



Maricopa County Air Quality Department  
Substantive Policy Statement: SPS-2019-003  
Point of Contact and Documentation Criteria for Employers  
Issue Date: July 16, 2019

Approved by:

A handwritten signature in black ink, appearing to read "Jerry Geering", written over a horizontal line.

Jerry Geering, Chairman  
Travel Reduction Program Regional Task Force

A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the county and does not impose additional requirements or penalties on regulated parties or include confidential information or rules or ordinances adopted pursuant to Arizona Revised Statutes (A.R.S.) Title 49 (The Environment), Chapter 3 (Air Quality). [A.R.S. §§ 11-1601(8), 49-471(17)]

If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under A.R.S. §§ 41-1033 for a review of the statement. [A.R.S. §§ 41-1033]

An applicant for a license subject to A.R.S. Title 11 (Counties), Chapter 11 (County Regulations), Article 1 (General Provisions) may request a county to clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement affecting the procurement of that license by providing the county with a written request that satisfies the requirements of A.R.S. §§ 11-1609(A). [A.R.S. §§ 11-1609]

**I. Purpose**

This substantive policy statement (SPS) clarifies the requirements for designating points of contact and implementing measures for travel reduction plans.

**II. Applicability**

This SPS applies to all major employers and schools participating in the Maricopa County Travel Reduction Program (TRP).

**III. Statutory Authority**

A. A.R.S. §§ 49-581 – 49-593 [Title 49-The Environment, Chapter 3-Air Quality, Article 8-Travel Reduction Programs]

**IV. Divisions Affected**

A. Travel Reduction Program and Outreach

**V. Definitions**

A. **Alternative Mode User (AMU)** – An employee who commutes using any mode of transportation other than a single-occupancy vehicle.

- B. Control Officer** – The executive head of the Maricopa County Air Quality Department (MCAQD) authorized or designated to enforce air pollution regulations, the executive head of an air pollution control district established under A.R.S. §§ 49-473.
- C. Documentation** – Records, including but not limited to copies of promotions, receipts, registration forms/lists, or reports, necessary to prove compliance with and verify implementation of an approved travel reduction plan.
- D. Highest Ranking Local Official (HRLO)** – Individual who is identified by the employer as being authorized to approve and oversee the funding and implementation of the employer’s travel reduction plan.
- E. Major Employer** – A sole proprietor, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, public or private, who employs 50 or more employees working at, or reporting to, a single work site.
- F. Plan Year** – The date from which the travel reduction plan was submitted until subsequent travel reduction plan submission.
- G. Promotion** – Information provided to employees about measures, qualifications, dates and specifications, and screenshots of online stores (if applicable).
- H. Task Force** – The Travel Reduction Program Regional Task Force in Area A which is designated by the Board of Supervisors as the responsible agency to implement and enforce A.R.S. §§ 49-581 – 49-593 and Maricopa County Trip Reduction Ordinance P-7.
- I. Transportation Coordinator (TC)** – A person designated by an employer, property manager or transportation management association as the lead person in developing and implementing a travel reduction plan.
- J. Travel Reduction Plan or Trip Reduction Plan** – A written report describing travel reduction measures that a major employer or school intends to implement.
- K. Travel Reduction Program (TRP)** – The implementation of the travel reduction plan by a major employer or school that includes returning the employer report for the annual survey; administering and returning the annual survey; developing promoting, implementing and submitting a travel reduction plan; and promoting and maintaining documentation/records.
- L. Work Site** – A building or any group of buildings which are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way and which are owned or operated by the same employer.

**VI. Discussion**

Not Applicable

**VII. Procedures**

- A. A major employer or school must designate a TC and HRLO. A major employer or school may also designate a Site TC.**

