Each Claim | \$5,000,000 |
| Annual Aggregate | \$5,000,000 |

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Coverage to include:

- Hostile action or a threat of hostile action with the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access/unauthorized use of a computer system including exposing or publicizing confidential electronic data or causing electronic data to be inaccessible;
 - Computer viruses, Trojan horses, worms and other type of malicious or damaging code;
 - Dishonest, fraudulent, malicious, or criminal use of a computer system by a person, whether identified or not, and whether acting alone or in collusion with other persons, to affect, alter, copy corrupt, delete, disrupt, or destroy a computer system or obtain financial benefit for any party or to steal or take electronic data;
 - Denial of service for which the insured is responsible that results in the degradation of or loss of access to internet or network activities or normal use of a computer system;
 - Loss of service for which the insured is responsible that results in the inability of a third party, who is authorized to do so, to gain access to a computer system and conduct normal internet or network activities;
 - Access to a computer system or computer system resources by an unauthorized person or an authorized person in an unauthorized manner;
 - Loss or disclosure of confidential information no matter how it occurs;
 - Systems analysis;
 - Software Design;
 - Systems programming;
 - Data processing;
 - Systems integration;
 - Outsourcing including outsourcing development and design;
 - Systems design, consulting, development and modification;
 - Training services relating to computer software or hardware;
 - Management, repair and maintenance of computer products, networks and systems;
 - Marketing, selling, servicing, distributing, installing and maintaining computer hardware or software; and
 - Data entry, modification, verification, maintenance, storage, retrieval or preparation of data output
- a. In the event that the professional liability insurance required by this contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

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- b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.
2. Fidelity Insurance (Crime Bond)
 - Policy Limit \$100,000
 - a. The policy shall be issued with minimum limits of \$100,000.
 - b. The policy shall include coverage for all directors, officers, agents and employees of the Contractor.
 - c. The policy shall **include coverage for third party fidelity.**
 - d. The policy shall **include coverage for theft.**
 - e. The policy shall **contain no requirement for arrest and conviction.**
 - f. The policy shall cover loss outside the premises of the **Named Insured.**
 - g. The Department shall be a named as a Loss Payee as our interest may appear.
 3. Pollution Liability coverage for waste treatment plant
 - Policy Limit Minimum \$2,000,000
 4. Pollution Legal Liability:

Contract shall provide coverage for the treatment plant with limits of at least:

Each Occurrence	\$1,000,000
Annual Aggregate	\$2,000,000

 - a. Coverage must be identified as specific to the operations described in the scope of Services in this Contract.
 - b. The policy shall include coverage for bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death.
 - c. The policy shall include coverage for property damage including physical damage to or destruction of tangible property and the resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically damaged or destroyed.
 - d. For losses that arise from the facility, coverage shall apply to sudden and non-sudden pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in bodily injury or property damage.

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- e. The policy shall include coverage for defense, including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages.

AMEND TO DELETE

Section 1.7.5.2.8 is being deleted in its entirety.

AMEND TO DELETE

Section 1.13.3 is being deleted in its entirety.

AMEND TO DELETE

The original Attachment #2 has been deleted and replaced in this amendment with Attachment #2A.

AMEND TO DELETE

Exhibit #1 is being deleted in its entirety.

AMEND TO CHANGE

Section 1.8.11.13.2:

From: Department of Corrections Background Investigation Supplement 33, Form #304005.

To: Department of Corrections Background Investigation Form 602.1.

AMEND TO CHANGE

Section 1.8.11.13.3:

From: Consent to Search, Form #70501097.

To: Consent to Search, Form 602.1.

AMEND TO CHANGE

Section 1.8.11.15:

From: The Department of Public Safety (DPS) charges a fee to process each individual fingerprint card.

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Payment of this fee is the responsibility of the Contract Facility Operator and is made directly to DPS. The current charge is \$29.00, however may be subject to change by DPS.

To: The Department of Public Safety (DPS) charges a fee to process each individual fingerprint card. Payment of this fee is the responsibility of the Contract Facility Operator and is made directly to DPS. The current charge is \$22.00, however may be subject to change by DPS.

AMEND TO CHANGE

Section 1.12.1:

From: Inmate Health Care. Offerors shall provide a full range of inmate health care including an initial health screening (when indicated), routine and emergency medical services, ophthalmologist and optometrist, dental and pharmaceutical health services, mental health services, outpatient and inpatient hospital services, medical specialty services, routine and emergency x-ray and laboratory services, for all categories of medical care, including inmates classified as M-5, M-4, MH-5, or MH-4 as identified in the Arizona Department of Corrections' Objective Classification: Custody and Internal Risk Technical Manual, Department Order 801-TM-OPS. The Offeror shall maintain the record consistent with the Department written directives. Only approved forms shall be utilized in the delivery of health care. Procedures shall be developed/provided in accordance with Department of Corrections Written Instructions and published standards of care, approved protocols, and Occupational Safety and Health Administration (OSHA) compliance regulations (see Contract Facility Section, Service Specification Contract Facility). Inmate health services contractor shall provide a Health Care Plan (HCP) and meet the current National Commission of Correctional Health Care (NCCHC), Standards for Medical Health Services in Prisons (2008). At the Department's option, there will be a cap on the health care per inmate, per year as follows:

Option 1: No Cap

Option 2: \$10,000 per inmate per year

Offeror shall provide the different costs per option as part of their per diem rate on the pricing pages.

To: Inmate Health Care. Offerors shall provide a full range of inmate health care including an initial health screening (when indicated), routine and emergency medical services, ophthalmologist and optometrist, dental and pharmaceutical health services, mental health services, outpatient and inpatient hospital services, medical specialty services, routine and emergency x-ray and laboratory services, for all categories of medical care, including inmates classified as M1, M2, M3 and/or MH1 and MH2 as identified in the Arizona Department of Corrections' Objective Classification: Custody and Internal Risk Technical Manual, Department Order 801-TM-OPS. The Offeror shall maintain the record consistent with the Department written directives. Only approved forms shall be utilized in the delivery of health care. Procedures shall be developed/provided in accordance with Department of Corrections Written Instructions and published standards of care, approved protocols, and Occupational Safety and Health Administration (OSHA) compliance regulations (see Contract

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Facility Section, Service Specification Contract Facility). Inmate health services contractor shall provide a Health Care Plan (HCP) and meet the current National Commission of Correctional Health Care (NCCHC), Standards for Medical Health Services in Prisons (2008). At the Department's option, there will be a cap on the health care per inmate, per year as follows:

Alternate 1: No Cap
Alternate 2: \$10,000 per inmate per year

Offeror shall provide the different costs per alternate as part of their per diem rate on the pricing pages.

AMEND TO CHANGE

Section 1.14.2.1:

From: At the Department options, there will be a cap on the expenditures for capital repairs and improvements.

Option 1: No Cap
Option 2: \$25,000 per capital repairs

To: At the Department's discretion, there will be a cap on the expenditures for capital repairs and improvements.

Alternate 1: No Cap
Alternate 2: \$25,000 per capital repairs

AMEND TO CHANGE

Section 2.19: Evaluation

From: In accordance with the Arizona Procurement Code §41-2534, Competitive Sealed Proposals, award shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the Department based upon the evaluation criteria listed below. The evaluation factors are listed in the relative order of importance:

Fee Schedule/Cost Consideration
Requirements
Contractor/ Subcontractor's Qualifications
Staffing
Financials, except Fee Schedule
Investigations
Facility Management and Physical Plant Maintenance Compliance
Correctional Services
Health Services

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Behavioral Health
Contract monitoring activities
Reports

Section 2.19: Evaluation

To: In accordance with the Arizona Procurement Code §41-2534, Competitive Sealed Proposals, award shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the Department based upon the evaluation criteria listed below. The evaluation factors are listed in the relative order of importance:

Fee Schedule/Cost Consideration
Requirements
Contractor/ Subcontractor's Qualifications
Staffing
Financials, except Fee Schedule
Facility Management and Physical Plant Maintenance Compliance
Correctional Services
Health Services
Behavioral Health
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Contract monitoring activities
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Questions have been submitted by vendors and the Department has provided the following responses

Questions submitted on May 3, 2013

1. Section 1.1.3.1, page 3, requires the Offeror to provide physical plant maintenance of the facility. Please provide the following: • All utility costs for the past 12 months for each utility (i.e. Electric; natural gas; propane; water; sewer; refuse and telecommunications). • All costs associated with repair & maintenance and fire safety for the past 12 months; • A list of violations/recommendations associated with occupancy, life safety and water/sewer operations; • All costs associated with pumping of grease traps for the past 12 months; • Drawings depicting the property boundary line and buildings required to be maintained located on the plan; • The square footage of each building to be maintained and the designated use; • A list of major maintenance repairs (over \$25,000) required for this facility and the estimated amount of those repairs/replacements; and • Architectural floor plans for each building.

Answer:

- a. • All utility costs for the past 12 months for each utility (i.e. Electric; natural gas; propane; water; sewer; refuse and telecommunications).
Answer: The Expense and Revenue information of the incumbent has been previously deemed confidential and is not available for public disclosure.
- b. • All costs associated with repair & maintenance and fire safety for the past 12 months;
Answer: The Expense and Revenue information of the incumbent has been previously deemed confidential and is not available for public disclosure.
- c. • A list of violations/recommendations associated with occupancy, life safety and water/sewer operations;
Answer: ADC does not have this information. These are not reported to ADC.
- d. • All costs associated with pumping of grease traps for the past 12 months;
Answer: The Expense and Revenue information of the incumbent has been previously deemed confidential and is not available for public disclosure.
- e. • Drawings depicting the property boundary line and buildings required to be maintained located on the plan.
Answer: Schematic drawings are being provided. For security reasons, these drawings are confidential and shall not be made available to the public. They will be sent under separate cover outside of the ProcureAZ electronic system. Please contact Bernadette Hill at (602) 364-3792/email bhill@azcorrections.gov if you would like a copy of the drawings.

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- f. • The square footage of each building to be maintained and the designated use;
Answer: Architectural floor plans are not available at this time. It is not expected that these will be available prior to the RFP closing date.
- g. • A list of major maintenance repairs (over \$25,000) required for this facility and the estimated amount of those repairs/replacements;
Answer: The Expense and Revenue information of the incumbent has been previously deemed confidential and is not available for public disclosure.
- h. • Architectural floor plans for each building.
Answer: Architectural floor plans are not available at this time. It is not expected that these will be available prior to the RFP closing date. However, schematic drawings are being provided. For security reasons, these drawings are confidential and shall not be made available to the public. They will be sent under separate cover outside of the ProcureAZ electronic system. Please contact Bernadette Hill at (602) 364-3792/email bhill@azcorrections.gov if you would like a copy of the drawings.
2. Section 1.10.1, page 44, requires an illustration of the deployment of the mandatory positions and posts required to operate each shift superimposed on schematic drawings of the facility. Please provide a diagram of the facility for this purpose.
Answer: For security reasons, these drawings are confidential and shall not be made available to the public. They will be sent under separate cover outside of the ProcureAZ electronic system. Please contact Bernadette Hill at (602) 364-3792/email bhill@azcorrections.gov if you would like a copy of the drawings.
3. Section 1.8.18.1, page 38, indicates the facility is currently activated, thus no load protocol is anticipated while section 1.7.5.2.8 (page 20) requires a description of an incrementally phased occupancy. Please confirm that the facility is currently occupied and no phased occupancy will be required.
Answer: This facility is currently populated and will not require a phased occupancy. Please reference this amendment for removal of Section 1.7.5.2.8.
4. The proposal due date is May 21, 2013 and Section 2.4.1.1, page 90, indicates the new contract is expected to commence with the expiration of the current contract in effect through October 5, 2013. This is a total of approximately 137 days. Considering the time the Department will require to evaluate the proposals and award a contract the following RFP requirements may not be feasible: • Submit proposed subcontracts 120 days prior to the projected date on which subcontracted services are to be initiated (section 1.7.10.8, page 26); • Submit written personnel procedures 90 days prior to

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the arrival of the first inmate (section 1.8.10.2, page 31); • Submit written procedures and post orders at least 90 days prior to the arrival of the first inmate (section 1.8.13, page 35); • Submit lesson plans for approval 60 days prior to initiation of staff training (section 1.10.8.1, page 48); and • Submit written institutional orders regarding the inmate telephone system at least 90 days prior to receiving the first inmate (section 1.11.23.1.3, page 67). Please confirm allowances will be made for these and any other requirements once a Contract is awarded. Additionally, please advise how these issues should be addressed in the milestone chart required by section 1.3.4, page 10.

Answer: The proposal due date has been extended to May 30, 2013. Based on this extension, deliverables have changed as follows: Submit proposed subcontracts 30 days prior to the projected date on which subcontracted services are to be initiated (section 1.7.10.8, page 26); • Submit written personnel procedures 30 days prior to the arrival of the first inmate (section 1.8.10.2, page 31); • Submit written procedures and post orders at least 30 days prior to the arrival of the first inmate (section 1.8.13, page 35); • Submit lesson plans for approval 30 days prior to initiation of staff training (section 1.10.8.1, page 48); and • Submit written institutional orders regarding the inmate telephone system at least 30 days prior to receiving the first inmate (section 1.11.23.1.3, page 67).

Yes, allowances will be made as needed for these once a Contract is awarded. The milestone chart should be adjusted to coincide with the limits stated above.

5. Section 1.11.23.2, page 67, requires the use of a sealed bidding process for purchases with W&B funds. Would the Department consider an exception allowing the use of pre-existing national contract vendors?

Answer: It is ADC's expectation that Offerors comply with Department Order 303 as it relates to W&B funds/purchases.

6. Would the Department recognize set-aside, no bid contracting for Small/Disadvantaged Business Enterprises and/or local vendors?

Answer: No.

7. Please provide the current institutional daily schedule for the Marana Community Correctional Treatment Facility (please refer to section 1.8.3.2.8, page 28).

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Marana Community Correctional Treatment Facility							
Unit Schedule							
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Treatment Sessions	0715-0915	0715-0915	0715-0915	0715-0915	0715-0915		
	0915-1115	0915-1115	0915-1115	0915-1115	0915-1115		
	1215-1415	1215-1415	1215-1415	1215-1415	1215-1415		
	1415-1615	1415-1615	1415-1615	1415-1615	1415-1615		
	1745-1945	1745-1945	1745-1945	1745-1945	1745-1945		
Education Classes	0715-0915	0715-0915	0715-0915	0715-0915	0715-0915		
	0745-1045	0745-1045	0745-1045	0745-1045	0745-1045		
	0915-1115	0915-1115	0915-1115	0915-1115	0915-1115		
	1215-1415	1215-1415	1215-1415	1215-1415	1215-1415		
	1245-1545	1245-1545	1245-1545	1245-1545	1245-1545		
Outside Work Crews	0420-1130	0420-1130	0420-1130	0420-1130	0420-1130		
	0600-1500	0600-1500	0600-1500	0600-1500	0600-1500		
	1130-1930	1130-1930	1130-1930	1130-1930			
Visitation				0800-1100	0800-1100	0800-1100	0800-1100
				1130-1600	1130-1600	1130-1600	1130-1600

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Formal Count	1100	1100	1100	1100	1100	1100	1100
	1600	1600	1600	1600	1600	1600	1600
	2030	2030	2030	2030	2030	2030	2030
	2300	2300	2300	2300	2300	2300	2300
Meal Times	0445-0600	0445-0600	0445-0600	0445-0600	0445-0600		
						0700-1000	0700-1000
	1145-1215	1145-1215	1145-1215	1145-1215	1145-1215		
	1700-1830	1700-1830	1700-1830	1700-1830	1700-1830	1700-1830	1700-1830

8. Will the State provide or allow Offerors to review the complete architectural drawings?

Answer: For security reasons, these drawings are confidential and shall not be made available to the public. They will be sent under separate cover outside of the ProcureAZ electronic system. Please contact Bernadette Hill at (602) 364-3792/email bhill@azcorrections.gov if you would like a copy of the drawings.

9. Exhibit #1, page 130, requires the Contractor to conform to applicable Federal, State and/or local building, health, safety and fire codes as well as the ADC Physical Plant Standards Technical Manual. Is the facility currently in compliance with these requirements? If not, please provide the list of noncompliant items and confirm that the Department will be responsible for correcting these issues.

Answer: Exhibit #1 has been deleted in its entirety in this amendment.

10. Section 2.8.2, page 91, indicates responses are limited to 300 pages, single-sided, 12 point font type. Please confirm that this page limitation does not apply to information provided as attachments to the response such as the information required to respond to section 1.7.6, Past and Present Performance; financial statements (required by section 1.9.1) and position descriptions (required by section 1.10.3.4) and Contractor policies provided as examples.

Answer: This is correct. The page limitation does not apply to these attachments.

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11. Objective I of Exhibit #1, page 131, requires the Contractor to provide dimensions for all critical areas of the facility. Please confirm this will not be required for the Marana Community Correctional Treatment Facility.

Answer: This portion is non-applicable as this is an existing physical plant, not a new build. Exhibit #1 has been deleted in its entirety in this amendment.

12. Section 1.10.4.4, page 45, states, "Staffing recommendation for this facility...1 Correctional Education Program Supervisor..." Can the State confirm that for the proposed facility the expectation is for a Correctional Education Program Supervisor and not a Correctional Education Program Manager?

Answer: A Correctional Education Program Supervisor is sufficient for this facility and is the expectation for this contract.

13. Section 1.11.16 page 61, states, "The contract facility operator shall comply with all Requirements [of] Child Find as defined by the No Child Left Behind Act and provide evidence of completed forms upon request for monitoring purposes." Can the State provide an estimated percentage of offenders in the projected population requiring completed forms under this section of the RFP? What specific forms will be required for completion?

Answer: Currently, the percentage of inmate population at each private prison that could have the Child Find forms completed is roughly between 2% and 5%.

Florence West: 2% or 15 inmates; CACF: 1.3% or 17 inmates; Kingman: 4% or 152 inmates; Phoenix West: 2% or 9 inmates; Marana: 4.4% or 22 inmates.

Of the inmates listed above, the only inmates who would have completed Child Find Forms would be the few enrolled in school.

The Special Education Specialist for ADC will also make regular trips to the complexes for Child Find Training and Confidentiality training.

Below is a power point of ADE's requirement for all prisons complexes to follow for Child Find, sample forms, sample tracking logs, and record request forms.

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2010-2011 AZ FIND Tracking Log for birth to 2 years 10 1/2 months						
*The ADE does not require the use of any of this form. It is a sample of a best practice document to be used at the discretion of the PEA.						
Demographics				Referrals		
Student Name	DOB/Age	Date of notification of potential disability	Date referral given to AzEIP	Referred by	Date and method of parent notification	Date of follow-up and comments

14. Section 1.11.13, Education, starting on page 60 - Will the State indicate if all academic and vocational classes are full-time or part-time assignments? Is the Department's definition of "Educational Programs" limited to academic education?

Answer: Per DO 903 - Inmate Work Activities: 1.2.7.1 Those inmates assigned to academic education program, work based education courses, substance abuse treatment, sex offender education and treatment, may also be assigned to a work assignment if the combined hours of the program and work assignment normally does not exceed 40 hours per week.

Per DO 910 – Inmate Education and Resource Center Services, a program is defined as - A structured plan or system through which the Department works to meet its goal to modify or correct criminal behavior. (e.g., educational and vocational training, counseling, substance abuse, etc.).

15. Section 1.11.16 page 61, states, "the Department of Corrections Education Bureau in the identification of special education-eligible inmates, and the Department of Corrections Education Bureau will coordinate transfer of those inmates identified to an appropriate facility." Can the State confirm that special education inmates will not remain at the contract facility but will be transferred to an appropriate facility and therefore the contract facility is not expected to serve special education inmates? If not, how many special education students are typically housed and anticipated to be housed at Marana during the term of this contract?

Answer: Special education inmates will not remain at the contract facility, but will be transferred to an appropriate facility.

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ARIZONA
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PROCUREMENT SERVICES
PHOENIX, ARIZONA 85007

SOLICITATION NO. ADOC13-00002734/ADC No. 130052DC
AMENDMENT NO. 2

Procurement Officer: Bernadette Hill

SOLICITATION DUE DATE: May 30, 2013

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Over the last 7 years, as soon as a student has been verified as special education eligible, the private prison has contacted the appropriate education bureau person to request movement to transfer the inmate. Only Operations can determine how long the process of transferring a special education eligible student takes. At this time, while the student is housed at a private prison, he is enrolled as a Title I student and must be enrolled to attend school for 3 hours every day school is operating.

16. Section 1.11.18, page 62, Resource Center Operations, states, "The Resource Center shall be maintained and managed by librarians or qualified, trained staff." If the contract facility operator agrees to contract a masters-level librarian to provide oversight, will the Department allow the contractor to employ a full-time library aide to provide the daily function of library services?

Answer: Department Order 910 requires and defines a Librarian as - An individual trained or with experience in the Resource Center sciences who oversees the operation of a unit Resource Center. Therefore it is the Department's expectation that the operator employs a full-time librarian who meets these requirements.

17. Section 1.11.16.1, page 61, states, "The contract facility operator is responsible for providing appropriate accommodations to the learning environment for inmate's under Section 504 of the Rehabilitation Act of 1973 current at the time accommodations are requested." Can the State provide examples of expected accommodations?

Answer: Below is one of many lists of accommodations that the classroom teacher may use with a student who is Section 504 eligible. The Special Education Specialist assigned to ADC will also make regular trips for Section 504 trainings.

2010-2011 AZ Find Tracking Log for School-aged Children (New Enrollment)

*The ADE does not require the use of any of this form. It is a sample of a best practice document to be used at the discretion of the PEA.

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Demographics				Records Requests			
Student Name	DOB/Grade	Date of Enrollment	Date of Entry	Method	Previous school	Date of request	Date records received
Screening for Possible Disabilities						Referrals	
Person(s) completing the screening	K-12 due date (within 45 calendar days of entry)	Date of screening review	Screening reviewed by ...	Screening reviewed by	Disposition of screening	Referred by	Date and method of parent notification

18. On page 63-64, 1.11.20.1.2.3, the RFP reads, "Substance abuse treatment services shall consist of a minimum of twenty-five percent of the facility's population enrolled in a substance abuse treatment program on any given day." On page 78, Section 1.13.3.2.8 of the RFP reads, "Substance abuse treatment services shall consist of a minimum of ten percent of the facility's population enrolled in a substance abuse treatment program on any given day." Please advise which section is applicable to the Contractor?

Answer: Section 1.11.20.1.2.3 is the section that is applicable to the contractor. A minimum of 25% of the facility's population shall be enrolled in substance abuse services on any given day. Section 1.13.3 has been deleted in its entirety in this amendment.

19. Section 1.11.24, page 68, Welfare and Benefits Fund, states, "Purchases made with monies from the W&B Fund must conform to and be consistent with the types of items authorized for purchase from the Department of Corrections Special Services Fund." Will the Department allow W&B Funds to be used to fund ancillary programs? If not, please provide a listing of the types of purchases that conform to the types of items authorized for purchase from the Department of Corrections Special Services Fund.

Answer: The W&B fund cannot be used for fund ancillary programs. All expenditures from the W&B must be used for the recreational benefit, education and welfare of the inmate population as outlined in Department Order 303.

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Examples of the approved expenditures from the W&B fund are listed below.

- Funding for legal material for the inmates, including law books and legal supplies.
- Educational and resource material, such as films, CD's DVD's, educational movie fees, books and supplies.
- Purchase and maintenance of recreational supplies and equipment, sporting goods and passive games.
- Purchase and maintenance of inmate cable TV system (to include, satellite TV programming), public performance licenses, films, movies and videos.
- Minor construction projects, such as visitation ramadas and basketball courts which have been approved in advance by the Division director for Offender Operations.
- Payment for the repair or replacement of any state property which is damaged through intentional activities or neglect on the part of inmates.

20. Section 1.11.21.1.4, page 70 states, "Career and Technical Education (CTE) Programs shall be approved by the Department before inmates are enrolled. Can the state provide a list of all currently approved CTE Programs?"

Answer: Please see Exhibit 13.

21. Section 1.11.22.5, page 66, indicates the Contract Facility operator should be prepared to provide inmate transportation and work site supervision for inmates working in the community under third-party Contracts. Please advise how many third-party Contracts are currently in effect at the Marana Community Correctional Treatment Facility, the numbers of inmates associated with each contract or work crews, and how many facility staff are currently assigned to provide transportation and supervision of these inmates.

Answer:

TOWN OF MARANA

An IGA contract exists with the Town of Marana, which consists of 8 separate crews, who work throughout the community. All Marana crews work Monday-Friday. They are transported and supervised by Town of Marana staff.

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Marana 1 crew: 4 inmates

General landscaping and general grounds maintenance along roadways, i.e., tree trimming, raking, trash removal, etc.

Marana 2 crew: This work crew (4 inmates) was collapsed into other crews at the request of the Town of Marana.

Marana 3 crew: 8 inmates

General landscaping and general grounds maintenance, i.e., tree trimming, raking, trash removal, etc., for Marana Parks & Recreation Dept.

Marana 4 crew: 12-14 inmates

General landscaping and general grounds maintenance along roadways, i.e., tree trimming, raking, trash removal, etc.

Marana 5 crew: 7-8 inmates

General landscaping and general grounds maintenance along roadways, i.e., tree trimming, raking, trash removal, etc.

Marana Regional Airport crew: 4 inmates

General landscaping and general grounds maintenance for the Marana Regional Airport, i.e., cleaning runways, tree trimming, raking, trash removal, etc.

