

**Arizona Department of Agriculture (AZDA)
REGULATED BUSINESS BILL OF RIGHTS - PART I**

A. INSPECTION INFORMATION:

Regulated Business	AZDA	
Name of Regulated Business:	Reference Number(s) (optional):	
Mailing Address:	Date/Time of Inspection:	
Premise Location:	Purpose of Inspection:	
On-site Representative:	Inspector Name and Telephone:	
Title of Representative:	Follow-up Contact Name:	Robert Smook
Telephone	Telephone:	602-542-3032
Email:	Email:	rsmook@azda.gov

B. YOUR RIGHTS UNDER ARIZONA REVISED STATUTES (“A.R.S.”) § 41-1009:

1. The purpose of this inspection is stated above, and will be discussed on the Regulated Business Bill of Rights, Part II, along with the authority for this inspection, inspection-related fees, and your rights under A.R.S. § 41-1001.01.
2. The AZDA representative must present photo identification upon entry onto your premises and must give you, or your authorized on-site representative, the opportunity to accompany the AZDA representative on the premises, except during confidential interviews.
3. You have the right to have, on request:
 - (a) Copies of any original documents taken by AZDA during the inspection, if AZDA is permitted by law to take original documents.
 - (b) 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.
 - (c) Copies of any analysis performed on samples taken during the inspection.
 - (d) Copies of any documents to be relied on to determine compliance with licensure or regulatory requirements, if the AZDA is otherwise permitted by law to do so.
 - (e) A detailed billing statement that provides reasonable specificity of the inspection or audit fees imposed and that cites the statute or rule that authorizes the fees being charged.
4. The AZDA representative will inform each person interviewed at your premises if that conversation is being tape recorded, but in any event:
 - (a) The statements of each person interviewed may be included in the inspection report.
 - (b) Participation in an interview is voluntary, unless the interviewee is legally compelled to participate.
 - (c) The interviewee is allowed at least 24 hours to review and revise any written witness statement that is drafted by the inspector, auditor or regulator, if the interviewee’s signature is requested on the statement.
 - (d) The regulated person has the right to have an attorney or industry experts present during an interview for advice and/or representation, and the agency inspector, auditor or regulator may not take any adverse action, treat the regulated person less favorably, or draw any inference as a result of the regulated person's decision to be represented by an attorney or advised by any other experts in their field.
5. The AZDA representative hereby offers at the end of the inspection to review with an authorized representative of the regulated party the findings of the inspection and what agency actions the regulated party can expect.
- ~~5-6.~~ If the information and documents provided to the agency inspector, auditor, or regulator become a public record, the regulated person may redact trade secrets and proprietary and confidential information, unless the information and documents are confidential pursuant to statute.
- ~~6-7.~~ The inspection report must list deficiencies and you will be provided the opportunity to correct those deficiencies identified during an inspection, unless otherwise provided by law under A.R.S. § 41-1009(E).
- ~~7-8.~~ There is no time limit for filing a compliance action against a regulated person arising from an inspection.

C. CERTIFICATION: I hereby certify that I am the authorized representative of the business being inspected and I certify that I received a copy of the Regulated Business Bill of Rights, Parts I and II, or have knowingly and voluntarily waived receiving the same.

Authorized Representative Signature

Date

Refused to Sign/Waived/Not Present _____ (signature of inspector)

D. REFERENCES. A copy of these rights will be posted at the AZDA website: <https://agriculture.az.gov>. For a complete recitation of your rights, you should refer to A.R.S. §§ 41-1001.01 and 41-1009. The Arizona Revised Statutes may be found at <https://azleg.gov/arstitle/>. The enumeration of the rights listed herein does not grant any additional rights that are not prescribed in the referenced statutes or laws. All statutory references include successor statutes and amendments or repeal of statutes that may be enacted in the future.