ANNUAL SYNAR REPORT
42 U.S.C. 300x-26
OMB № 0930-0222

FFY 2016
State: NH
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Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0222. Public reporting burden for this collection of information is estimated to average 18 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 2-1057, Rockville, Maryland, 20857.

INTRODUCTION

The Annual Synar Report (ASR) format provides the means for states to comply with the reporting provisions of the Public Health Service Act (42 U.S.C. 300x-26) and the Tobacco Regulation for the Substance Abuse Prevention and Treatment Block Grant (SABG) (45 C.F.R. 96.130 (e)).

How the Synar report helps the Center for Substance Abuse Prevention

In accordance with the tobacco regulations, states are required to provide detailed information on progress made in enforcing youth tobacco access laws (FFY 2015 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2016 Intended Use Plan). These data are required by 42 U.S.C. 300x-26 and will be used by the Secretary to evaluate state compliance with the statute. Part of the mission of the Center for Substance Abuse Prevention (CSAP) is to assist states by supporting Synar activities and providing technical assistance helpful in determining the type of enforcement measures and control strategies that are most effective. This information is helpful to CSAP in improving technical assistance resources and expertise on enforcement efforts and tobacco control program support activities, including state Synar program support services, through an enhanced technical assistance program involving conferences and workshops, development of training materials and guidance documents, and onsite technical assistance consultation.

How the Synar report can help states

The information gathered for the Synar report can help states describe and analyze substate needs for program enhancements. These data can also be used to report to the state legislature and other state and local organizations on progress made to date in enforcing youth tobacco access laws when aggregated statistical data from state Synar reports can demonstrate to the Secretary the national progress in reducing youth tobacco access problems. This information will also provide Congress with a better understanding of state progress in implementing Synar, including state difficulties and successes in enforcing retailer compliance with youth tobacco access laws.

1The term “state” is used to refer to all the states and territories required to comply with Synar as part of the Substance Abuse Prevention and Treatment Block Grant Program requirements (42 U.S.C. 300x-64 and 45 C.F.R. 96.121).
**Getting assistance in completing the Synar report**

If you have questions about programmatic issues, you may call CSAP’s Division of State Programs at (240) 276-2550 and ask for your respective State Project Officer, or contact your State Project Officer directly by telephone or email. If you have questions about fiscal or grants management issues, you may call the Grants Management Officer, Office of Financial Resources, Division of Grants Management, at (240) 276-1422.

**Where and when to submit the Synar report**

The ASR must be received by SAMHSA no later than December 31, 2015 and must be submitted in the format specified by these instructions. Use of the approved format will avoid delays in the review and approval process. The chief executive officer (or an authorized designee) of the applicant organization must sign page one of the ASR certifying that the state has complied with all reporting requirements.

The state must upload one copy of the ASR using the online WebBGAS (Block Grant Application System). In addition, the following items must be uploaded to WebBGAS:

- **FFY 2016 Synar Survey Results:** States that use the Synar Survey Estimation System (SSES) must upload one copy of SSES Tables 1–5 (in Excel) to WebBGAS. States that do not use SSES must upload one copy of ASR Forms 1, 4, and 5, and Forms 2 and 3, if applicable, (in Excel) to WebBGAS.

- **Synar Inspection Form:** States must upload one blank copy of the inspection form used to record the result of each Synar inspection.

- **Synar Inspection Protocol:** States must upload a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections.

- **A scanned copy of the signed Funding Agreements/Certifications**

Each state SSA Director has been emailed a login ID and password to log onto the Synar section of the WebBGAS site.

Additionally, the state must submit one signed original of the report (including the signed Funding Agreements/Certifications), as well as one additional copy of the signed Funding Agreements/Certifications, to the Grants Management Officer at the address below:

Grants Management Officer  
Division of Grants Management  
Office of Financial Resources  
Substance Abuse and Mental Health Services Administration  

**Regular Mail:**  
1 Choke Cherry Road, Rm.7-1091  
Rockville, Maryland 20857

**Overnight Mail:**  
1 Choke Cherry Road, Rm.7-1091  
Rockville, Maryland 20850
The following form must be signed by the Chief Executive Officer or an authorized designee and submitted with this application. Documentation authorizing a designee must be attached to the application.

### PUBLIC HEALTH SERVICES ACT AND SYNAR AMENDMENT

42 U.S.C. 300x-26 requires each state to submit an annual report of its progress in meeting the requirements of the Synar Amendment and its implementing regulation (45 C.F.R. 96.130) to the Secretary of the Department of Health and Human Services. By signing below, the chief executive officer (or an authorized designee) of the applicant organization certifies that the state has complied with these reporting requirements and the certifications as set forth below.

### SYNAR SURVEY SAMPLING METHODOLOGY

The state certifies that the Synar survey sampling methodology on file with the Center for Substance Abuse Prevention and submitted with the Annual Synar Report for FFY 2016 is up-to-date and approved by the Center for Substance Abuse Prevention.

### SYNAR SURVEY INSPECTION PROTOCOL

The state certifies that the Synar Survey Inspection Protocol on file with the Center for Substance Abuse Prevention and submitted with the Annual Synar Report for FFY 2016 is up-to-date and approved by the Center for Substance Abuse Prevention.

