
SYNAR INFORMATIONAL MANUAL

**MACOMB COUNTY
OFFICE
OF SUBSTANCE
ABUSE**

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Clinton Township, MI 48036**

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The information in this manual is for educational purposes. The Designated Youth Tobacco Use Representative (DYTUR) is responsible for understanding the information. MCOSA reserves the right to revise information in this document any time. If further detailed instructions are needed or to further clarify information, it is the DYTUR's responsibility to contact MCOSA.

FLOW CHART FOR SYNAR PROJECT

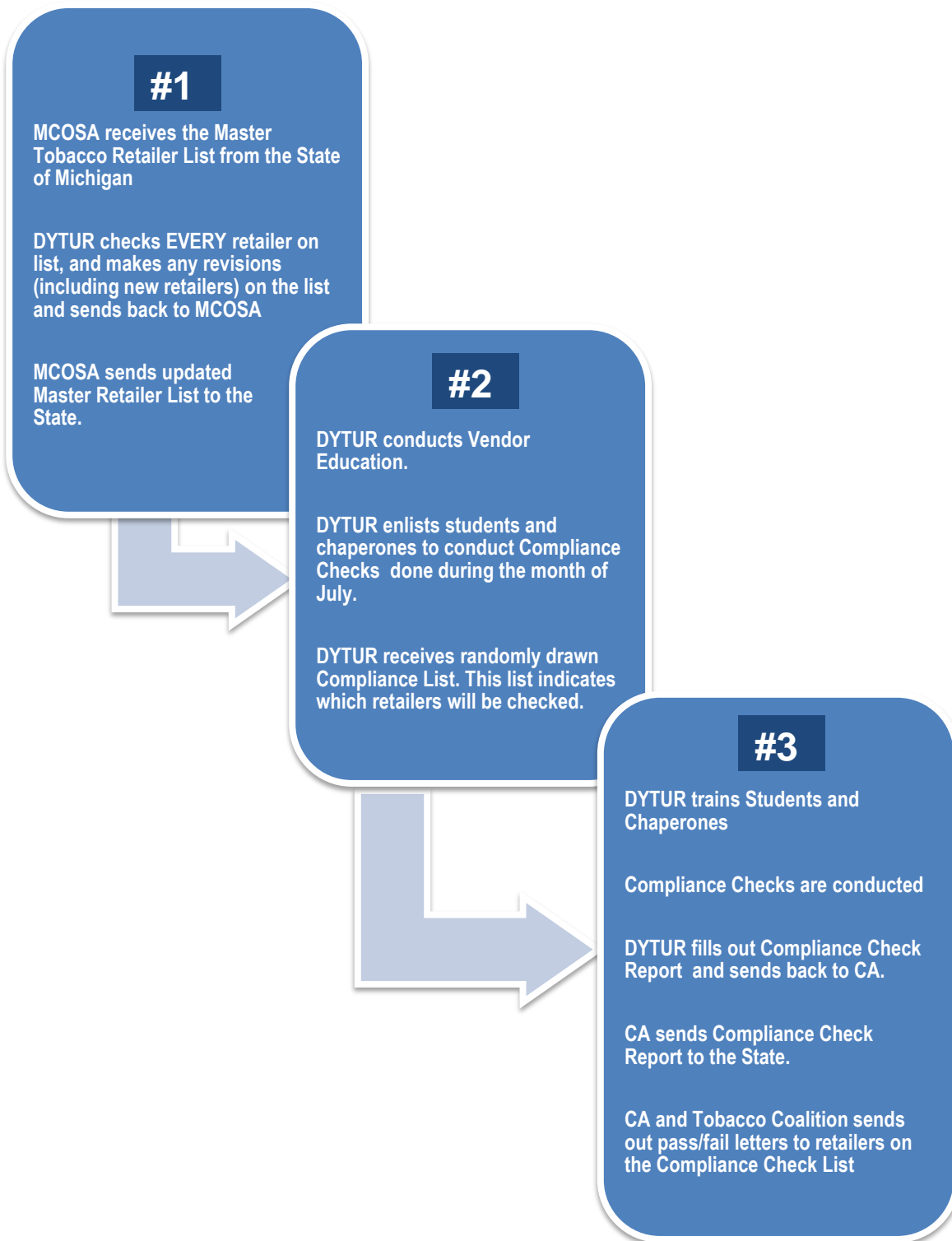


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**SCHEDULE OF REPORTS DUE
FROM DYTUR TO MCOSA**

Master Tobacco List w/revisions.....	March 12
Permission Slips - Youth & Chaperone..... And Copy of Drivers Licenses	June 30
Vendor Education Performed by DYTUR or qualified staff	July 1
Vendor Education Performed by Students, Community Members, Law Enforcement	Quarterly
Law Enforcement Vendor Visits.....	Quarterly
Youth Tobacco Act Compliance Check Spreadsheet (send electronically)	Aug. 7
Youth Tobacco Act Compliance Check Reporting Forms (filled in by youth).....	Aug 7
Youth Access to Tobacco Services Planning Chart and Narrative	Oct. 15

FAQ

What is the Synar Amendment?



In July 1992, Congress enacted the Alcohol, Drug Abuse and Mental Health Administration Reorganization Act (P.L. 103-321) which included an amendment (Section 1926) aimed at decreasing access to tobacco products among individuals under age 18. The Synar Amendment was named after Congressman Mike Synar (b. 1950 - d.1996) from Oklahoma. He supported public efforts against underage tobacco smoking.

