

California ABC RBS (AB 1221) Alcohol Server Compliance Checklist

Operational Compliance, Server Tracking & ABC Inspection Readiness

Governing Regulation: California Business and Professions Code § 25680–25686 (AB 1221) | California ABC Rule 168

Target Organization: ComplianceKitchen Resource Library (compliancekitchen.ai/guides/california-rbs-alcohol-compliance/)

Upgrade Notice: Upgrade from manual sheets to automated digital logging and server expiration tracking at compliancekitchen.ai/templates.

1. Statutory 60-Day Onboarding & Certification Protocol

Step / Milestone	Statutory Requirement	Timeline	Responsible Lead	Verified?
1. ABC Portal Registration	Employee creates personal account on the California ABC RBS Portal to receive a 9-digit Server ID.	Prior to Day 1 or within 7 days	Employee / HR	☐ Yes ☐ No
2. Approved RBS Training	Employee completes training through an ABC-accredited RBS training provider.	Within 45 days of hire	Employee	☐ Yes ☐ No
3. State Exam Completion	Employee logs into the ABC portal and passes the official California RBS exam with 70%+ score.	Within 60 days of hire	Employee	☐ Yes ☐ No
4. Employer Verification	Manager verifies and logs the 9-digit Server Certificate ID and expiration date in the compliance roster.	By Day 60 (Mandatory)	Manager on Duty	☐ Yes ☐ No

2. On-Site ABC Inspection Readiness Checklist

California ABC agents and local law enforcement inspect premises for active RBS certification compliance. Ensure the following items are immediately accessible on-site:

- ☐ **Active RBS Certification Roster:** Physical or digital list of all current alcohol servers, bartenders, floor managers, and security/bouncers with Server IDs and certification dates.
- ☐ **Proof of Hire Dates:** Accurate payroll/hire records demonstrating uncertified servers are within their initial 60-day grace period.
- ☐ **Type 41/47/48 License Display:** ABC liquor license conspicuously posted in the main dining or bar entrance.
- ☐ **Mandatory Warning Signage:** California ABC Warning Notice (ABC-299 / "Warning: Drinking Alcoholic Beverages...") and Proposition 65 alcohol warnings visibly posted at all point-of-sale terminals.

3. Bar Operational Policies & Refusal Protocols

Policy Standard	Operational Requirement	Check ed?
100% ID Check Rule	Anyone appearing under age 35 must present valid government photo ID (Driver's License, State ID, Passport, Military ID).	☐ Verifie d
Fake ID Confiscation	Fraudulent IDs seized must be logged and surrendered to local law enforcement within 24 hours.	☐ Verifie d
Refusal of Service Buffer	Bartenders must calmly notify patrons cut off from alcohol, provide water/ food, and alert the Manager on Duty (MOD).	☐ Verifie d
Two-Manager Ejection Rule	Ejecting an unruly or aggressive patron requires two managers; frontline staff never engage physically.	☐ Verifie d

4. Master Server & Manager Certification Roster

- **Establishment Name:** _____
- **ABC License Number:** _____ | **License Type:** Type [41 / 47 / 48]

Server / Manager Name	Hire Date	9-Digit ABC Server ID	Exam Passed Date	3-Year Expiration Date	Manager Initials
1.					

Server / Manager Name	Hire Date	9-Digit ABC Server ID	Exam Passed Date	3-Year Expiration Date	Manager Initials
2.					
3.					
4.					
5.					
6.					

General Manager Certification

I hereby certify that all alcohol servers, bartenders, and managers listed above have been verified in the California ABC RBS Portal in compliance with California Business & Professions Code § 25682.

General Manager Name: _____

Signature: _____ **Date:** _____

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