<table>
<thead>
<tr>
<th>State: NH</th>
</tr>
</thead>
</table>

Name of Chief Executive Officer or Designee: Joseph.P Harding

Signature of CEO or Designee:

*Signature*

<table>
<thead>
<tr>
<th>Title: Director-Bureau of Drug and Alcohol Services</th>
<th>Date Signed: 12-18-15</th>
</tr>
</thead>
</table>

If signed by a designee, a copy of the designation must be attached.
SECTION I: FFY 2015 (Compliance Progress)

YOUTH ACCESS LAWS, ACTIVITIES, AND ENFORCEMENT

42 U.S.C. 300x-26 requires the states to report information regarding the sale/distribution of tobacco products to individuals under age 18.

1. Please indicate any changes or additions to the state tobacco statute(s) relating to youth access since the last reporting year. If any changes were made to the state law(s) since the last reporting year, please attach a photocopy of the law to the hard copy of the ASR and also upload a copy of the state law to WebBGAS. (see 42 U.S.C. 300x-26).

a. Has there been a change in the minimum sale age for tobacco products?
   - [ ] Yes  [ ] No
   If Yes, current minimum age: [ ] 19  [ ] 20  [ ] 21

b. Have there been any changes in state law that impact the state’s protocol for conducting Synar inspections?
   - [ ] Yes  [ ] No
   If Yes, indicate change. (Check all that apply.)
   - [ ] Changed to require that law enforcement conduct inspections of tobacco outlets
   - [ ] Changed to make it illegal for youth to possess, purchase or receive tobacco
   - [ ] Changed to require ID to purchase tobacco
   - [ ] Other change(s) (Please describe.) ________________________________

c. Have there been any changes in state law that impact the following?
   - Licensing of tobacco vendors [ ] Yes  [ ] No
   - Penalties for sales to minors [ ] Yes  [ ] No
   - Vending machines [ ] Yes  [ ] No

2. Describe how the Annual Synar Report (see 45 C.F.R. 96.130(e)) and the state Plan (see 42 U.S.C. 300x-51) were made public within the state prior to submission of the ASR. (Check all that apply.)
   - [ ] Placed on file for public review
   - [ ] Posted on a state agency Web site (Please provide exact Web address and the date when the FFY 2016 ASR was posted to this Web address.) ________________________________
   - [ ] Notice published in a newspaper or newsletter
   - [ ] Public hearing
   - [ ] Announced in a news release, a press conference, or discussed in a media interview
   - [ ] Distributed for review as part of the SABG application process
   - [ ] Distributed through the public library system
   - [ ] Published in an annual register
3. **Identify the following agency or agencies** (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

   a. **The state agency (ies) designated by the Governor for oversight of the Synar requirements:**
      
      *NH Bureau of Drug and Alcohol Services*
      
      Has this changed since last year’s Annual Synar Report?
      
      □ Yes  ☒ No

   b. **The state agency(ies) responsible for conducting random, unannounced Synar inspections:**
      
      *NH Division of Liquor Enforcement*
      
      Has this changed since last year’s Annual Synar Report?
      
      □ Yes  ☒ No

   c. **The state agency(ies) responsible for enforcing youth tobacco access law(s):**
      
      *NH Division of Liquor Enforcement*
      
      Has this changed since last year’s Annual Synar Report?
      
      □ Yes  ☒ No

4. **Identify the following agencies and describe their relationship with the agency responsible for the oversight of the Synar requirements.**

   a. **Identify the state agency responsible for tobacco prevention activities (the agency that receives the Centers for Disease Control and Prevention’s National Tobacco Control Program funding).**
      
      *The NH Prevention and Control Program (NH TPCP)*
      
      b. **Has the responsible agency changed since last year’s Annual Synar Report?**
      
      □ Yes  ☒ No

   c. **Describe the coordination and collaboration that occur between the agency responsible for tobacco prevention and the agency responsible for oversight of the Synar requirements. (Check all that apply.)**
      
      The two agencies
      
      □ Are the same
      □ Have a formal written memorandum of agreement
      ☒ Have an informal partnership
      ☒ Conduct joint planning activities
      □ Combine resources
      ☒ Have other collaborative arrangement(s) *(Please describe.)*
      
      *Attend monthly Tobacco Free committee meetings*
d. Identify the state agency responsible for enforcing the youth access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act (the agency that is under contract to the Food and Drug Administration’s Center for Tobacco Products (FDA/CTP)).
NH Division of Liquor Enforcement

e. Has the responsible agency changed since last year’s Annual Synar Report?
☐ Yes  ☒ No

f. Describe the coordination and collaboration that occur between the agency contracted with the FDA to enforce federal youth tobacco access laws and the agency responsible for oversight of the Synar requirements. (Check all that apply.) The two agencies:
☐ Are the same
☐ Have a formal written memorandum of agreement
☐ Have an informal partnership
☒ Conduct joint planning activities
☒ Combine resources
☐ Have other collaborative arrangement(s) (Please describe.) ____

5. Please answer the following questions regarding the state’s activities to enforce the state’s youth access to tobacco law(s) in FFY 2015 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130(e)).

a. Which one of the following describes the enforcement of state youth access to tobacco laws carried out in your state? (Check one category only.)
☐ Enforcement is conducted exclusively by local law enforcement agencies.
☐ Enforcement is conducted exclusively by state agency (ies).
☒ Enforcement is conducted by both local and state agencies.
b. The following items concern penalties imposed for all violations of state youth access to tobacco laws by LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES (this does not include enforcement of federal youth tobacco access laws). Please fill in the number requested. If state law does not allow for an item, please mark “NA” (not applicable). If a response for an item is unknown, please mark “UNK.” The chart must be filled in completely.