The Synar Amendment requires that each state annually conduct random, unannounced inspections of a sample of tobacco vendors to assess their compliance with the State's access law. An acceptable compliance rate is 20% or less for the State of Michigan.

What are the penalties for noncompliance rate of over 20%?

The penalty for a State is a loss of up to 40 percent of its Substance Abuse Prevention and Treatment (SAPT) Block Grant funds. This penalty could present a severe problem for a State.

In lieu of this penalty, Congress has provided an alternative penalty by which a State can avoid 40% reduction in its SAPT Block Grant if the State stipulates that it will spend its own funds to improve compliance with the law. This entails committing additional State funds to ensure compliance with youth tobacco access laws in an amount equal to 1 percent of its current fiscal year's Block Grant for each percentage point by which the State failed to meet the retailer violation target rate for the previous fiscal year.

What does DYTUR mean?

DYTUR is an acronym for **D**esignated **Y**outh **T**obacco **U**se **R**epresentative. They are preventionists across the state specifically involved in Youth Tobacco Access activities.

What is the Master Tobacco List (MRL)?

This is a list of all retailers in a particular county that sell tobacco products (**Sample A**). The State sends its most current list to each Coordinating Agency in December/January. The CA's will forward this list to the DYTUR. The DYTUR checks each tobacco site in their county, to confirm vendor is still in business, sell tobacco, or if there are any other changes (name, address, phone, etc.). The DYTUR notes on the form if each retailer remained the same (S), no longer in business or no longer sells tobacco - delete (D), a name, address, phone number change - revise (R), or if the establishment is new and needs to be added to the list (A). This list will be used to randomly select retailers for the compliance checks conducted in July. DYTUR needs to keep a copy of the revised MRL lists in their file, and electronically send this list to CA no later than **March 12**.

What does "Vendor Type" Mean?

Tobacco retailers are broken down into 6 categories. They are:

- | | |
|------------------------|----------------|
| 1 = Grocery Stores | 4 = Restaurant |
| 2 = Convenience Stores | 5 = Bars |

3 = Gas Stations

6 = Other (this is usually major drug store chains and other pharmacies)

What is Vendor Education?

There are two sections of Vendor Education. The first component consists of education provided to retailers by the DYTUR or other qualified staff. This education happens between **April and mid June**. It is mandatory that ten percent of the total amount of tobacco retailers on the revised Master Tobacco List receive education. CA suggests that more than ten percent of the retailers should receive this education in order to provide a comprehensive understanding by retailers of the ramifications of underage youth purchasing tobacco. DYTUR will need to complete the excel spreadsheet (***Sample B***) in order to keep accurate records on retailers visited. This information will be used to help DYTUR fill out the ***Youth Access to Tobacco Service Planning Chart and Narrative (Sample J)*** due in October. DYTUR is required to electronically send the vendor education spreadsheet to CA and keep a copy of in their file as well **July 1**.

Note: If compliance checks fails (over 20%), then vendor education for the following year must include 25% of the total retailers on the Master Tobacco List.

The second component is education to tobacco retailers conducted by students, community members, and law enforcement (*in previous years, this was known as Retailer Education*). The DYTUR will coordinate this using community coalition(s) in the county. DYTUR is responsible for training youth, community members, and law enforcement. Training includes information about health hazards of tobacco, data about youth smoking, protocol of conducting the education, etc. Educational packets will be provided to the retailer. DYTUR will need complete excel spreadsheet (***Sample C***) in order to keep accurate records on retailers visited. This education can occur year round except during the month of July. This information will be used to help DYTUR fill out the ***Youth Access to Tobacco Service Planning Chart and Narrative (Sample J)*** due in October. DYTUR is required to electronically send the vendor education spreadsheet **quarterly** to CA and keep a copy of in their file as well.

What is Law Enforcement Vendor Visits?

These are visits made to tobacco retailers by law enforcement, which results in (1) no violations of the law, (2) a warning to the retailer, or (3) a citation given by the police to the retailer. DYTUR needs to file quarterly reports to CA (***sample C-1***). If no activity has occurred during the quarter by the police, DYTUR will indicate this in writing to the CA.

What is a Compliance Check?

This is when underage youth attempt to purchase tobacco from a retailer. Compliance checks **must** be done in the month of July. The retailers are randomly chosen by the State from the Revised Master Tobacco Retailer List. The Compliance Check (***Sample D***) list is given to the DYTUR during the month of June. It is the DYTUR's responsible to recheck sites on the Compliance List before July 1 to see if retailers are still in business or have any changes; choose students and their chaperones; provide training to youth and chaperones, secure appropriate permission slips and xerox copies of valid ID's (drivers license or valid State ID); assign ID numbers to students and chaperones; check to see if youth have completely filled out compliance check reporting form.

What is the Youth Tobacco Act Compliance Check Reporting Form?

This is the form that provides information about the tobacco retailer and the attempt to buy tobacco by underage youth, but do not complete the sale (**Sample E**). Youth are not deputized and will not break any laws. Every retailer listed on the Compliance Check must have a completed form. DYTUR is responsible for making sure form is filled out accurately and completely, and signed by youth and chaperone. DYTUR is required to hand deliver the original forms as well as the permission slips and xerox copies of licenses to CA. DYTUR needs to keep a copy of these documents in their file as well.

