



Standard Operating Procedure (SOP)

Title: Barrel Offering Review & Approval – Idaho State Liquor Division

Applies To: All Suppliers and Brokers offering barrel selections and allocated products

Authorized by: Idaho State Liquor Division (ISLD)

1. Purpose

To establish a formal procedure for reviewing and approving all barrel selection offerings within the State of Idaho. This SOP ensures equitable access, transparent distribution, and alignment with the state's control model.

2. Scope

This procedure applies to all suppliers, brand owners, and brokers offering barrel picks or custom barrel selections to any Idaho On-Premise or Retail customer, including through national on-premise programs or private selection events.

3. Rationale

Barrel offerings—especially of allocated or limited availability products—can raise concerns of unfair or preferential access when not managed transparently. Offering such products to select customers without ISLD oversight may create the perception of unequal distribution, damaging trust in the control state system.

This SOP upholds the integrity of statewide spirits distribution and ensures that all Idaho customers have fair opportunity to access products.

4. Policy Summary

4.1 ISLD Pre-Approval Required

- No barrel offering may be presented to, discussed with, or committed to any Idaho licensee without prior written approval from ISLD.

4.2 Allocation Review

- Allocated items or limited-inventory SKUs may not be offered unless ISLD verifies adequate inventory exists for statewide demand—or provides case-by-case approval.

4.3 First Right of Approval/Refusal

ISLD retains the exclusive first right to purchase any barrel offered within Idaho, prior to any engagement with national partnerships, distributor programs, or supplier-initiated customer relationships. If ISLD declines the barrel, the supplier or broker may then offer it to an on-premise or retail customer.

4.4 Communication

- **Suppliers must email a Barrel Offering Request to Products@liquor.idaho.gov with the following:**
 - Product details (brand, age, proof, etc.)
 - Number of barrels available to Idaho
 - Target customer(s) if applicable
 - Estimated Yield
 - Program timeline and promotional materials (if relevant)
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5. Procedure

Step	Responsible Party	Action
1	Supplier or Broker	Identifies a barrel opportunity for Idaho
2	Supplier or Broker	Submits request via email to ISLD Purchasing Department Products@liquor.idaho.gov (include all relevant product info)
3	ISLD	Reviews inventory levels, distribution impact, and policy compliance
4	ISLD	Approves, modifies, or denies offering; issues response in writing
5	Supplier or Broker	Proceeds with customer agreement only after written ISLD approval
6	Supplier or Broker	Submission required through online form for any item not currently listed with the state. If listed with the state, pricing must be confirmed.
7	ISLD	Approves customer agreement and issues a PO. A deposit may be required and collected prior to issuing a PO for a retail customer barrel.

6. Non-Compliance Consequences

Non-adherence to this SOP may result in:

- Denial of current or future barrel opportunities
 - Delisting or restricted access to the product within Idaho
 - Scorecard will be impacted by infraction
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7. Contacts

All submissions and inquiries must be directed to:

ISLD Purchasing Department

Email: products@liquor.idaho.gov

Phone: 208-947-9460