<table>
<thead>
<tr>
<th>PENALTY</th>
<th>OWNERS</th>
<th>CLERKS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of citations issued</td>
<td>60</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>Number of fines assessed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of permits/licenses suspended</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of permits/licenses revoked</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (Please describe.)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

c. Which one of the following best describes the level of enforcement of state youth access to tobacco laws carried out in your state? (Check one category only.)

☐ Enforcement is conducted only at those outlets randomly selected for the Synar survey.
☐ Enforcement is conducted only at a subset of outlets not randomly selected for the Synar survey.
☒ Enforcement is conducted at a combination of outlets randomly selected for the Synar survey and outlets not randomly selected for the Synar survey.

d. Did every tobacco outlet in the state receive at least one compliance check that included enforcement of the state youth tobacco access law(s) in the last year?

☐ Yes  ☒ No

e. What additional activities are conducted in your state to support enforcement and compliance with state youth tobacco access law(s)? (Check all that apply.)

☒ Merchant education and/or training
☐ Incentives for merchants who are in compliance (e.g., nonenforcement compliance checks in which compliant retailers are given positive reinforcement and noncompliant retailers are warned about youth access laws)
☒ Community education regarding youth access laws
☒ Media use to publicize compliance inspection results
☐ Community mobilization to increase support for retailer compliance with youth access laws
☐ Other activities (Please list.)

Briefly describe all checked activities:

The DLE has two training courses; The Management Training Seminar (MTS) which is required for all new Licenses within 45 days. There is no requirement but DLE recommends that all managers/owners take this every two years. There were a total of 55 MTS classes and 1311 in attendance. The second is Total Education
Alcohol Management (TEAM). There is no law requiring this course. Again this is strongly recommended that all staff take this every few years. The classroom seminar is recommended for first time licensees but there is a online course available. There were a total of 15 TEAM classes and 294 in attendance. Lack funding mentioned above does contribute to the fact that these courses above are not mandated unless a of sale due to not having the resources to offer for all store workers who sell tobacco. There is a lack of funding and tobacco programs in NH. Due to the recent emerging Heroin epidemic a majority of media have focused on this issue. It is hopeful that with the Smoke Free Tobacco committee growing in attendance and support that more money can be put towards the dangers of tobacco products going forward.

f. Are citations or warnings issued to retailers or clerks who sell tobacco to minors for inspections that are part of the Synar survey?

☒ Yes ☐ No

If “Yes” to 5f, please describe the state’s procedure for minimizing risk of bias to the survey results from retailers alerting each other to the presence of the survey teams:

NH conducted the SYNAR checks from September 2014 to October 2015. This is done to decrease the possibility of stores notifying other stores that checks are being done in the area. This changed a few years ago and may be the reason why we are seeing a increase in our compliance rate.
SYNAR SURVEY METHODS AND RESULTS

The following questions pertain to the survey methodology and results of the Synar survey used by the state to meet the requirements of the Synar Regulation in FFY 2015 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

6. Has the sampling methodology changed from the previous year?
   □ Yes  □ No

   The state is required to have an approved up-to-date description of the Synar sampling methodology on file with CSAP. Please submit a copy of your Synar Survey Sampling Methodology (Appendix B). If the sampling methodology changed from the previous reporting year, these changes must be reflected in the methodology submitted.

7. Please answer the following questions regarding the state’s annual random, unannounced inspections of tobacco outlets (see 45 C.F.R. 96.130(d)(2)).

   a. Did the state use the optional Synar Survey Estimation System (SSES) to analyze the Synar survey data?
      □ Yes  □ No

      If Yes, attach SSES summary tables 1, 2, 3, and 4 to the hard copy of the ASR and upload a copy of SSES tables 1–5 (in Excel) to WebBGAS. Then go to Question 8. If No, continue to Question 7b.

   b. Report the weighted and unweighted Retailer Violation Rate (RVR) estimates, the standard error, accuracy rate (number of eligible outlets divided by the total number of sampled outlets), and completion rate (number of eligible outlets inspected divided by the total number of eligible outlets).

      Unweighted RVR
      ____________________________

      Weighted RVR
      ____________________________

      Standard error (s.e.) of the (weighted) RVR
      ____________________________

      Fill in the blanks to calculate the right limit of the right-sided 95% confidence interval.

      RVR Estimate plus (1.645 times Standard Error) equals Right Limit

      Accuracy rate
      ____________________________

      Completion rate
      ____________________________
c. Fill out Form 1 in Appendix A (Forms 1–5). (Required regardless of the sample design.)

d. How were the (weighted) RVR estimate and its standard error obtained? (Check the one that applies.)

☐ Form 2 (Optional) in Appendix A (Forms 1–5) (Attach completed Form 2.)
☐ Other (Please specify. Provide formulas and calculations or attach and explain the program code and output with description of all variable names.)

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e. If stratification was used, did any strata in the sample contain only one outlet or cluster this year?

☐ Yes  ☐ No  ☐ No stratification

If Yes, explain how this situation was dealt with in variance estimation.

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f. Was a cluster sample design used?

☐ Yes  ☐ No

If Yes, fill out and attach Form 3 in Appendix A (Forms 1–5), and answer the following question.

If No, go to Question 7g.

Were any certainty primary sampling units selected this year?