Marana Maintenance Shop: 2 inmates

Maintenance and repair of landscape equipment, i.e., lawn mowers, weed eaters, etc.

Marana Water Dept.: 2 inmates

Plumbing/construction, i.e., meter and water line repair, pressure release fire hydrants, assist with well checks.

Marana Wastewater Plant: 2 inmates

General grounds maintenance.

An additional crew will be added to support the town's Heritage Park project and is currently pending finalization of the contract.

This crew will be transported in a vehicle provided by the Town of Marana and supervised by one (1) facility Correctional Officer. Per contract the Private Prison vendor will be reimbursed for the officer's wages by the Town of Marana. The crew will perform general grounds maintenance.

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TOWN OF ORO VALLEY

IGA contract with the Town of Oro Valley.

One (1) work crew. 8 inmates

Monday-Friday

The crew is transported and supervised by Town of Oro Valley staff.

General landscaping and general grounds maintenance along roadways, i.e., tree trimming, raking, trash removal, etc.

EVERGREEN AIR NATIONAL GUARD CENTER

IGA contract with the U.S. Department of Military Affairs – Evergreen Army National Guard Center
10-12 inmates

Monday-Friday

The crew is transported by facility Correctional staff. Evergreen staff provide supervision.

Grounds maintenance and general housekeeping duties.

ACI/EASTERN STYLE BUILDERS

ACI Contract with Eastern Style Builders (ESB)

18-20 inmates

Monday-Friday

The crew is transported by MCCTF staff in a vehicle provided by ESB.

A facility Correctional Officer supervises the crew at the site. CO wages are paid by ESB.

Construction of commercial modular buildings

COTA

This is not a formal contract; however, ADC has assigned a WIPP inmate work crews to the Correctional Officer Training Academy. There are currently 3 separate crews assigned with a total of 22 inmates that report to the COTA site:

AM Crew (7 inmates) turns out Monday-Friday, approximately 0420 and returns 1130. Perform work in the kitchen.

The PM crew (7 inmates) turns out Monday-Thursday approximately 1130 and returns 1930. Perform work in the kitchen.

The Maintenance crew (7-10 inmates) turns out Monday-Friday, approximately 0600-1500. Perform grounds maintenance.

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22. Section 1.10.3.4, page 45, requires that Offerors provide formal job descriptions and refers to Attachment #7. As in previous procurements, may Respondents provide job descriptions utilizing their own format which includes the information listed in Attachment #7?

Answer: Yes.

23. Please provide a copy of the Department's six week cyclical menu and specifications as mentioned in section 1.11.11.1, page 57.

Answer: Please see Exhibit 14.

24. With regard to section 1.11.12.3, page 60; please provide copies of the Department's guidelines for religious and medical diets and copies of religious and medical menus.

Answer: Please see Exhibit 15.

25. With regard to section 1.11.12.3, page 60; what are the requirements of medical diets? Will the Facility operator be permitted to use its own medical diets? If not, please provide the menu diet extensions for each medical diet.

Answer: The Facility Operator will not be permitted to use its own medical diets. All diets will have to comply with the established menu for diets. Please see Exhibit 16.

26. With regard to section 1.11.12.3, page 60; please advise provide the Department's policy on non-compliance with medical and/or religious diets. Also, do medical diets supersede religious diets in cases of menu conflict?

Answer: Please see Exhibit 15.

27. Page 69, Scope of Work Section 1.11.26 Commissary. This section requires the Contract Facility Operator to utilize the state's commissary contract. Will labor costs for commissary personnel be permitted to be funded under the state's commissary contract or be allowed to be paid from the W&B Fund?

Answer: Please refer to Department Order 303.

28. Is it the Contract Facility Operator's responsibility to pay annual property taxes for the Marana Community Correctional Treatment Facility? If so, what is the estimated amount of annual property taxes for the Marana Community Correctional Treatment Facility?

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Answer: The Contract Facility Operator is responsible for all applicable taxes for the use of the Facility, including the annual property taxes should they be assessed. Because the State will be the owner, it is not anticipated that there will be property taxes.

29. Page 69, Scope of Work Section 1.11.26.1 Commissary. Will the Department agree to define Net income as commissary sales less cost of goods sold and all applicable commissary operating expenses?

Answer: Yes, the Department agrees.

30. Section 1.12.1, pages 70-71, indicates that at the Department's option, there will be a cap on the health care per inmate, per year as follows: Option 1: No Cap Option 2: \$10,000 per inmate per year
a. Would the \$10,000 cap in Option 2 include all inmate health care costs, both those delivered at the facility and those off-site? b. Please provide an average of the number of inmates who have exceeded the \$10,000 cap in previous years?

Answer: The cap only applies to off-site.

The information below is relative to the number of private prison inmates with over-the-cap medical claims paid by the Department.

ARIZONA DEPARTMENT OF CORRECTIONS HEALTH SERVICES DIVISION				
<u>FY 2009 - FY 2012 NUMBER OF INMATES WITH OVER-THE-CAP MEDICAL CLAIMS</u>				
	FY 2009	FY 2010	FY 2011	FY 2012
MARANA	33	20	7	12
PHOENIX-WEST	7	11	12	6
CCA DIAMONDBACK	36	28	N/A	N/A
TOTAL	76	59	19	18

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31. Exhibit #12 requires daily status reports on inmates in hospitals and/or nursing homes and/or hospice, admission and discharge diagnosis. Would the ADC allow these reports to be made on business days and exclude weekends and holidays?

Answer: Yes.

32. RFP Exhibit #3, Statutory Performance Bond, page 137 – In the paragraph beginning "NOW, THEREFORE . . ." the sixth line includes "FZFZto." Please clarify this reference.

Answer: This is a typographical error. FZFZ should read "modification".

33. With regard to Section 2.8.2, page 91, should Offerors include the Fee Schedule and Budget Narrative in Tab 3 when addressing Section 1.9 Financial or should Offerors provide the forms under a separate cost tab?

Answer: These are different sections and should be addressed separately.

34. Page 9 Scope of Work, Section 1.3.3.2 Requirements provides that the facility operator is responsible for all costs to implement new or revised Department Written Instructions, and applicable Court Orders/Decrees or new law occurring after execution of the contract. Please confirm that consistent with Section 1.8.13.10.3 (page 37), the facility operator may negotiate a modification of the Contract to provide adequate compensation in the event the changes increase the cost of the Contractor's fulfillment of its obligations under the Contract.

Answer: Consistent with Section 1.8.13.10.3, "...The Department may review the changes and negotiate a modification of the Contract to provide adequate compensation for the more costly services..." However, that should not be interpreted as blanket approval for a renegotiated rate resulting from new or revised Department Written Instructions, or applicable Court Order/Decrees or laws.

35. Page 25, Scope of Work, Section 1.7.10.1 Subcontracted Services. Since the Contractor is ultimately responsible for maintaining the safety and security of facility operations, will the Department agree to allow the Contractor to have the authority to make decisions regarding the termination of a subcontractor and provide written notice of any such termination to the Department along with plans to ensure uninterrupted continuation of services?

Answer: Yes, with the prior notice and approval by ADC's Contract Beds Operations Director of the vendor action plan which shall ensure continuity of operations/services without interruption.

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36. Page 27, Scope of Work, Section 1.7.11 Subcontracted Services. Because some subcontracts may already be in effect and would have to be amended to include the certification language verbatim, will the Department allow the Contractor to have subcontractors sign a separate certification document that includes the same certification language?

Answer: Yes.

37. Page 35, Scope of Work, Section 1.8.11.17, Staff Recruitment. Will the Department agree that it will not unreasonably withhold approval? Will the Department agree that it will not withhold approval on any basis that may give rise to a claim for employment discrimination?

Answer: Yes to both questions.

38. Page 37, Scope of Work, Section 1.8.13.10.3 provides that changes to applicable Department Orders, Director's Instructions, etc. that increase the Contractor's cost of fulfillment may result in a modification of the Contract to provide adequate compensation for the more costly services, if funding is available and it has been determined to be in the best interest of the state. Please confirm that if funding is not available, the Contractor will not be required to implement the more costly change.

Answer: Consistent with Section 1.8.13.10.3, "...The Department may review the changes and negotiate a modification of the Contract to provide adequate compensation for the more costly services..." However, that should not be interpreted as blanket approval for a renegotiated rate resulting from new or revised Department Written Instructions, or applicable Court Order/Decrees or laws. The Contractor shall comply and abide by all Department Orders, Director's Instructions, etc. Price increases (or decreases) will be considered, but are subject to funding.

39. Page 37, Scope of Work, Section 1.8.13.10.5. Please define "Owner".

Answer: The individual or entity that holds legal title to the property.

40. Page 54, Scope of Work, Section 1.11.2.6 Management Information Systems requires the facility operator to use the same computer software and version that is used by the Department. Will the Department agree to allow the facility operator to use compatible computer software?

Answer: Yes.

41. Page 8, Uniform Terms and Conditions, Section 9.4 Termination for Convenience gives the State the right to terminate the Contract at any time, in whole or part, for convenience. Will the State agree to provide at least 30 days written notice of its intent to terminate for convenience?

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Answer: No, the State is not required to provide notice, but will make every attempt to provide adequate notice.

42. Pg. 102, Special Terms and Conditions, Section 2.28. Liquidated Damages for Deactivation of Inmates. Please clarify what is intended by the third sentence of this section, which reads as follows: "Liquidated damages shall be used for the purpose of loading Department inmates and deactivating should this occur during the term of the contract." Will the assessment of liquidated damages pursuant to this section be limited to circumstances involving the Contractor's failure to meet the deactivation schedule?

Answer: As indicated in the first sentence of this citation: "The Department may assess liquidated damages up to \$80.00 per day per inmate for any event of default that may occur."

43. Sections 1.11.20 Substance Abuse Services (pp. 63-64) and 1.13.3 Substance Abuse Services (pp. 77-78) are identical in many aspects. Can one section and its corresponding subsections please be eliminated or must both be completely addressed within proposals, per Section 2.8.2.5 (page 92)? In instances where the text conflicts between the two sections, which section shall be correct? For convenience, below is a parallel comparison of the two sections with differences highlighted.

1.11.20 Substance Abuse Services 1.13.3 Substance Abuse Services 1.11.20 verbatim 1.13.3.1
1.11.20.1 – Substance abuse services shall consist of treatment and self-help or mutual support groups not limited to 12-step. 1.13.3.1 includes "education" 1.13.3.2 – Substance abuse services shall consist of education, treatment and self-help or mutual support groups, not limited to 12-step. This text only appears in 1.13.3.2.1. 1.13.3.2.1 – Substance abuse education shall be delivered in a didactic model and shall include/consist of cognitive reframing, conflict resolution, relapse prevention/social networks, consequences of substance abuse (physical and mental), and communication. This text only appears in 1.13.3.2.2. 1.13.3.2.2 – Substance abuse education shall consist of a three month program having a minimum of two, one and one half hour weekly sessions for the duration of the program. This text only appears in 1.13.3.2.3. 1.13.3.2.3 – Substance abuse education, as a classroom activity, shall be provided by qualified staff trained in substance abuse education. 1.11.20.1.2 verbatim 1.13.3.2.4 1.11.20.1.2 – Substance abuse treatment services shall consist of a six month program and a twelve month program each having a minimum of two, two hour weekly group therapy sessions for the duration of the program. Aftercare sessions, on an at least biweekly basis, shall be offered to all graduates of the primary program. 1.11.20.1.2 includes "aftercare" requirement 1.13.3.2.5 – Substance abuse treatment services shall consist of a six month program and a twelve month program each having a minimum of two, two hour weekly sessions for the duration of the program. 1.11.20.1.2.1 verbatim 1.13.3.2.6 1.11.20.1.2.2 verbatim 1.13.3.2.7.

1.11.20.1.2.3 – Substance abuse treatment services shall consist of a minimum of twenty-five percent of the facility's population enrolled in a substance abuse treatment program on any given

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day. Enrollment percentage differs. Please specify which is correct. 1.13.3.2.8 – Substance abuse treatment services shall consist of a minimum of ten percent of the facility's population enrolled in a substance abuse treatment program on any given day. 1.11.20.1.2.4 verbatim 1.13.3 .2. 9 1.11.20.2 verbatim 1.13.3.3 1.11.20.3 – ...adhere to the State of Arizona, Department of Health Services, and Behavioral Health Services Division, as required... verbatim with the exception of the agency title. Please specify which is correct. 1.13.3.4 – ...adhere to the State of Arizona, Department of Health Services, and Behavioral Health Services Monitoring Bureau, as required... 1.11.20.4 verbatim 1.13.3.5 1.11.20.4.1 verbatim 1.13.3.5.1 1.11.20.4.2 – File documentation shall consist, at a minimum, of: Numbering differs; text verbatim. 1.13.3.5.2 – File documentation shall consist, at a minimum, of: 1.11.20.4.2.1 – Demographic Information. Demographic information 1.11.20.4.2.2 – Screening Assessment. Screening assessment 1.11.20.4.2.3 – Treatment Plan. Treatment Plan 1.11.20.4.2.4 – Progress Notes. Progress notes 1.11.20.4.2.5 – Completion Summary. Completion summary 1.11.20.4.2.6 – Copy of Certificate of Completion. Copy of certificate of completion 1.11.20.4.2.7 – Consent to Treat. Consent to Treat

Answer: Section 1.13.3 has been deleted from the solicitation in this amendment. Section 1.11.20 in relation to Substance Abuse Services (pages 63-64) is the ruling section and the section that shall be answered.

44. Subsection 1.12 Health Services: a. Is it the intent of ADC to assign inmates with a treatment needs score of M-5, M-4, MH-5 or MH-4 to a minimum level facility? b. If you do not intend to send this level to Marana, would this information change the required staffing plan as listed in section 1.12.5? c. If it is your intent to assign this level to Marana, how many inmates for each level will be expected monthly?

Answer: ADC will not be assigning inmates with Medical Health Care Needs Scores higher than (M-3). ADC will not be assigning inmates with Mental Health Care Needs Scores higher than (MH-2). The established staffing plan is required as written in section 1.12.5.

45. The document entitled "Determination" contains the Solicitation Number and a Solicitation Name as 130052DC and Medium Security Prison Operations & Management, 500 Beds for ADC Contract Beds respectively. The security level of the population in the Notice of the Request for Proposal and throughout the RFP is minimum security. While it appears that the reference to medium is a typographical error, would ADC please confirm that the inmate population at the Marana facility will continue to be minimum level.

Answer: The reference to medium security prison operations as stated on the determination form is a typographical error. The title of this RFP No. ADOC13-00002734/ADC No. 130052DC is for Minimum Security Prison Operations & Management, 500 Beds as stated.

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46. Section 1.13.2.6 “states mental health services shall consist, at a minimum, of a ratio of seventy five identified inmates to one mental health provider (to exclude psychiatrist, psychiatric nurse practitioner, psychiatric nurse)”. Did the RFP to mean to use the word include rather than exclude psychiatrist, psychiatric nurse practitioner, psychiatric nurse?

Answer: The desire is to have Psychologists seeing patient/Inmates more so than needing to write prescriptions. “Exclude” is correct. The most common use of Psychiatrists, psychiatric nurse and psychiatric nurse practitioner staff, for prescriptions, are for MH-3, 4 and 5. Since this level of Mental Health patient is not at this facility, these staff can be excluded. Psychologists would mostly be used.

47. Section 1.13.5.2.3: Can the ADC provide specific information to enable vendors to assess compatibility needs of their eMAR systems with the proposed EMR; what is the timeframe for implementation of the proposed ADC EMR?

Answer: ADC anticipates more information in June 2013 from the existing ADC health vendor. Since ADC anticipates a web-based system, the requirements are mainly an up to date PC set up in the area used for health care delivery, along with the ability to access the World Wide Web. In addition, at this time, ADC is anticipating the need for at least 1.5 MB of dedicated bandwidth from the Marana facility to Phoenix (ADOA/ADC) for EMR and the ability to expand to 4.5 MB if necessary. Vendors must include the costs of and provide the bandwidth. ADC may also allow the EMR to use WiFi as an access point, pending further discussion and ADC approval. Vendors are responsible for the costs of installing WiFi, if required.

The timeframe of EMR implementation is over the next 12-15 months.

The current EMR vendor (Marquis), under contract with Corizon to develop a solution for ADC inmates, has verbally indicated the hosted software solution price would be the same for ADC contracted private prison inmates, \$.07 per inmate, per day, paid monthly.

48. Section 1.12.5.1: Please clarify: If physician hours are 5 hrs per 100 population, can midlevel hours be used to meet that ratio of hours? example: 500 pop = 25 hours. Can physicians provide 10 hrs and midlevel providers provide 15 hours?

Answer: The expectation is outlined in Section 1.12.5.2, “A mid-level practitioner may augment the services of the physician. This requirement is met when the physician...” All of the criteria must be met as written in this section.

SOLICITATION AMENDMENT

ARIZONA
DEPARTMENT OF CORRECTIONS
1601 W. JEFFERSON, MAIL CODE 55302
PROCUREMENT SERVICES
PHOENIX, ARIZONA 85007

SOLICITATION NO. ADOC13-00002734/ADC No. 130052DC
AMENDMENT NO. 2

Procurement Officer: Bernadette Hill

SOLICITATION DUE DATE: May 30, 2013

SIGNED COPY OF THIS AMENDMENT MUST BE RETURNED WITH YOUR BID SOLICITATION.

THIS SOLICITATION IS AMENDED AS FOLLOWS:

49. Sections 1.11.20 Substance Abuse Services (pp. 63-64) and 1.13.3 Substance Abuse Services (pp. 77-78) are identical in many aspects. Can one section and its corresponding subsections please be eliminated or must both be completely addressed within proposals, per Section 2.8.2.5 (page 92)? In instances where the text conflicts between the two sections, which section shall be correct? For convenience, below is a parallel comparison of the two sections with differences highlighted.

1.11.20.1 – Substance abuse services shall consist of treatment and self-help or mutual support groups not limited to 12-step. 1.13.3.2 – Substance abuse services shall consist of education, treatment and self-help or mutual support groups, not limited to 12-step. Section 1.13.3.1 includes "education". • 1.13.3.2.1 – Substance abuse education shall be delivered in a didactic model and shall include/consist of cognitive reframing, conflict resolution, relapse prevention/social networks, consequences of substance abuse (physical and mental), and communication. (This text only appears in 1.13.3.2.11) • 1.13.3.2.2 – Substance abuse education shall consist of a three month program having a minimum of two, one and one half hour weekly sessions for the duration of the program. (This text only appears in 1.13.3.2.2.) • 1.13.3.2.3 – Substance abuse education, as a classroom activity, shall be provided by qualified staff trained in substance abuse education. This text only appears in 1.13.3.2.3.

1.11.20.1.2 – Substance abuse treatment services shall consist of a six month program and a twelve month program each having a minimum of two, two hour weekly group therapy sessions for the duration of the program. Aftercare sessions, on an at least biweekly basis, shall be offered to all graduates of the primary program. (1.11.20.1.2 includes "aftercare" requirement.) 1.13.3.2.5 – Substance abuse treatment services shall consist of a six month program and a twelve month program each having a minimum of two, two hour weekly sessions for the duration of the program. 1.11.20.1.2.3 – Substance abuse treatment services shall consist of a minimum of twenty-five percent of the facility's population enrolled in a substance abuse treatment program on any given day. 1.13.3.2.8 – Substance abuse treatment services shall consist of a minimum of ten percent of the facility's population enrolled in a substance abuse treatment program on any given day. Enrollment percentage differs. Please specify which is correct.

1.11.20.3 – ...adhere to the State of Arizona, Department of Health Services, and Behavioral Health Services Division, as required... 1.13.3.4 – ...adhere to the State of Arizona, Department of Health Services, and Behavioral Health Services Monitoring Bureau, as required... The sections are verbatim with the exception of the agency title. Please specify which is correct. 1.11.20.4.2 – File documentation shall consist, at a minimum, of: 1.13.3.5.2 – File documentation shall consist, at a minimum, of: (The numbering differs; text is verbatim.) 1.11.20.4.2 – File documentation shall consist, at a minimum, of: 1.13.3.5.2 – File documentation shall consist, at a minimum, of: (Numbering differs; text verbatim.) Also the following sections in 1.11.20 and 1.13.3 are verbatim: • 1.11.20 and 1.13.3.1 • 1.11.20.1.2 and 1.13.3.2.4 • 1.11.20.1.2.1 and 1.13.3.2.6 • 1.11.20.1.2.2 and 1.13.3.2.7 • 1.11.20.1.2.4 and 1.13.3 .2. 9 • 1.11.20.2 and 1.13.3.3 • 1.11.20.4 and 1.13.3.5 •

SOLICITATION AMENDMENT

ARIZONA
DEPARTMENT OF CORRECTIONS
1601 W. JEFFERSON, MAIL CODE 55302
PROCUREMENT SERVICES
PHOENIX, ARIZONA 85007

SOLICITATION NO. ADOC13-00002734/ADC No. 130052DC
AMENDMENT NO. 2

Procurement Officer: Bernadette Hill

SOLICITATION DUE DATE: May 30, 2013

SIGNED COPY OF THIS AMENDMENT MUST BE RETURNED WITH YOUR BID SOLICITATION.

THIS SOLICITATION IS AMENDED AS FOLLOWS:

1.11.20.4.1 and 1.13.3.5.1  

Answer: Section 1.13.3 has been deleted from the solicitation in this amendment. Section 1.11.20 in relation to Substance Abuse Services (pages 63-64) is the ruling section and the section that shall be answered.

Questions submitted on May 9, 2013

50. Maintenance Staff - How many maintenance staff (by title) are employed at the facility?

Answer: There are three (3) total; One (1) Maintenance Supervisor and two (2) Maintenance Workers.

51. Well and Waste Treatment - What are the operating capacities of both the water well and waste water treatment plants?

Answer: Well: The water system comprises of one 225 GPM submersible well, one 160,000 gallon storage tank, two booster pumps, one hydro pneumatic tank with an oil less Gast air compressor and one 1000 GPM emergency diesel fire pump.

The institution is allowed to buy per a contract with a local farmer up to 65-acre feet of water per year. The water is pumped to the storage tank where it is then pumped into the distribution system through the hydro pneumatic tank using the 2 booster pumps. In the event of a power outage, the emergency fire pump is capable of satisfying the water demand for the institution. The well is drilled to a depth of 800 feet. Water was found at 325 feet.

Wastewater: The wastewater plant consists of a 65,000 GPD extended aeration package plant head works area with no muffin monster and two 10HP influent rail pumps, a double lined retention basin with 10 day holding capacity which is drained and cleaned every 10 days and a single 10 HP 125 GPM effluent pump. The sewage enters the head works area and is treated by the wastewater package plant. The Class "C" effluent enters the retention basin where it is stored until a local farmer turns on the effluent pump and irrigates cotton and alfalfa fields.

52. Permit Issues - Are there any outstanding permit issues related to either water or waste treatment? If so please provide copies.

Answer: There are no outstanding permit issues that ADC is aware of at this time.

53. Square Footage - What is the total square footage of the facility?

Answer: Building square footage is approx. 83,000 sq. ft.

SOLICITATION AMENDMENT

ARIZONA
DEPARTMENT OF CORRECTIONS
1601 W. JEFFERSON, MAIL CODE 55302
PROCUREMENT SERVICES
PHOENIX, ARIZONA 85007

SOLICITATION NO. ADOC13-00002734/ADC No. 130052DC
AMENDMENT NO. 2

Procurement Officer: Bernadette Hill

SOLICITATION DUE DATE: May 30, 2013

SIGNED COPY OF THIS AMENDMENT MUST BE RETURNED WITH YOUR BID SOLICITATION.
THIS SOLICITATION IS AMENDED AS FOLLOWS:

54. Emergency Generator - What is the capacity of the existing emergency generator?

Answer: 100 KW

Questions submitted on May 13, 2013

55. Page 78, section 1.13.3.2.8: states services shall consist of 10% of the facility population for substance abuse however, on page 63, section 1.11.20.1.2.3 it states the minimum is 25%. Which is accurate?

Answer: Section 1.13.3 has been deleted from the solicitation in this amendment. Section 1.11.20 in relation to Substance Abuse Services (pages 63-64) is the ruling section and the section that shall be answered.

Section 1.11.20.1.2.3 is the section applicable to the contractor. A minimum of 25% of the facility's population shall be enrolled in substance abuse services on any given day.

56. Page 22, section 1.7.6.1.9.4: Does this section relate to the information requested in the succeeding section, 1.7.6.1.9.5 and 1.7.6.1.9.6?

Answer: This is a typographical error. Yes, this information is in relation to Sections 1.7.6.1.9.5 and 1.7.6.1.9.6.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY

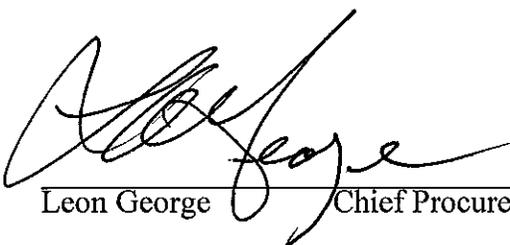
Vendor hereby acknowledges receipt and understanding of above amendment.

The above referenced Solicitation Amendment Is hereby executed this 23rd day of May, 2013 at Phoenix, Arizona.