What is the Youth Tobacco Act Compliance Check Spreadsheet?

This is the list of the tobacco retailers that will be visited by underage youth in an attempt to purchase tobacco products. The Youth Tobacco Act Compliance Check Spreadsheet (**Sample F**) is the responsibility of the DYTUR to fill out completely and accurately. This form is due electronically to the CA by **August 7**.

How will the local police departments know that the DYTUR will be coordinating Compliance Checks in the month of July?

In June, MCOSA will send a letter out to all Macomb County Police Departments indicating compliance checks will take place in July (**Sample G**). The letter also asks the police departments not to conduct any stings during this month, and provides MCOSA contact information, should the police have any further questions.

What happens after the Compliance Checks are completed and Compliance Check Spreadsheet is sent to the state?

Letters will be sent to the retailers included in the Compliance checks. One letter will be sent to those that did not sell (**Sample H**), while another letter will be sent to those who were not in compliance (**Sample I**). DYTUR should also enlist the help of community coalitions to send out letters.

What is the Youth Access to Tobacco Service Planning Chart and Narrative?

This is a form that sent by the State to the CA to be filled out and returned no later than the end of October (**Sample J**). CA will send a copy to DYTUR to complete certain sections, such as data and questions regarding planning activities, analysis of data, planned tobacco initiatives, and anticipated hurdles and plans to overcome them. **The information is due back to the CA by mid-October**. This can also serve as a starting point for determining tobacco strategies for the next fiscal year.

Check List and Time Line

A timeline (*on page 7*) as well as a check list (**Sample K**) is in this manual in an attempt to assist DYTUR in coordinating this project.

SYNAR TIMELINE	Responsible	When
1. Initial meeting to discuss SYNAR activities & responsibilities	DYTUR & MCOSA	December
2. Attend SYNAR Meeting in Lansing	DYTUR & MCOSA	January
3. Retailer Education Packets sent to DYTUR	State of MI	January
4. Begin reviewing and revising Master Retailer List of Tobacco Retailers in Macomb County	DYTUR	January
5. Return revised MRL to MCOSA	DYTUR	March 12
6. MCOSA sends MRL to STATE	MCOSA	March 31
7. Begin conducting Vendor Education	DYTUR	April-June
8. Meeting to review SYNAR activities (if needed)	DYTUR & MCOSA	April
9. Attend SYNAR Meeting in Lansing	DYTUR & MCOSA	May
10. Send MCOSA Signed Youth/Chaperone Permission Slips & Copy of Drivers License	DYTYUR	June 30
11. Send MCOSA copy of retailers that received Vendor Education Packets by the DYTUR or qualified staff	DYTUR	July 1
12. Send MCOSA copy of retailers that received Vendor Education via students, community members, and law enforcement. Provide report to MCOSA	DYTUR	Quarterly: 1 st Q - Oct-Dec 2 nd Q - Jan-March 3 rd Q - April -June 4 th Q - July - Sept.
13. Contact Law Enforcement for Vendor visits, warnings, or citations given to tobacco retailers. Provide Report to MCOSA	DYTYR	Quarterly: 1 st Q - Oct-Dec 2 nd Q - Jan-March 3 rd Q - April -June 4 th Q - July - Sept.
14. Recruit 6 Students and Chaperones for July Compliance Check	DYTUR	Before July
15. Send out letters to local police department about SYNAR compliance checks	MCOSA	June
16. Train Students and Chaperones for Compliance Checks; have them fill out proper documentation	DYTUR	June
17. Receive Retailer List for July Compliance Check	State of MI	June
18. Map out which youth will do what sites	DYTUR	June
19. Compliance Checks	DYTUR	July
20. Complete and send: - Compliance Check List - Youth Tobacco Compliance Check Reporting Form	DYTUR	August 7
21. Send Compliance Check List to State	MCOSA	August 15
22. Send out Follow up letters to Retailers	MCOSA/Tobacco Coalition	August-early Sept.
23. Send DYTUR MDCH Youth Access to Tobacco (YATT) Activity Report (this asks questions related to activities done for SYNAR)*	MCOSA	Beginning of October Due Back from DYTUR in Mid October
24. Send MDCH YATT Report to State	MCOSA	October 30

**For YATT Report DYTUR will need to keep track of Number of Inspections Planned by law enforcement; Number of inspections conducted by law enforcement; Number of retailers who sold in law enforcement sting; number of retailers who didn't sell in law enforcement sting; Number of warnings given by law enforcement; Number of YATT Citations written by Law enforcement; Total number of YATT fines assessed (if known) by Law enforcement; Number of Ordinance Citations by Law Enforcement; and Total number of ordinance fines assessed (if known) by Law Enforcement.*

INSTRUCTIONS ON FILLING OUT MASTER TOBACCO LIST

The State will send the CA an excel spreadsheet called, Master Tobacco List, which encompasses all retailers in Michigan that sell tobacco. CA will separate out tobacco retailers in Macomb County in an excel spreadsheet and send to DYTUR.

The goal of checking over the Master Tobacco List is to provide the State with an up-to-date listing of retailers that sell tobacco in the county. Therefore, the DYTUR must check every tobacco retailer on this list to ensure that:

1. Is the retailer is still in business? Are there any changes to the name or address?
2. Do they still sell cigarettes?
3. Are there any new tobacco retailers in the area that are not on the list?

