



Responsible Vendor Program Frequently Asked Questions

What is the Responsible Vendor Program (RVP)?

The Responsible Vendor Program is a free, self-monitoring program that rewards retail licensees who take positive steps to prevent the sale and service of alcohol to minors and to apparently intoxicated persons.

Who may join the RVP?

You may apply for the program if you have a spirits retailer license and have no public safety violations in the last two years. If you are not sure whether your violation history will disqualify you, please call the WSLCB before submitting an application for this program.

What are the benefits of joining the program?

You are eligible for reduced fines for a first time violation in a one-year period if your employee sells spirits to minors or apparently intoxicated persons.

You increase your protection against civil actions in third party liability lawsuits involving minors or apparently intoxicated persons.

How do I qualify as a responsible vendor?

To qualify, you must:

1. Train your employees in responsible alcohol sales. Mandatory Alcohol Server Training (MAST) is sufficient, or you may train the employees yourself.
2. Have an ongoing training plan for employees that includes annual training at a minimum.
3. Have your employees read and sign the house policies on alcohol sales and checking identification. These house policies must include, at a minimum:
 - A list of acceptable forms of ID
 - Directions for checking ID
 - The consequences for selling spirits to a minor or apparently intoxicated person
4. Post the house policies in an area visible to employees.
5. Retain employee-training records and signed house policies for three years. You must be able to present employee training records upon request.



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What subjects must be covered in the training?

1. Recognizing minors and apparently intoxicated persons.
2. Forms of ID for purchasing alcohol.
3. How to check and recognize false or altered ID.
4. Checking ID in accordance with house policies.
5. Methods for refusing alcohol sales to minors and apparently intoxicated persons.
6. Consequences of selling alcohol to minors and apparently intoxicated persons.
7. Your own house policies on alcohol sales.

What training materials can I use?

You may use any combination of materials in any format: printed, video, or computer based as long as the training covers all of the required subjects. The training may be done individually or in a group setting.

Examples of the material you may use are:

1. The WSLCB's free "[Responsible Vendor Program Trainer Guide](#) and [Employee Workbook](#)"
2. The "[Responsible Liquor and Tobacco Sales](#)" on the LCB [Enforcement](#) website and the "[LAST CALL](#)" video on the LCB [Licensing](#) website.
3. Enforcement Education Division's Retail Licensee Briefing.
4. Other informational and training material posted on the WSLCB's website such as [Recommended Practices for Off-Premises Alcohol Licensees](#).
5. Material you develop yourself.
6. Other commercially available training programs, or,
7. Require Mandatory Alcohol Server Training for your employees

What do you mean by a "self-monitoring" program?

Self-monitoring means that once you are approved to participate in the program, you are expected to monitor and maintain the program standards yourself. If an employee sells alcohol to a minor or to an apparently intoxicated person, the Enforcement hearings officer will review your RVP records. If all program standards are in place, the standard penalty for a public safety violation will be imposed. Any subsequent public safety violation involving spirits within any 12-month calendar period will be double the standard penalty.

How do I join the program?

Submit a completed Responsible Vendor application and the requested documents. When we have determined that you qualify for the program, a Responsible Vendor certificate will be issued to you.

Mailing address:
Responsible Vendor Program/MAST
PO Box 43098
Olympia, WA 98504-3098

Phone Number: (360) 664-1600 or (360) 664-1727
Website: www.liq.wa.gov



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