Signature Date

Typed Name and Title

Name of Company



Leon George Chief Procurement Officer

Breakdown of relative daily costs included in the per diem rate:

Identification No.	Title	Relative Cost	Daily
1.	Employee Personal Services		
1.1	Wages	\$	
1.2	Overtime	\$	
2.	Employer Related Expenses for Employees		
2.1	Uniform Allowance/expense	\$	
2.2	FICA	\$	
2.3	Workers' Compensation and Employers Liability	\$	
2.4	Medical and Dental Insurance	\$	
2.5	Employee Benefits	\$	
2.6	Other (Specify)	\$	
3.	Inmate Related Professional and Outside Services		
3.1	Medical and Hospital (with \$10,000 cap per inmate)	\$	
3.2	Preventive Maintenance	\$	
3.3	Education – Career and Technical Education (CTE)	\$	
3.4	Education - Literacy	\$	
3.5	Education - GED	\$	
3.6	Recreation	\$	
3.7	Religious Services	\$	

Breakdown of relative daily costs included in the per diem rate:

Identification No.	Title	Relative Cost	Daily
3.8	Substance Abuse	\$	
3.9	Mental Health	\$	
3.10	Other (Specify)	\$	
4.	Inmate Related Food Costs		
4.1	Food and Labor	\$	
5.	Operating Expenses		
5.1	Depreciation Expense - Equipment	\$	
5.2	Postage	\$	
5.3	Telecommunications	\$	
5.4	Operating Supplies	\$	
5.5	Repair/Maintenance (equipment, building, vehicles, etc.) with \$25,000 dollar cap per occurrence	\$	
5.6	Utilities & Related Expenditures	\$	
5.7	Education/Training, etc.	\$	
5.8	Interest Expense	\$	
5.9	Travel	\$	
5.10	Inmate Clothing	\$	
5.11	Other (Specify)	\$	
6.	Insurance		
6.1	Commercial General Liability	\$	
6.2	Business Automobile Liability	\$	

Breakdown of relative daily costs included in the per diem rate:

Identification No.	Title	Relative Cost	Daily
6.3	Umbrella Liability	\$	
6.4	Professional Liability	\$	
7.	Land	\$	
8.	Buildings	\$	
9.	Improvements Other Than Buildings, i.e., easement (Specify)	\$	
10.	Machinery and Equipment, if applicable.	\$	
10.1	Data Processing Equipment	\$	
10.2	Software	\$	
10.3	Motorized Vehicles	\$	
10.4	Other Machinery & Equipment	\$	
11.	Other Capital Outlay	\$	
12.	General and Administrative Fee	\$	

Breakdown of relative daily costs included in the per diem rate:

Identification No.	Title	Relative Daily Cost
13.	Overhead Fee. Define and list all components included in fee	\$
14.	Performance and Payment Bond Fee	\$

TOTAL DAILY COST/INNATE* \$ _____

* The Total Daily Cost/Inmate cost above shall be the same as the per diem rate for minimum security, per Scope of Work on the first page of the fee schedule.

ALTERNATE PRICING

Provide below the breakdown of relative daily costs in the per diem rate for these alternates:

- 3.1. Medical and Hospital with no dollar cap per inmate \$ _____
- 5.5 Repair/Maintenance (equipment, building, vehicles, etc.) with no dollar cap \$ _____
per occurrence

FY 2013

**CTE PROGRAMS
 COCHISE COLLEGE
 ASPC-DOUGLAS**

Contract No. _____
 Attachment #2

PROGRAMS TO BE PRESENTED	No. of PROGRAMS	COST
Automotive Technology	1	\$73,656
Computer Technology	2	\$73,658
Construction Technology / A-C Maintenance	1	\$66,482
Electronics / Telecommunications	1.5	\$72,916
Custodial Services (Self Study)	1	\$0
Facility Maintenance (Self Study)	1	\$0
Computer Technology (Computer Study)	2	\$0
Subtotal	9.5	\$286,612
Total Direct Cost for Instruction		\$286,612
Indirect Cost for Administration		\$0
Direct Cost for Administration		\$202,029
Total Program Cost		\$488,641
District Contribution		\$202,029
ADC Maximum Payment to District		\$286,612

ARIZONA DEPARTMENT OF CORRECTIONS

Laura Krause

Laura Krause, Support Services Division Director

5/22/12

Date

Solicitation Amendment 2

FY 2013

CTE PROGRAMS
EASTERN ARIZONA COLLEGE
ASPC-SAFFORD

Contract No. _____

Attachment #2

PROGRAMS TO BE PRESENTED	No. of PROGRAMS	COST
Automotive Technology	1	\$104,530
HVAC - R	1	\$111,448
Appliance Repair	1	\$28,180
HVAC - R	1	\$106,739
Construction Technology	0.5	\$0
Bookkeeping	0.5	\$0
HVAC - R	0.5	\$0
Masonry	0.5	\$0
Project Management	0.5	\$0
Appliance Repair	0.5	\$0
Subtotal	7	\$350,897
Total Direct Cost for Instruction		\$350,897
Indirect Cost for Administration		\$161,743
Direct Cost for Administration		\$29,292
Total Program Cost		\$541,932
District Contribution		\$191,660
ADC Maximum Payment to District		\$350,272

ARIZONA DEPARTMENT OF CORRECTIONS



Laura Krause, Support Services Division Director

5/22/12

Date

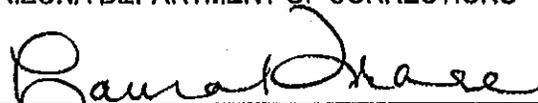
FY 2013

CTE PROGRAMS
PIMA COMMUNITY COLLEGE
ASPC-TUCSON

Contract No. _____
Attachment #2

PROGRAMS TO BE PRESENTED	No. of PROGRAMS	COST
Automotive Technology	1	\$75,430
Computer Software Skills	1	\$75,430
Construction Technology	1	\$78,430
HVAC	1	\$78,430
Solar Panel Installer Technology	1	\$78,430
Subtotal	5	\$386,150
Total Direct Cost for Instruction		\$386,150
Indirect Costs		\$21,200
Direct Cost for Administration		\$160,732
Total Program Cost		\$668,082
District Contribution		\$0
ADC Maximum Payment to District		\$668,082

ARIZONA DEPARTMENT OF CORRECTIONS



Laura Krause, Support Services Division Director

5/22/12

Date

FY 2013

CTE PROGRAMS
NORTHLAND PIONEER COLLEGE
ASPC-WINSLOW

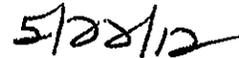
Contract No. _____
Attachment #2

PROGRAMS TO BE PRESENTED	No. of PROGRAMS	COST
Construction Technology	1	\$75,250
Computer Technology	0.5	\$29,875
Computer Technology	0.5	\$29,875
Subtotal	2	\$135,000
Total Direct Cost for Instruction		\$135,000
Indirect Cost for Administration		\$0
Direct Cost for Administration		\$60,000
Total Program Cost		\$195,000
District Contribution		\$20,000
ADC Maximum Payment to District		\$175,000

ARIZONA DEPARTMENT OF CORRECTIONS



Laura Krause, Support Services Division Director



Date

FY 2013

CTE PROGRAMS
ARIZONA WESTERN COLLEGE
ASPC-YUMA

Contract No. _____
Attachment #2

PROGRAMS TO BE PRESENTED	No. of PROGRAMS	COST
Foundations of Construction	0.5	\$40,329
Foundations of Construction	1	\$67,956
Foundations of Construction	1	\$67,956
Masonry	1	\$67,956
Basic Carpentry	1	\$67,956
Basic Plumbing	1	\$67,956
Foundations of Construction	0.5	\$0
Subtotal	6	\$380,109
Total Direct Cost for Instruction		\$380,109
Indirect Cost for Administration		\$98,828
Direct Cost for Administration		\$40,329
Total Program Cost		\$519,266
District Contribution		\$52,564
ADC Maximum Payment to District		\$466,702

ARIZONA DEPARTMENT OF CORRECTIONS



Laura Krause, Support Services Division Director

5/22/12
Date

**ARIZONA DEPARTMENT OF CORRECTIONS
ADULT MALE GENERAL POPULATION: LEVEL 1 & 2
WEEKLY CYCLE MENUS**

ADC Contract No. 120094DC
January 16, 2013

Menu Week 2

	Meal # 20	Meal # 21	Meal # 22	Meal # 23	Meal # 24	Meal # 25	Meal # 26	Meal # 27	Meal # 28	Meal # 29	Meal # 30	Meal # 31	Meal # 32	Meal # 33	Meal # 34	Meal # 35	Meal # 36	Meal # 37	Meal # 38	
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	
B	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	
R	Scrambled Eggs	Pancakes, 4"	Scrambled Eggs	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	Sausage Gravy	
E	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	Syrup	
A	Grilled Potatoes	T-Ham	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	
K	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	Slice	Wheat Bread	
F	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	
A	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	3 Each	Sugar PKT	
S	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	2 Cup	Coffee	
T	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	
	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	
		Meal # 21		Meal # 24		Meal # 25		Meal # 27		Meal # 28		Meal # 31		Meal # 33		Meal # 34		Meal # 35		Meal # 37
T	Ham	3 WZ	Sliced Turkey	3 WZ	T Bologna	3 WZ	T Ham	3 WZ	T Ham	3 WZ	T Ham	3 WZ	T Ham	3 WZ	T Ham	3 WZ	T Ham	3 WZ	T Ham	3 WZ
S	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ
M	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt	Mustard	1 Pkt
L	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt	Salad Dressing	1 Pkt
U	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices	Wheat Bread	4 Slices
N																				
C	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each	Snack of the Day	1 Each
H	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each	Cookie	1 Each
B	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC	Beverage	1 PC
		Meal # 21		Meal # 24		Meal # 25		Meal # 27		Meal # 28		Meal # 31		Meal # 33		Meal # 34		Meal # 35		Meal # 37
T	Taco Meat Mix	3 WZ	Baked Chicken	3 WZ	Enchilada Casserole	1 1/2 Cup	Mixt & Cheese Pizza	2 Slices	T-Hot Dog	2 Each	Italian Pasta Casserole	1 1/2 Cup	Hamburger @	4 WZ	Sliced Cheese	1/2 WZ	Oven Brown Potatoes	3/4 Cup	Fiddle Chips	2 Each
S	Shredded Cheese	1 WZ	with BBQ Sauce	1 FZ	Potato Salad	3/4 Cup	Spanish Rice	1/2 Cup	Carnits	3/4 Cup	Tossed Salad	3/4 Cup	with Dressing	1 FZ	Wheat Bread	2 Slices	Mustard	1 Each	Wheat Bun	1 Each
C	Com Chips	1 WZ	Potato Salad	3/4 Cup	Spanish Rice	1/2 Cup	Carnits	3/4 Cup	Tossed Salad	3/4 Cup	with Dressing	1 FZ	Wheat Bread	2 Slices	Mustard	1 Each	Wheat Bun	1 Each	Wheat Bun	1 Each
D	Spanish Rice	1/2 Cup	Broccoli	1/2 Cup	Carnits	3/4 Cup	Tossed Salad	3/4 Cup	with Dressing	1 FZ	Wheat Bread	2 Slices	Mustard	1 Each	Wheat Bun	1 Each	Wheat Bun	1 Each	Wheat Bun	1 Each
J	Com	1/2 Cup	Tossed Salad	3/4 Cup	Carnits	3/4 Cup	Tossed Salad	3/4 Cup	with Dressing	1 FZ	Wheat Bread	2 Slices	Mustard	1 Each	Wheat Bun	1 Each	Wheat Bun	1 Each	Wheat Bun	1 Each
N	Shredded Lettuce	1 Cup	with Dressing	1 FZ	Corn	1/2 Cup	Corn	1/2 Cup	Corn	1/2 Cup	Corn	1/2 Cup	Corn	1/2 Cup	Corn	1/2 Cup	Corn	1/2 Cup	Corn	1/2 Cup
E	Diced Onion	1 WZ	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices	Wheat Bread	2 Slices
R	Salsa	2 FZ	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp	Margarine	2 tsp
P	Pudding	1/2 Cup	Glazed Cake	1 Slice	Fruit	1 Cup	Glazed Cake	1 Slice	Fruit	1 Cup	Glazed Cake	1 Slice	Fruit	1 Cup	Glazed Cake	1 Slice	Fruit	1 Cup	Glazed Cake	1 Slice
B	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup	Beverage	2 Cup
S	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each	Salt & Pepper PKT	1 Each

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements.
R - Raw, uncooked portion
Fruit 1 serving = 1/2 cup canned fruit or 1 piece fresh fruit
Snack of the Day items that can be served: Chips 1/2 oz, Pretzels 1/2 oz, Popcorn 1 cup, or other snack items approved by ADOC
Beverage 1 PC = 1 cup

**ARIZONA DEPARTMENT OF CORRECTIONS
ADULT MALE GENERAL POPULATION: LEVEL 1 & 2
WEEKLY CYCLE MENUS**

ADC Contract No. 120094DC
January 16, 2013

Menu Week 6

	Meal # 96	Meal # 99	Meal # 102	Meal # 105	Meal # 108	Meal # 111	Meal # 113
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B	Hot Cereal	Hot Cereal					
R	Scrambled Eggs	Scrambled Eggs	Scrambled Eggs	Sausage Gravy	Pancakes, 4"	Cup Beverage	Cup Beverage
E	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Grilled Potatoes	Syrup	Cup Cold Cereal	Cup Cold Cereal
K	Wheat Bread	Wheat Bread	Wheat Bread	Biscuits	T-Ham	Each Eggs	Each Eggs
F	Margarine	Margarine	Margarine	Each	Each	2 FZ Syrup	2 FZ Syrup
A	Sugar PKT	6 WZ Western Scrapple	6 WZ Western Scrapple				
S	Coffee	Coffee	Coffee	Coffee	Coffee	1 WZ T Ham	1 WZ T Ham
T	Low Fat Milk	2 tsp Margarine	2 tsp Margarine				
	Salt & Pepper Pkt	2 Cup Coffee	2 Cup Coffee				
						3 Each Sugar PKT	3 Each Sugar PKT
						1 Cup Low Fat Milk	1 Cup Low Fat Milk
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt
						2 WZ Peanut Butter & Jelly Mix	2 WZ Peanut Butter & Jelly Mix
						2 WZ T Bologna	2 WZ T Bologna
						1 WZ T Ham	1 WZ T Ham
						1 WZ Mustard	1 WZ Mustard
						1 Pkt	1 Pkt
						4 Slice Wheat Bread	4 Slice Wheat Bread
						1 Pkt Salad Dressing	1 Pkt Salad Dressing
						1 Each Snack of the Day	1 Each Snack of the Day
						1 Each Cookie	1 Each Cookie
						1 PC Beverage	1 PC Beverage
						Meal # 109	Meal # 112
						2 WZ T Bologna	2 WZ T Bologna
						1 WZ Mustard	1 WZ Mustard
						1 Pkt	1 Pkt
						4 Slice Wheat Bread	4 Slice Wheat Bread
						1 Pkt Salad Dressing	1 Pkt Salad Dressing
						1 Each Snack of the Day	1 Each Snack of the Day
						1 Each Cookie	1 Each Cookie
						1 PC Beverage	1 PC Beverage
						Meal # 110	Meal # 114
						4 WZ Salisbury Patty @	4 WZ Salisbury Patty @
						1 FZ Brown Gravy	1 FZ Brown Gravy
						3/4 Cup Mashed Potatoes	3/4 Cup Mashed Potatoes
						1/2 Cup Sliced Carrots	1/2 Cup Sliced Carrots
						3/4 Cup Tossed Salad	3/4 Cup Tossed Salad
						1 FZ with Dressing	1 FZ with Dressing
						1 Each Wheat Bread	1 Each Wheat Bread
						1 Slice Pudding	1 Slice Pudding
						2 Cup Beverage	2 Cup Beverage
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt
						Meal # 107	Meal # 111
						4 WZ Baked Chicken with BBQ Sauce	4 WZ Baked Chicken with BBQ Sauce
						3 FZ Ranch Beans	3 FZ Ranch Beans
						3/4 Cup Potato Salad	3/4 Cup Potato Salad
						1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables
						3/4 Cup Tossed Salad	3/4 Cup Tossed Salad
						1 FZ with Dressing	1 FZ with Dressing
						2 Slice Wheat Dinner Roll	2 Slice Wheat Dinner Roll
						1/2 Cup Cookies	1/2 Cup Cookies
						2 Cup Beverage	2 Cup Beverage
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt
						Meal # 106	Meal # 110
						2 WZ T Bologna	2 WZ T Bologna
						1 WZ Mustard	1 WZ Mustard
						1 Pkt	1 Pkt
						4 Slice Wheat Bread	4 Slice Wheat Bread
						1 Pkt Salad Dressing	1 Pkt Salad Dressing
						1 Each Snack of the Day	1 Each Snack of the Day
						1 Each Cookie	1 Each Cookie
						1 PC Beverage	1 PC Beverage
						Meal # 104	Meal # 108
						4 WZ Breaded Chicken Pieces	4 WZ Breaded Chicken Pieces
						1 FZ BBQ Sauce	1 FZ BBQ Sauce
						3/4 Cup Rice Pilaf	3/4 Cup Rice Pilaf
						1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables
						3/4 Cup Tossed Salad	3/4 Cup Tossed Salad
						1 FZ with Dressing	1 FZ with Dressing
						1 Each Wheat Dinner Roll	1 Each Wheat Dinner Roll
						1 Slice Glazed Cake	1 Slice Glazed Cake
						2 Cup Beverage	2 Cup Beverage
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt
						Meal # 101	Meal # 105
						3 WZ Italian Sausage	3 WZ Italian Sausage
						1 WZ Fried Onions, Bell Peppers, and Tomato Sauce	1 WZ Fried Onions, Bell Peppers, and Tomato Sauce
						1/2 Cup Vegetable Soup	1/2 Cup Vegetable Soup
						3/4 Cup Potato Salad	3/4 Cup Potato Salad
						1 Cup Shredded Lettuce	1 Cup Shredded Lettuce
						1 WZ Diced Onion	1 WZ Diced Onion
						2 FZ Salca	2 FZ Salca
						1/2 Cup Pudding	1/2 Cup Pudding
						2 Cup Beverage	2 Cup Beverage
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt
						Meal # 97	Meal # 101
						3 WZ Sliced Turkey	3 WZ Sliced Turkey
						1 WZ Sliced Cheese	1 WZ Sliced Cheese
						1 Pkt Mustard	1 Pkt Mustard
						4 Slice Wheat Bread	4 Slice Wheat Bread
						1 Pkt Salad Dressing	1 Pkt Salad Dressing
						1 Each Snack of the Day	1 Each Snack of the Day
						1 Each Cookie	1 Each Cookie
						1 PC Beverage	1 PC Beverage
						Meal # 98	Meal # 102
						3 WZ Taco Meat Mix	3 WZ Taco Meat Mix
						1 WZ Shredded Cheese	1 WZ Shredded Cheese
						1/2 Cup Corn Chips	1/2 Cup Corn Chips
						1/2 Cup Spanish Rice	1/2 Cup Spanish Rice
						1/2 Cup Corn	1/2 Cup Corn
						1 Cup Shredded Lettuce	1 Cup Shredded Lettuce
						1 WZ Diced Onion	1 WZ Diced Onion
						2 FZ Salca	2 FZ Salca
						1/2 Cup Pudding	1/2 Cup Pudding
						2 Cup Beverage	2 Cup Beverage
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt
						Meal # 98	Meal # 102
						3 WZ Taco Meat Mix	3 WZ Taco Meat Mix
						1 WZ Shredded Cheese	1 WZ Shredded Cheese
						1/2 Cup Corn Chips	1/2 Cup Corn Chips
						1/2 Cup Spanish Rice	1/2 Cup Spanish Rice
						1/2 Cup Corn	1/2 Cup Corn
						1 Cup Shredded Lettuce	1 Cup Shredded Lettuce
						1 WZ Diced Onion	1 WZ Diced Onion
						2 FZ Salca	2 FZ Salca
						1/2 Cup Pudding	1/2 Cup Pudding
						2 Cup Beverage	2 Cup Beverage
						1 Each Salt & Pepper Pkt	1 Each Salt & Pepper Pkt

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements.
R = Raw, uncooked portion
Fruit 1 serving = 1/2 cup canned fruit or 1 piece fresh fruit
Snack of the Day items that can be served: Chips 1/2 oz, Pretzels 1/2 oz, Popcorn 1 cup, or other snack items approved by ADOC
Beverage 1 PC = 1 cup



ARIZONA
DEPARTMENT
OF
CORRECTIONS

CHAPTER : 900 INMATE PROGRAMS AND SERVICES	OPR: OPS
TECHNICAL MANUAL: 912-T-OPS FOOD SERVICE SYSTEM	SUPERSEDES: 912-T-OPS October 1, 2003
	EFFECTIVE DATE: August 2, 2010

**912-T-OPS
FOOD SERVICE SYSTEM
TECHNICAL MANUAL**

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PURPOSE: The goal for institutional food service is to have a quality food service program that provides the most nutritious, appetizing and cost effective meal possible. The food service operation must stay within budgetary restrictions and limitations, maintain a safe and clean operation, and adhere to required standard operating procedures set forth by the Departmental Food Service Contract and Department Order.

This Food Service Technical Manual provides for standardized management of Contract Food Service Operations within the facilities. The manual shall be the reference guide used by the Food Service Liaisons and Contract Food Service Personnel.

The Food Service Contract is issued under the authority of the Chief Procurement Officer for the Arizona Department of Corrections. The Contract may be modified only through a Contract Amendment authorized by the Division Director of Offender Operations. Compliance with all terms of the contract shall be enforced at all times.

It is the responsibility of each facility to ensure that they adhere to the standard operating procedures set forth as outlined in the Food Service Technical Manual and ensures the contract terms and obligations are maintained.

PROCEDURES

912.01 HEALTH REQUIREMENTS - GUIDELINES

1.1 Wardens, Deputy Wardens, Administrators, WIPP Coordinators shall ensure that:

1.1.1 All inmates with a medical score of 1, 2, and 3 may be considered medically cleared and approved for any WIPP assignments, to include kitchen assignments unless a comment in AIMS on the DI35 0 ADC# screen indicates the inmate is not medically cleared. All medical comments on this screen will be entered and updated by medical staff.

1.1.2 If the inmate is provided with a Special Needs Order (SNO) signed by a doctor indicating the inmate is on limited or non-duty work status, it will be the responsibility of the inmate to inform their assigned work crew supervisor, Correctional Officer III and/or WIPP Officer for a decision to suspend or remove from current work assignment.

1.1.1.1_ An entry in the AIMS medical comment screen will indicate the SNO status and a follow-up comment will be entered once the inmate's

SNO is cleared. Once a SNO is issued, it shall remain in effect until expiration date is reached or it is retracted by medical staff regardless of the inmate's yard or complex housing assignment.

1.2 Contracted Food Service Staff (CFSS) shall ensure:

1.1.2 The Food Service Liaison is provided documentation for each CFSS that certifies a negative T.B. skin test has been completed during the last twelve months, with documentation of having a chest x-ray on file in accordance with local procedures, or documentation of being managed in accordance with Department Order 116, Employee Communicable Disease Exposure Control Plan.

1.1.3 All inmate food service workers shall be monitored each day to ensure acceptable personal hygiene is maintained. Individuals demonstrating illness, open sores or cuts shall not be allowed to perform any kitchen duties and may return to work when healed.

1.1.3.1 Documentation shall be made by the assigned kitchen Correctional Officer through use of a Correctional Service Journal. An inmate not meeting accepted standards shall be noted by name and ADC number.

1.1.4 CFSS shall comply with the Department's grooming and dress standards in accordance with Department Order 503, Employee Grooming and Dress Standards.

2.1 All applicable health-related laws and rules shall be strictly adhered to according to the Arizona Administrative Food Code. Compliance is mandatory to all regulations promulgated by the Department with regards to food services and all other areas of the Department.

912.02 SANITATION REQUIREMENTS - Wardens, Deputy Wardens, Administrators, Facility Health Administrators, Food Service Liaisons and Contracted Food Service Staff shall ensure that sanitation inspections are conducted consistently with the guidelines established in Department Order 912, Food Service. The sanitary conditions in the food service operations will only be as effective as the support given by the Complex Food Service Liaison, unit managers and staff. The standards shall be achieved through an adequate sanitary program by using a cleaning schedule, staff and inmate training, and daily, weekly and monthly kitchen inspections. The Contractor and ADC shall be responsible for the sanitation and

cleanliness in all food service areas and food storage space in accordance with the Arizona Administrative Food Code.

- 1.1 An effective sanitation program is of critical importance to the health of the inmate population and is essential in maintaining desirable conditions throughout the institution. ADC and Contractor employees are responsible for ensuring sanitary standards in all aspects of the food service operations.