1. TCs will be:
  - a. Responsible for:
    - (1) Gathering and maintaining all documentation as described in A.R.S. §§ 49-581 – 49-593, Maricopa County Trip Reduction Ordinance P-7 and this Substantive Policy Statement. Records must be made available to MCTRP upon request and without delay during normal business hours.
    - (2) Completing the “Intro to TRP” training within 90 days of designation.
  - b. A regular benefitted employee or an external contractor of the major employer or school, preferably from the Human Resources (HR), Facilities or Transportation department.
    - (1) Temporary employees, interns and/or regular contract employees will not be considered regular benefitted employees.
    - (2) If the employer hires an external contractor to manage the major employer’s or school’s TRP they must also have a designated Site TC as described in Section A(4). Documentation may be requested that verifies the external contractor’s designation as a TC.
    - (3) Telecommuters and field workers that do not report to the work site at least three days per week should not be considered for a TC position.
    - (4) An out-of-state TC must designate a Site TC as described in Section A(4).
2. HRLO:
  - a. The HRLO shall not serve as both the HRLO and the TC, unless the following criteria are met:
    - (1) If the TC position is vacated for any reason, the HRLO may act as the temporary TC, for no longer than 90 days, while a replacement is being designated.
    - (2) If the HRLO serves as TC, the HRLO must provide an alternative local contact person within Maricopa County.
    - (3) In the absence of a TC, the HRLO is responsible for securing and maintaining funding and overseeing the implementation of the organization’s TRP.
  - b. The HRLO must be located within Maricopa County. For major employers or schools with multiple work sites, the HRLO must be person who has the ability to make decisions on behalf of the department financially supporting the TRP or who is able to speak on behalf of all locations.
3. General criteria for both TC and HRLO. Any exceptions to the following criteria must be approved by the MCTRP Supervisor:
  - a. Must have daily access to a computer and email.
  - b. Must have daily access to a telephone.
  - c. Must have the ability to make decisions on behalf of the employer regarding the TRP.
4. Site TC:
  - a. Shall represent and assist the TC at their respective work site to disseminate TRP information, surveys, incentives and other TRP related issues.
  - b. During the annual audit, shall have access to all documentation regarding TRP and be able to assist TC when the TC is unavailable.
  - c. Shall complete the “Intro to TRP” training within 90 days of designation.

## **B. Travel Reduction Plan Implementation**

1. Major employers and schools must implement and begin documenting the travel reduction plan within 30 days from the submission date. Monitoring of plan implementation will be conducted by MCTRP staff within the plan year.
2. Major employers and schools should keep three plan years of documentation.

3. All travel reduction plan measures must be paid by the major employer or school according to the frequency chosen on the travel reduction plan.
4. Incentive disbursements must be provided to employees within 30 days of designated award frequency.

**C. Documentation that is required as defined above, includes but is not limited to the following.** The MCTRP Supervisor has the discretion to determine the required documentation for special case issues.

Measures	Type of Documentation
Drawings – AMU, All AMUs, Best AMU, Fuel After Dark, High Pollution Advisory (HPA), New AMU / Move Closer, Point Program, Walk/Bike, Survey Incentive	<ul style="list-style-type: none"> <li>• Purchase Receipt(s)               <ul style="list-style-type: none"> <li>▪ Internal and External Itemized Invoice</li> <li>▪ Store Receipts</li> <li>▪ Online Purchase Receipts</li> <li>▪ Petty Cash Receipts</li> <li>▪ Payroll Report                   <ul style="list-style-type: none"> <li>• Detailed Itemized TRP Line Item</li> <li>• Employee First and Last Name</li> <li>• Payout Date</li> <li>• Payout Amount</li> </ul> </li> </ul> </li> <li>• Recipient Receipt(s)               <ul style="list-style-type: none"> <li>▪ Paper                   <ul style="list-style-type: none"> <li>• Employee First and Last Name</li> <li>• Employee Signature</li> <li>• Date Signed by Employee</li> <li>• Drawing Title</li> <li>• Drawing Month and Frequency</li> </ul> </li> <li>▪ Electronic                   <ul style="list-style-type: none"> <li>• Share the Ride report showing an accepted status</li> <li>• Email from TC stating they received the incentive, the date of drawing and amount</li> </ul> </li> </ul> </li> <li>• Promotion               <ul style="list-style-type: none"> <li>▪ Specifications</li> <li>▪ Qualifications</li> <li>▪ Dates</li> <li>▪ Screenshots of Online Store (if applicable)</li> </ul> </li> </ul>
Guaranteed Ride Home (GRH)	<ul style="list-style-type: none"> <li>• Policy               <ul style="list-style-type: none"> <li>▪ Must be posted for viewing by all employees</li> <li>▪ Qualifications of User and Emergency</li> <li>▪ Person(s) or Department(s) to Contact</li> <li>▪ Acceptable Ride Options</li> <li>▪ Payment Options</li> <li>▪ Detailed Limitations                   <ul style="list-style-type: none"> <li>• Minimum one (1) trip per employee every six (6) months</li> </ul> </li> </ul> </li> </ul>

