



Small Business Bill of Rights

House Bill 2260 (effective July 24, 2014) added subsection (C) to A.R.S. §41-1001.01 Regulatory Bill of Rights; Small Businesses. The new language requires state agencies that conduct audits, inspections or other regulatory enforcement actions pursuant to A.R.S. §41-1009 to create a Small Business Bill of Rights and provide them to regulated small businesses.

A "small business" is defined in A.R.S. §41-1001(21):

"Small business" means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year. For purposes of a specific rule, an agency may define small business to include more persons if it finds that such a definition is necessary to adapt the rule to the needs and problems of small businesses and organizations.

This Routine Liquor Inspection/Restaurant Audit is conducted under the authority A.R.S. §4-118(RLI) or A.R.S. §4-213(audit). As part of this Routine Liquor Inspection/Restaurant Audit you are being provided with a copy of the Small Business Bill of Rights.

1. You are entitled to all of the rights established in A.R.S. §41-1001.01 and A.R.S. §41-1009 (A)(1)-(7), as well as any agency specific statutes and rules relating to inspections. Copies of these statutes and rules are attached hereto.
2. If you have any questions or concerns regarding a Routine Liquor Inspection, please contact:

Investigations Deputy Director
602-542-9047
violations@azliquor.gov

3. If you have any questions or concerns regarding an Audit, please contact:

Assistant Director
602-542-9021
audit@azliquor.gov

4. In the event that you have made a reasonable effort to resolve any problems with the agency and have not been successful, you may contact the Office of Ombudsman-Citizens Aide:

Arizona Ombudsman-Citizens' Aide
3737 N. 7th Street, Suite 209
Phoenix AZ 85014

(602) 277-7292
1-800-872-2879 (Arizona outside Phoenix metro area)
Fax: (602) 277-7312
Email at: ombuds@azoca.gov

NOTICE OF SMALL BUSINESS BILL OF RIGHTS/INSPECTION RIGHTS

This inspection is conducted under the authority of Arizona Revised Statutes (A.R.S.) §4-118. The purpose of this inspection is to determine compliance with A.R.S. §4-101 *et seq.*, A.R.S §4-213 *et seq.*, Arizona Administrative Code (A.A.C.) R19-1-101 *et seq.*, and A.R.S §41-1009 Inspections and Audits.

Upon DLLC entry onto the premises for this inspection, the Department of Liquor Licenses and Control investigator/auditor identified on the front page presented photo identification indicating that they are Department of Liquor Licenses and Control employees.

You have the right to request copies of any original documents taken during this inspection and to be provided with a split of any samples taken during the inspection if the split of any samples would not prohibit an analysis from being conducted or render an analysis inconclusive.

An authorized representative of this facility may accompany the inspector(s) during the inspection/audit conducted on these premises, except during any confidential interview. Any statements made during this inspection/audit may be included in the inspection report. Each person whose conversation is tape recorded during the inspection/audit will be informed that the conversation is being tape-recorded. Notify that the statements made by the person may be included in the inspection or audit report.

You have the right to appeal a final decision of the Department of Liquor Licenses and Control if any administrative order is issued or other enforcement action is taken based on the results of this inspection. Administrative hearing rights are found in A.R.S. §41-1092 *et seq.*, and rights relating to appeal of a final agency decision are found in A.R.S. §12-901 *et seq.*

If you have questions regarding a DLLC inspection or your right to appeal an enforcement action taken by the agency based on the results of this inspection, you may contact the Chief Investigator at (602) 542-5141 or the Ombudsman at (602) 277-7292 or 1-800-872-2879.

Department of Liquor Licenses and Control employees have reviewed with me the above Notice of Inspection Rights. I have read the disclosures above and am notified of my inspection and due process rights as listed above. I understand that while I have the right to decline to sign this form, the Department of Liquor Licenses and Control representatives may nevertheless proceed with the inspection/examination under A.R.S §4-210 *et seq.*

An agency that conducts an inspection shall give a copy of the inspection report to the regulated person or on site representative of the regulated person at the time of the inspection. The inspection report shall contain deficiencies identified during an inspection.