912.03 **INSPECTIONS**

- 1.1 State Health Inspections - The Arizona Department of Health Services Food Safety and Environmental Services Division shall conduct State Health Inspections at the food service establishments for each facility unit. The State Health Department Sanitarian and Department safety, health and sanitation personnel shall have complete cooperation and access to all food service, production and storage areas, during inspections which they conduct. These inspections may be at the request of the Department or on said agency's own discretion. The Contractor, Unit Administrator, and Maintenance personnel shall immediately take corrective action to remedy any deficiency found during the inspection. Copies of the Report shall be forwarded within 5 working days to:
 - 1.1.1 Complex Warden, and/or Administrator.
 - 1.1.2 Physical Plant Manager.
 - 1.1.3 Food Service Liaison.
 - 1.1.4 Contract Food Service Staff.
 - 1.1.5 Offender Operations Contract Monitor.
 - 1.1.6 Offender Operations Support Services Safety Manager.
- 2.1 Monthly Inspections - There shall be a Food Service Inspection Team established at all Institutions by the Complex Warden as required in Department Order 912, Food Service. Monthly inspection of food handling areas shall be conducted at the direction of the Chairperson by the Food Service Inspection Team. This inspection shall be documented and reported on the Food Safety Evaluation Report, Form 912-2.
- 3.1 All unacceptable ratings and discrepancies shall be recorded on the Food Safety Evaluation Report, Form 912-2 and reported

to the Warden, by the Chairperson. Whenever possible, on the spot corrective measures of these discrepancies shall be made and recorded as corrected at the time the inspection is conducted. Copies of the Report shall be forwarded to:

- 3.1.1 Complex Warden, and/or Administrator.
 - 3.1.2 The Physical Plant Manager.
 - 3.1.3 The Food Service Liaison.
 - 3.1.4 The appropriate Health Regional Operations Director (HROD) for Inmate Health Services.
 - 3.1.5 Contract Food Service Staff
- 4.1 Wardens, Deputy Wardens and Administrators shall ensure that deficiencies are corrected as soon as possible. Corrective action measures shall be documented and reported to the Food Service Liaison and Chairperson of the inspection team.
- 5.1 Weekly Inspections - The CFSS shall conduct a documented weekly inspection of food handling areas and shall record the inspection on the Food Service Sanitation Inspection Report, Form 912-1. The report shall be maintained on file by the CFSS for review by the Warden, Deputy Warden, and/or Administrator, Food Service Liaison and Facility Health Administrator.

912.04 FINANCIAL RESPONSIBILITIES

- 1.1 Meal Projection Suggested Methodology System - A meal projection system is a method for ordering meals based upon historical data that uses the percentage participation factor per meal, per cycle menu to forecast as close as possible the number of meals to be prepared and served by the food service contractor.
- 1.2 Meal orders (projections) for inmates meals and staff meals (in accordance with Department Order 505, Employee Benefits) shall be provided to the contractor at least twenty-four (24) hours prior to preparation of the meal.
 - 1.2.1 The facility shall order meals using the **Meals Ordered and Actual Served** form based on the volume of meals **actually** served to inmates and staff per each meal in the menu cycle. Projected number of meals shall include the number of regular meals, lockdown meals (cell restricted meals), approved restricted diets and sack meals. The contractor shall not, in any way be guaranteed meal volume sales at any time.

- 1.3 A meal counting system shall be established at each facility using an AIMS generated Alpha Roster System for accountability in an agreed upon format that will meet the institutional needs using the Meals Ordered and Actual Served form.
- 1.4 Billing Process - (*Private Prisons Exempt*) - The Department shall pay for meals in accordance with contractual requirements. Invoicing is figured on the number of regular meals, lockdown (cell restricted) meals, sack lunches, medical and religious diets and staff complimentary meals.
 - 1.4.1 All invoices shall be submitted to the Food Service Liaison with the outlined information and supporting documentation (Meal Billing Recap Sheet and the Meals Ordered and Actual Served forms) necessary for verification and approval prior to submitting for payment. The supporting documentation must outline the number of regular meals, kitchen workers, sack lunches, lockdown (cell restricted) meals, medical diet meals, religious diet meals, Kosher diets, medical diet sacks, religious diet sacks, staff meals, staff sacks and transportation meals on a day to day basis broken down by the number of meals ordered, served and billed. Stolen/spoiled food shall not be considered in the billing process.
- 1.5 Rebates - The invoices submitted by the Contractor to the Food Service Liaison with the supporting documentation shall be complete and accurate. Invoices shall contain the following rebates:
 - 1.5.1 The dollar amount rebated to the State for pest control of the kitchen areas and food storage facilities.
 - 1.5.2 The dollar amount rebated to the State for garbage/trash collection, grease trap collection inside and out.
 - 1.5.3 The dollar amount rebated to the State for produce or other food products that may be supplied by the Institutions or the Department to be utilized by food service.
 - 1.5.4 The dollar amount rebated to the State for gas and maintenance for State Vehicles utilized by the Contractor.

1.5.5 The dollar amount rebated to the State for supplies purchased by the Contractor from the Institution's warehouse.

1.5.6 The dollar amount rebated to the State for any cost associated with TB testing provided by the Department if the Contractor requests to use Department provided services.

1.6 Reports/Records - The Contractor shall maintain accounting records in connection with operations under the food service contract.

912.05 STAFF MEALS - (*Private Prisons Exempt*)- The Contractor shall provide a meal sales system for the institution's staff who does not receive complimentary meals per Department policy.

912.06 MISCELLANEOUS INFORMATION

1.1 Regular Meals - The number of meals to be served per week shall be nineteen (19). The feeding schedule will be as follows:

CUSTODY LEVEL	MEAL	TYPE TO BE SERVED
MINIMUM Level 1 & Level 2	BREAKFAST	Hot meal (Monday thru Friday) Brunch (Saturday & Sunday)
	LUNCH	Sack meal (Monday thru Friday)
	DINNER	Hot meal (Monday thru Sunday)
MEDIUM Level 3 & Level 4	BREAKFAST	Hot meal (Monday thru Friday) Brunch (Saturday & Sunday)
	LUNCH	Hot meal (Monday thru Friday)
	DINNER	Sack meal (Monday thru Friday) Hot Meal (Saturday and Sunday)
MAXIMUM Level 5 (includes all Level 5s & Kasson) Detention beds fed per unit schedule	BREAKFAST & LUNCH	Mega Sack meal (Monday thru Sunday)
	DINNER	Hot meal (Monday thru Sunday)

1.2 Special Holiday Meals - The Contractor shall provide six (6) special Holiday meals annually that shall be provided at a cost of 30% more than the average raw food cost. Each special meal shall follow the menu designated on Appendix A. The approved special Holiday and Restricted Diet Menus shall be submitted to the Food Service Liaison and CFSS two weeks prior for review and posting by the Contractor's Correctional Registered Dietitian.

- 1.3 Holidays Permitting Visitation Meals - The contractor shall provide 2 meals a day on 4 holidays permitting visitation designated by ADC at the beginning of each contract year. The four days will be chosen from the holidays as outlined in Department Order 809, Earned Incentive Program and Department Order 911, Inmate Visitation. The approved Visitation Holiday and Restricted Diet Menus shall be submitted to the Food Service Liaison and CFSS two weeks prior for review and posting by the Contractor's Correctional Registered Dietitian.

912.07 RESTRICTED DIETS - To establish the guidelines for initiating and monitoring medical and religious diets in accordance with the Department Order and Food Service contractual obligations.

- 1.1 Inmates approved for a Restricted Diet shall be fed separately from the general population, in a manner determined by the facility that best meets its needs.
- 1.2 The Contractor shall be required to provide all requested approved restricted diets in accordance with the ARIZONA DEPARTMENT OF CORRECTIONS DIET REFERENCE MANUAL and the approved diet menus for medical and religious restricted diets. As needed, diets not contained in these guidelines shall be reviewed and must be approved by the ADC Medical Director prior to implementing said diet. The additional diets shall be reviewed by a certified dietetic technician and/or Registered Dietitian. Requests for certain foods based on inmate preference shall not be ordered by health care practitioners. The Contractor shall comply with these guidelines and menus.
- 1.3 Restricted Diets - Shall be ordered by Inmate Health Services/Religious Services and shall be administered in accordance with the ADC Diet Reference Manual.
- 1.4 Diet Terms and Conditions - It is the responsibility of medical providers or Chaplains to explain the terms and conditions of the restricted medical or religious diet issued to the inmate as outlined in the Arizona Department of Corrections Diet Reference Manual. Documentation shall be made pertaining to the instructions given on the terms and conditions in the inmate's medical chart or religious chart. The inmate shall sign the entry signifying he/she understands the conditions of the diet.
- 1.5 Diet Order/Diet Card - The Health Unit Staff or Chaplain shall complete the DIET CARD section of the Diet Order making sure it is filled out accurately and completely. Diet cards

shall not be issued directly to inmates by the Inmate Health Unit staff or Chaplain. Directions are as follows:

- 1.5.1 A RESTRICTED DIET ORDER/DIET CARD FORM, shall be completed and forwarded to the Food Service Liaison.
- 1.5.2 Department staff as determined by Institutional Order shall file the designated copy in the inmate's health or religious file and make an entry in the comments section of the appropriate AIMS screen. When the diet expires or is discontinued, staff shall make an entry in the comments section of the appropriate AIMS screen.
- 1.5.3 The Food Service Liaison shall review the Restricted Diet Order to ensure it follows the Restricted Diet Guidelines. All out of compliance Diet Orders shall be returned to originator for correction.
- 1.5.4 The Diet Card shall be laminated by staff within 48 hours of receipt, (exception is weekends and holidays) and then sent to the Contract Food Service Office.
- 1.5.5 The Contractor/ADC Staff shall issue the Diet Card to the inmate in a mutually agreed upon format.
- 1.6. In the event an inmate loses his/her diet card, the appropriate department shall be contacted. After verification of the diet, a copy of the diet card shall be submitted to the appropriate staff person for processing.
 - 1.6.1 A re-issuance charge of five dollars, \$5.00 shall be placed against the inmate's account.
- 1.7 The Food Service Liaison shall notify the Chief of Security of any inmate who is removed from a restricted diet. The Chief of Security or designee shall recover the Diet Card from the inmate and return the Diet Card to the Food Service Liaison.
- 1.8 In a mutually agreed upon format, a Restricted Diet Roster shall be developed based on the information from the Restricted Diet Order and will be distributed along with the Diet Card to the respective unit kitchen. In the event a medically prescribed diet cannot wait 24 hours to be initiated, telephonic communication shall be made to the Food Service Liaison or Contractor to be initiated immediately. This information shall be logged on the MEDICAL DIET TELEPHONE LOG.

- 1.9 FOOD SERVICE REQUIREMENTS - The CFSS shall provide the necessary supervision and training to assure that restricted diets are prepared and served according to the guidelines set forth in the approved Diet Reference Manual. CFSS or designee shall be trained in the preparation and delivery of the restricted diets and shall be responsible for the general population inmate signing when he/she receives a diet tray or snack. Inmates assigned to a work crew or on cell restricted status shall have their diet meal signed for by the officer or supervisor upon delivery or pick up.
- 1.10 Food Service - CFSS shall monitor compliance with restricted diets by:
 - 1.10.1 Using the Restricted Diet Roster.
 - 1.10.2 Checking and verifying inmate identification cards when they receive a meal.
 - 1.10.3 Monitoring the pickup of restricted diets by completing an Evaluation of Diet Form, 912-4 for each inmate on a restricted diet. Diet compliance shall be monitored in a manner that best suits the institution's needs and in accordance with the ADC Diet Reference Manual.
- 1.11 The Contractor shall maintain documentation of meals actually served to the inmates who have been prescribed a restricted diet and shall maintain dietary records according to established procedures. Documentation of the menu as served shall be kept on file by the Contractor.
- 1.12 Removal from Restricted Diet - The Food Service Liaison and/or designated appropriate staff person shall upon review of the Evaluation of Inmate Diet form REMOVE the inmate from the Restricted Diet Roster when five (5) meals in seven calendar days are missed or when the inmate requests removal in writing. This action shall be documented by completing an Information Report, form 105-2 and forwarding all documentation to the Facility Health Administrator or Chaplain, as appropriate.
 - 1.12.1 The Chief of Security or designee of the unit housing the affected inmate shall confiscate the diet card and forward the card to the Food Service Liaison.
- 1.13 Medical Diet Process - For Medical Diet Cancellation the Facility Health Administrator or designee shall:

- 1.13.1 Review the documentation provided by Food Service.
- 1.13.2 Require that an inmate who has been removed from the Restricted Diet Roster submit a Health Needs Request (HNR) before being reinstated to the Restricted Diet.
- 1.14 Religious Diet Process - For Religious Diet Cancellation the Chaplain shall review the documentation provided by Food Service. When five (5) meals are missed in seven calendar days without an acceptable excuse, the inmate shall lose the religious diet for six months, after which the inmate may reapply for the diet. Subsequent occurrences of five (5) meals missed in seven calendar days without an acceptable excuse shall result in a twelve month suspension. In the event the inmate does not wish to continue his religious diet, the Chaplain shall confiscate the inmate's Diet Card and forward the card to the Food Service Liaison and document such in the inmate's file. The Chaplain shall make an entry in the comments section of the appropriate AIMS screen.
 - 1.14.1 A Restricted Religious Diet may be provided to inmates with properly documented religious reasons for the request.
- 1.15 Religious fasts - Shall be allowed provided the fast does not pose a health risk to the inmate.
 - 1.15.1 Inmates choosing to observe a religious fast shall provide written notification to the Chaplain 30 days prior to the intended fast. Inmates shall identify the specific days and meals to be missed.
 - 1.15.2 Fast requests extending beyond three consecutive meals shall require the approval of Health Services.
 - 1.15.3 Chaplains shall advise the Food Service Liaison of all meals an inmate intends to miss within 10 days of receiving an approved fasting request.
 - 1.15.4 Meals missed during an approved fast period shall not be counted when determining the number of meals missed for non-compliance diet cancellation.
 - 1.15.5 Missed meals will not be made up and/or no early or late feedings allowed. The scheduled meal will be available to the inmate at the next regularly scheduled meal time.

1.16 Institutional Transfer Inmates on Restricted Diets - Inmates being transferred to other Institutions shall **RETAIN** their laminated Restricted Diet Card in their possession. Upon arriving at the assigned Institution or Unit, the inmate shall present the Diet Card to the kitchen's CFSS. The CFSS shall ensure that the inmate receives the diet prescribed and notify the Food Service Liaison via telephone call so that the inmate may be added to the Restricted Diet Roster upon verification of the prescribed diet.

1.17 The Food Service Liaison shall review the daily movement sheet and remove any inmate from the Restricted Diet List.

912.08 FOOD SERVICE OPERATIONS: (*Not Applicable to Private Prisons*).

1.1 Compliance with the terms of the contract shall be enforced at all times. The Department shall send its representatives into areas assigned to the Contractor at any time for inspections, repairs and tours. The Department shall review and direct the Contractor per the terms of the contract with respect to the quality and quantity of food being served, method of service thereof, operational hours of the food service areas, safety issues, sanitation and the maintenance of all food service facilities. Every effort shall be made to resolve food service issues at the Complex/Institutional level. Submit noncompliance and/or unresolved issues to the Offender Operations Division Contract Monitor for resolution if an issue arises that cannot be resolved at the Complex/Institutional level.

912.09 TRAINING - The CFSS is responsible for ensuring that an adequate employee training program is in effect and that all Food Service personnel participate in required institutional training in compliance with the Department's policies and regulations. Food Service personnel are responsible for the supervision and training of each inmate assigned to Food Service.

1.1 Inmate Kitchen Worker Training - The Contractor shall provide On-the-Job Training annually to the inmate kitchen workers in the areas of safety, sanitation, food preparation, food handling and proper storage of food products.

1.2 The CFSS shall train and utilize the inmate workers in production and sanitation capacities both as a cost effective labor pool and as an on-the-job training activity within the institution. All training shall be documented.

The Contractor, in conjunction with ADC staff, is responsible for the timely completion, accurate recording and certification of the inmate workers payroll sheets.

912.10

SECURITY - The contractor and ADC staff shall work in close cooperation to maintain proper custody, control and security. Standard operating procedures shall be followed by CFSS in the areas of supervision, management, control of supplies, including ordering, storage, movement and proper utilization of all items and control of "hot" items such as small-ware utensils, sharps and high theft food service items.

- 1.1 All activities and supervision practices shall be consistent with the Department's policy and the Institution's procedures. The Contractor shall be responsible for immediate reporting of losses incurred as a result of break-ins to areas assigned to them or the Department.
- 1.2 The CFSS shall have managerial or supervisory staff open, close and check the food service areas as required by the Department. The CFSS is responsible for locking and securing all storage areas assigned to them and any administrative offices occupied by the Contractor.
- 1.3 The Contractor and ADC staff shall follow General security procedures as follows:
 - 1.3.1 Ensure that only authorized inmates are permitted access to the kitchen/dining hall outside meal times.
 - 1.3.2 Ensure that inmate access to restricted areas is limited to times when they are properly accompanied and supervised.
 - 1.3.3 Ensure kitchen inmate workers are in proper attire at all times.
 - 1.3.4 Ensure that smoking, boisterous/rowdy conduct, or horseplay is not permitted in the kitchen/dining hall.
 - 1.3.5 Inmates entering and exiting the kitchen shall be searched by institutional security staff as designated by the complex institutional order and post order.

- 1.4 Tool Control - All utensil and tool control procedures shall be followed in accordance with Department Order 712, Tools and Restricted Product Control.
- 1.5 Key Control- All keys and key set procedures shall be followed in accordance with Department Order 702, Key Control.
 - 1.5.1 As a general key control procedure, the CFSS shall be the only personnel to possess keys for food storage areas assigned to the Contractor. **AT NO TIME SHALL INMATES BE GIVEN, NOR SHALL THEY HAVE ACCESS TO KEYS.**

912.11 SAFETY STANDARDS - CFSS should be thoroughly familiar with safety standards, including fire prevention and control. CFSS or their designees shall be responsible for instructing all kitchen personnel on safety techniques and for continually supervising to ensure that instructions are carried out.

- 1.1 The CFSS shall retain a sample tray (dead man tray) for each meal served. Each sample tray shall be kept under refrigeration for a period of not less than 72 hours. These trays are preserved for the purpose of the Arizona State laboratory analysis and shall not be an expense to the Department.
- 1.2 The Warden or designee shall contact the ADC Health Services' Medical Director immediately in case of a suspected food borne illness or food tampering. The decision to contact the Arizona Department of Health Services (ADHS) shall be the responsibility of the ADC Health Services' Medical Director or designee. The CFSS shall retain, under refrigeration, sample trays from meals suspected of the food borne illness or sample tray, food, beverage suspected of being contaminated or tampered with, until advised by the ADC Health Services' Medical Director.
- 1.3 The CFSS shall maintain and comply with all occupational safety and health standards and regulations as promulgated by Federal, State or local authority.
- 1.4 The Contractor shall report fires and hazardous conditions according to the Department's policies and shall notify the Department immediately of any fire extinguisher use.

912.12 EQUIPMENT AND MAINTENANCE - (Private Prisons Exempt)

- 1.1 Responsibilities - Ownership of all non-expendable supplies and capital equipment shall remain with the Department and shall not be loaned or removed from the Institution without written approval from the Warden. The CFSS shall take such measures as may be reasonably required for the protection against loss.
- 1.2 Procedures - The Contractor shall use reasonable care in the use of space and equipment and upon proper notice yield such space and equipment in as good condition as when received except for normal wear and tear. The Contractor shall be required to reimburse the Department for repairs or replacement of equipment or supplies which are damaged or destroyed by the Contractor's own willful or negligent act or failure to act. The Contractor **shall not** be required to replace or pay for the repair of equipment or supplies damaged by a natural disaster or disturbance.
- 1.3 Any items needing repair will be processed for repair using the facility work order system. The Contractor shall be responsible for timely submission of work orders and shall be responsible for maintaining a routine preventive maintenance schedule for all food service equipment owned by the Department. Preventive maintenance shall be described as daily cleaning, oiling, wiping down, draining or any other general maintenance procedure that is necessary for maintaining equipment on a daily basis to run efficiently and maintain the life of the equipment.
- 1.4 The Department **shall not** provide maintenance or insurance for any equipment not belonging to the Department. The Contractor is responsible for any lease agreements for food or supplies that require equipment for dispensing and is responsible for the servicing and/or obtaining the maintenance on the equipment.
- 1.5 The Department shall perform general maintenance and repair of the building structure, natural gas system, water, steam, sewer, electrical, ventilation, heating, floors and floor covering, walls, ceilings, windows, doors and food service equipment. Compliance to maintenance requirements and/or projects will be in accordance to Department Order 403, Maintenance.

912.13 FOOD PREPARATION GUIDELINES - shall follow all state regulations pertaining to food preparation and handling.

- 1.1 Portion Control - A portion is defined as a serving (cooked) weight or volume except for exceptions identified in the Department Food Specifications. The Contractor

shall be required to use the Department's approved Food Specifications for all raw foods used in the preparation of meals. Any and all changes to the food specifications must be approved by the Department's Chief Procurement Officer in writing and the contract will be required to be amended accordingly.

- 1.2 The CFSS shall be required to use the Standardized Cycle Menu developed by the Department. The CFSS shall comply with the portion sizes specified in the standardized menus. Compliance shall include the use of proper sized utensils in which the appropriate proper serving utensil shall be used to yield the stated edible portion amount.
- 1.3 Standard Operating Procedures - It is the responsibility of the Food Service Liaison to monitor the ADC standardized cycle menus for contractual compliance.
- 1.4 All non-permanent proposed menu changes shall be submitted in writing by the CFSS as soon as the need is apparent for approval by the Warden or authorized designee. On the spot menu changes shall be approved by the Warden or assigned designee. Permanent menu changes (changes which will continue for more than two cycles) must be approved in writing by the Department's Chief Procurement Officer and the Offender Operations Division Contract Monitor followed by an amendment to the contract.

912.14 FOOD TRANSPORTATION - During transportation, including to satellite kitchens, detention units, housing areas, etc., food products shall be held and transported under the conditions specified by state regulations for cold or hot holding.

- 1.1 The following procedures shall occur when transporting foods:
 - 1.1.1 All trucks/food delivery trucks and/or transporting food equipment shall be covered and clean inside.
 - 1.1.2 All foods inside the truck and/or transporting food equipment shall be covered if not in original containers.
 - 1.1.3 All foods shall remain off of the truck floor.
 - 1.1.4 All foods shall be transported in an appropriate food transportation unit.

- 1.1.5 All chemical cleaning supplies shall be transported in a manner that separates the supplies from the food product.

912.15 REVIEWS AND EVALUATIONS

- 1.1 Responsibilities - The Food Service Liaison shall monitor the Food Service Operation. It is the responsibility of the Food Service Liaison to ensure contract compliance by monitoring the food service operation with the terms of the contract.
- 1.2 Other responsibilities of the Food Service Liaison include:
 - 1.2.1 Review invoices.
 - 1.2.2 Coordinate operational requirements as necessary.
 - 1.2.3 Review and make recommendations to the Warden for approval or disapproval of staff requests and designs for new, energy efficient equipment or new or remodeled kitchens.

912.16 FOOD CUTTING/PRODUCT TESTING (*Private Prisons Exempt*) - The Department also reserves the right to have any product tested for compliance. The standard procedures outlined for Food Cuttings and Product Testing shall be followed. These procedures were issued by the Procurement Services Office. All records, accounts of transactions, forms and requests in reference to Food Cuttings and Product Testing shall be maintained at the Central Purchasing Office.

- 1.1 Food Cutting - All costs incurred from food cutting shall be the responsibility of the Contractor.
- 1.2 Product Testing - All costs incurred from testing shall be the responsibility of the Contractor if it does not meet ADC food specifications.

912.17 SURPLUS/DONATED FOODS (*Private Prisons Exempt*) - With the Warden's approval, the Food Service Liaison shall reduce overall operational expenses where possible and maintain acceptable food service by:

- 1.1 Utilizing surplus foods.
- 1.2 Acquiring produce from local Food Banks.
- 1.3 Utilizing produce/product from Institutions.

- 1.4 CFSS shall take advantage of all surplus/donated foods provided to the Department of Corrections to be purchased by the Contractor and utilized in food service. Surplus/donated foods may be provided by:
 - 1.4.1 United States Department of Agriculture (USDA)
 - 1.4.2 Arizona Food Banks
 - 1.4.3 Arizona State Gleaning Programs
 - 1.4.4 Arizona Department of Corrections Gardens, etc.
- 1.5 The Department and Contractor shall work together to ensure surplus/donated foods are used to the fullest extent. Coordination between the Contractor and the Food Service Liaison for approved menu adjustments will occur to utilize the food products. All procedures as outlined in Department Order 301.07 shall be followed when donated goods are received.
- 1.6 This product cost will be reimbursed by the Contractor to the Department based on the value of the menu item being replaced if different than the current menu item or at a Fair Market Value for all surplus/donated foods. The Fair Market Value shall be determined by local vendor prices or at a fair market value agreed upon by the Contractor and the Food Service Liaison. This value **shall not** be a set price. Prices will generally change on a weekly basis. All documentation and inventory shall be submitted with the invoice to the Food Service Liaison for verification and approval.
- 1.7 The Contractor is required to maintain documentation of all foods received; the cost of all food items and the specifications used for food purchasing and/or donated/surplus food items.

DEFINITIONS

ARIZONA ADMINISTRATIVE FOOD CODE - Regulations outlined by the Department of Health Services, Inmate Health Services-Environmental Sanitation which gives the health and welfare sanitation guidelines governing food service establishments.

CONTRACTOR - The private company providing the Food Services.

CONTRACT FOOD SERVICE STAFF (CFSS) - Contracted food service staff person in charge of all unit kitchen operations, contracted managers, and contracted food service staff personnel.

COST PER MEAL - The cost to the Department for providing an average single meal with all menu components including labor, supplies, equipment, overhead operating and administrative costs as outlined in the Contract. This cost includes all restricted diets, sack lunches and at least six holiday meals.

