

Off-Premise Annual Visit and Product Audit:

1. Ownership & Management:

- 1.1. Ownership matches current records ([32B-18-204](#))
- 1.2. Management staff matches current records. Management is defined as "an individual who supervises the furnishing of an alcoholic product to another, regardless of the title that the person holds." ([R82-1-102\(8\)](#))

2. Employees & Manager Information:

- 2.1. Available records/expiration dates with copies of EASY/Off-Premise training certificates for cashiers and managers. Training must be completed before starting the position. ([32B-1-702\(1\)](#), [26B-5-205](#))
- 2.2. Each manager who directly supervises the sale of beer or who sells beer to a patron for consumption off the premises must have the DABS **off-premise beer** manager training completed. Training must be completed within 30 days of starting the position. ([32B-1-704\(4\)](#))
- 2.3. Staff shall wear a unique identification badge showing the employee's first or last name, initials, or a number assigned by the employer, and must be worn above the waist. ([32B-7-202\(7\)](#))
- 2.4. Record available of all employee badges assigned including the employee's full name, address, and driver's license or similar identification number. ([32B-7-202\(7\)\(b\)](#))

3. Local Licensing

- 3.1. Current City or County business licenses are posted in a prominent place.
- 3.2. DABS license posted in a prominent place ([32B-5-301\(3\)\(a\)](#))

4. Floor Plan:

- 4.1. A floor plan of the premises that outlines the location of each beer display

on file with DABS. ([32B-7-402\(6\)](#))

- 4.2. An off-premise beer retailer shall display all beer in no more than two locations on the retail sales floor each of which is a display cabinet, cooler, aisle, floor display, or a room where beer is the only beverage displayed and
- 4.3. Beer display may not be adjacent to a display of nonalcoholic beverages unless the location is a cooler with a door from which the nonalcoholic beverages are not accessible, or separated from the display of nonalcoholic beverages with a physical divider ([32B-7-202\(6\)](#), [R82-7-101](#))

5. Required Signage:

- 5.1. Prominently display a sign in each area where beer is sold, an easily readable sign by the consumer that reads in print that is no smaller than .5 inches, bold type, on a solid, contrasting background. Additional signs may be necessary depending on the size and type of display area.
([32B-7-202\(6\)\(ii\)](#), [R82-7-101\(1\)\(a\)](#))

5.1.1. The signs must read, "These beverages contain alcohol. Please read the label carefully."

6. Product Audits:

- 6.1. The department shall review each beer that is sold or distributed in this state to determine whether the beer complies with Subsection [32B-1-102\(11\)](#). ([32B-1-603.5\(7\)](#))
- 6.2. Link [Approved Products](#) ([32B-1-603\(5\)\(c\)](#))