☐ Yes  ☐ No

If Yes, explain how the certainty clusters were dealt with in variance estimation.

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g. Report the following outlet sample sizes for the Synar survey.

<table>
<thead>
<tr>
<th>Sample Size</th>
<th>Sample Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective sample size</td>
<td></td>
</tr>
<tr>
<td>(sample size needed to meet the SAMHSA precision requirement assuming simple random sampling)</td>
<td></td>
</tr>
<tr>
<td>Target sample size</td>
<td></td>
</tr>
<tr>
<td>(the product of the effective sample size and the design effect)</td>
<td></td>
</tr>
<tr>
<td>Original sample size</td>
<td></td>
</tr>
<tr>
<td>(inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)</td>
<td></td>
</tr>
<tr>
<td>Eligible sample size</td>
<td></td>
</tr>
<tr>
<td>(number of outlets found to be eligible in the sample)</td>
<td></td>
</tr>
<tr>
<td>Final sample size</td>
<td></td>
</tr>
<tr>
<td>(number of eligible outlets in the sample for which an inspection was completed)</td>
<td></td>
</tr>
</tbody>
</table>

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h. Fill out Form 4 in Appendix A (Forms 1–5).
8. Did the state’s Synar survey use a list frame?
   ☐ Yes  ☒ No

   If Yes, answer the following questions about its coverage.

   a. The calendar year of the latest frame coverage study: 2010
   b. Percent coverage from the latest frame coverage study: 
   c. Was a new study conducted in this reporting period?
      ☐ Yes  ☒ No

      If Yes, please complete Appendix D (List Sampling Frame Coverage Study) and submit it with the Annual Synar Report.
   d. The calendar year of the next coverage study planned: 2016

9. Has the Synar survey inspection protocol changed from the previous year?
   ☐ Yes  ☒ No

   The state is required to have an approved up-to-date description of the Synar inspection protocol on file with CSAP. Please submit a copy of your Synar Survey Inspection Protocol (Appendix C). If the inspection protocol changed from the previous year, these changes must be reflected in the protocol submitted.

   a. Provide the inspection period: From 10/01/14 to 9/30/15
      MM/DD/YY MM/DD/YY

   b. Provide the number of youth inspectors used in the current inspection year: 7

      NOTE: If the state uses SSES, please ensure that the number reported in 9b matches that reported in SSES Table 4, or explain any difference.

   b. Fill out and attach Form 5 in Appendix A (Forms 1–5). (Not required if the state used SSES to analyze the Synar survey data.)
SECTION II: FFY 2016 (Intended Use):

Public law 42 U.S.C. 300x-26 of the Public Health Service Act and 45 C.F.R. 96.130 (e) (4, 5) require that the states provide information on future plans to ensure compliance with the Synar requirements to reduce youth tobacco access.

1. **In the upcoming year, does the state anticipate any changes in:**
   - Synar sampling methodology  □ Yes  □ No
   - Synar inspection protocol  □ Yes  □ No

*If changes are made in either the Synar sampling methodology or the Synar inspection protocol, the state is required to obtain approval from CSAP prior to implementation of the change and file an updated Synar Survey Sampling Methodology (Appendix B) or an updated Synar Survey Inspection Protocol (Appendix C), as appropriate.*

2. **Please describe the state’s plans to maintain and/or reduce the target rate for Synar inspections to be completed in FFY 2016.** Include a brief description of plans for law enforcement efforts to enforce youth tobacco access laws, activities that support law enforcement efforts to enforce youth tobacco access laws, and any anticipated changes in youth tobacco access legislation or regulation in the state.

   NH BDAS is currently in contract with the DLE to complete the SFY 2016 SYNAR. Even with continued budget cuts the DLE has been successful in completing both SYNAR and FDA compliance requirements. BDAS in partnership with the DLE will continue to strive towards checking all tobacco outlets in the State on a yearly basis. Some new relationships have formed with several different partners such as Breathe NH, Hospitals and local coalitions in the state who share the desire to reduce youth smoking in the state of NH

3. **Describe any challenges the state faces in complying with the Synar regulation.** *(Check all that apply.)*

   - Limited resources for law enforcement of youth access laws
   - Limited resources for activities to support enforcement and compliance with youth tobacco access laws
   - Limitations in the state youth tobacco access laws
   - Limited public support for enforcement of youth tobacco access laws
   - Limitations on completeness/accuracy of list of tobacco outlets
   - Limited expertise in survey methodology
   - Laws/regulations limiting the use of minors in tobacco inspections
   - Difficulties recruiting youth inspectors
   - Issues regarding the age balance of youth inspectors
   - Issues regarding the gender balance of youth inspectors
   - Geographic, demographic, and logistical considerations in conducting inspections
   - Cultural factors (e.g., language barriers, young people purchasing for their elders)
   - Issues regarding sources of tobacco under tribal jurisdiction
   - Other challenges *(Please list.)* limited dollars to both fund the DLE officers and to provide merchant education in the state.

_Briefly describe all checked challenges and propose a plan for each, or indicate the_
The DLE at times does not have the budget to fully fund all 10 DLE officers. The goal is to have one DLE officer per 10 strata. With this being said they continue to successfully complete the required SYNAR and FDA checks but struggle with the ability to check all stores in NH on a yearly basis. BDAS will be reaching out to the 13 Regional Public Health Networks to hopefully include any local police departments or local coalitions that may be doing their own survailance.