Every effort must be made to contact the retailers. For instance, if no one answers the phone when the DYTUR calls, do not assume they are no longer in business. Make another phone call at another time or day, or drive by the retailer's location.

Any changes should be made on the Master Tobacco List, should be noted in the second column (labeled A/D/R/S) and the Notes column. Examples of changes are noted on the **Sample A** and below.

- **Add (A)** - list new retailers not on current Master Tobacco List
- **Delete (D)** - retailers that are no longer in business
- **Revise (R)** - retailers that have new name, address, phone number, no longer sell tobacco, etc.
- **Same (S)** - no changes to the retailer's information

The Master Tobacco List should be check over in its entirety, and electronically sent to CA **no later than March 12th**. It is advisable that the DYTUR have the Prevention Director look over the final list before sending it to the CA. Please note that CA will spot check the list sent by the DYTUR.

VENDOR EDUCATION PROTOCOL

1. Review the listing of vendors identified within your Coordinating Agency (CA) Region. Utilize the listing provided to the CAs and indicated for this purpose.
2. Select **10%** (or the designated required amount for your CA region) of those vendors listed within the CA region to receive a personal visit by the Designated Youth Tobacco Use Representative (DYTUR) during the **designated vendor education initiative time period of April 15th to June 15th** (this does not preclude additional Vendor Education at other times of the year). During the selection process, please take into consideration sites selected for last year's vendor education initiative, as well as, new or repeat violator sites identified as part of the Formal Synar Survey and the Non-Synar compliance check process. During your identification process for selected sites you will also want to target those types of businesses known to sell tobacco to youth at higher percentage than others, such as, gas stations, bars and lounges, and restaurants. Additionally, you will want to create a limited list of alternates in the event that you encounter establishments that have gone out of business, no longer sell tobacco products, or where the manager is unavailable to speak with you. Enter data into spreadsheet **(Sample B)**, and send electronically to CA by **July 1**.

Example: If there are 1,000 retailers/vendors within the CA region, 10% of those would equal 100. If there are 700 retailers/vendors, 10% would equal 70.

Note: Total amount of Vendor Education Packets provided to DYTUR by the State is approximately 10% of the total amount of tobacco retailers in the county. These packets are to be used when DYTUR (or qualified staff) visits retailers. DYTUR should ask coalitions to help fund xeroxing copy additional packets used for the second phase of vendor education (using law enforcement, community members and youth)

3. The second component of vendor education utilizes local law enforcement personnel, adult community members, and area youth. DYTUR is responsible to coordinate this component with community coalitions, training, and entering data into spreadsheet **(Sample C)**. The spreadsheet should be electronically sent to CA after each education has taken place. Three points of caution, however, 1) do not cluster too large a group of individuals to provide the education visits (we do not wish to overwhelm the retailer/ vendor), 2) do not send a youth in by themselves - they need to be accompanied by at least one adult, and 3) make sure that those individuals who did the retailer/vendor education visit (especially the youth) are not the same as those who will conduct the formal Synar compliance check at designated retailers.

Note: If you are intending to use youth as part of your retailer/vendor education process, be sure to obtain prior written parental consent for their participation in this effort. Additionally, please provide training for this initiative in advance of the effort to ensure that the youth and adults are prepared and comfortable with their role. Plus a debriefing just as the event ends is quite helpful for all involved.

4. When scheduling time to make your visits, try to be cognizant of peak business times for those establishments on your list and make every effort to avoid those times. This may not always be possible, but if you are able to do so this may increase the likelihood of having a successful visit. Peak times will certainly vary depending on the community and the type of business, but considerations of peak times might include: first thing in the morning, lunch time, when school lets out, and when work lets out.
5. When approaching retailers/vendors as part of the education initiatives, please observe the following guidelines:

- A. Upon entering the establishment, approach an available clerk and respectfully request to speak with the owner or manager. If asked, be honest about the purpose of your visit.
- B. If the owner/manager is available, promptly get to the point of your visit, so as to be respectful of their time. Explain the purpose of your visit and ask if they have a few minutes to discuss some important and useful information about tobacco sales to youth.

Note: If you are met with any anger or hostility on the part of the owner/manager, do not persist. Thank them for their time and leave the establishment. Select another site to visit in place of that site. If the available quantity allows, you may wish to leave a packet. If not, make sure that visited establishments where you were not able to complete the education effort get a packet mailed to them.

- C. Be succinct in your discussion and presentation of the packet materials. Be prepared to walk them through the information in an organized manner, with the information of greatest importance and usefulness presented most prominently and covered early in the discussion. Some highlights to incorporate in your discussion include: the importance of complying with the Youth Tobacco Act, the posting of signs relevant to tobacco sales to minors, the necessity of checking identification, and the importance of making all clerks aware of the Youth Tobacco Act and relevant details. (See “Visit Notes” on page 11 for details on information to be included as part of Vendor Education visits.)

- D. Upon concluding your discussion, leave the retailer packet with the owner/manager and let them know how to contact you for further information and/or assistance, and be sure to thank them for their time.
- E. If for any reason the owner or manager is not available, inquire as to whether the clerk is available for a brief discussion. If so, follow the protocol as if speaking with the owner/manager. If the clerk is not available be sure to thank them for their time and proceed to an alternate site.
6. DYTUR to send **quarterly report (Sample C)** to MCOSA on Vendor Education conducted by local law enforcement personnel, adult community members, and area youth. First Quarter is from October to December; second quarter is from January to March; third quarter is from April to June; fourth quarter is from July to September.

