

## **FOLLOW UP VISITS TO TOBACCO MERCHANTS PROTOCOL**

If DYTUR knows of, or receives a report of any merchant not following the youth tobacco act (selling loosies, selling to minors, etc.)

1. Visit the merchant and provide them with a merchant education packet. Inform them that DYTUR would be willing to provide training to clerks on proper protocol of selling tobacco. DYTUR should also note if merchant sells alcohol or lottery tickets. Document visit – Name of store, address, phone number, owner (if known), date of visit and what transpired. Send this information in writing to MCOSA.
2. Re-visit the merchant again a week or two after the initial contact. DYTUR may consider sending a trained minors (from T3 Group) to verify merchant compliance. Minors should not purchase tobacco products or break the law! Document visit in the same manner as outlined in step 1. Please send this documentation to MCOSA.
3. If it is determined that merchant is still violating tobacco laws after re-visiting (selling loosies, selling to minors, etc.) and merchant sells liquor or lottery tickets, or both, then DYTUR needs to send this information to the Liquor Control Commission and the Lottery Commission. Report should contain information outlined in Steps 1 and 2. A copy of this report should be sent to MCOSA.
4. MCOSA, the Prevention Supervisor and the DYTUR will discuss if a report should be made to the FDA. DYTUR should not take it upon themselves to make a report to the FDA without consulting MCOSA.