The DLE is our primary agency which provides Merchant Education to the citizens in NH. This is limited due to the lack of funding to both purchase the materials as well as staff the trainings. When there is a sale the DLE officer will give the clerk who made the sale a citation. This is not a fine and the store has 90 days for either the clerk or the owner to attend a merchant education course offered by DLE. This can also be done on line now to help overcome the barrier of lack of DLE staff.

BDAS in the past has alligned with DLE with the primary purpose to conduct the SYNAR compliance checks and decrease the amount of sales to minors. Going forward BDAS along with members from the Smoke free NH tobacco group, The TPCP and The Regional Public Health Networks hope to expand this to decreasing the number of youth smoking in NH.

The tobacco committee now called Smoke Free NH committee continues to meet on a monthly basis. There are several participants from different State agencies, Hospital staff, Breathe NH and agencies involed in adovcacy for tobacco related issues and local community and coalition memebers. This group continues to grow in representation and the commitment to decrease smoking among NH residents. This group works with our legislators in NH to support such bills as increasing the tobacco tax, increasing the amount it cost to purchase a licence to sell tobacco and to increase the age limit to 21. Some of the things that this group has been successful in obtaining is smoke free beaches and parks.

NH is a geographically diverse state ranging from Cities such as Manchester and Nashua where there are a large number of refugess to the North Country which has a much smaller number of residents but a larger geographic area. Several of our 13 Regional Public Health Substance Misuse coordinators have tried to adapt to the different challenges by doing such things as printing prevention materials in several different languages. The DHHS/TPCP and BDAS clearing house also provides culturally appropriate materials on tobacco and other substances. DLE provides culturally appropriate materials on tobacco and youth tobacco access laws to realtiers and the genteral public.
APPENDIX A: FORMS 1–5

FORM 1 (Required for all states not using the Synar Survey Estimation System (SSES) to analyze the Synar Survey data)

Complete Form 1 to report sampling frame and sample information and to calculate the unweighted retailer violation rate (RVR) using results from the current year’s Synar survey inspections.

Instructions for Completing Form 1: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2016). Provide the remaining information by stratum if stratification was used. Make copies of the form if additional rows are needed to list all the strata.

Column 1:  If stratification was used:
   1(a) Sequentially number each row.
   1(b) Write in the name of each stratum. All strata in the state must be listed.

If no stratification was used:
   1(a) Leave blank.
   1(b) Write “state” in the first row (indicates that the whole state is a single stratum).

Note for unstratified samples: For Columns 2–5, wherever the instruction refers to “each stratum,” report the specified information for the state as a whole.

Column 2:  2(a) Report the number of over-the-counter (OTC) outlets in the sampling frame in each stratum.
   2(b) Report the number of vending machine (VM) outlets in the sampling frame in each stratum.
   2(c) Report the combined total of OTC and VM outlets in the sampling frame in each stratum.

Column 3:  3(a) Report the estimated number of eligible OTC outlets in the OTC outlet population in each stratum.
   3(b) Report the estimated number of eligible VM outlets in the VM outlet population in each stratum.
   3(c) Report the combined total estimated number of eligible OTC and VM outlets in the total outlet population in each stratum.

The estimates for Column 3 can be obtained from the Synar survey sample as the weighted sum of eligible outlets by outlet type.

Column 4:  4(a) Report the number of eligible OTC outlets for which an inspection was completed, for each stratum.
   4(b) Report the numbers of eligible VM outlets for which an inspection was completed, for each stratum.
   4(c) Report the combined total of eligible OTC and VM outlets for which an inspection was completed, for each stratum.

Column 5:  5(a) Report the number of OTC outlets found in violation of the law as a result of completed inspections, for each stratum.
   5(b) Report the number of VM outlets found in violation of the law as a result of completed inspections, for each stratum.
   5(c) Report the combined total of OTC and VM outlets found in violation of the law as a result of completed inspections, for each stratum.

Totals: For each subcolumn (a–c) in Columns 2–5, provide totals for the state as a whole in the last row of the table. These numbers will be the sum of the numbers in each row for the respective column.
# Summary of Synar Inspection Results by Stratum

<table>
<thead>
<tr>
<th>STRATUM</th>
<th>NUMBER OF OUTLETS IN SAMPLING FRAME</th>
<th>ESTIMATED NUMBER OF ELIGIBLE OUTLETS IN POPULATION</th>
<th>NUMBER OF OUTLETS INSPECTED</th>
<th>NO. OF OUTLETS FOUND IN VIOLATION DURING INSPECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Row #</td>
<td>(b) Stratum Name</td>
<td>(a) Over-the-Counter (OTC)</td>
<td>(b) Vending Machines (VM)</td>
<td>(c) Total Outlets (2a+2b)</td>
</tr>
<tr>
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**State:**

**FFY:** 2016

**RECORD COLUMN TOTALS ON LAST LINE (LAST PAGE ONLY IF MULTIPLE PAGES ARE NEEDED).**
FORM 2 (Optional)
Appropriate for stratified simple or systematic random sampling designs.

Complete Form 2 to calculate the weighted RVR. This table (in Excel form) is designed to calculate the weighted RVR for stratified simple or systematic random sampling designs, accounting for ineligible outlets and noncomplete inspections encountered during the annual Synar survey.

Instructions for Completing Form 2: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2016).

Column 1: Write in the name of each stratum into which the sample was divided. These should match the strata reported in Column 1(b) of Form 1.