Visit Notes: Entering an establishment and merely leaving a packet with a clerk or owner/manager is not considered a successfully completed retailer/vendor education visit. A successful visit is a dialogue inclusive of discussion on:

- a) the Youth Tobacco Act and the potential cost for selling tobacco to minor,
- b) tips for employee training,
- c) provision of examples of store policy regarding tobacco sales that vendors can use,
- d) provision of examples of directives to employees,
- e) provision of examples of employee agreements,
- f) instructions on YTA signage and the placement of signage, and
- g) provision of a retailers guide, must take place to be considered a successful interaction.
- h) educate retailer about license orientation - horizontal vs. vertical

Law Enforcement Vendor Visits

(Sample C-1)

It is useful for DYTUR to establish a relationship with all local law enforcement in Macomb County. This enables DYTUR to provide technical assistance to law enforcement about selling tobacco to minors, help DYTUR recruit law enforcement for vendor education, and gather data for Youth Access to Tobacco Services Planning Chart and Narrative Report **(Sample J)**.

Instructions to fill out Sample C1: At the top of the sample, indicate which city this report is for, and what quarter is being reported.

DYTUR should cut and paste retailer information from Master List for each city. Leave blank rows at the bottom for any new or additional retailers not on the list. Law enforcement can hand write date visited and put a check mark on what the outcome was (no violation, warning, or citation given) OR provide information to DYTUR and DYTUR will enter data.

The Law Enforcement Vendor Visits **(Sample C-1)** should be sent to CA on a **quarterly basis**. First Quarter is from October to December; second quarter is from January to March; third quarter is from April to June; fourth quarter is from July to September. If there has been no activity by the police during a particular quarter, DYTUR needs to indicate this on the form.

Formal Synar Compliance Check Overview

This project is part of a larger effort to determine the successful sales rates of tobacco products to minors (under age 18) as part of Michigan's compliance with the Synar amendment. Failure to complete this project, and complete it successfully, may result in significant loss of federal dollars for substance abuse prevention and treatment in Michigan.

The outlets selected for this survey will not be prosecuted during the formal Synar survey process. Because no purchase will actually take place, there will be no legal or administrative consequences or liability for the teens, chaperones, or retailer.

The information obtained from these surveys is for statistical purposes only. This does not preclude, however, follow-up activity in the form of education and/or additional compliance checks. Eventually, the statewide results (without retailer identification) will be published to increase community awareness and to encourage retailer compliance with the Youth Tobacco Act. The data may also be used to stress the importance of the need for statewide enforcement of the Youth Tobacco Act with appropriate law enforcement personnel.

The Compliance Check Sites (**Sample D**) involves visiting randomly selected by the State of outlets that sell tobacco products, either over-the-counter or through vending machines. The youth inspector will enter the outlet, attempt to make a tobacco purchase, and record the results. The adult chaperone will need to drive the youth inspectors and oversee the purchase attempts.

Fifteen*, **sixteen** and **seventeen** year old teens can be recruited for this project as youth inspectors. A Youth Permission Slip (see page 15) and xerox copy of Drivers License or State ID is **required**. Any compliance checks conducted with youth outside this age range will need to be redone. If possible, an equal number of males and females should be used. Teens selected, as youth inspectors, should look their age, be emotionally mature and their racial/ethnic characteristics should be consistent with the community in which you are conducting the compliance checks. **Note:** a survey should be conducted to verify age of youth (i.e. ask several adults at a mall if they think the youth is 14, 15, 16, 17, or 18). Identify potential youth inspectors through the following: scout groups, school teachers and counselors, theater groups, youth councils, church youth groups, SADD chapters, coalition members' children, PRIDE groups, YWCA,

YMCA and other youth groups. Parental permission (see page 14) is **required** for a teen to participate as a youth inspector. Please be sure that the parent or guardian of the teen signs the permission slip, which includes a release of liability statement.

An adult chaperone **must** accompany each youth inspector and witness the attempted tobacco purchase. Male chaperones should be paired with male teens and female chaperones should be paired with female teens, unless the chaperone is their parent, adult, sibling or relative. A Chaperone Permission Slip (see page 16) and xerox copy of Drivers License is **required**.

Criteria for an adult chaperone are: Training as to the roles and responsibilities of a chaperone; good driving record; current driver's license; proof of vehicle insurance; and a willingness to give encouragement and support to the youth inspector during the attempted buy.

Confidence is the key to a youth inspector successfully conducting a compliance check/making an attempted tobacco purchase. When instructing the youth inspector on what to do, emphasize that the ultimate goal is for outlets to stop providing tobacco products to children. Make it clear that if a clerk asks them for identification, or refuses to sell tobacco products or give change for the vending machine, it represents success on the part of the vendor, not failure on the part of the youth inspector.

*Effective for 2012 Synar Campaign: Monetary compensation to 15 year olds has been legally disputed at the Federal level. Technically, they can be engaged as volunteers. It is therefore recommended that this age group not be used until the matter has been resolved.

EXAMPLE OF A LETTER TO THE PARENTS

Date _____

Dear _____:

The _____ County Health Department/coordinating agency or _____ Coalition is organizing a Youth Tobacco Act Compliance Check on tobacco retailers and vending machines in this area. This is part of a statewide effort to determine the extent of tobacco sales to minors.