CYCLE MENU - A management tool used to plan nutritious and well balanced meals while at the same time attaining the Department's goals. The approved Standard Six Week Cycle Menu is used for variety and flexibility, but also meets the minimum daily requirements necessary and gives standardization.

FOOD SERVICE - The food service in total, including a production kitchen(s), distribution, storage space and food service administrative offices.

FOOD SPECIFICATIONS - Clearly written food product contents that meet the minimum guidelines governed by the Department that are necessary to ensure that the products purchased are appropriate to menu needs.

FOOD SERVICE LIAISON - Designated Department Food Service staff member who shall be responsible for communication, administration, contract compliance monitoring, invoice reviewing, and daily coordination of operational requirements.

ENHANCED MEAL - An enhanced meal provided to the Department at a cost of 30% more than the average daily food cost billed at the same cost per meal rate.

PORTION - A single serving.

RESTRICTED DIET CARD - Department card that the inmate shall carry from institution to institution to identify his/her medical or religious diet need.

RESTRICTED DIET ROSTER - A roster based on the diet information from the diet order.

RESTRICTED DIET ORDER - Department form (912.3) transcribes the medical or religious diet information.

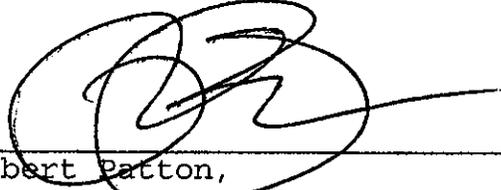
SNO - Special Needs Order.

STANDARD DIET- Meals developed using standardized recipes, food specifications and portions sizes.

STANDARD RECIPE- A blueprint developed by the contractor for producing a food or beverage item.

ATTACHMENT

Appendix A
Meals Ordered and Actual Served Worksheet



Robert Patton,
Division Director, Offender Operations

DISTRIBUTION:

Prison Operations
Wardens (To include Private Prisons)
Food Service Liaisons (To include Private Prisons)
Food Service Contractor
Policy and Research Resource Library

Appendix A

Special Holiday Menus

CHRISTMAS:

Serving Size

Roast Beef	6 oz
Brown Gravy	3 oz
Mashed Potatoes	3/4 c
Bread Dressing	1/2 c
Broccoli (stems & pieces)	1/2 c
Dinner Roll	2 ea
Margarine	2 tsp
Pie w/Whipped Topping	1 cut
Beverage	16 oz
Salt & Pepper	1 each

CINCO DE MAYO:

Chicken Fajita Meat	6 oz
Bell Pepper & Onion	3/4 c
Tortillas	3 ea
Spanish Rice	3/4 c
Refried Beans	3/4 c
Shredded Cheese	3 oz
Shredded Lettuce	1/2 c
Salsa	3 oz
Fruit Crisp	1/2 c
Beverage	16 oz
Salt & pepper	1 each

JUNETEENTH:

Hot Link	1 ea
Hot Dog Bun	1 ea
Chicken Leg Quarter	1 ea
BBQ Sauce	1 oz
Black-eye Peas	1/2 c
Corn on the Cob	1 ea
Margarine	2 tsp
Mustard	1 oz
Fruit Cobbler	1/2 c
Beverage	16 oz
Salt & Pepper	1 each

Appendix A (Continue)

4th OF JULY:

Hamburger	4 oz raw weight
Hamburger Bun	1 ea
Hot Dog	1 ea
Hot Dog Bun	1 ea
Salad Dressing	1 oz
Mustard-Ketchup	1 oz ea
Chopped Onions	1 oz
Shredded Lettuce	¼ c
Chips	1 oz bag
Corn on the Cob	1 ea
Watermelon w/rind	8 oz
Beverage	16 oz
Margarine	2 tsp
Apple Pie	1 cut
Salt & Pepper	1 each

Super Bowl: Sub-sandwich

Roast beef	6 oz
American Sliced Imitation Cheese	1 oz
Hoagie bun (5 inch minimum)	1 ea
Mustard	2 pk
Salad Dressing	2 pk
Shredded Lettuce	1 oz
Onion	2 slices
Tomatoes	2 slices
Chips	1 oz bag
Cookies	2 ea
Beverage	16 oz
Salt & Pepper	1 each

THANKSGIVING:

Roast Turkey	6 oz
Turkey Gravy	3 oz
Mashed Potatoes	¾ c
Bread Dressing	¾ c
Vegetable Medley	½ c
Dinner Roll	2 ea
Margarine	2 tsp
Cranberry Sauce	2 oz
Pumpkin Pie w/topping	1 cut
Beverage	16 oz
Salt & Pepper	1 each

MEALS ORDERED AND ACTUAL SERVED

ASPC-

UNIT:

DATE:

BREAKFAST	MEAL #	LUNCH	MEAL #	DINNER	MEAL #	GRAVEYARD
Ordered	Actual Served	Ordered	Actual Served	Ordered	Actual Served	Ordered
0	H	0	H	0	H	
	I		I		I	
A		A		A		A
B		B		B		
C		C		C		
D		D		D		
E1		E2		E3		
F		F		F		
G		G		G		
=A+B+C+D+F+G	=H+I	=A+B+C+D+F+G	=H+I	=A+B+C+D+F+G	=H+I	=A
	J		J		J	J
0		0		0		J
	K		K		K	K
0	=J-K	0	=J-K	0	=J-K	=J-K
=A+B+C+D+F+G	=H+I+J-K	=A+B+C+D+F+G	=H+I+J-K	=A+B+C+D+F+G	=H+I+J-K	=A+J-K
Breakfast	Meals	Lunch	Meals	Dinner	Meals	Graveyard

$=A+B+C+D+F+G+H+I+J-K$

$=A+B+C+D+F+G+H+I+J-K$

$=A+B+C+D+F+G+H+I+J-K$

$=A+J-K$

DAILY TOTAL: $Brk + L + Din + Gyd$

KOSHER MEALS: $E1+E2+E3$

NOTES:

TRANSPORTATION SACKS:

ARIZONA DEPARTMENT OF CORRECTIONS

DIET REFERENCE MANUAL

**CHARLES L. RYAN
DIRECTOR**

July 2, 2010

Solicitation Amendment 2

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ARIZONA DEPARTMENT OF CORRECTIONS APPROVAL FORM

This Correctional Food Service Diet Reference Manual, written specifically for the Arizona State Department of Corrections (ADC), will be used by staff to order, plan and administrate the Medical and Religious Restricted Diet Program and the ADC Nutrition Standards Medical and Religious Diet Guidelines. The Diet Reference Manual will be distributed to medical, dietary, contract food service and correctional personnel. All manuals are considered property of the Department of Corrections and cannot be copied or distributed outside ADC.



Robert Patton, Division Director, Offender Operations

6/21/10

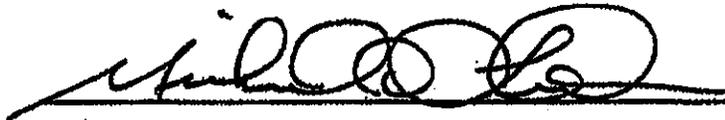
Date



Dr. Richard Rowe, Medical Director

6/30/10

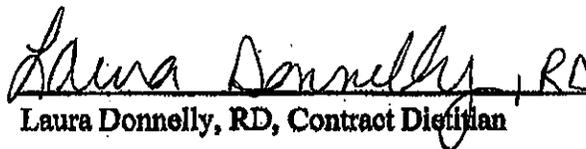
Date



Michael Linderman, ADC Pastoral Administrator

25 JUN 10

Date



Laura Donnelly, RD, Contract Dietitian

25 July 10

Date

INDEX OF RESTRICTED DIETS

Medical Diets	
Diet:	Diet Description:
<p>Renal Dialysis Diet Strict Restrictions on Sodium/Potassium High protein (average 90 grams high biological value protein) Limited processed meats are served.</p> <p>(page 19)</p>	<p>To be assigned to those inmates undergoing or preparing to undergo renal dialysis. The diet eliminates foods high in potassium and phosphorus to avoid excess accumulation between dialysis treatments. Sodium is restricted to minimize fluid gain between dialysis treatments. Adequate amounts of high biological value protein are provided to ensure repletion of protein lost during dialysis.</p>
<p>Controlled Protein Diet</p> <p>(page 20)</p>	<p>The controlled protein diet is for CHRONIC conditions of the liver or ACUTE kidney disorders requiring strict protein control to minimize waste product excess due to impaired liver or kidney function. This diet is NOT appropriate for hepatitis A, B or C unless cirrhosis has developed</p> <p>60-80 Grams Protein Sodium restricted</p>
<p>Wasting Syndrome Diet</p> <p>(page 21)</p>	<p>The wasting syndrome diet should be ordered when additional calories and protein are needed for those suffering from a disease or condition that has been clinical proven to cause detrimental weight loss or other conditions where an increased calorie level is medically necessary. Not to be prescribed indefinitely. Medical staff monitors inmate throughout the duration of the diet for improvement in condition.</p>
<p>Pregnancy Diet</p> <p>(page 22)</p>	<p>General population menu is enhanced by 300 calories. To be prescribed for the duration of the pregnancy and 6 weeks post partum only.</p>
<p>Allergy Diet</p> <p>This diet addresses the following food items: wheat, corn, milk, eggs, peanuts, tree nuts, fish, shellfish, and soy</p> <p>(page 23)</p>	<p>The Allergy Diet is one in which all of the top 9 allergy-producing foods have been eliminated. Before ordering an Allergy Diet the inmate must be screened by approved diagnostic tests such as RAST or other objective basis, for actual food allergy or food intolerance. Food preferences will not be considered as a valid basis for this diet.</p>
<p>Gluten Intolerance Diet/Gluten Free</p> <p>(page 24)</p>	<p>The Gluten Free diet is to be used to treat Gluten Intolerance, Celiac Sprue, or Non-Tropical Sprue. The diet contains NO wheat, rye, or barley.</p>
<p>Clear Liquid: 600 Kcal/day: limit 3 days (page 25)</p> <p>Full Liquid : 2000 Kcal/day: limit 5 days (page 26)</p> <p>Long Term Full Liquid : 2800 Kcal/day (page 27)</p>	<p>Clear Liquid for post flu or other stomach illness or pre-testing only. Three day limit. For hydration and calories only. Not nutritionally adequate for long-term use.</p> <p>Full Liquid menu limited for up to 5 days. Not nutritionally adequate for long-term use. Use post dental work, mouth sores, etc.</p> <p>Long-Term Full Liquid Diet used with medical supervision when solid foods cannot be eaten or tolerated. High protein shake is used to enhance calories. Appropriate for Wired Jaw nutrition.</p>

<p><u>Liquid Supplements</u> Nutritional Supplement contains 440 calories serving when mixed with 2% Milk. (page 28)</p>	<p>Liquid supplements can be prescribed by the Attending HCP for Cancer, HIV with tissue wasting, or other wasting diseases not otherwise specified for up to two servings per day. Nutritional Supplements are <u>not</u> to be prescribed indefinitely. Inmates must meet certain criteria and any servings beyond two units per day must be approved by the local Medical Review Committee.</p>
<p><u>Prescribed Snack</u></p> <p>The prescribed snack will consist of: 3 Graham Crackers OR 6 Saltine Crackers</p> <p>(page 29)</p>	<p>Prescribed snacks must be ordered by the Health Care Provider. Inmates may receive up to 3 snacks per day. Snacks will be handed out during regular meal times. Prescribed snack orders need to indicate which meal the snack will be provided to the inmate. The three times snacks will be distributed are:</p> <ol style="list-style-type: none"> 1) AM snack (at breakfast) 2) Mid-day snack (at lunch) 3) Bedtime (HS) snack (at dinner) <p>The snacks will be provided under the following conditions:</p> <ul style="list-style-type: none"> • When medically necessary to prevent hypoglycemia or sustain normal blood sugar levels • For Insulin Dependent Diabetics requiring a bedtime snack for insulin dosing • When an inmate has “keep on person” medications that is required to take medication with food at bedtime.
<p><u>Post Chemotherapy Diet</u></p> <p>(page 30)</p>	<p>Post Chemo or Radiation Therapy only or following intravenous immunoglobulin therapy. Must be ordered 72 hours in advance. May be ordered for up to five days.</p>

RELIGIOUS DIETS

Vegetarian Diets must be prescribed by Religious Providers. **Medical, dental or psychiatric providers do not prescribe vegetarian Diets.**

Medical Diets take precedence over Religious Diets. If a medical condition exists that is contraindicated by the Religious Diet, the Medical Diet will supersede it.

An inmate may sign the medical refusal form for his/her medical diet and renew his/her religious diet, but must do so in writing.

Diet	Diet Description
<p>Kosher</p> <p>Menu averages 2800 calories per day</p> <p>(page 13)</p>	<p>Two week menu cycle approved for kosher religious practices by a rabbi and approved for nutritional content by a registered dietitian.</p>
<p>Lacto Vegetarian</p> <p>Menu averages 2800 calories per day</p> <p>(page 13)</p>	<p>Vegetarian diet that includes dairy and dairy products (cheese, etc) but excludes all other animal products including eggs.</p>

OUTLINE OF RESTRICTED MEDICAL DIETS

MEDICAL RESTRICTED DIETS:

This manual follows the guidelines developed by staff of the Arizona Department of Corrections and represents a change in how medical diets are handled. The new approach is a three tiered plan to meet the dietary needs of ADC inmates.

Tier One: Self Management: The general population menu is designed to ensure that inmates maintain a desirable body weight, minimizes consumption of fat and simple carbohydrates and maintains an acceptable glucose level and is therefore appropriate for both Type-I and Type-II diabetic inmates and inmates with hypoglycemia or metabolic syndrome. The fat and sodium content of the general menu render it appropriate for those inmates requiring a diet for cardiac or high blood pressure issues. Self-management of conditions such as high blood pressure and diabetes will be encouraged and dietary education shall be provided by ADC Health Services staff by way of handout nutrition information. The inmate will also be offered the opportunity to attend classes on his/her diet or to meet with a Health Educator, if necessary. Emphasis will be placed on educating the inmate about appropriate store purchases. This approach is consistent with the American Diabetes Association position on Diabetes Management in Correctional Institutions and with the guidelines set by the National Academies of Science – National Research Council.

Tier Two: Formulary Prescribed Medical Diets: When the general population menu is deemed inappropriate by the Health Care Provider (“HCP”), a medical diet may be ordered *using only the diets listed the Diet Reference Manual*. Addition of texture modifications diets is acceptable, for example “*Mechanical Dental Soft Controlled Protein Diet*”. All other modifications are considered ‘non-formulary’. Inmates prescribed formulary medical diets can be provided education from Health Services upon request or ordered by the health care provider.

Tier Three: Non Formulary Medical Diets: Any additional medical diets not listed in the Diet Reference Manual must be reviewed and approved by the ADC Medical Director or designee. Inmate education on these diets can be done through the Health Educator or, if necessary and approved, through the ADC Contract Registered Dietitian.

Medical Diets take precedence over Religious Diets. If a diagnosed medical condition exists that is contraindicated by the Religious Diet, the Medical Diet will supersede it. The medical condition must be documented in the inmates’ medical chart or proven with lab work.

ALL REGULAR AND RESTRICTED DIETS

Responsibility:

The Contract Food Service Staff (CFSS) will provide regular and restricted diets that are nutritionally adequate, regularly monitored and compatible with the needs of inmates.

Procedure:

1. All inmates, including those in administrative and protective segregation, will be provided with an adequate diet based on current Recommended Dietary Allowances (RDA) from the National Academies of Science – National Research Council.
2. The general population menu will form the basis of all restricted diets included in the Diet Reference Manual for the Arizona Department of Corrections (ADC).
3. Request for special foods based on inmate preferences shall **not** be ordered by health care providers.
4. It is the responsibility of the CFSS to check the Inmate's ID card and match it to the restricted diet roster to correctly distribute the prescribed diet or snack.
5. The CFSS will document the delivery of restricted diets for each inmate on a meal by meal basis. Lockdown restricted diets are delivered to Correctional Staff who issue and document the delivery of the Restricted Diet to the inmate.
6. Correctional officers assigned to the dining room observing inmates refusing the restricted diet meal, selecting regular meals through the regular meal line, receiving, trading, giving food away, or otherwise altering his/her restricted diet will submit an information report (IR) according to institutional procedures. A copy of the IR will be forwarded to the Unit Deputy Warden, the ADC Food Service Liaison, Senior Chaplain, and the Facility Health Administrator (FHA) for the appropriate administrative action up to and including removal from the restricted diet list. The FHA will share these records with the Attending Physician and/or the HCP.

ORDERING AND CANCELING RESTRICTED DIETS

Requirements

The ordering and canceling of restricted diets shall conform to established procedures to ensure the expedient delivery of the appropriate diets to all inmates. Restricted diets may be written for a period of up to one year with the exception of liquid supplements.

Procedures:

1. Only medically indicated restricted diets as identified in the ADC Diet Reference Manual may be ordered by a medical or dental provider. Religious diets listed in this manual may only be ordered by religious providers such as Senior Chaplains.
2. Restricted diets **not** in the Diet Reference Manual that are medically indicated can only be ordered with the approval of the ADC Medical Director.
3. Health Care Providers and Senior Chaplains ordering restricted diets will complete, sign and date the Restricted Diet Order Form. The HCP or Senior Chaplain will retain their portion of the form and ensure the form is placed in the inmate's record. The remaining portion of the order form will be forwarded to the ADC Food Service Liaison for approval and processing of the diet card in accordance with procedures.
4. Incomplete or non-conforming diet order forms will be returned unprocessed to the HCP by the ADC Food Service Liaison.
5. Telephone (verbal) orders for a restricted diet will be honored but must be followed with a written order sent to the ADC Food Service Liaison within one working day of the initial order.
6. Restricted diets may be canceled at any time by a HCP or Senior Chaplain by notification to the ADC Food Service Liaison.
7. An inmate's commissary will be reviewed by a HCP and/or Senior Chaplain during the health evaluation and/or when diet compliance is an issue and non renewal is contemplated. The ADC Food Service Liaison shall review an inmate's commissary on an as needed basis. Each inmate is responsible for his/her restricted diet and compliance of their diet.

PROCEDURES FOR RESTRICTED DIETS

Responsibility:

The CFSS will provide the necessary supervision and training to assure that restricted diets are prepared and served according to the guidelines set forth in the approved diet manual. The CFSS shall maintain permanent documentation of meals actually served for prescribed medical, dental, religious, or other modifications to the regular menu.

Administration:

The Food Service Contractor and ADC will maintain a dietary program that provides restricted diets for inmates diagnosed with medical conditions with specific dietary requirements.

Procedure:

1. Inmates with a medical diagnosis will be provided with a restricted diet appropriate for their medical condition **based** on the ADC approved General Population Menus.

NOTE:

=>**Urgent** diets may be phoned directly into the ADC Food Service Liaison who will direct food service staff to prepare the required meal.

=>If the ADC Food Service Liaison is **not** available, the Medical Provider may contact the CFSS or designee directly.

=>Written documentation of the Medical diet will follow within 24 hours. See Diet Call in Log in Appendix.

2. Medical diets will be ordered by a Health Care Provider and Religious Diets will be ordered by a Senior Chaplain. It will be the HCP's and/or Senior Chaplain's responsibility to revise, re-order, or cancel restricted diets as necessary unless the inmate is removed from the diet for non-compliance (see Ordering and Canceling Diets).
3. Dietary education to inmates prescribed restricted medical diets will be provided by the ADC Health Services staff.
4. The CFSS will be trained in the preparation and delivery of restricted diets to the appropriate inmates and will maintain dietary records according to established protocol.

5. Food service personnel will be responsible for obtaining the inmate's signature when he/she receives a diet tray or snack, except for diets served to inmates confined in lockdown units where correctional staff will obtain signatures.
6. Upon review of the Evaluation of Inmate Medical/Religious Diet (Non-Compliance) form by the ADC Food Service Liaison, an inmate will be removed for non-compliance when five (5) meals are missed in seven (7) calendar days, or when the inmate requests removal in writing.
7. When a diet must be changed temporarily because of dental or other issues, the provider must include the diet type with the mechanical manipulation necessary to allow the inmate to eat his/her diet. *Example: Vegetarian Diet plus Mechanical Soft for two weeks.*
8. It is the responsibility of an inmate to maintain the active status of his/her diet. An inmate whose diet has been removed from the diet roster must be reinstated by medical with counseling or by the Senior Chaplain after determining the inmate did not violate the terms of the religious diet.
9. Inmates on restricted diets will be provided only their prescribed diet. Inmates **will not** be offered a General Population meal if they refuse their diet meal.

DIETARY CONSULTATIONS

Requirements:

The Arizona State Department of Corrections will provide dietary consultations for inmates with specific medical diagnosis following the established procedures.

Simple diet instruction and education can be provided by ADC Health Educators located in the ADC corridor facilities. Diet education provided to inmates covers lifestyle and self-management issues for conditions such as hypertension, diabetes, allergies, gluten intolerance, weight loss, weight gain, etc. For clinical issues more complex, a consult for the Contracted Registered Dietitian can be ordered.

Procedures:

- 1) Dietary consultations may be provided by the contract Registered Dietitian if ordered and approved by the Health Care Provider for inmates with the following diagnosis:
 - A. Newly diagnosed renal disease requiring a restricted diet with questions or difficulties that cannot be addressed by the Health Educator.
 - B. Crohns disease or other gastrointestinal diseases with clinically relevant malabsorption that shows no response to appropriate diet treatment.
 - C. Inmates with chronic weight loss/wasting disease.
 - D. Special dietary consultations for other medical conditions may be requested only with the approval of the Medical Review Board or the ADC Medical Director
- 2) Dietary teleconference is first intervention, if no improvement; a personal assessment may be required.
- 3) Dietary consultations will be requested by completion of the Medical Dietary Consultation Request Form by the Health Care Provider (see Appendix).
- 4) The Medical Dietary Consultation Request Form will be placed in the inmate's medical record with a copy for the dietitian and ADC Food Service Liaison.
- 5) Restricted diets not included in the Diet Reference Manual, but recommended by the Dietary Consultant, may be ordered by the HCP by completing a Restricted Diet Order Form in the "other" section (see Ordering and Canceling of Diets). If needed, the contract registered dietitian will provide the restricted menu to meet the nutrition requirements of the restricted diet.

OUTLINE OF RELIGIOUS DIETS

Purpose:

To ensure inmates whose sincere religious beliefs require adherence to dietary restrictions are provided nutritionally adequate meals that allow them to conform.

Responsibility:

The Contract Registered Dietitian will outline a nutritionally adequate menu for the approved religious diets based on specifications and directives provided by the Director of Pastoral Services. The CFSS will provide the necessary supervision and training to assure that religious diets are prepared and served according to the guidelines set forth in this procedure.

Procedure:

1. Religious diets orders must be approved and signed by the Senior Chaplain or designee. Only the approved list of religious diet menus will be used.
2. The contract Registered Dietitian will review all religious diet menus to ensure the inmate is receiving an adequate diet. The contract Dietitian will include this as part of the annual review.
4. Religious fasts will be in accordance to the ADC Food Services Technical Manual.
5. Religious diets will be defined, ordered, discontinued, reinstated, and reviewed according to the procedures of the religious service program.
6. Inmates on religious diets will be provided only their prescribed diet. Inmates **will not** be offered a General Population meal if they refuse their religious diet.
7. **Medical Diets take precedence over Religious Diets. If a diagnosed medical condition exists that is contraindicated by the Religious Diet, the Medical Diet will supersede it. The medical condition must be documented in the inmate's medical chart or proven with lab work.**

RELIGIOUS DIETS DESCRIPTION

VEGETARIAN DIET

A vegetarian diet is prescribed as an accommodation for inmates whose sincere religious beliefs forbid the consumption of meat. It replaces meat items with cheese, peanut butter, beans or legumes and includes dairy and dairy products but excludes all other animal flesh and by-products, including eggs,

KOSHER DIET

Kosher refers to food that is permitted to be eaten in accordance with the dietary restrictions of the Jewish religion. Followers of the Jewish faith who observe these restrictions as part of their religious practice will avoid eating those foods which would not be considered as kosher.

The Arizona Department of Corrections authorized a two week menu that incorporates the principles of kosher meal preparation as much as possible. The preparation and service are accomplished following procedures approved by a rabbi. The menu is certified for nutritional adequacy by the Contract Registered Dietitian. It is designed to ensure that dairy products are not served in the same meal as meat, chicken or fish, utilizing, cooking and serving utensils reserved for kosher food preparation. Except for fresh fruits and vegetables and other items that are considered inherently Kosher, only foods certified by a recognized Orthodox Kosher standard with symbols such as "OU" (Union of Orthodox Jewish Congregations), "K" (Kosher) or "CRC" (Chicago Rabbinical Council) are served under the Kosher Diet menu. Where the kosher diet menu calls for the service of pre-packaged foods, only pre-packaged items bearing the appropriate kosher certification symbol are served. However, some pre-packaged items (like tea, coffee, sugar, sugar substitute, salt and pepper and other condiments) are served in pre-packaged packets without the kosher symbol because they are delivered from vendors in bulk packaging bearing an appropriate kosher certification.

Kosher Passover meals will be provided for all inmates on the kosher diet during Passover.

GENERAL POPULATION MENU

Indication:

The General Population Menu is designed for individuals who require no special dietary modifications or restrictions. It will be served to all inmates unless a restricted diet is ordered. Due to its consistent carbohydrate content and moderate sodium and fat content, the general population menu will be used for inmates with Type I and Type II diabetes, hypoglycemia, impaired glucose tolerance, or metabolic syndrome and those requiring a 'heart healthy' or cardiac diet or a reduced sodium diet.

