

## ServSafe Alcohol Program Roll-Out Guidelines:



### Oregon

In Oregon, responsible alcohol service training is mandatory. ServSafe Alcohol™ is not an approved program in Oregon.

All employees who mix, serve or sell alcohol must have a service permit. Managers who supervise these employees must also have a service permit. To qualify for a service permit you must:

- Complete a commission approved alcohol server education course and pass the exam within 45 days from date of hire
- Complete the application for a service permit and have an authorized person (see application instructions for more information) sign the application
- Remit the \$23.00 permit fee to the authorized person and have the authorized person mail the application package to the Oregon Liquor Control Commission (OLCC).

For the service permit application and instructions, please see the following pages. A service permit must be renewed every 5 years.

The state requires initial alcohol server education courses to be at least 4.5 hours in length. Renewal courses may be shorter (usually half the instruction time) and may be taken, where available, to renew a service permit.

The OLCC oversees the voluntary Responsible Vendor Program (RVP). The licensee must:

- Require new employees who do not have a service permit to read and sign the OLCC brochure called *What Every Store Clerk Needs to Know About Selling Alcohol* (available at [https://www.oregon.gov/olcc/docs/publications/what\\_every\\_store\\_clerk\\_needs\\_to\\_know\\_with\\_quiz.pdf](https://www.oregon.gov/olcc/docs/publications/what_every_store_clerk_needs_to_know_with_quiz.pdf)) or complete a similar alcohol education program or read similar materials before selling alcohol
- Require employees to complete and pass an approved alcohol server course within 45 days of first selling or serving alcohol
- Train new employees without a service permit about responsible alcohol sales and service within three days of first selling or serving alcohol
- Post the establishment's policies on alcohol sales and checking I.D., and have each employee read and sign copies of these policies
- Post signs informing employees and patrons of the legal requirements for selling or serving alcohol
- Hold at least four training sessions on responsible alcohol service and sales each year
- Complete a Responsible Vendor application (available at [https://www.oregon.gov/olcc/docs/responsible\\_vendor\\_program/rvp\\_application.pdf](https://www.oregon.gov/olcc/docs/responsible_vendor_program/rvp_application.pdf)) and mail it to the OLCC.

A licensee will not qualify for the RVP designation if he or she:

- Has personally sold or served alcohol to minors more than once in the past 2 years, if any of the sales or service happened within the last year
- Was personally involved in the sale or service of alcohol to a minor in the past year that included aggravating circumstances such as selling or serving a person under 18 years of age, selling or serving a person he or she knew was under 21 years of age or a sale or service that resulted in injury or death
- Has personally committed a category I or II violation in the past five years including, but not limited to, felony convictions, making false statements, interfering with an investigation, operating while suspended and being visibly intoxicated while on duty.

For more information on the Responsible Vendor Program and a list of the OLCC field offices' information, please visit

[https://www.oregon.gov/olcc/lic/pages/responsible\\_vendor\\_program.aspx](https://www.oregon.gov/olcc/lic/pages/responsible_vendor_program.aspx)

**STATE LIQUOR AUTHORITY:**

Oregon Liquor Control Commission  
9079 S.E. McLoughlin Boulevard  
Portland, OR 97222  
Phone: 503-872-5000  
Fax: 503-872-5266  
Website: [www.olcc.state.or.us](http://www.olcc.state.or.us)

**STATE LAWS:**

The Oregon laws and rules relating to alcoholic beverages can be found at

[https://www.oregonlegislature.gov/bills\\_laws/pages/ors.aspx](https://www.oregonlegislature.gov/bills_laws/pages/ors.aspx).