The Youth Tobacco Act states that it is illegal to sell tobacco products to anyone under the age of 18. It is also illegal for anyone under 18 to purchase tobacco products. Retailers and businesses that are making large profits on selling tobacco to children frequently ignore this law.

Tobacco is the number one cause of preventable death in our society. Each year thousands of teens become addicted to tobacco. The short-term goal of this project is to determine how many retailers are illegally selling tobacco to minors. Our long-term goal is to create awareness of the youth tobacco problem and reduce the sales of tobacco to minors, therefore preventing our children from beginning a lifetime addiction to tobacco.

The project involves a visit to specific retailers/outlets around the county that sell tobacco products. The youth enters the store, attempts to make a tobacco purchase (either from over-the-counter or a vending machine), and records the results. Youth aged 15, 16 and 17 are needed for this purpose. Adults are also needed to drive the teens and to oversee the purchases.

There will be a training session for teens and adult chaperones on (date and time) to discuss the project. A permission slip is below. If you agree to have your child participate in this project, please fill this form out. Please have your child bring the permission slip with him/her to the training session. Be sure not to talk with anyone about this project until it is over.

This project has been utilized successfully in several other locations in Michigan. I am confident that it can be accomplished with your assistance. Thank you for your help in keeping our youth healthy! If you have any questions or concerns please call _____.

Sincerely,

PLEASE SIGN AND RETURN

I _____, am willing to allow my (son/daughter) participate in the Macomb County's Youth Tobacco Act Compliance Check. I read the letter about this project and understand what the responsibilities include. I hold (Name of DYTUR's Agency) or the Macomb County Office of Substance Abuse harmless if an injury occurs as a result of this activity.

Parent/Guardian Signature _____

Agency Official (witness): _____

Date: _____

EXAMPLE OF A LETTER FOR YOUTH PERMISSION TO PARTICIPATE IN THE TOBACCO ACT COMPLIANCE CHECK

(This should be typed on DYTUR's Letterhead)

I _____, am willing to participate in the Macomb County's Youth Tobacco Act Compliance Check. I read the letter about this project and understand what my responsibilities include. I hold (Name of DYTUR's Agency) or the Macomb County Office of Substance Abuse harmless if an injury occurs as a result of this activity.

Street Address: _____

City, State, Zip: _____

Youth's Social Security Number: _____

Youth's Driver License Number: _____

Phone Number: _____ Alternate _____
Phone Number: _____

Youth Signature: _____

Parent or Guardian's Signature: _____

Agency Official (witness): _____

Date: _____

Please include a copy of the youth driver's license or Michigan Identification card.

EXAMPLE OF A LETTER FOR CHAPERONE’S PERMISSION TO PARTICIPATE IN THE TOBACCO ACT COMPLIANCE CHECK

(This should be typed on DYTUR’s Letterhead)

I _____, am willing to participate in the Macomb County’s Youth Tobacco Act Compliance Check. I read the parent letter about this voluntary activity and understand what my responsibilities are for this project. I hold (Name of DYTUR’s Agency) or the Macomb County Office of Substance Abuse harmless if an injury occurs as a result of this activity. I have insurance on the vehicle and I will ensure that all persons in the vehicle are wearing seatbelts during this activity. I assure that my driving record is good and my driver’s license is valid,

Street Address: _____

City, State, Zip: _____

Chaperone’s Social Security Number: _____

Chaperone’s Driver License Number: _____

Phone Number: _____ Alternate _____
Phone Number:

Youth Signature: _____

Parent or Guardian’s Signature: _____

Agency Official (witness): _____

Date: _____

Please include a copy of the chaperone’s driver’s license.

INSTRUCTIONS FOR YOUTH INSPECTORS

Retailer Compliance Checks

1. Have your parent/guardian sign a permission slip/release for you to participate as a youth inspector in the Synar survey process. You must submit this permission slip to the coordinator of this project to be eligible to participate.
2. Complete the training for youth inspectors provided by DYTUR, and discuss the procedures for conducting the compliance check with your adult chaperone to assure that you are both comfortable with the process.
3. Dress as you would normally dress (this includes make-up). Do not attempt to make yourself appear older than you are.
4. When conducting the compliance checks you and your chaperone do not want to give the impression of being together, *nor should you announce at any time the purpose of your visit.*
5. Survey the scene and plan your strategy for each outlet that you visit. The chaperone should park out of view of the outlet clerk and enter the outlet separately. You may need to be dropped off a block before the outlet. This is to deflect any later criticism that perhaps the clerk thought the cigarettes were for the "parent" in the car. *If you notice that the outlet has an admittance policy posted that includes an age restriction that prohibits youth from entering the outlet, do not enter. Please record on the report form that you could not inspect the outlet because of an age restriction.*
6. Survey the outlet. Look for the location of the tobacco products and the Youth Tobacco Act Sign (**Sample E-1**) prohibiting the sale of tobacco to minors. Common locations for the signs are near the cash register, near the tobacco products or on the door. Please note: A *We Card* sign is not acceptable in place of the required YTA signage.
7. You may attempt to purchase any type of cigarette – you **may not purchase other types of tobacco products**, such as: chew, cigars, bedes, etc. Only attempt to buy a single pack of cigarettes. Do not attempt to purchase loosies. Try to obtain the tobacco without the clerk's assistance. If single packs are not within reach for customers, ask the clerk for it.