Principles:

- A. Follow Dietary Guidelines established by the United States Department of Agriculture (USDA) and Health and Human Services (HHS).
 1. Adequate but not excessive calories while meeting guidelines for vitamins and mineral intakes
 2. Adequate fiber
 3. Moderate sodium
 4. Limit saturated fats to $\leq 10\%$ calories, total fat to 20-35% calories. Minimize or eliminate *trans* fats
 5. Decrease added sugars
- B. Maintenance of blood glucose within normal limits even in those inmates whose glucose tolerance is impaired.

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as described by the RDA standards of the National Academies of Science – National Research Council. The General Population menu will offer approximately 2900 (+/- 200) calories per day for men and 2200 (+/- 200) calories per day for women ages 18 to 70.

Minor populations, ages 13-17, will be served an enhanced calorie menu according to the Male and Female General Population Menus. Menus will be in compliance with The National School Lunch and Arizona Department of Education Standards.

RESTRICTED MOVEMENT MENU

Indication:

A reduction in calories is indicated for inmates while in lock-down or other situations where movement is restricted.

Principles:

Caloric intake is reduced to compensate for decreased energy needs. Measures taken to address security issues with this diet include no hot liquid like items such as coffee, hot cereal, and soup. The menu provides approximately 2600 calories per average per day for males and 2000 calories per average per day for females.

NOTE: Inmates on an approved restricted religious or medical diet will have their diet modified to conform to the restricted movement menu. Such modifications include but are not limited to removing hot items like soup and cereal and reducing the beverage serving size to eight ounces.

Nutritional Adequacy:

This diet is adequate in all nutrients according to the RDA standards of the National Academies of Science – National Research Council if all the foods are eaten.

SUICIDE/MENTAL HEALTH WATCH MENU PROTOCOL

Suicide Watch Menu Protocol:

Finger Food only packed in a paper bag for all meals. **No Styrofoam containers or utensils**

Sample Meal: 4 slices of bread (no wrap)
Lunch Meat & Cheese (no wrap)
Snack of the Day (removed from package)
Cookie (no wrap)
Beverage Packet

Mental Health Watch Menu Protocol:

Current menu for the day with no modifications served only in a disposable container

DIABETES MANAGEMENT PROTOCOL

Nutritional counseling and menu planning are an integral part of the multidisciplinary approach to diabetes management in correctional facilities. Educating the patient, individually or in a group setting, about how food affects diabetes control is the first step in facilitating self-management. A dietary pattern that includes carbohydrates from fruits, vegetables, whole grains, legumes, and low-fat milk is encouraged for good health. Foods that contain carbohydrates are an important source of energy, fiber, vitamins, and minerals and are important in dietary palatability. Substantial evidence from clinical studies demonstrates that dietary sucrose (white sugar) does not increase blood sugar more than the same caloric amounts of carbohydrate from starch. Sucrose containing foods can be substituted for other carbohydrates in the meal plan. There should be consistent carbohydrate content at each meal. The carbohydrate contents of breakfast, lunch, dinner, and snacks may vary, but the day-to-day carbohydrate content of meals and snacks is kept consistent.

It is recommend that the term "ADA diet" no longer be used since the American Diabetes Association no longer endorses a single nutrition prescription or percentage of macronutrients. The best mix of carbohydrates, protein, and fat varies depending on individual circumstances.

The diabetes diet will be based on the General Population menu which incorporates the principles endorsed by the ADA for diabetes care in correctional institutions:

- Consistent amount of carbohydrates served at breakfast, lunch, and dinner utilizing carbohydrate counting method or nutritional analysis to determine the amount of carbohydrate at each meal; 50-60% of calories based on a 7-day average
- Protein: 15-20% of total calories based on a 7-day average
- Fat: 30% of total calories based on a 7-day average.
- Recommended fiber amounts will be that of the general population: 25-38 gram per day. A higher fiber diet is not recommended for people with diabetes than for the general population as a whole. Populations, including people with diabetes, are encouraged to eat a variety of fiber containing foods such as legumes, cereals, fruits, vegetables, and whole grain products.

Self-management of diabetes will be encouraged and dietary education will be provided by ADC Health Services staff by way of handout nutrition information. In addition, all inmates with diagnosed with diabetes will be urged to attend classes or to meet with a Health Educator. Emphasis will be placed on educating the inmate about appropriate store purchases.

If it is medically necessary for the inmate to have a snack to control blood sugars or to prevent hypoglycemia after PM insulin dose, one to three snacks per day may be prescribed by the health care provider. Please see page 29 for snack guidelines.

HYPERTENSION PROTOCOL

The dietary approach for hypertensive inmates will be based on the General Population Menu which incorporates the nutritional principles for hypertension management.

- If needed, reduce body weight through moderate caloric restriction
- Moderate use of dietary sodium
- Increase dietary intake of potassium
- Maintain adequate dietary calcium and magnesium
- Decrease dietary fats

Self-management of conditions will be encouraged and dietary education will be provided by ADC Health Services staff by way of handout nutrition information. The inmate will also be offered the opportunity to attend classes or to meet with a Health Educator, if necessary. Emphasis will be placed on educating the inmate about appropriate store purchases.

CARDIAC PROTOCOL

The dietary approach for hypertensive inmates will be based on the general population menu which incorporates the nutritional principles for hypertension management outlined by the NCCHC:

- Limit fat to no more than 30% of calories from fat and no more than 10% of calories from saturated fat.
- Encourage custody officials to include heart-healthy items as options in the commissary.

Self-management of conditions will be encouraged and dietary education will be provided by ADC Health Services staff by way of handout nutrition information. The inmate will also be offered the opportunity to attend classes on his/her diet or to meet with a Health Educator. Emphasis will be placed on educating the inmate about appropriate store purchases.

DENTAL/MECHANICAL SOFT DIET

Indication:

A mechanical/dental soft diet is suitable for inmates who have difficulty in chewing due to illness, injury, recent dental procedure, or that may be edentulous

Principles:

The diet is composed of foods that do not require mastication and are easily swallowed. The menu is based on the General Population Menu for Males and Females. Regular menu items are used whenever possible. Items are chopped, ground or mashed to the inmate's ability to chew. Vegetables should be well cooked, fruits peeled and mashed when necessary. Hard crust wheat breads are avoided, as are crackers, chips and other crisp or rough foods. Foods with seeds, nuts, coconut, relish, pickles, peppercorns, and crunchy peanut butter should be avoided.

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as prescribed by the RDA standards from the National Academies of Science – National Research Council for females and males ages 18-70.

RENAL DIALYSIS DIET

Indication:

The dialysis diet is used in the treatment of inmates with end-stage renal disease who are receiving hemodialysis or peritoneal dialysis. Management focuses on controlled intake of sodium, potassium, phosphorous and fluids.

Principles:

- A. Reduce the production of wastes that must be excreted by the kidneys
- B. Avoid fluid overload between dialysis treatments
- C. Avoid electrolyte overload or imbalance
 - 1. Processed meats are limited to keep sodium content at approximately 3500 mg
 - 2. High potassium foods are served only once per day in restricted amounts
 - 3. High phosphorous foods are limited
- D. Provide adequate high biological protein to ensure immune function and to replace protein lost during dialysis

Nutritional Adequacy:

The dialysis diet provides an adequate quantity of most nutrients as described by the RDA standards of the National Academies of Science – National Research Council.

CONTROLLED PROTEIN DIET

Indication:

To provide a diet for use in acute renal or chronic hepatic distress

- A. Help prevent the build-up of urea and other nitrogenous waste, creatinine, electrolytes (especially potassium, sodium and phosphate) and uric acid that are normally processed and excreted by the kidney and liver.
- B. Provide high biological value protein in amounts appropriate to maintain lean body mass and immune system function without further burden to liver or kidneys.

Principles:

The controlled protein diet emphasizes controlled intake of protein, sodium and potassium. Adequate intake of essential amino acids and calories are planned to meet the needs of the patient with a specific degree of acute renal failure or chronic hepatic impairment.

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as described by the RDA standards of the National Academies of Science – National Research Council. The Controlled Protein menu will offer approximately 2600 calories per day for men and 2000 calories per day for women.

WASTING SYNDROME DIET

Indication:

To supply adequate calories, protein, vitamins and minerals for inmates diagnosed with a disease causing wasting syndrome. The goal is to prevent tissue wasting, weight loss and allow for adequate nutrition to help fight secondary infections. Diet is indicated to treat diseases such as Cancer or HIV/AIDS, etc.

Principles:

The nutrient requirements of individuals diagnosed with a disease causing wasting syndrome has not been established. Treatments can cause numerous problems such as nausea, vomiting, diarrhea, pain, taste changes and loss of appetite, all of which may lead to weight loss and muscle wasting. Extra nutrients are needed to repair cells and build new tissue. The Wasting Syndrome Menu is used to supply adequate protein, vitamins, minerals and calories to maintain a healthy balanced nutritional state throughout the disease treatment. The general population menu is the basis of the diet. It is enhanced with increased serving sizes of some menu items, three (3) milks per day and a bedtime snack.

Nutritional Adequacy:

The wasting syndrome diet supplies approximately 3300 calories per day. This diet provides an adequate quantity of nutrients as prescribed by the RDA standards of the National Academies of Science – National Research Council.

PREGNANCY DIET

Indication:

To assure adequate nutrition during pregnancy up to 6 weeks post partum.

Principles:

Calories

The American Dietetic Association recommends an additional 300 kcal per day during pregnancy. (Pre-pregnancy needs are about 2,200 calories daily for most active women and teenage girls and about 1,600 calories for sedentary women.) This additional calorie requirement may seem small. However, it is enough to supply the extra energy essential to support pregnancy. Some expectant mothers may be tempted to "eat for two," or double the amount of food they normally eat. This practice is likely to result in excessive weight gain.

Protein

Both the expectant mother and developing fetus need increased amounts of protein. In 1989, the Recommended Dietary Allowance (RDA) for protein during pregnancy was significantly reduced, based on revised estimates of the efficiency of protein utilization in pregnant women. It is recommended that pregnant women consume at least 60 grams of protein a day, or only 10 grams more than non-pregnant women.

Nutritional Adequacy:

This diet provides an adequate quantity of most nutrients as prescribed by the RDA standards of the National Academies of Science – National Research Council. Additional supplementation provided by prenatal vitamins is recommended for the increased need in iron (30 mg/day), folic acid (600-800 mcg/day), and B-complex vitamins to support healthy pregnancy.

ALLERGY DIET

Indication:

This diet is used in the treatment of diagnosed food allergies or intolerances.

Principles:

This menu will effectively remove the top nine allergy-producing foods:

Egg	Fish	Shellfish	Peanuts	Corn
Milk	Wheat	Tree Nuts	Soy	

Nutritional Adequacy:

This diet provides an adequate quantity of most nutrients as described by the RDA standards of the National Academies of Science – National Research Council.

Note to Providers:

Clinical, objective medical tests to establish food allergies may be considered to establish food allergies. Inmates should only be allergy tested when there is sufficient evidence to do so.

Individual intolerances may require the exclusion of certain food items. These intolerances/allergies must be acknowledged by the physician in writing. Food substitutions or menu exchanges will be made only by the contracted food service Registered Dietitian only when the exclusion or avoidance of the offending food would jeopardize the nutritional status of the menu as a whole. Non-life threatening food in-tolerances will be treated as a self-managed avoidance diet if possible. It will be the responsibility of the inmate to avoid those foods or ingredients that are not well tolerated. Education handouts as well as menu information will allow inmate to avoid foods not tolerated. Inmates can also meet with a Health Educator if they require further assistance.

The general population menu as served **does not** contain pork, fish or shellfish and can be served to inmates with only those allergies.

GLUTEN INTOLERANCE DIET/GLUTEN FREE

Indication:

This diet is used in the treatment of gluten induced entropathies (non-tropical sprue, celiac disease).

Principles:

- A. Eliminate foods that contain gluten
 - 1. Wheat, rye, barley containing baked goods, cereal, coatings or pasta are eliminated
 - 2. Derivatives of wheat, rye, or barley malt vinegar or thickening agents

- B. Meet nutritional needs

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as described by the RDA standards of the National Academies of Science – National Research Council.

CLEAR LIQUID DIET

Indication:

This diet is for persons requiring a source of fluids with calories and electrolytes during acute stages of many illnesses, especially those with elevated temperatures, in acute inflammatory condition of the gastrointestinal tract, pre-operative, post-operative, or in conditions where it is necessary to minimize the amount of fecal material in the colon.

Principles:

1. Maintain hydration:
The clear liquid diet provides at least 70 ounces of fluid.
2. Provide adequate carbohydrates:
The clear liquid diet provides approximately 150 grams of carbohydrate; this is enough to prevent low blood sugar or onset of ketosis.
3. Minimize digestive burden:
The clear liquid diet provides calories and fluids without stimulating extensive digestive processes.

Nutritional Adequacy:

This diet is not nutritionally complete. The diet lacks calories, protein, vitamins and minerals to meet the RDA and **should not be used for more than three days**. The diet provides approximately 600 calories per day.

ONE DAY CLEAR LIQUID SAMPLE MENU

BREAKFAST		LUNCH		DINNER	
Beverage	1 Cup	Beef Broth	1 Cup	Chicken Broth	1 Cup
Gelatin	½ Cup	Beverage	2 Cup	Beverage	2 Cup
Coffee	1 Cup	Gelatin	½ Cup	Gelatin	½ Cup
Sugar Pkt	2 ea				

If diet is prescribed for Medical Test Purposes, **do not** serve Cherry or Strawberry Gelatin, as the dye may affect the test results.

Inmate Name: _____

Inmate Number: _____

Unit: _____

Date Begin: _____

Date End: _____

FULL LIQUID DIET

Indication:

This diet may be used in acute infection or post-operative surgery. The full liquid diet is indicated for the patient who is unable to tolerate solid foods and as an intermediate step in the progression from a clear liquid to a regular diet. If longer than 5 days is needed, refer to the Long Term Full Liquid Diet.

Principles:

The full liquid diet provides foods that are liquid or liquefied at body temperature.

Nutritional Adequacy:

This diet lacks calories, protein, vitamins and minerals to meet the RDA for males 19-50 or pregnant females. The diet provides approximately 2200 calories per day. If long term (greater than 5 days) full liquid texture is required, the HCP must prescribe a Long Term Full Liquid Diet.

ONE DAY MEAL PATTERN

BREAKFAST		LUNCH		DINNER	
Beverage	1 Cup	Strained Soup	1 Cup	Strained Soup	1 Cup
Farina	1 Cup	Mashed Potatoes, Thin	1 Cup	Mashed Potatoes, Thin	1 Cup
Low Fat Milk	1 Cup	Gravy	3 oz	Gravy	3 oz
Liquid Supplement Pkt	1 ea	Pudding	½ Cup	Pudding	½ Cup
Coffee	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
Sugar Pkt	2 ea	Beverage	1 Cup	Liquid Supplement Pkt	1 ea
				Beverage	1 Cup

Inmate Name: _____

Inmate Number: _____

Unit: _____

Date Begin: _____ Date End: _____

LONG TERM FULL LIQUID DIET

Indication:

A Long Term Full Liquid diet is suitable for inmates who cannot chew due to a long term illness or injury greater than five (5) days and may be prescribed for up to eight (8) weeks.

Principles:

The diet is composed of foods that have been pureed to a full liquid consistency. Regular food items are used whenever possible. A straw is not provided due to security reasons. *

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as prescribed by the RDA standards for the National Academies of Science -- National Research Council for females and males ages 18-50.

Note to Providers: For inmates requiring a Pureed Diet due to permanent inability to chew foods, please contact your contracted Food Service manager. A pureed diet can be made available for inmates for long term use. The registered dietitian will be contacted to ensure proper equipment and training is in place at the facility. The menu will be based on the General Population Menu.

***See Appendix for Long Term Full Liquid Menu and High Calorie Shake Recipe**

LIQUID NUTRITION SUPPLEMENTS **(Formerly Resource®)**

Liquid supplements may be recommended **only** when an inmate's intake of regular food is causing detrimental weight loss or severe tissue wasting. Some inmates when they are initially incarcerated have been severely malnourished secondary to drug abuse, alcoholism, homelessness, etc. These inmates, when fed the General Population Menu over time, should gain weight and normalized their nutritional status under normal circumstances. If secondary diseases exist and weight gain is not being achieved over time, then the addition of a Liquid Nutritional Supplement is an appropriate nutrition intervention.

Liquid supplements will be ordered by the Health Care Provider, not to exceed two servings per inmate per day. The contracted food service company provides and pays for two supplements per day for each inmate who meets the approved criteria. If additional supplements above two per day are required, each additional serving is paid for by the Arizona Department of Corrections and must be approved by the ADC Medical Director.

Dental extraction is **NOT** a valid reason to prescribe supplements. Clear and Full Liquid diets are available for this purpose.

The liquid supplement provided contains milk. If the inmate is unable to tolerate milk or lactose, please contact the Food Service Manager or the Contracted Registered Dietitian for milk free alternatives.

Note to providers:

Do not order nutritional supplements on a routine basis for HIV positive inmates. Supplements should only be ordered for those who cannot eat solids or have documented significant weight loss below ideal body weight (5% weight loss in 30 days or 10% weight loss in 90 days).

Ordering supplements is not the only option. A Wasting Syndrome Diet can be ordered to supplement additional calories unless the patient has a difficult time chewing, swallowing, or tolerating solid foods due to disease or trauma conditions.

PRESCRIBED SNACKS FOR MEDICATION

Prescribed snacks must be ordered by the Health Care Provider. Snacks will be handed out during regular meal times. Prescribed snack must indicate the time of day snack is required to be provided to the inmate. The three times snacks will be handed out to inmates are:

- | | |
|-------------------------------------|--|
| 1) AM snack (at breakfast) | Consisting of three (3) each graham crackers. |
| 2) Mid-day snack (at lunch) | Consisting of six (6) each saltine crackers. |
| 3) Bedtime snack (at dinner) | Consisting of three (3) each graham crackers. |

The snacks will be provided under the following conditions:

- When medically necessary to prevent hypoglycemia or sustain normal blood sugar levels
- For Insulin Dependent Diabetics requiring a bedtime snack for insulin dosing
- When an inmate has “keep on person” medications that is required to take medication with food at bedtime
- Any other condition that the HCP believes requires a snack must be approved by the local Medical Review Committee (MRC).

The Prescribed Snack is NOT to be used to provide additional calories for weight gain. Please see “Wasting Syndrome Diet” on page 21.

Prescribed Snack

The prescribed snack will consist of:

3 Graham Crackers

OR

6 saltine crackers

POST CHEMOTHERAPY DIET

Indication:

This diet may be used during or following chemotherapy, post radiation treatments, or following intravenous immunoglobulin therapy. The Chemotherapy diet is indicated for the patient who is unable to tolerate the smell or taste of hot foods. The diet may be used for up to 5 days post treatment.

Principles:

The Chemotherapy diet provides foods that are chilled, are not strong in flavor, and easy to digest. Hot foods are eliminated to reduce nausea related to the sensitivity of strong aromas. If the diet is to be served on Saturday or Sunday, breakfast and lunch shall be served for the Brunch Meal and Dinner will be served as noted.

THREE DAY MEAL PATTERN

BREAKFAST		LUNCH		DINNER	
Cold Cereal	1 Cup	Egg Salad	4 oz	Turkey Salad	4 oz
Bread	2 Slice	Wheat bread	4 Slice	Wheat bread	4 Slice
Jelly	1 oz	Saltine Crackers	6 crackers	Potato Salad	3/4 Cup
Margarine	1 Tbsp	Snack of the Day	1 Each	Tossed Salad	1 Cup
Cottage Cheese	1/2 Cup	Fruit	1 Svg	Dressing	1 oz
Fruit	1 Svg	Gelatin	1/2 Cup	Graham Crackers	3 squares
Beverage	1 Cup	Beverage	2 Cup	Pudding	1/2 Cup
Low Fat Milk	1 Cup			Low Fat Milk	1 Cup
				Beverage	2 Cup
Cold Cereal	1 Cup	Peanut Butter/Jelly Mix	3 oz	T-Ham Salad	4 oz
Bread	2 Slice	Wheat bread	4 Slice	Wheat bread	4 Slice
Jelly	1 oz	Saltine Crackers	6 crackers	Macaroni Salad	3/4 Cup
Margarine	1 Tbsp	Snack of the Day	1 Each	Tossed Salad	1 Cup
Cottage Cheese	1/2 Cup	Fruit	1 Svg	Dressing	1 oz
Fruit	1 Svg	Cookies	2 Each	Graham Crackers	3 squares
Beverage	1 Cup	Gelatin	1/2 Cup	Pudding	1/2 Cup
Low Fat Milk	1 Cup	Beverage	2 Cup	Low Fat Milk	1 Cup
				Beverage	2 Cup
Cold Cereal	1 Cup	Sliced Turkey	3 oz	Egg Salad	4 oz
Bread	2 Slice	Sliced Cheese	1 oz	Wheat bread	4 Slice
Jelly	1 oz	Wheat bread	4 Slice	Potato Salad	3/4 Cup
Margarine	1 Tbsp	Mustard/Salad Dressing Pc	1 Each	Tossed Salad	1 Cup
Cottage Cheese	1/2 Cup	Saltine Crackers	6 crackers	Dressing	1 oz
Fruit	1 Svg	Snack of the Day	1 Each	Graham Crackers	3 Squares
Beverage	1 Cup	Fruit	1 Svg	Pudding	1/2 Cup
Low Fat Milk	1 Cup	Gelatin	1/2 Cup	Low Fat Milk	1 Cup
		Beverage	2 Cup	Beverage	2 Cup

Fruit 1 Serving = 1/2 cup canned or 1 piece fresh fruit

CHEMOTHERAPY DIET RECIPES

Egg Salad	3 servings	6 servings	9 servings
Boiled Eggs Chilled & Chopped	5 peeled eggs chilled & chopped	10 peeled eggs chilled & chopped	15 peeled eggs chilled & chopped
Salad Dressing	2 oz	4 oz	6 oz

Directions: Boil eggs until done, chill immediately. Peel, chop cold eggs, and mix in salad dressing. Serve with a 4 oz scoop.

Turkey Salad	3 servings	6 servings	9 servings
Cold turkey luncheon meat	10 oz	20 oz	30 oz
Salad Dressing	2 oz	4 oz	6 oz

Directions: Chop turkey luncheon meat, mix in salad dressing and chill. Serve with a 4 oz scoop.

T-Ham Salad	3 servings	6 servings	9 servings
Cold T-ham	10 oz	20 oz	30 oz
Salad Dressing	2 oz	4 oz	6 oz

Directions: Chop T-Ham, mix in salad dressing and chill. Serve with a 4 oz scoop.

Potato Salad	3 servings	6 servings	9 servings
Boiled potato, cold	1 ½ c cubed cold, boiled potatoes	3 c cubed cold, boiled potatoes	4 ½ c cubed cold, boiled potatoes
Salad Dressing	4 oz + 1 tsp mustard	8 oz + 2 tsp mustard	10 oz + 3 tsp mustard

Directions: Boil potatoes, drain, cool, mix in salad dressing/mustard and chill. Serve with a 6 oz scoop.

Macaroni Salad	3 servings	6 servings	9 servings
Boiled macaroni, cold	1 ½ c cooked, cold macaroni noodles	3 c cooked, cold macaroni noodles	4 ½ c cooked, cold macaroni noodles
Salad Dressing	4 oz + 1 Tbsp minced Celery	8 oz + 2 Tbsp minced Celery	10 oz + 3 Tbsp minced Celery

Directions: Cook macaroni, drain, chill. Mix in salad dressing/minced celery and chill. Serve with a 6 oz scoop.

CHEMOTHERAPY DIET ORDER

Diet must be ordered **72 hours in advance** to allow for kitchen to obtain necessary special food items to serve the menu. The diet is **ONLY** for during or post chemotherapy, post radiation treatment, and post intravenous immunoglobulin therapy. Diet must be ordered by the attending HCP in consultation with the contracted Registered Dietitian.

Because of the short term use of the menu (3 to 5 days maximum), a diet card would **not** be issued for this temporary diet. For each Chemotherapy or Radiation treatment session, a **new** diet must be ordered to insure the items will be available for service. Please submit this diet order to the ADC Food Service Liaison and Food Service Manager for documentation.