Column 2: Report the number of outlets in the sampling frame in each stratum. These numbers should match the numbers reported for the respective strata in Column 2(c) of Form 1.

Column 3: Report the original sample size (the number of outlets originally selected, including substitutes or replacements) for each stratum.

Column 4: Report the number of sample outlets in each stratum that were found to be eligible during the inspections. Note that this number must be less than or equal to the number reported in Column 3 for the respective strata.

Column 5: Report the number of eligible outlets in each stratum for which an inspection was completed. Note that this number must be less than or equal to the number reported in Column 4. These numbers should match the numbers reported in Column 4(c) of Form 1 for the respective strata.

Column 6: Report the number of eligible outlets inspected in each stratum that were found in violation. These numbers should match the numbers reported in Column 5(c) of Form 1 for the stratum.

Column 7: Form 2 (in Excel form) will automatically calculate the stratum RVR for each stratum in this column. This is calculated by dividing the number of inspected eligible outlets found in violation (Column 6) by the number of inspected eligible outlets (Column 5). The state unweighted RVR will be shown in the Total row of Column 7.

Column 8: Form 2 (in Excel form) will automatically calculate the estimated number of eligible outlets in the population for each stratum. This calculation is made by multiplying the number of outlets in the sampling frame (Column 2) times the number of eligible outlets (Column 4) divided by the original sample size (Column 3). Note that these numbers will be less than or equal to the numbers in Column 2.

Column 9: Form 2 (in Excel form) will automatically calculate the relative stratum weight by dividing the estimated number of eligible outlets in the population for each stratum in Column 8 by the Total of the values in Column 8.

Column 10: Form 2 (in Excel form) will automatically calculate each stratum’s contribution to the state weighted RVR by multiplying the stratum RVR (Column 7) by the relative stratum weight (Column 9). The weighted RVR for the state will be shown in the Total row of Column 10.

Column 11: Form 2 (in Excel form) automatically calculates the standard error of each stratum’s RVR (Column 7). The standard error for the state weighted RVR will be shown in the Total row of Column 11.

TOTAL: For Columns 2–6, Form 2 (in Excel form) provides totals for the state as a whole in the last row of the table. For Columns 7–11, it calculates the respective statistic for the state as a whole.
FORM 2 (Optional) Appropriate for stratified simple or systematic random sampling designs.

Calculation of Weighted Retailer Violation Rate

<table>
<thead>
<tr>
<th>(1) Stratum Name</th>
<th>(2) N Number of Outlets in Sampling Frame</th>
<th>(3) n Original Sample Size</th>
<th>(4) n1 Number of Sample Outlets Found Eligible</th>
<th>(5) n2 Number of Outlets Inspected</th>
<th>(6) x Number of Outlets Found in Violation</th>
<th>(7) p=x/n2 Stratum Retailer Violation Rate</th>
<th>(8) N’ = N(n1/n) Estimated Number of Eligible Outlets in Population</th>
<th>(9) w = N’/Total Column 8 Relative Stratum Weight</th>
<th>(10) pw Stratum Contribution to State Weighted RVR</th>
<th>(11) s.e. Standard Error of Stratum RVR</th>
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N - number of outlets in sampling frame
n - original sample size (number of outlets in the original sample)
n1 - number of sample outlets that were found to be eligible
n2 - number of eligible outlets that were inspected
x - number of inspected outlets that were found in violation
p - stratum retailer violation rate (p=x/n2)
N’ - estimated number of eligible outlets in population (N’=N*n1/n)
w - relative stratum weight (w=N’/Total Column 8)
pw - stratum contribution to the weighted RVR
s.e. - standard error of the stratum RVR
FORM 3 (Required when a cluster design is used for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data.)

Complete Form 3 to report information about primary sampling units when a cluster design was used for the Synar survey.

Instructions for Completing Form 3: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2016).

Provide information by stratum if stratification was used. Make copies of the form if additional rows are needed to list all the strata.

Column 1:  Sequentially number each row.
Column 2:  If stratification was used: Write in the name of stratum. All strata in the state must be listed.
            If no stratification was used: Write “state” in the first row to indicate that the whole state constitutes a single stratum.
Column 3:  Report the number of primary sampling units (PSUs) (i.e., first-stage clusters) created for each stratum.
Column 4:  Report the number of PSUs selected in the original sample for each stratum.
Column 5:  Report the number of PSUs in the final sample for each stratum.
TOTALS: For Columns 3–5, provide totals for the state as a whole in the last row of the table.

<table>
<thead>
<tr>
<th>Summary of Clusters Created and Sampled</th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
</tr>
<tr>
<td>FFY: 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(1) Row #</th>
<th>(2) Stratum Name</th>
<th>(3) Number of PSUs Created</th>
<th>(4) Number of PSUs Selected</th>
<th>(5) Number of PSUs in the Final Sample</th>
</tr>
</thead>
<tbody>
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</table>

Total
Complete Form 4 to provide detailed tallies of ineligible sample outlets by reasons for ineligibility and detailed tallies of eligible sample outlets with noncomplete inspections by reasons for noncompletion.

**Instructions for Completing Form 4:** In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2016).

Column 1(a): Enter the number of sample outlets found ineligible for inspection by reason for ineligibility. Provide the total number of ineligible outlets in the row marked “Total.”