8. Be truthful about your age if asked by the clerk. If asked for identification, provide it. *Identification must include both a picture and birth date.* **Do not use false identification.** Also reply that the tobacco is for you if asked. Act natural, and do not reveal the true reason you are purchasing tobacco.
9. If the clerk refuses to sell the tobacco to you, leave the outlet without argument. Record this as an unsuccessful sale on the data collection form.
10. If the clerk rings up the sale and asks for the money for the purchase **we consider the transaction as a successful sale, a non-consummated buy.** At that point, tell the clerk that you do not have enough money for the tobacco purchase, and walk out of the store. **Do not complete the transaction and purchase of the tobacco product.** Record this as a successful sale on the data collection form. The only time this procedure would change, would be while conducting a consummated check accompanied by a law enforcement officer prepared to give a citation.
11. Your adult chaperone will witness the transaction.
12. When leaving the outlet, do not let the clerk be aware that you and the adult chaperone are together.
13. Complete the Youth Tobacco Act Compliance Check Reporting Form (**Sample E**) after leaving each outlet. Give to the adult chaperone. *Please note that the current Synar survey form has two categories of reasons for why an outlet was not able to be completed: 1) one category was for an outlet that is considered **ineligible**; and 2) the second was for an outlet that was **eligible, but for some legitimate reason the inspection could not be completed.***
14. Do not discuss this compliance check with others until all of the survey visits are completed.

INSTRUCTIONS FOR CHAPERONES

Retailer Compliance Checks

1. DYTUR will recruit teens age 16 and 17 to be Youth Inspectors, send a letter to their parent/guardian requesting their participation, and obtaining a permission slip. **The deadline for completion is July 31st (if the 31st is on a weekend, the deadline is the last working day prior to the 31st)**
2. You are responsible for driving the teen between sites and for the safety of the teen at all times. Seat belts must be worn. Carry the parental permission slips and emergency phone numbers with you. Arrange to pick up or drop off the teen if necessary.
3. You will be given a set of forms for randomly selected outlets. All forms must be completed. If a compliance check cannot be completed at a particular outlet state the reason why. Also, correct any misspellings or incorrect addresses for an outlet on the form in the space provided. Be sure to fully complete and submit all paperwork.
4. Your team does not want to give the impression of being together, *nor should you announce at any time the purpose of your visit.* Survey the scene and plan your strategy for each outlet that you approach. Park out of view of the outlet clerk and enter the outlet separately. You may need to park around the corner or drop off the youth inspector a block before the outlet. You may want to browse, get gas, ask for directions, buy a pop, etc., so as not to be conspicuous. *If you notice that the outlet has an admittance policy posted that includes an age restriction that prohibits the teen from entering the outlet, do not allow the youth inspector to enter. Please instruct the youth inspector to record on the report form that he/she could not inspect the outlet because of an age restriction.*
5. The youth inspector will attempt to purchase a single pack of cigarettes, any brand selection is fine but it must be cigarettes. *[The youth inspector should not attempt to purchase any other type of tobacco such as chew, cigars, bedes, etc. Additionally, they should not attempt to purchase loosies.]* The youth inspector will try to obtain the tobacco without the clerk's assistance, but if single packs are not within reach of customers, he/she will ask the clerk for it.

6. **Witness the attempted tobacco purchase.** This is necessary to validate the results since tobacco products were not actually purchased.
7. The youth inspector will be truthful about his/her age if asked by the clerk. He/she will provide identification if asked for it, and reply that the tobacco is for him/herself if asked. The youth inspector should act natural and not reveal the true reason for purchasing the tobacco.
8. If the clerk refuses to sell the tobacco to the youth inspector, he/she should leave the store without argument.
9. If the clerk rings up the purchase and asks the youth inspector for the money, **this transaction is considered a successful purchase, a non-consummated buy.** The youth inspector should then state that he/she does not have enough money for the purchase and walk out of the outlet.
10. **The youth inspector should not successfully complete the transaction and purchase of the tobacco product.**
11. When leaving the outlet, do not let the clerk be aware that you and the youth inspector are together.
12. **Complete the data collection form in its entirety after leaving each outlet.** Bring a pen or pencil. *Please note that the current Synar survey form has two categories of reasons for why a compliance check was not able to be completed at an outlet: 1) one category is for an outlet that is considered **ineligible**; and 2) the second was for an outlet that **was eligible, but for some legitimate reason the inspection could not be completed.***
13. The Youth Tobacco Act Compliance Check Reporting Form (**Sample E**) should be filled out entirely. The chaperone needs to sign it at the bottom of the form.
14. Do not discuss the surveys with others until all the surveys/compliance checks are completed.

INSTRUCTIONS FOR THE COMPLETION OF THE YOUTH TOBACCO ACT COMPLIANCE CHECK REPORTING FORM (Sample E)

- **Coordinating Agency:** Insert the name of the coordinating agency overseeing the compliance checks being conducted in this region.
- **Record #:** Use the establishment's assigned Master Retailer List (MRL) number which is also referred to as the Outlet ID number.
- **Inspection Date:** Write the month, day and year on which the compliance check is being conducted.
- **Time of Visit:** Write the time that the check was conducted, such as 3:41 – then indicate by marking the appropriate box whether it was a.m. or p.m.
- **Youth Inspector:**
 - **Name/ID #:** Enter the name of the youth inspector conducting the compliance check. Then, after the slash mark write in the five-character youth inspector ID number provided by the DYTUR. Each youth inspector will be given his or her own individual ID number. In Macomb County, the ID# will begin with MAC with 2 digits after it (01, 02, 03, ...).
- **Age/Date of Birth:** Write in the age and birth date – month, day, and year, of the youth inspector.
- **Gender:** Indicate the gender of the youth inspector by marking the corresponding box for male or female.
- **Adult Chaperone:**
 - **Name/ID #:** Enter the name of the adult chaperone supervising/conducting the compliance check. Then, after the slash mark write in the five character adult chaperone ID number. Each adult chaperone will be given their own individual ID number provided by the DYTUR. In Macomb County, the ID# begins with MAC and the first digit should be 9, followed by the number given to the youth that is

accompanying the chaperone. For example, if youth #1 is going with chaperone #1 the ID would be MAC 91.