Inmate Name: _____

Inmate Number: _____

Unit: _____

Date Begin: _____ Date End: _____

Medical Provider: _____

Order Date: _____

Liaison Received (initial): _____

Food Service Received (initial): _____

Appendix

HIGH CALORIE SHAKE RECIPE

#	Ingredients	1 Serving	1 Serving
51	Low Fat Milk - Fluid	1 c	1 c
524	Peanut Butter - Smooth type	1 fl oz	1 fl oz
4969	Syrup	1 fl oz	1 fl oz
235	Banana-raw-peeled / or canned fruit	1 item or 1/2 c	1 item or 1/2

Nutrition Information:
For 1 serving (413 gm)

Calories 485

Total Fat	19 g
Saturated Fat	5 g
Cholesterol	18 mg
Sodium	18 mg
Total Carbohydrate	69 gm
Dietary Fiber	5 gm
Sugars	37 gm
Protein	16 gm

Vitamin A 10% Vitamin C 20% Calcium 25% Iron 4%

LONG TERM FULL LIQUID

	DAY 1 Full Liquid	DAY 2 Full Liquid	DAY 3 Full Liquid	DAY 4 Full Liquid	DAY 5 Full Liquid	DAY 6 Full Liquid	DAY 7 Full Liquid
B R E A K F A S T	Grits (thin w/ milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit ½ Cup High Calorie Shake or Liquid Supplement 1 Cup	Cream of Wheat (thin with milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruits ½ Cup High Calorie Shake or Liquid Supplement 1 Cup	Oatmeal (thin with milk) 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit ½ Cup High Calorie Shake or Liquid Supplement 1 Cup	Grits (thin w/ milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit ½ Cup High Calorie Shake or Liquid Supplement 1 Cup	Cris (thin w/ milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit ½ Cup High Calorie Shake or Liquid Supplement 1 Cup	Cream of Wheat (thin with milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruits ½ Cup High Calorie Shake or Liquid Supplement 1 Cup	Oatmeal (thin with milk) 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit ½ Cup High Calorie Shake or Liquid Supplement 1 Cup
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D I N N E R	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin ½ Cup Pudding ½ Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup

Please vary the variety of soups, gravy, pudding and gelatin. Repeat days as needed



Janet Napolitano
Governor

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street • Phoenix, Arizona 85007
(602) 771-2300 • www.adeq.state.az.us



Stephen A. Owens
Director

October 25, 2004

Mr. Jim Huerta, Physical Plant Supervisor
Marana Community Correctional Treatment Facility
12610 West Silverbell Road, P.O. Box 940
Marana, Arizona 85653

**Re: Marana Community Correctional Treatment Facility Wastewater Treatment Plant
Aquifer Protection Permit No. P-102889 - Other Permit Amendment**

Dear Mr. Huerta:

Enclosed is your copy of the amended Aquifer Protection Permit (APP) and Fact Sheet for the Marana Community Correctional Treatment Facility Wastewater Treatment Plant. The permit conditions shall apply from October 25, 2004, which is the date of the Water Quality Division Director's signature, and shall be valid for the life of the facility.

It was a pleasure working with you on this permit amendment. Please feel free to contact me if you have any questions regarding this permit amendment, or otherwise need assistance. I can be reached at (800) 234-5677, extension 771-4464, or mmm@azdeq.gov.

Sincerely,

A handwritten signature in cursive script that reads "Marcy Mullins".

Marcy Mullins, APP Project Officer
Wastewater, Recharge, and Reuse Unit

cc: Asif Majeed, Manager, Wastewater, Recharge, and Reuse Unit, ADEQ
Lynne Dekarske, Administrative Assistant, Water Permits Section, ADEQ
Bob Wallin, Field Inspector - Southern Regional Office, ADEQ
Don Shroyer, Manager - Water Quality Compliance Section, Data Unit, ADEQ
Robert Casey, Manager - Water Quality Compliance Section, Enforcement Unit, ADEQ
Diane Reed, Biosolids Coordinator - Water Quality Compliance Section, ADEQ

WRR04:908



FACT SHEET

Aquifer Protection Permit #P-102889, LTF ID 31649 Marana Community Correctional Treatment Facility Other Permit Amendment

The Arizona Department of Environmental Quality (ADEQ) proposes to issue an aquifer protection permit for the subject facility that covers the life of the facility, including operational, closure, and post-closure periods unless suspended or revoked pursuant to A.A.C. R18-9-A213. This document gives pertinent information concerning the issuance of the permit. The requirements contained in this permit will allow the permittee to comply with the two key requirements of the Aquifer Protection Program: 1) meet Aquifer Water Quality Standards at the Point of Compliance; and 2) demonstrate Best Available Demonstrated Control Technology (BADCT). The purpose of BADCT is to employ engineering controls, processes, operating methods or other alternatives, including site-specific characteristics (i.e., local subsurface geology) to reduce discharge of pollutants to the greatest degree achievable before they reach the aquifer or to prevent pollutants from reaching the aquifer.

I. FACILITY INFORMATION

Name and Location

Permittee's Name:	Management & Training Corporation
Mailing Address:	12610 West Silverbell Road Marana, Arizona 85653
Facility Name and Location:	Marana Community Correctional Treatment Facility (MCCTF) Wastewater Treatment Plant (WWTP) 12610 West Silverbell Road, Marana, AZ 85653

Regulatory Status

This facility was issued an Approval to Construct by the Pima County Department of Environmental Quality on April 20, 1994, and an Aquifer Protection Permit (APP) (No. P-102889) from ADEQ on September 8, 1994. An individual Reclaimed Wastewater Reuse Permit was issued on November 17, 1994, and was renewed on August 5, 1999. An application for an other amendment to the APP to classify the WWTP for Class C reclaimed water was received by the Department on December 5, 2003, which is the reason for this current amendment.

Facility Description

The Management & Training Corporation is authorized to operate the Marana Community Correctional Treatment Facility (MCCTF) wastewater treatment plant (WWTP), which uses a conventional extended aeration process. The effluent is chlorinated and stored in a 10-day holding pond. The pond has a double liner and leak-detection system. Reclaimed water is pumped from the pond to an adjacent reuse site for irrigation. The irrigation shall be performed at consumptive-use rates. The sludge will be digested and stored in bags on a concrete pad, and then disposed off-site.

In addition to the APP conditions pertaining to treatment and disposal of sewage sludge, the permittee must also comply with the requirements for sewage sludge disposal in 40 Code of Federal Regulations (CFR) Part 503 and 18 A.A.C. 9, Article 10.

Amendment Description

This other permit amendment was initiated by the permittee for the purpose of classifying the WWTP as producing Class C reclaimed water. Sections in the permit being updated to include information on the amendments include:

1. Section 2.1, Facility Description: Add information on classifying the WWTP for Class C reclaimed water.
2. Section 4 - Monitoring Requirements: Add Table II for Class C Reclaimed Water Quality Standards.
3. Section 5 - References and Pertinent Information: Include information pertaining to the other permit amendment.

In addition, the entire permit has been updated to the current permit format.

II. BEST AVAILABLE DEMONSTRATED CONTROL TECHNOLOGY (BADCT)

BADCT is achieved through secondary treatment using extended aeration, clarification, and disinfection (chlorination). The effluent is then placed into a holding pond which has a double liner with leak detection, and then delivered to an adjacent agricultural site for irrigation of fiber, seed, and forage crops under a valid reclaimed water permit.

III. COMPLIANCE WITH AQUIFER WATER QUALITY STANDARDS

Monitoring and Reporting Requirements

Depth to groundwater beneath the facility is approximately 250 to 300 feet below land surface, and generally flows to the northwest. The nearest point of use in the aquifer is a well located approximately 600 feet to the southeast of the WWTP. This is a private well used to supply potable water to the MCCTF. To ensure that site operations do not violate Aquifer Water Quality Standards (AWQS) at the point of compliance, representative samples of the effluent shall be collected from the discharge line to the effluent holding pond. The permittee shall monitor the effluent daily for flow rate, and quarterly for metals and volatile organic compounds (VOCs). To ensure that the effluent meets the requirements for the Class C reclaimed water standards, the effluent shall be monitored semi-monthly for fecal coliform. Alert levels for fecal coliform are set at "reserved" in the permit because the Reclaimed Water Quality Standards (A.A.C. R18-11 Article 3) do not require alert levels. In the future, if alert levels are determined to be necessary for this parameter, a level will be established and incorporated into the discharge monitoring table. In addition, the permittee shall visually inspect the facility on a routine basis for the pump integrity, treatment plant components, berm integrity, holding pond freeboard, and liner integrity. Also, due to the location of the facility in relation to regional groundwater subsidence, a visual inspection program has been established for this facility for land fissures.

Point(s) of Compliance (POC)

The applicable POC for this facility is located at the northwest (hydraulically downgradient) boundary of the WWTP, at latitude 32°25'13", longitude 111°14'33". There is no groundwater monitoring required at permit issuance, as the effluent is consumptively used for beneficial purposes.

IV. STORM WATER and SURFACE WATER CONSIDERATIONS

The facility is located outside of the 100-year floodplain. There are no storm water or surface water considerations associated with this facility at permit issuance.

V. COMPLIANCE SCHEDULE

Not applicable.

VI. OTHER REQUIREMENTS FOR ISSUING THIS PERMIT

Technical Capability

The Management & Training Corporation has demonstrated the technical competence necessary to carry out the terms and conditions of the permit in accordance with A.R.S. § 49-243(N) and A.A.C. R18-9-A202(B). The WWTP was constructed as per the design report prepared by Terry Moore & Associates Incorporated. Mr. Moore is a professional registered engineer in the state of Arizona. The WWTP was constructed by Layton Southwest. A state certified operator is employed to operate the WWTP. The permittee is expected to maintain technical capability throughout the life of the facility.

Financial Capability

The Management & Training Corporation has demonstrated the financial responsibility necessary to carry out the terms and conditions of the permit in accordance with A.R.S. § 49-243(N) and A.A.C. R18-9-A203. The permittee has provided audited financial statements that indicate sufficient funds available to meet the cost of closure and post-closure care. The permittee is expected to maintain financial capability throughout the life of the facility.

Zoning Requirements

The MCCTF WWTP has been properly zoned for the permitted use and the permittee has complied with all Pima County zoning ordinances in accordance with A.R.S. § 49-243(O) and A.A.C. R18-9-A201(A)(2)(c).

VII. ADMINISTRATIVE INFORMATION

Public Notice (A.A.C. R18-9-108(A))

The public notice is the vehicle for informing all interested parties and members of the general public of the contents of a draft permit or other significant action with respect to a permit or application. The basic intent of this requirement is to ensure that all interested parties have an opportunity to comment on significant actions of the permitting agency with respect to a permit application or permit. This permit was public noticed in a local newspaper after a pre-notice review by the applicant and other affected agencies.

Public Comment Period (A.A.C. R18-9-109(A))

The aquifer protection program rules require that permits be public noticed in a newspaper of general circulation within the area affected by the facility or activity and provide a minimum of 30 calendar days for interested parties to respond in writing to ADEQ. After the closing of the public comment period, ADEQ is required to respond to all significant comments at the time a final permit decision is reached or at the same time a final permit is actually issued.

Public Hearing (A.A.C R18-9-109(B))

A public hearing may be requested in writing by any interested party. The request should state the nature of the issues proposed to be raised during the hearing. A public hearing will be held if the Director determines there is a significant amount of interest expressed during the 30-day public comment period, or if significant new issues arise that were not considered during the permitting process. A public hearing was not determined to be necessary for this permit.

VIII. ADDITIONAL INFORMATION

Additional information relating to this permit may be obtained from:

Arizona Department of Environmental Quality
Water Quality Division - Wastewater, Recharge, and Reuse Unit, Attn: Marcy Mullins
1110 W. Washington Street, Mail Code 5415B-3
Phoenix, Arizona 85007
Phone: (602) 771-4464

STATE OF ARIZONA
AQUIFER PROTECTION PERMIT NO. P - 102889
LTF ID 31649 PLACE ID 7278

1.0 AUTHORIZATION

In compliance with the provisions of Arizona Revised Statutes (A.R.S.) Title 49, Chapter 2, Articles 1, 2 and 3, Arizona Administrative Code (A.A.C.) Title 18, Chapter 9, Articles 1 and 2, A.A.C. Title 18, Chapter 11, Article 4 and amendments thereto, and the conditions set forth in this permit, Management & Training Corporation is hereby authorized to operate the Marana Community Correctional Treatment Facility Wastewater Treatment Plant located in Marana, Arizona, in Pima County, over groundwater of the Tucson Active Management Area (AMA) in Township 12 South, Range 11 East, Section 5, Gila and Salt River Base Line and Meridian.

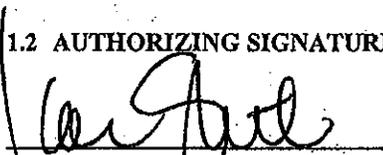
This permit becomes effective on the date of the Water Quality Division Director's signature and shall be valid for the life of the facility (operational, closure, and post-closure periods), unless suspended or revoked pursuant to A.A.C. R18-9-A213. The permittee shall construct, operate, and maintain the permitted facilities:

1. Following all the conditions of this permit including the design and operational information documented or referenced below, and
2. Such that Aquifer Water Quality Standards (AWQS) are not violated at the applicable point(s) of compliance (POC) set forth below, or if an AWQS for a pollutant has been exceeded in an aquifer at the time of permit issuance, that no additional degradation of the aquifer relative to that pollutant, and as determined at the applicable POC, occurs as a result of the discharge from the facility.

1.1 PERMITTEE INFORMATION

Facility Name:	Marana Community Correctional Treatment Facility	
Permittee:	Mailing Address:	Facility Street Address:
Management & Training Corporation	12610 West Silverbell Road Marana, Arizona 85653	12610 West Silverbell Road Marana, Arizona 85653
Facility Contact:	Jim Huerta, Physical Plant Supervisor	
Emergency Telephone Number:	(520) 682-2077, extension 135	
Latitude: 32° 25' 11" N	Longitude: 111° 14' 25" W	
Legal Description:	Township 12 South, Range 11 East, Section 5, Gila and Salt River Base Line and Meridian	

1.2 AUTHORIZING SIGNATURE



Karen Smith, Director
Water Quality Division
Arizona Department of Environmental Quality

Signed this 25th day of October, 2004

THIS PERMIT SUPERCEDES ALL PREVIOUS PERMITS

2.0 SPECIFIC CONDITIONS [A.R.S. §§ 49-203(4), 49-241(A)]

2.1 Facility / Site Description [A.R.S. § 49-243(K)(8)]

1. The Permittee is authorized to operate a wastewater treatment plant (WWTP) with an average daily flow of 65,000 gallons per day (gpd). The treatment process is a conventional extended aeration process. The effluent is chlorinated and stored in a 10-day holding pond. The pond is provided with a double liner and leak-detection system. Reclaimed water is pumped from the pond to an adjacent reuse site for irrigation. The irrigation shall be performed at consumptive-use rates. The sludge will be digested and stored in bags on a concrete pad, and then removed off-site.
2. This amendment is to classify the WWTP for Class C reclaimed water as per A.A.C. R18-11 Article 3.
3. All industrial hookups and other non-residential hookups to the treatment system shall conform to Section 307 of the Federal Water Pollution Control Act and shall be authorized according to the federal pretreatment program, or as otherwise approved by federal, state, or local regulations.
4. Specific discharge limitations are specified in Section 4, TABLE I.

The site includes the following permitted discharging facilities:

Facility	Latitude	Longitude
Marana Community Correctional Treatment Facility effluent storage impoundment	32° 25' 11" N	111° 14' 25" W

2.2 Best Available Demonstrated Control Technology [A.R.S. § 49-243(B) and A.A.C. R18-9-A202(A)(5)]

This facility conforms with 18 A.A.C. Ch. 9-B204.C. The double-lined impoundment and the beneficial use of reclaimed water at consumptive-use rates are the considerations used to determine BADCT.

2.2.1 Engineering Design

An approval to construct the WWTP and effluent evaporation impoundment was issued by the Pima County Department of Environmental Quality on April 20, 1994.

2.2.2 Site-specific Characteristics

Not applicable.

2.2.3 Pre-Operational Requirements

Not applicable; existing facility.

2.2.4 Operational Requirements

1. A copy of the new Operation and Maintenance (O & M) manual shall be maintained at the WWTP site at all times and shall be available upon request during inspections by ADEQ personnel.
2. The pollution control structures shall be inspected for the items listed in Section 4.0, TABLE II.
3. TABLE II and 2.2.4 include monitoring for the presence of earth fissures. Visual inspections shall be performed by personnel trained in identification of surficial features of earth fissures, such as

linear cracks or holes of various sizes which appear to have a pattern or trend. Inspections shall be made of the buffer zone surrounding the WWTP to a distance of 300 feet from the WWTP where practicable. Earth fissure monitoring should occur after storm events with a return frequency of five (5) years or greater. If surficial features that could indicate the presence of earth fissures are observed, the observations shall be confirmed by a third party professional engineer or geologist registered in the state of Arizona. If the confirmation inspection confirms the possibility that the surficial features indicate a fissure, the features shall be identified and documented with sketches, maps, and photographs as appropriate, indicating the nature of the feature, dimensions, and orientation. Documentation shall also include any incremental changes in a feature previously documented.

4. If any damage to the pollution control structures is identified during inspection, proper repair procedures shall be performed. All repair procedures and material(s) used shall be documented on the Self-Monitoring Report Form (SMRF) submitted quarterly to ADEQ Water Quality Compliance.

2.2.5. Wastewater Treatment Plant Classification [A.A.C. R18-9-703(C)(2)(a), A.A.C. R18-11-307]

The WWTP will produce reclaimed water meeting Class C Reclaimed Water Quality Standards (18 A.A.C. 11, Article 3) and may be used for any allowable use in that class under a valid reclaimed water permit.

2.3 Discharge Limitations [A.R.S. §§ 49-201(14), 49-243 and A.A.C. R18-9-A205(B)]

1. The permittee is authorized to discharge up to 65,000 gallons per day as a monthly average of daily flow values.
2. The permittee shall notify all users that the materials authorized to be disposed of through the WWTP are typical household sewage and shall not include motor oil, gasoline, paints, varnishes, hazardous wastes, solvents, pesticides, fertilizers or other materials not generally associated with toilet flushing, food preparation, laundry facilities and personal hygiene.

2.4 Points of Compliance (POC) [A.R.S. § 49-244]

The Points of Compliance are established by the following monitoring locations:

POC Location	Latitude	Longitude
NW downgradient facility boundary	32° 25' 13" N	111° 14' 33" W

Groundwater monitoring is not required at permit issuance. A monitoring well has not been installed at the POC. The Director may amend this permit to designate additional points of compliance if information on groundwater gradients or groundwater usage indicates the need or may amend this permit to require installation of a well at the POC and initiation of groundwater monitoring in the event of liner failure and reasonable probability of groundwater impact.

2.5 Monitoring Requirements [A.R.S. § 49-243(K)(1), A.A.C. R18-9-A206(A)]

All monitoring required in this permit shall continue for the duration of the permit, regardless of the status of the facility. All sampling, preservation and holding times shall be in accordance with currently accepted standards of professional practice. Trip blanks, equipment blanks and duplicate samples shall also be obtained, and chain of custody procedures shall be followed, in accordance with currently accepted standards of professional practice. The permittee shall consult the most recent version of the ADEQ Quality Assurance Project Plan (QAPP) and EPA 40 CFR PART 136 for guidance. Copies of laboratory analyses and chain of custody forms shall be maintained at the permitted facility. Upon request these documents shall be made immediately available for review by ADEQ personnel.

2.5.1 Discharge Monitoring

The permittee shall monitor the wastewater according to Section 4.0, TABLE I. Representative samples of the wastewater shall be collected at the end of the treatment process from the WWTP prior to delivery of effluent to the holding pond. The permittee shall conduct discharge monitoring for selected constituents with aquifer water quality standards and reclaimed water standards including all nitrogen forms.

2.5.2 Facility / Operational Monitoring

Operational monitoring inspections shall be conducted according to Section 4.0, TABLE II.

- a. If any damage of the pollution control structures is identified during inspection, proper repair procedures shall be performed. All repair procedures and materials used shall be documented on the SMRF and submitted quarterly to the ADEQ Water Quality Compliance. If none of the conditions occur, the report shall say "no event" for a particular reporting period. If the facility is not in operation, the permittee shall indicate that fact on the SMRF.
- b. The permittee shall submit data required in Section 4.0, TABLE II regardless of the operating status of the facility unless otherwise approved by the Department or allowed in this permit.

2.5.3 Groundwater Monitoring and Sampling Protocols

Routine groundwater monitoring is not required under the terms of this permit.

2.5.4 Surface Water Monitoring and Sampling Protocols

Routine surface water monitoring is not required under the terms of this permit.

2.5.5 Analytical Methodology

All samples collected for compliance monitoring shall be analyzed using Arizona state approved methods. If no state approved method exists, then any appropriate EPA approved method shall be used. Regardless of the method used, the detection limits must be sufficient to determine compliance with the regulatory limits of the parameters specified in this permit. Analyses shall be performed by a laboratory licensed by the Arizona Department of Health Services, Office of Laboratory Licensure and Certification. For results to be considered valid, all analytical work shall meet quality control standards specified in the approved methods. A list of Arizona state certified laboratories can be obtained at the address below:

Arizona Department of Health Services
Office of Laboratory Licensure and Certification
250 North 17th Avenue
Phoenix, AZ 85007
Phone: (602) 364-0720

2.5.6 Installation and Maintenance of Monitoring Equipment

Monitoring equipment required by this permit shall be installed and maintained so that representative samples required by this permit can be collected. Should new groundwater wells be determined to be necessary, the construction details shall be submitted to the ADEQ Water Permits Section for approval prior to installation and the permit shall be amended to include any new points.

2.6 Contingency Plan Requirements [A.R.S. § 49-243(K)(3), (K)(7) and A.A.C. R18-9-A204 and R18-9-A205]**2.6.1 General Contingency Plan Requirements**

At least one copy of the approved contingency and emergency response plan(s) shall be maintained at the location where day-to-day decisions regarding the operation of the facility are made. The facility permittee shall be aware of and follow the contingency and emergency plans.

Any alert level (AL) exceedance or any violation of an aquifer quality limit (AQL), discharge limit (DL), or other permit condition shall be reported to ADEQ following the reporting requirements in Section 2.7.3.

Some contingency actions involve verification sampling. Verification sampling shall consist of the first follow-up sample collected from a location that previously indicated an AQL or DL violation or an AL exceedance. Collection and analysis of the verification sample shall use the same protocols and test methods to analyze for the pollutant or pollutants that exceeded an AL or violated an AQL. The permittee is subject to enforcement action for the failure to comply with any contingency actions in this permit. Where verification sampling is not conducted within the time frame allotted, ADEQ and the permittee shall presume the initial sampling result to be confirmed as if verification sampling had been conducted. The permittee is responsible for compliance with contingency plans relating to the exceedance of an AL or violation of a DL, AQL, or any other permit condition.

2.6.2 Exceeding of Alert Levels/Performance Levels**2.6.2.1 Exceeding of Alert Levels/Performance Levels**

1. If the operational PL set in Section 4.0, TABLE II has been exceeded (permit condition violated), the permittee shall:
 - a. Notify the ADEQ Water Quality Compliance Section within five (5) days of becoming aware of a violation of any permit condition.
 - b. Submit a written report within thirty (30) days after becoming aware of a violation of a permit condition. The report shall document all of the following:
 - 1) a description of the violation and its cause;
 - 2) the period of violation, including exact date(s) and time(s), if known, and the anticipated time period during which the violation is expected to continue;
 - 3) any action taken or planned to mitigate the effects of the violation or the spill, or to eliminate or prevent recurrence of the violation;
 - 4) any monitoring activity or other information which indicates that any pollutants would be reasonably expected to cause a violation of an aquifer water quality standard; and
 - 5) any malfunction or failure of pollution control devices or other equipment or process.
2. The facility is no longer on alert status once the operational indicator no longer indicates a PL exceedance. The permittee shall, however, complete all tasks necessary to return the facility to its pre-alert operating condition.

2.6.2.2 Alert Level Exceedance Set for Discharge Monitoring

1. If an AL set in Section 4.0, TABLE I has been exceeded, the permittee may conduct verification sampling within 24 hours of becoming aware of the alert status.
2. If the verification sampling confirms an AL exceedance, the permittee shall immediately investigate to determine the cause. The investigation shall include the following:
 - a. Inspection, testing, and assessment of the current condition of all treatment or pollutant discharge control systems that may have contributed to the AL exceedance;
 - b. Review of recent process logs, reports, and other operational control information to identify any unusual occurrences.
3. The permittee shall initiate actions identified in the approved contingency plan referenced in Part 5.0 and specific contingency measures identified in Part 2.6 to resolve any problems identified by the investigation which may have led to an AL exceedance. To implement any other corrective action the permittee shall obtain prior approval from ADEQ according to Section 2.6.6.
4. Within thirty (30) days after confirmation of the AL exceedance, the permittee shall submit the laboratory results to the ADEQ Water Quality Compliance Section, Data Unit, along with a summary of the findings of the investigation, the cause of the AL exceedance, and actions taken to resolve the problem.
5. Upon review of the submitted report, the Department may require additional monitoring, increased frequency of monitoring, amendments to permit conditions, or other actions.

2.6.2.3 Exceedance of Alert Levels in Groundwater Monitoring

2.6.2.3.1 Alert Levels for Indicator Parameters

Not required at permit issuance.

2.6.2.3.2 Alert Levels for Pollutants with Numeric Aquifer Water Quality Standards

Not required at permit issuance.

2.6.2.3.3 Alert Levels to Protect Downgradient Users from Pollutants Without Numeric Aquifer Water Quality Standards

Not required at permit issuance.

2.6.3 Discharge Limitations (DL) Violations

1. If a DL set in Section 4.0, TABLE I has been exceeded, the permittee may conduct verification sampling within 24 hours of becoming aware of the DL exceedance.
2. If verification sampling confirms that the DL has been violated, the permittee shall immediately investigate to determine the cause of the violation. The investigation shall include the following:
 - a. Inspection, testing, and assessment of the current condition of all treatment or pollutant discharge control systems that may have contributed to the violation;

- b. Review of recent process logs, reports, and other operational control information to identify any unusual occurrences.
3. The permittee also shall submit a report according to Section 2.7.3, which includes a summary of the findings of the investigation, the cause of the violation, and actions taken to resolve the problem. The permittee shall consider and ADEQ may require corrective action that may include control of the source of discharge, cleanup of affected soil, surface water, or groundwater, and mitigation of the impact of pollutants on existing uses of the aquifer. Corrective actions shall either be specifically identified in this permit, included in an ADEQ approved contingency plan, or separately approved according to Section 2.6.6.
4. Upon review of the submitted report, the Department may require additional monitoring, increased frequency of monitoring, amendments to permit conditions or other actions.