Column 2(a): Enter the number of eligible sample outlets with noncomplete inspections by reason for noncompletion. Provide the total number of eligible outlets with noncomplete inspections in the row marked “Total.”

<table>
<thead>
<tr>
<th>(1) INELIGIBLE</th>
<th>(2) ELIGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Ineligibility</td>
<td>(a) Counts</td>
</tr>
<tr>
<td>Out of business</td>
<td></td>
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<tr>
<td>Does not sell tobacco products</td>
<td></td>
</tr>
<tr>
<td>Inaccessible by youth</td>
<td></td>
</tr>
<tr>
<td>Private club or private residence</td>
<td></td>
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<tr>
<td>Temporary closure</td>
<td></td>
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<tr>
<td>Unlocatable</td>
<td></td>
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<tr>
<td>Wholesale only/Carton sale only</td>
<td></td>
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<tr>
<td>Vending machine broken</td>
<td></td>
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<tr>
<td>Duplicate</td>
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<tr>
<td>Other ineligibility reason(s) <em>(Describe.)</em></td>
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</table>

| Total | Total |
FORM 5 (Required for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data)

Complete Form 5 to show the distribution of outlet inspection results by age and gender of the youth inspectors.

**Instructions for Completing Form 5:** In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2016).

Column 1: Enter the number of attempted buys by youth inspector age and gender.
Column 2: Enter the number of successful buys by youth inspector age and gender.

If the inspectors are age eligible but the gender of the inspector is unknown, include those inspections in the “Other” row. Calculate subtotals for males and females in rows marked “Male Subtotal” and “Female Subtotal.” Sum subtotals for Male, Female, and Other and record in the bottom row marked “Total.” Verify that that the total of attempted buys and successful buys equals the total for Column 4(c) and Column 5(c), respectively, on Form 1. If the totals do not match, please explain any discrepancies.

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<tbody>
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<tr>
<td>(1) Attempted Buys</td>
<td>(2) Successful Buys</td>
<td></td>
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<tr>
<td>Male</td>
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<td>15 years</td>
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<td>16 years</td>
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<td>18 years</td>
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<td>Male Subtotal</td>
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<td>Female</td>
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<td>15 years</td>
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<td>18 years</td>
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<td>Female Subtotal</td>
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<td>Other</td>
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<tr>
<td>Total</td>
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APPENDIXES B & C: FORMS

Instructions

Appendix B (Sampling Design) and Appendix C (Inspection Protocol) are to reflect the state’s CSAP-approved sampling design and inspection protocol. These appendixes, therefore, should generally describe the design and protocol and, with the exception of Question #10 of Appendix B, are not to be modified with year-specific information. Please note that any changes to either appendix must receive CSAP’s advance, written approval. To facilitate the state’s completion of this section, simply cut and paste the previously approved sampling design (Appendix B) and inspection protocol (Appendix C).
APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State:  NH
FFY:  2016

1. What type of sampling frame is used?
   - List frame (Go to Question 2.)
   - Area frame (Go to Question 3.)
   - List-assisted area frame (Go to Question 2.)

2. List all sources of the list frame. Indicate the type of source from the list below. Provide a brief description of the frame source. Explain how the lists are updated (method), including how new outlets are identified and added to the frame. In addition, explain how often the lists are updated (cycle). (After completing this question, go to Question 4.)

   Use the corresponding number to indicate Type of Source in the table below.

   - 1 – Statewide commercial business list
   - 2 – Local commercial business list
   - 3 – Statewide tobacco license/permit list
   - 4 – Statewide retail license/permit list
   - 5 – Statewide liquor license/permit list
   - 6 – Other

<table>
<thead>
<tr>
<th>Name of Frame Source</th>
<th>Type of Source</th>
<th>Description</th>
<th>Updating Method and Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH Liquor Commission/Division of Liquor Enforcement (DLE)</td>
<td>3</td>
<td>NH DLE provides a list of all establishments that sell tobacco products over the counter and via vending machines</td>
<td>This is done yearly by application process.</td>
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</tbody>
</table>

3. If an area frame is used, describe how area sampling units are defined and formed.
   
   a. Is any area left out in the formation of the area frame?
      - Yes  □  No  □
      
      If Yes, what percentage of the state's population is not covered by the area frame?
      _ _ _ %

4. Federal regulation requires that vending machines be inspected as part of the Synar survey. Are vending machines included in the Synar survey?
   - Yes  □  No  □
If No, please indicate the reason(s) they are not included in the Synar survey. Please check all that apply.

☐ State law bans vending machines.
☐ State law bans vending machines from locations accessible to youth.
☐ State has a contract with the FDA and is actively enforcing the vending machine requirements of the Family Smoking Prevention and Tobacco Control Act.
☐ Other (Please describe.) ____________________________________________________________

5. Which category below best describes the sample design? (Check only one.)

☐ Census (STOP HERE: Appendix B is complete.)

Unstratified statewide sample:
☐ Simple random sample (Go to Question 9.)
☐ Systematic random sample (Go to Question 6.)
☐ Single-stage cluster sample (Go to Question 8.)
☐ Multistage cluster sample (Go to Question 8.)

Stratified sample:
☒ Simple random sample (Go to Question 7.)
☐ Systematic random sample (Go to Question 6.)
☐ Single-stage cluster sample (Go to Question 7.)
☐ Multistage cluster sample (Go to Question 7.)
☐ Other (Please describe and go to Question 9.) __________________________________________

6. Describe the systematic sampling methods. (After completing Question 6, go to Question 7 if stratification is used. Otherwise go to Question 9.)