Measures	Type of Documentation
	<ul style="list-style-type: none"> <li>• Cannot limit the trip distance or fiscal responsibility to transport an employee home (i.e., up to 15 miles or up to \$10)</li> <li>• User Log <ul style="list-style-type: none"> <li>▪ Employee First and Last Name</li> <li>▪ Date</li> <li>▪ Amount Expended</li> </ul> </li> <li>• Receipts for Ride Services or Reimbursements</li> </ul>
TRP Activity/Events – AMU Parties, Bike Month Event, Rideshare Month Event, Survey Incentive Party, TRP Fair	<ul style="list-style-type: none"> <li>• Promotion <ul style="list-style-type: none"> <li>▪ Specifications</li> <li>▪ Qualifications</li> <li>▪ Dates</li> </ul> </li> <li>• Participant Log <ul style="list-style-type: none"> <li>▪ Event</li> <li>▪ Employee First and Last Name</li> <li>▪ Date</li> </ul> </li> <li>• Purchase Receipt(s) <ul style="list-style-type: none"> <li>▪ Internal and External Itemized Invoice</li> <li>▪ Store Receipts</li> <li>▪ Online Purchase Receipts</li> <li>▪ Petty Cash Receipts</li> <li>▪ Payroll Report <ul style="list-style-type: none"> <li>• Detailed Itemized TRP Line Item</li> <li>• Employee First and Last Name</li> <li>• Payout Date</li> <li>• Payout Amount</li> </ul> </li> </ul> </li> <li>• Recipient Receipt(s) <ul style="list-style-type: none"> <li>▪ Paper <ul style="list-style-type: none"> <li>• Employee First and Last Name</li> <li>• Employee Signature</li> <li>• Date Signed by Employee</li> <li>• Drawing Title</li> <li>• Drawing Month and Frequency</li> </ul> </li> <li>▪ Electronic <ul style="list-style-type: none"> <li>• Share the Ride report showing an accepted status</li> <li>• Email from TC stating they received the incentive, the date of drawing and amount</li> </ul> </li> </ul> </li> </ul>
Internal Zip Code Matching	<ul style="list-style-type: none"> <li>• Promotion <ul style="list-style-type: none"> <li>▪ Specifications</li> </ul> </li> <li>• Picture of Map Posted</li> <li>• Spreadsheet</li> </ul>
Training, Webinars	<ul style="list-style-type: none"> <li>• Email Confirming Attendance</li> <li>• Certificate of Completion</li> </ul>

Measures	Type of Documentation
Van/Carpool Parking	<ul style="list-style-type: none"> <li>• Promotion <ul style="list-style-type: none"> <li>▪ Specifications</li> <li>▪ Qualifications</li> <li>▪ Dates</li> </ul> </li> <li>• User Log <ul style="list-style-type: none"> <li>▪ Employee First and Last Name</li> <li>▪ License Plate Number</li> <li>▪ Hang/Dash Tag Number</li> </ul> </li> <li>• Space Marking for Van/Carpool Parking Only <ul style="list-style-type: none"> <li>▪ Signage</li> <li>▪ Painting</li> <li>▪ Numbered Reserved Spaces <ul style="list-style-type: none"> <li>• Lease agreement that states no signage or painting allowed</li> </ul> </li> </ul> </li> <li>• Visual Inspection <ul style="list-style-type: none"> <li>▪ Onsite inspection</li> <li>▪ Picture(s) of location(s) showing their signage, painting or reserved number</li> </ul> </li> </ul>
Transportation Subsidy – Bus/Light Rail, Carpool, Vanpool,	<ul style="list-style-type: none"> <li>• Promotion <ul style="list-style-type: none"> <li>▪ Specifications</li> <li>▪ Qualifications</li> </ul> </li> <li>• User Log <ul style="list-style-type: none"> <li>▪ Employee First and Last Name</li> <li>▪ Subsidy Used</li> </ul> </li> <li>• Purchase Receipt(s) <ul style="list-style-type: none"> <li>▪ Invoice from City of Phoenix</li> <li>▪ Reimbursement Receipt</li> <li>▪ Store Receipts</li> <li>▪ Online Purchase Receipts</li> <li>▪ Petty Cash Receipts</li> <li>▪ Payroll Report <ul style="list-style-type: none"> <li>• Detailed Itemized TRP Line Item</li> <li>• Employee First and Last Name</li> <li>• Payout Date</li> <li>• Payout Amount</li> </ul> </li> </ul> </li> <li>• Recipient Receipt(s) <ul style="list-style-type: none"> <li>▪ Paper <ul style="list-style-type: none"> <li>• Employee First and Last Name</li> <li>• Employee Signature</li> <li>• Date Signed by Employee</li> </ul> </li> <li>▪ Electronic <ul style="list-style-type: none"> <li>• Email from TC stating they received the incentive, the date of subsidy disbursement and amount</li> </ul> </li> </ul> </li> </ul>