- **Outlet Information: DYTUR will affix a label for each tobacco retailer that provides with the following details:**
 - **ID:** This is the Outlet ID number shown as a combination alpha-numeric code listed in the column titled “MRL Number” on your regional sample draw list. The Synar sample list is a formulated random sample taken from the Synar tobacco Master Retailer List.
 - **Name:** Name of the tobacco outlet.
 - **Address:** Street address of the tobacco outlet.
 - **City:** City in which the tobacco outlet is located.
 - **State:** State in which that City is located.
 - **Zip:** Zip code for the address of the tobacco outlet.
 - **Name or Address Correction:** Following the direction for each address element outlined above, provide any and all corrected information in this space. Please do not cross out old information and writing over it. Print legibly or type the correct information in the correction space provided.

- **Type of Retailer:** Indicate the type of retailer by marking the corresponding box next to the identified type. The options are (01) Grocery, (02) Convenience, (03) Gas Station, (04) Restaurant, (05) Bar/lounge and (06) Other. If a type of retailer other than those listed is visited please mark “Other” and specify what type of retailer it was, in writing in the space provided.

- **Type of Outlet:** Indicate what type of compliance check/inspection was conducted at the retailer by marking the box corresponding with either “over the counter” (OTC) or “vending machine” (VM).

- **Is Outlet Eligible:** If the outlet is eligible for the Synar Survey process, indicate by marking the box next to “Yes”. If the outlet was not eligible for the Synar Survey process mark the box next to “No”.

- **If no, check one of the following reasons:** If the outlet was not eligible after marking the box next to “No”, **follow up by** indicating why the outlet was not eligible by marking the box corresponding with the reason. If identifying a reason other than those listed mark the box next to “Other”, and please specify the reason in writing in the space provided.

- **If Outlet was Eligible, was inspection completed:** If you were able to complete the compliance check/inspection indicate by marking the corresponding box next to “Yes”.
- **If the outlet is eligible for the Synar Survey process, but the compliance check/inspection was not completed indicate why by marking the box corresponding with the reason that it could not be completed. If identifying a reason other than those listed mark the box next to “Other”, and please specify the reason in writing in the space provided. Note that the following reasons are excluded from use for the Michigan Synar Survey process: (N1) In operation but closed at the time of visit, and (N8) Run out of time.**
- **If inspection was completed, was buy attempt successful?:** Indicate whether or not the buy attempt was successful by marking the appropriate box.
- **Clerk Age/ID question?:** Indicate whether or not the Clerk asked how old you were and/or asked to see your identification by checking the appropriate box. If the clerk asked both, then check both. If the clerk did not ask either question, check the box indicating that they did not ask either one.
- **What was the clerk’s gender?:** Indicate whether the clerk who assisted you was male or female by marking the appropriate box.
- **What was the race/ethnicity of the clerk?:** Please indicate, to the best of your ability, the race/ethnicity of the clerk. Indicate by marking one of the boxes from the selection provided.
- **I had to ask for tobacco from behind the counter?:** Indicate whether you had to ask the clerk to get you the tobacco you requested from behind the counter by marking the appropriate box.
- **Was a Youth Tobacco Act Sign posted?:** Indicate whether the **Michigan Youth Tobacco Act Sign (Sample E-1)** was posted either in the store or on the vending machine (the WE CARE sign does not count as a replacement) by marking the appropriate box.

- **Was the outlet selling “loosies”?:** Indicate whether the outlet had loosies (single cigarettes) available for sale by marking the appropriate box.
- **Comments:** Write any pertinent comments in this space that were made to the youth inspector while the compliance check/inspection was being conducted.
- **Youth Inspector Signature:** The youth inspector will need to sign each form in this designated space.
- **Adult Chaperone Signature:** The adult chaperone will need to sign each form in this designated space.

NOTE:

The above information will be transferred by the DYTUR to the **Youth Tobacco Act Compliance Check Spreadsheet (Sample F).**

This report is due electronically to the CA
on or before August 7.

YOUTH ACCESS TO TOBACCO SERVICES PLANNING CHART AND NARRATIVE

(Sample J)

CA will send DYTUR this form in early October. It should be filled out and returned to CA by **October 15**. Information for this form will come from:

1. Tobacco retailer visits conducted by the police (A-1)
2. Vendor education conducted by law, community members, students (A-2)
3. Vendor education conducted by DYTUR (A-3)
4. Quarterly Reports by DYTUR to CA (Section b)
5. Retrospect about Previous Retail Violation Rates (Section C1-5)
6. Revised Master Tobacco List (for section C6a-C6f)
7. Tobacco Narrative (Attachment 8 - Tobacco Services Planning Narrative - from RFP of the current FY) for Section D