2.6.4 Aquifer Quality Limit (AQL) Violation

Not applicable; routine groundwater monitoring not required at permit issuance.

2.6.5 Emergency Response and Contingency Requirements for Spills and Unauthorized Discharges

2.6.5.1 Duty to Respond

The permittee shall act immediately to correct any condition resulting from a discharge if that condition could pose an imminent and substantial endangerment to public health or the environment.

2.6.5.2 Discharge of Hazardous Substances or Spills of Toxic Pollutants

In the event of any unauthorized discharge (A.R.S. § 49-201(12)) of suspected hazardous substances (A.R.S. § 49-201(18)) or any spills of toxic pollutants (A.R.S. § 49-243(I)) on the facility site, the permittee shall promptly isolate the area and attempt to identify the spilled material. The permittee shall record information, including name, nature of exposure and follow-up medical treatment, if necessary, on persons who may have been exposed during the incident. Spilled materials, absorbents, and contaminated media generated during emergency response shall be removed and disposed of according to applicable federal, state, and local regulations. The permittee shall notify the ADEQ Southern Regional Office at (520) 628-6724 within 24 hours upon discovering the discharge of a hazardous material which: a) has the potential to cause an AWQS or AQL exceedance; or b) could pose an endangerment to public health or the environment.

2.6.5.3 Discharge of Non-hazardous Materials

In the event of any unauthorized discharge of non-hazardous materials from the facility, the permittee shall promptly attempt to cease the discharge and isolate the discharged material. Discharged material shall be removed and the site cleaned up as soon as possible. The permittee shall notify the ADEQ Southern Regional Office at (520) 628-6733 within 24 hours upon discovering the discharge of non-hazardous material which: a) has the potential to cause an AQL exceedance; or b) could pose an endangerment to public health or the environment.

2.6.5.4 Drainage Failure

If a drainage structure such as a ditch or diversion berm fails or is blocked, prompt action shall be taken immediately to repair the temporary structures with readily available materials, to minimize impacts on the facility. The temporary repairs shall be replaced by permanent repairs

to be performed as soon as conditions allow. The repairs or permanent replacement of the temporary structure shall be designed to prevent future failures.

2.6.5.5. Fissure Contingencies

If new or expanding fissures are observed and confirmed at the facility, the permittee shall notify the Department as specified in Section 2.6.5.6 within five (5) business days following receipt of the final report confirming the presence or expansion of a fissure, and submit a written report within 60 days of this notice. The written report shall include:

1. The documentation referenced in Section 2.2.4.(3) of this permit.
2. The facility design which ensures that the integrity of the structural components of the facility will not be disrupted, including the following:
 - a. on-site or local soil conditions which may result in significant differential settling;
 - b. on-site or local geologic or geomorphologic features;
 - c. on-site or local man-made surface or subsurface features or events.
3. If the permittee cannot provide an adequate demonstration of the integrity of the structural components, or cannot provide an adequate demonstration that a modified design can ensure the integrity of the structural components of the facility, the facility must close in accordance with the approved closure plan.

2.6.5.6 Reporting Requirements

The permittee shall submit a written report for any unauthorized discharges described in Sections 2.6.5.2, 2.6.5.3, 2.6.5.4, and 2.6.5.5 to the ADEQ Southern Regional Office (address: 400 West Congress, Suite 433, Tucson, Arizona, 85701) within thirty days of the discharge or as required by subsequent ADEQ action. The report shall summarize the event, including any human exposure, and facility response activities and include all information specified in Section 2.7.3. If a notice is issued by ADEQ subsequent to the discharge notification, any additional information requested in the notice shall also be submitted within the time frame specified in that notice. Upon review of the submitted report, ADEQ may require additional monitoring or corrective actions.

2.6.6 Corrective Actions

Specific contingency measures identified in Part 2.6 have already been approved by ADEQ and do not require written approval to implement. With the exception of emergency response actions taken under Section 2.6.5, the permittee shall obtain written approval from the Water Permits Section prior to implementing a corrective action to accomplish any of the following goals in response to an AL exceedance or violation of an AQL, DL, or other permit condition:

1. Control of the source of an unauthorized discharge;
2. Soil cleanup;
3. Cleanup of affected surface waters;
4. Cleanup of affected parts of the aquifer;
5. Mitigation to limit the impact of pollutants on existing uses of the aquifer.

Within 30 days of completion of any corrective action, the operator shall submit to the ADEQ Water Quality Compliance Section, a written report describing the causes, impacts, and actions taken to resolve the problem.

2.7 Reporting and Recordkeeping Requirements [A.R.S. § 49-243(K)(2) and A.A.C. R18-9-A206(B) and R18-9-A207]

2.7.1 Self Monitoring Report Form (SMRF)

1. The permittee shall complete the SMRFs provided by ADEQ, and submit them to the Water Quality Compliance Section, Data Unit.
2. The permittee shall complete the SMRF to the extent that the information reported may be entered on the form. If no information is required during a quarter, the permittee shall enter "not required" on the SMRF and submit the report to ADEQ. The permittee shall use the format devised by ADEQ.
3. The tables contained in Section 4.0 list the parameters to be monitored and the frequency for reporting results for groundwater compliance monitoring. Monitoring methods shall be recorded on the SMRFs. The permittee may request a relaxation of the monitoring frequency for metals and volatile organic compounds (VOCs) if sufficient data indicate that water quality standards are being achieved consistently over time.
4. In addition to the SMRF, the information contained in Section 6.9.3 shall be included for an AL exceedance or violation of an AQL, DL, or any other permit condition being reported in the current reporting period.

2.7.2 Operation Inspection / Log Book Recordkeeping

A signed copy of this permit shall be maintained at all times at a location where day-to-day decisions regarding the operation of the facility are made. A log book (paper copies, forms, or electronic data) of the inspections and measurements required by this permit shall be maintained at a location where day-to-day decisions are made regarding the operation of the facility. The log book shall be retained for ten years from the date of each inspection, and upon request, the permit and the log book shall be made immediately available for review by ADEQ personnel. The information in the log book shall include, but not be limited to, the following information as applicable:

1. Name of inspector;
2. Date and shift inspection was conducted;
3. Condition of applicable facility components;
4. Any damage or malfunction, and the date and time any repairs were performed;
5. Documentation of sampling data and time;
6. Any other information as specified by this permit to be entered in the log book.

Monitoring records for each measurement shall comply with A.A.C. R18-9-A206(B)(2).

2.7.3 Permit Violation and Alert Level Status Reporting

1. The permittee shall notify the Water Quality Compliance Section, Enforcement Unit in writing within five days (except as provided in Section 2.6.5) of becoming aware of a violation of any permit condition, discharge limitation or of an AL exceedance.

2. The permittee shall submit a written report to the Water Quality Compliance Section, Enforcement Unit within 30 days of becoming aware of the violation of any permit condition or discharge limitation. The report shall document all of the following:
 - a. Identification and description of the permit condition for which there has been a violation and a description of its cause;
 - b. The period of violation including exact date(s) and time(s), if known, and the anticipated time period during which the violation is expected to continue;
 - c. Any corrective action taken or planned to mitigate the effects of the violation, or to eliminate or prevent a recurrence of the violation;
 - d. Any monitoring activity or other information which indicates that any pollutants would be reasonably expected to cause a violation of an aquifer water quality standard;
 - e. Proposed changes to the monitoring which include changes in constituents or increased frequency of monitoring; and
 - f. Description of any malfunction or failure of pollution control devices or other equipment or processes.

2.7.4 Operational, Other, or Miscellaneous Reporting

The permittee shall complete the SMRF provided by the Department to reflect facility inspection requirements designated in Section 4.0, TABLE II and submit to the ADEQ, Water Quality Compliance quarterly along with other reports required by this permit. Facility inspection reports shall be submitted no less frequently than quarterly, regardless of operational status.

The permittee shall provide the results of the monitoring for the Reclaimed Water Quality Standards (TABLE I) to any of the following in accordance with A.A.C. R18-9-703(C)(2)(c):

1. any reclaimed water agent who has contracted for delivery of reclaimed water from the permittee;
2. any end user who has not waived interest in receiving this information.

2.7.5 Reporting Location

All SMRFs shall be submitted to:

ADEQ Water Quality Compliance Section, Data Unit
Mail Code: 5415B-1
1110 W. Washington Street
Phoenix, AZ 85007
Phone (602) 771-4681

Unless otherwise specified, all documents required by this permit to be submitted to the Water Quality Compliance Section shall be directed to the following address:

ADEQ Water Quality Compliance Section, Enforcement Unit
Mail Code: 5415B-1
1110 W. Washington Street
Phoenix, AZ 85007
Phone (602) 771-4614

4.0 TABLES OF MONITORING REQUIREMENTS

TABLE I - DISCHARGE MONITORING

Sampling Point Number	Sampling Point Identification	Latitude	Longitude
1	Discharge prior to effluent storage pond	32° 25' 11" N	111° 14' 25" W

Parameter	AL ¹	DL ¹	Units	Sampling Frequency	Reporting Frequency
Flow ²	Reserved ³	Reserved	MGD ⁴	Daily	Quarterly
Flow - Monthly Average	Reserved	0.065	MGD	Calculated Monthly	Quarterly
Total Nitrogen ⁵	Reserved	Reserved	mg/l	Quarterly	Quarterly
Nitrate-Nitrite as N	Reserved	Reserved	mg/l	Quarterly	Quarterly
Total Kjeldahl Nitrogen (TKN)	Reserved	Reserved	mg/l	Quarterly	Quarterly
Arsenic	0.04	0.05	mg/l	Quarterly	Quarterly
Barium	1.60	2.00	mg/l	Quarterly	Quarterly
Cadmium	0.004	0.005	mg/l	Quarterly	Quarterly
Chromium	0.08	0.10	mg/l	Quarterly	Quarterly
Lead	0.04	0.05	mg/l	Quarterly	Quarterly
Mercury	0.0016	0.002	mg/l	Quarterly	Quarterly
Selenium	0.04	0.05	mg/l	Quarterly	Quarterly

Volatile Organic Compounds (VOCs):					
Benzene	0.004	0.005	mg/l	Quarterly	Quarterly
Carbon tetrachloride	0.004	0.005	mg/l	Quarterly	Quarterly
o-Dichlorobenzene	0.48	0.6	mg/l	Quarterly	Quarterly
para-Dichlorobenzene	0.06	0.075	mg/l	Quarterly	Quarterly
1,2-Dichloroethane	0.004	0.005	mg/l	Quarterly	Quarterly
1,1-Dichloroethylene	0.0056	0.007	mg/l	Quarterly	Quarterly
cis-1,2-Dichloroethylene	0.056	0.07	mg/l	Quarterly	Quarterly
trans-1,2-Dichloroethylene	0.08	0.1	mg/l	Quarterly	Quarterly
1,2-Dichloropropane	0.004	0.005	mg/l	Quarterly	Quarterly
Ethylbenzene	0.56	0.7	mg/l	Quarterly	Quarterly
Monochlorobenzene	0.08	0.1	mg/l	Quarterly	Quarterly
Styrene	0.08	0.1	mg/l	Quarterly	Quarterly

¹AL = Alert Level DL = Discharge Limit The ALs and DLs are maximum values unless otherwise indicated.

²Flow shall be tracked in two ways: Permittee shall record flow continuously, and report the daily flow values quarterly. The limit for daily flow is reserved. Permittee shall average the daily values monthly, and report the monthly average of daily flow values quarterly. TABLE I specifies the limit for the monthly average of daily flow values.

³Limits may be established at a future date.

⁴Million Gallons per Day

⁵Nitrate N plus Nitrite N plus Total Kjeldahl Nitrogen (TKN)

Table I - VOCs (continued)

Parameter	AL	DL	Units	Sampling Frequency	Reporting Frequency
Tetrachloroethylene	0.004	0.005	mg/l	Quarterly	Quarterly
Toluene	0.8	1.0	mg/l	Quarterly	Quarterly
1,1,1-Trichloroethane	0.16	0.20	mg/l	Quarterly	Quarterly
Trichloroethylene	0.004	0.005	mg/l	Quarterly	Quarterly
Vinyl Chloride	0.0016	0.002	mg/l	Quarterly	Quarterly
Xylenes (Total)	8.0	10.0	mg/l	Quarterly	Quarterly

Reclaimed Water Quality Parameters - Class C

Fecal Coliform: Single-sample maximum	Reserved	4000	CFU or MPN ⁶	2X/Month	Quarterly
Fecal Coliform: Four (4) of last seven (7) samples	Reserved	1000 ⁷	CFU or MPN	2X/Month	Quarterly

TABLE II
FACILITY INSPECTION (OPERATIONAL MONITORING)

Pollution Control Structures	Performance Level	Inspection Frequency
Pump Integrity	Good working condition	Daily
Treatment Plant Components	Good working condition	Daily
Berm Integrity	No visible erosion	Weekly
Freeboard in Effluent Holding Pond	Minimum of three (3) feet	Daily
Liner Integrity	No visible cracks; no visible loss of fluid to the subsurface or ground surface	Monthly
Earth Fissures (within 300 feet of the WWTP)	No visible signs of fissures	After storm events with a return frequency of five (5) years or greater

⁶ CFU = Colony Forming Units per 100 ml; MPN = Most Probable Number per 100 ml

⁷ If at least four (4) of the last seven (7) samples are equal to or less than 1000 CFU or MPN per 100 ml, report "yes" in the appropriate space on the SMRF (indicating that the standard has been met). If at least four (4) of the last seven (7) samples are greater than 1000 CFU or MPN per 100 ml, report "no" in the appropriate space on the SMRF (indicating that the standard has not been met).

All documents required by this permit to be submitted to the Water Permits Section shall be directed to:

ADEQ Water Permits Section
Mail Code: 5415B-3
1110 W. Washington Street
Phoenix, AZ 85007
Phone (602) 771-4428

2.7.6 Reporting Deadline

The following table lists the quarterly report due dates:

Monitoring conducted during quarter	Quarterly report due by
January-March	April 30
April-June	July 30
July-September	October 30
October-December	January 30

2.7.7 Changes to Facility Information in Section 1.0

The Water Permits Section and Water Quality Compliance Section shall be notified within 10 days of any change of facility information including Facility Name, Permittee Name, Mailing or Street Address, Facility Contact Person or Emergency Telephone Number.

2.8 Temporary Cessation [A.R.S. § 49-243(K)(8) and A.A.C. R18-9-A209(A)]

The permittee shall give written notice to the Water Quality Compliance Section upon ceasing operation of the facility for a period of 60 days or greater. The permittee shall take the following measures upon temporary cessation:

1. If applicable, direct the wastewater flows from the facility to another state approved wastewater treatment facility.
2. Correct the problem that caused the temporary cessation of the facility.
3. Notify ADEQ with a monthly facility status report describing the activities conducted on the WRF to correct the problem.

At the time of notification the permittee shall submit for ADEQ approval a plan for maintenance of discharge control systems and for monitoring during the period of temporary cessation. Immediately following ADEQ approval, the permittee shall implement the approved plan. If necessary, ADEQ shall amend permit conditions to incorporate conditions to address temporary cessation. If the facility ceases operation, the permittee shall submit closure notification, as set forth in Section 2.9 below.

2.9 Closure [A.R.S. §§ 49-243(K)(6), 49-252 and A.A.C. R18-9-A209(B)]

The permittee shall give written notice of closure to the Water Quality Compliance Section before closing, or before ceasing use of a facility addressed under this permit if the cessation is projected to last more than three years.

Within 90 days following notification of closure, the permittee shall submit for approval to the Water Permits Section, a detailed Closure Plan which meets the requirements of A.R.S. § 49-252 and A.A.C. 18-9-A209(B)(1)(a).

If the closure plan achieves clean closure immediately, ADEQ shall issue a letter of approval to the permittee. If the closure plan contains a schedule for bringing the facility to a clean closure configuration at a future date, ADEQ may incorporate any part of the schedule as an amendment to this permit.

Upon completion of closure activities, the permittee shall give written notice to the Water Permits Section indicating that the approved Closure Plan has been implemented fully. If clean closure has been achieved, ADEQ shall issue a letter of approval to the permittee at that time. If any of the following conditions apply, the permittee shall follow the terms of Post Closure stated in this permit:

1. Clean closure cannot be achieved at the time of closure notification or within one year thereafter under a diligent schedule of closure actions;
2. Further action is necessary to keep the facility in compliance with aquifer water quality standards at the applicable point of compliance;
3. Continued action is required to verify that the closure design has eliminated discharge to the extent intended;
4. Remedial or mitigative measures are necessary to achieve compliance with Title 49, Ch. 2; or
5. Further action is necessary to meet property use restrictions.

2.9.1 Closure Plan

A specific closure plan is not required at the time of permit issuance.

2.9.2 Closure Completion

Not required at the time of permit issuance.

2.10 Post-Closure [A.R.S. §§ 49-243(K)(6), 49-252 and A.A.C. R18-9 A209(C)]

Post-closure requirements shall be established based on a review of facility closure actions and will be subject to review and approval by the Water Permits Section.

In the event clean closure cannot be achieved pursuant to A.R.S. § 49-252, the permittee shall submit for approval to the Water Permits Section a Post-Closure Plan that addresses post-closure maintenance and monitoring actions at the facility. The Post-Closure Plan shall meet all requirements of A.R.S. §§ 49-201(29) and 49-252 and A.A.C. R18-9-A209(C). Upon approval of the Post-Closure Plan, this permit shall be amended or a new permit shall be issued to incorporate all post-closure controls and monitoring activities of the Post-Closure Plan.

2.10.1 Post-Closure Plan

A specific post-closure plan is not required at the time of permit issuance.

2.10.2 Post-Closure Completion

Not required at the time of permit issuance.

3.0 COMPLIANCE SCHEDULE [A.R.S. § 49-243(K)(5) and A.A.C. R18-9-A208]

Not applicable.

5.0 REFERENCES AND PERTINENT INFORMATION

The terms and conditions set forth in this permit have been developed based upon the information contained in the following, which are on file with the Department:

1. APP application dated: December 7, 1993 (original APP, issued September 8, 1994)
December 5, 2003 (other amendment)
2. Public Notice dated: May 5, 1994 (original APP)
3. Public Hearing date: Not applicable
4. Responsiveness summary date: Not applicable

6.0 GENERAL CONDITIONS AND RESPONSIBILITIES

6.1 Annual Registration Fees

The permittee is notified of the obligation to pay an Annual Registration Fee to ADEQ. The Annual Registration Fee is based upon the amount of daily influent or discharge of pollutants in gallons per day as established by A.R.S. § 49-242(D). The fee is payable to ADEQ each year.

6.2 Duty to Comply [A.R.S. §§ 49-221 through 263]

The permittee is notified of the obligation to comply with all conditions of this permit and all applicable provisions of Title 49, Chapter 2, Articles 1, 2 and 3 of the Arizona Revised Statutes, Title 18, Chapter 9, Articles 1 through 4, and Title 18, Chapter 11, Article 4 of the Arizona Administrative Code. Any permit non-compliance constitutes a violation and is grounds for an enforcement action pursuant to Title 49, Chapter 2, Article 4 or permit modification, suspension, or revocation.

6.3 Duty to Provide Information [A.R.S. §§ 49-243(K)(2) and 49-243(K)(8)]

The permittee shall furnish to the Director, or an authorized representative, within a time specified, any information which the Director may request to determine whether cause exists for amending or terminating this permit, or to determine compliance with this permit. The permittee shall also furnish to the Director, upon request, copies of records required to be kept by this permit.

6.4 Severability [A.R.S. § 49-243(K)(8)]

The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

6.5 Proper Operation and Maintenance [A.R.S. § 49-243(K)(8)]

The permittee shall properly operate and maintain all facilities, treatment processes, and discharge control systems which are installed or used by the permittee to achieve compliance with the terms and conditions of this permit.

6.6 Compliance with Aquifer Water Quality Standards [A.R.S. §§ 49-243(B)(2) and 49-243(B)(3)]

The permittee shall not cause or contribute to a violation of an aquifer water quality standard at the applicable point of compliance for the facility. Where, at the time of issuance of the permit, an aquifer already exceeds an aquifer water quality standard for a pollutant, the permittee shall not discharge that pollutant so as to further degrade, at the applicable point of compliance for the facility, the water quality of any aquifer for that pollutant.

6.7 Technical and Financial Capability

[A.R.S. §§ 49-243(K)(8) and 49-243(N) and A.A.C. R18-9-A202(B) and R18-9-A203(E) and (F)]

The permittee shall have and maintain the technical and financial capability necessary to fully carry out the terms and conditions of this permit. Any bond, insurance policy, trust fund, or other financial assurance mechanism provided as a demonstration of financial capability in the permit application, pursuant to A.A.C. R18-9-A203(D), shall be in effect prior to any discharge authorized by this permit and shall remain in effect for the duration of the permit.

6.8 Reporting of Bankruptcy or Environmental Enforcement [A.A.C. R18-9-A207(C)]

The permittee shall notify the Director within five days after the occurrence of any one of the following:

1. the filing of bankruptcy by the permittee;
2. the entry of any order or judgment not issued by the Director against the permittee for the enforcement of any environmental protection statute or rule.

6.9 Monitoring and Records [A.R.S. § 49-243(K)(8) and A.A.C. R18-9-A206]

The permittee shall conduct any monitoring activity necessary to assure compliance with this permit, with the applicable water quality standards established pursuant to A.R.S. §§ 49-221 and 49-223 and §§ 49-241 through 49-252.

1. Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
2. The permittee shall retain records of all monitoring information, including copies of all reports required by this permit and records of all data used to complete the application for this permit, for a period of 10 years from the date of the sample, measurement report, or application. This period may be extended by request of the Director at any time.
3. At a minimum, records of monitoring information shall include:
 - a. The date, time, and exact place of sampling or measurements;
 - b. Names of the individual(s) who performed the sampling or measurements;
 - c. The date(s) analyses were performed;
 - d. Names of the individual(s) who performed the analyses;
 - e. Identification/description of the analytical techniques or methods used;
 - f. The results of such analyses;
 - g. The chain of custody records;
 - h. Names of samples;
 - i. Static water level in monitor well prior to sampling;
 - j. Sampling method;
 - k. Purging volume;
 - l. Indicator parameters including field conductance ($\mu\text{mhos/cm}$), field temperature ($^{\circ}\text{C}$), and field pH (standard units);
 - m. Preservation and transportation procedures;
 - n. Name of the analytical facility, and;
 - o. Any field notes relating to the information described in (a) - (n) above.

6.10 Other Information [A.R.S. § 49-243(K)(8)]

Where the permittee becomes aware of a failure to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the Director, the permittee shall promptly submit the correct facts or information.

6.11 Inspection and Entry [A.R.S. §§ 49-203(B) and 49-243(K)(8)]

The permittee shall allow the Director, or an authorized representative, upon the presentation of credentials and other documents as may be required by law, to enter and inspect the facility as reasonably necessary to ensure compliance with Title 49, Chapter 2, Article 3 of the Arizona Revised Statutes, and

Title 18, Chapter 9, Articles 1 through 4 of the Arizona Administrative Code and the terms and conditions of this permit. In so doing, the Department representative may:

1. enter upon the operator's premises where a regulated facility or activity is located or conducted, or locations where records must be kept under the conditions of this permit;
2. have access to and copy, at reasonable times, any records required to be kept under the conditions of this permit;
3. inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit;
4. sample or monitor at reasonable times, for the purposes of assuring permit compliance, any substances or parameters at any location;
5. take photographs or video tape; and/or
6. take other actions reasonably necessary to determine compliance with Aquifer Protection Permit statutes or rules or the terms and conditions of this permit.

6.12 Duty to Modify [A.R.S. § 49-243(K)(8) and A.A.C. R18-9-A211]

The permittee shall apply for and receive a written amendment before deviating from any of the designs or operational practices authorized by this permit.

6.13 Permit Action: Amendment, Transfer, Suspension, and Revocation

[A.R.S. §§ 49-201, 49-241 through 251, A.A.C. R18-9-A211, R18-9-A212 and R18-9-A213]

This permit may be amended, transferred, suspended, or revoked for cause, under the rules of the Department. The filing of a request by the permittee for a permit action does not stay or suspend the effectiveness of any existing permit condition. The Director shall issue a public notice of all proposed permit actions pursuant to A.A.C. R18-9-A211, R18-9-A212 and R18-9-A213.

6.13.1 Permit Reopen

The Director may reopen this permit and amend it pursuant to A.A.C. R18-9-A211.

6.13.2 Permit Transfer

This permit may not be transferred to any other person except after notice to and approval of the transfer by the Department. No transfer will be approved until the applicant complies with all transfer requirements as specified in A.A.C. R18-9-A212(B) and (C).

The permittee shall notify the Water Permits Section in writing within 15 days after any change in the owner or operator of the facility. The notification shall state the permit number, the name of the facility, the date of property transfer, and the name, address, and phone number where the new owner or operator can be reached. The operator shall advise the new owner or operators of the terms of this permit and the need for permit transfer in accordance with the rules.