Measures	Type of Documentation
Physical Amenities – On-site Daycare, Showers, Bike, All pay to park, Electric Vehicle Charging Station	<ul style="list-style-type: none"> <li>• Promotion <ul style="list-style-type: none"> <li>▪ Specifications</li> <li>▪ Qualifications</li> </ul> </li> <li>• Visual Inspection <ul style="list-style-type: none"> <li>▪ Onsite inspection</li> <li>▪ Picture(s) of location(s) of clean, accessible, working, secured and usable amenity</li> </ul> </li> <li>• Electric Vehicle Charging Station documentation as specified in the Electric Vehicle Charging Station Credit Policy</li> </ul>
Alternative Work Schedule – Telecommute, 9 days 80 hours (9/80), 4 days 40 hours (4/10), 3 days 36+ hours (3/12)	<ul style="list-style-type: none"> <li>• Promotion <ul style="list-style-type: none"> <li>▪ Specifications</li> <li>▪ Qualifications</li> <li>▪ Dates</li> </ul> </li> <li>• User Log <ul style="list-style-type: none"> <li>▪ Employee First and Last Name</li> <li>▪ Date</li> <li>▪ Schedule</li> <li>▪ Confirmation that Telecommuters are located within Maricopa County</li> </ul> </li> </ul>
Communication Methods – Bulletin Board, Company Newsletter, Valley Metro ShareTheRide, Electronic Bulletin Board, Email, Employee Meetings, Intranet, Social Media	<ul style="list-style-type: none"> <li>• Transportation Coordinator name and contact information</li> <li>• Promotion of Communications Sent <ul style="list-style-type: none"> <li>▪ Must be sent at least quarterly</li> <li>▪ Update material as needed or at least quarterly</li> <li>▪ Specifications</li> <li>▪ Qualifications</li> <li>▪ Dates</li> </ul> </li> <li>• Visual Inspection <ul style="list-style-type: none"> <li>▪ Onsite inspection</li> <li>▪ Picture(s) of bulletin boards, electronic bulletin boards or other physical posting</li> <li>▪ Screenshots of online communication methods (if applicable)</li> </ul> </li> <li>• Participant Log for Employee Meetings <ul style="list-style-type: none"> <li>▪ Event</li> <li>▪ Employee First and Last Name</li> <li>▪ Date</li> </ul> </li> </ul>
New Hire Information – Digital Presentation, Handbook, Memo, New Hire Packet, Webpage	<ul style="list-style-type: none"> <li>• Transportation Coordinator name and contact information</li> <li>• Information regarding air quality standards, and why the employer participates in the TRP</li> <li>• Promotion of all incentives offered to employees</li> <li>• Guaranteed Ride Home policy</li> <li>• Yearly emissions report as required by A.R.S. §§49-542 and §§49-541 (if applicable)</li> </ul>

**VIII. References**

- A. A.R.S. §§ 49-581 – 49-593 [Title 49-The Environment, Chapter 3-Air Quality, Article 8-Travel Reduction Programs]
- B. Maricopa County Trip Reduction Ordinance P-7

**IX. Revision History**

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.	07-16-2019	Initial version
2.		
3.		
4.		