**Washington State Liquor and Cannabis Board Responsible Vendor Program**

**What is the Responsible Vendor Program (RVP)?**The Responsible Vendor Program (RVP) is a free, self-monitoring program designed to help retailers use and enforce best practices for responsible alcohol sales.

**Who can join the RVP?**Spirits Retailers, Grocery Stores, and Beer and Wine Specialty shop licensees.

**What are the benefits of becoming an RVP participant?**   
Any retailer participating in the RVP who meets and maintains all of the program requirements may be eligible to receive a reduced sanction from the WSLCB if they are cited for an alcohol-related violation.

* **Spirits:** standard penalty will be issued instead of double penalty (once a year).
* **Beer or Wine:** option to take a deferment (once every two years).

**What are the RVP’s requirements?**

1. Maintain a responsible alcohol management policy. Suggested topics include:

* Delegate a supervisor-level employee to oversee and enforce store policies.
* Participate and cooperate with local community organizations and/or efforts promoting public safety.
* Monitor employee conduct and reinforce RVP training.
* Program point of sale system to recognize age-restricted products and prompt cashiers to check ID; and stop the transaction until the date of birth is entered and the age is calculated.
* Provide "birth date eligible to purchase alcohol" daily.
* Provide appropriate ID checking tools such as current ID checking guide (shows valid ID formats from all states and U.S. territories) and “black lights” to check the authenticity of an ID.
* No alcohol advertising targeting youth.
* Display alcohol products in such a way to enable unobstructed monitoring, away from youth-oriented products.
* Use of theft deterrent devices.

1. Establish, enforce, and post a house policy on alcohol sales and checking identification in an area visible to employees. Minimum requirements include:

* Who needs responsible alcohol sales training and how often
* A list of acceptable forms of ID
* When and how to check ID
* When and how to refuse sales
* When to notify a supervisor and/or law enforcement about problems
* The consequences for failing to check ID and/or making illegal alcohol sales
* The policy is posted in an area visible to employees
* Each employee is required to read and sign the house policy

You may use the WSLCB provided ([Sample House Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flcb.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublications%2Flicensing%2FRVP%2FRVP-Sign-House%2520Policy%2520on%2520Alcohol%2520Sales-name-logo-here.docx&wdOrigin=BROWSELINK)).

1. Post signs to deter the illegal purchase of alcohol in an area visible to patrons.

In an area visible to patrons, post signs to deter the illegal purchase of alcohol. Example of wording for signs includes: It is illegal to purchase alcohol under twenty-one years of age or while apparently intoxicated. Or, you may use WSLCB provided signage:

[It’s the Law…No Sales to Minors](https://lcb.wa.gov/sites/default/files/publications/licensing/RVP/RVP-Sign-Its-the-law.pdf)

[You may buy alcohol if you are 21 years of age](https://lcb.wa.gov/sites/default/files/publications/licensing/RVP/LIQ-1451-RVP-Sign-You-May-Buy-Alcohol-if-You-Are-21-2up.pdf)

1. Post the RVP Certificate for public viewing.

Once received, post the Responsible Vendor Program certificate for public view in a conspicuous area at the front of the premises.

1. Train employees supervising or selling alcohol in responsible sales (keep records for three years).

All persons selling or supervising the sale of alcohol must complete the responsible alcohol sales employee training. At a minimum, training must include:

* Recognizing minors and apparently intoxicated persons
* Acceptable forms of identification
* When and how to check ID
* How to recognize a false or altered ID
* How to refuse sales and handle problem situations
* The consequences of selling alcohol illegally
* Washington liquor laws and regulations
* Provide on-going training annually
* All records must be kept for three years

Training is available on LCB’s [website](https://lcb.wa.gov/mastrvp/responsible-vendor-program) or you may create your own.

1. Licensee can have no public safety violations issued in the last two years prior to joining RVP.

Prior to enrollment, we will verify that no violations have been issued in the last twenty-four months.

Refer to [WAC 314-02-108:](https://app.leg.wa.gov/wac/default.aspx?cite=314-02-108) and [WAC 314-02-1081:](https://app.leg.wa.gov/wac/default.aspx?cite=314-02-1081) for a detailed explanation of these requirements.

**Do you need more information?**Visit LCB’s website for more information: [lcb.wa.gov/mastrvp/responsible-vendor-program](https://lcb.wa.gov/mastrvp/responsible-vendor-program).

**Washington State Liquor and Cannabis Board Responsible Vendor Program Application**

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| --- | --- | --- |
| **Applicant Information** | | |
| Liquor License No. | | UBI No: |
| Trade Name: | | |
| Location Address: | | |
| Mailing Address: | | |
| Contact Name: | Title: | |
| Email: | Phone No: | |

Please submit the following documents with this form:

1. **Responsible Alcohol Management policy**
2. **House policy**, unless using LCB provided sample.

Are you using the house policy provided by the WSLCB?  **Yes**  **No**

Where in your store have you posted the house policy?

1. **Signs to deter the illegal purchase of alcohol**, unless using LCB provided signage.

Are you using the signs provided by the WSLCB?  **Yes**  **No**

Where are signs posted in your store?

1. **Responsible Alcohol Sales Employee Training**, unless using LCB provided training.

Training materials used:

[WSLCB provided printed course](https://lcb.wa.gov/sites/default/files/publications/licensing/RVP/RVP_Trainers-Guide-English_2020-updated-4-20.pdf)

[WSLCB provided online course](https://lcb.wa.gov/mastrvp/online-training)

Company provided printed materials

Company provided online course

How often do you provide refresher training to your employees?

|  |  |  |
| --- | --- | --- |
| **Mail completed application to:**  WSLCB-Responsible Vendor Program PO Box 43098 Olympia Washington 98504-3098 | OR | **E-Mail completed application to:**  [rvp@lcb.wa.gov](mailto:rvp@lcb.wa.gov) |

**Contact the RVP with any questions:**

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| --- | --- |
| Phone: (360)664-1727 or (360)664-1728 | Email: [rvp@lcb.wa.gov](mailto:rvp@lcb.wa.gov) |
| Fax: (360) 753-2710 | Website: [www.lcb.wa.gov](http://www.lcb.wa.gov) |

**I certify that all information provided in this application is true and complete.**

|  |  |
| --- | --- |
| Name: | Title: |
| Signature: | Date: |