

## How to Write Your

### **RESPONSIBLE ALCOHOL SERVICE PLAN - (RASP)**

Effective May 9<sup>th</sup>, 2017, a Responsible Alcohol Service Plan (RASP) must be submitted as a requirement of DABC licensing and renewal.

#### **What is a RASP?**

A RASP is a written set of policies and procedures that outlines measures to prevent employees from:

- (a) Over-serving alcoholic beverages to customers;
- (b) Serving alcoholic beverages to customers who are actually, apparently, or obviously intoxicated; and
- (c) Serving alcoholic beverages to minors.

Every business is different, i.e. more or fewer employees, size of the business, amount of alcohol sales, restaurants vs bars or bowling centers etc. So each RASP should reflect the best possible way for your business to succeed in “Responsible Alcohol Service”. Take each point separately and decide:

1. How will our business prevent over service?”
  2. How will we prevent not serving someone who is already intoxicated?
  3. How will we prevent our servers from ever serving anyone under the age of 21?
- Put some time and thought into your RASP.
  - Make certain that your employees are aware of your own particular RASP procedures, be trained on it, and follow it.
  - A copy of your RASP will be kept on file with DABC.
  - You can write new RASP plan as circumstances change or new information is added.
  - These plans will be required annually, and compliance officers will check to make sure they are being implemented at your business.
  - Send any new plans to DABC as well as re-train your employees.