7. Provide the following information about stratification.
   a. Provide a full description of the strata that are created.

There are 10 strata. These strata represent our 10 NH counties (Belknap, Carroll, Cheshire, Coos, Grafton, Hillsborough, Merrimack, Rockingham, Strafford and Sullivan. These strata also include vending machines.

   b. Is clustering used within the stratified sample?

☐ Yes  (Go to Question 8.)
☒ No   (Go to Question 9.)

8. Provide the following information about clustering.
   a. Provide a full description of how clusters are formed. (If multistage clusters are used, give definitions of clusters at each stage.)
b. Specify the sampling method (simple random, systematic, or probability proportional to size sampling) for each stage of sampling and describe how the method(s) is (are) implemented.

9. Provide the following information about determining the Synar Sample.

a. Was the Synar Survey Estimation System (SSES) used to calculate the sample size?
   ☑ Yes  (Respond to part b.)
   ☐ No    (Respond to part c and Question 10c.)

b. SSES Sample Size Calculator used?
   ☑ State Level  (Respond to Question 10a.)
   ☐ Stratum Level  (Respond to Question 10a and 10b.)

c. Provide the formulas for determining the effective, target, and original outlet sample sizes.

10. Provide the following information about sample size calculations for the current FFY Synar survey.

a. If the state uses the sample size formulas embedded in the SSES Sample Size Calculator to calculate the state level sample size, please provide the following information:

   **Inputs for Effective Sample Size:**
   - RVR: 14.4
   - Frame Size: 1498

   **Input for Target Sample Size:**
   - Design Effect: 1.0

   **Inputs for Original Sample Size:**
   - Safety Margin: 30
   - Accuracy (Eligibility) Rate: 90.50
   - Completion Rate: 95.0

b. If the state uses the sample size formulas embedded in the SSES Sample Size Calculator to calculate the stratum level sample sizes, please provide the stratum level information:
c. If the state does not use the sample size formulas embedded in the SSES Sample Size Calculator, please provide all inputs required to calculate the effective, target, and original sample sizes as indicated in Question 9.
APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL

State: NH
FFY: 2016

Note: Upload to WebBGAS a copy of the Synar inspection form under the heading “Synar Inspection Form” and a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections under the heading “Synar Inspection Protocol.”

1. How does the state Synar survey protocol address the following?

   a. Consummated buy attempts?
      - ☑ Required
      - ☐ Permitted under specified circumstances (Describe: )
      - ☐ Not permitted

   b. Youth inspectors to carry ID?
      - ☑ Required
      - ☐ Permitted under specified circumstances (Describe: )
      - ☐ Not permitted

   c. Adult inspectors to enter the outlet?
      - ☐ Required
      - ☑ Permitted under specified circumstances (Describe: This is done if the Under Age Buyer (UAB) feels uncomfortable entering store alone.)
      - ☐ Not permitted

   d. Youth inspectors to be compensated?
      - ☑ Required
      - ☐ Permitted under specified circumstances (Describe: )
      - ☐ Not permitted

2. Identify the agency(ies) or entity(ies) that actually conduct the random, unannounced Synar inspections of tobacco outlets. (Check all that apply.)

   - ☑ Law enforcement agency(ies)
   - ☐ State or local government agency(ies) other than law enforcement
   - ☐ Private contractor(s)
   - ☐ Other

   List the agency name(s): NH Division of Liquor Enforcement (DLE)
3. Are Synar inspections combined with law enforcement efforts (i.e., do law enforcement representatives issue warnings or citations to retailers found in violation of the law at the time of the inspection?)?

☐ Always  ☐ Usually  ☐ Sometimes  ☐ Rarely  ☐ Never

4. Describe the type of tobacco products that are requested during Synar inspections.
   a. What type of tobacco products are requested during the inspection?
      ☑ Cigarettes
      ☐ Small Cigars/Cigarillos
      ☐ Smokeless Tobacco
      ☐ Other

   b. Describe the protocol for identifying what types of products and what brands of products are requested during an inspection.
      The DLE trains all UAB’s before conducting any compliance checks. The UAB informed to ask for Marlboro's as this is the most common brand to remember.

5. Describe the methods used to recruit, select, and train youth inspectors and adult supervisors.

NH DLE has a group of youth that they use for both alcohol and tobacco compliance checks. These UAB have been checked for age and appearance by the DLE Age Assessment Panel. The youth are all trained and pictures are taken the day of the compliance checks. All youth are accompanied by a DLE officer.

6. Are there specific legal or procedural requirements instituted by the state to address the issue of youth inspectors’ immunity when conducting inspections?
   a. Legal
      ☑ Yes  ☐ No
      (If Yes, please describe.)
      In 1999, The NH Office of Attorney General issues a legal interpretation granting immunity to underage buyers participating in Synar surveys when working with an adult supervisor. In addition, DLE as the state enforcement agency for youth tobacco access laws, is authorized by statute to utilize buyers as part of its enforcement team.

   b. Procedural
      ☑ Yes  ☐ No
      (If Yes, please describe.)
      NH DLE protocol allows for the UAB to carry money and valid ID when attempting to purchase the tobacco. They are trained to not engage in deceptive
practices when attempting to purchase the item. DLE is empowered by State statutes to use this protocol subject to approved procedures as detailed in the DLE Administrative and Operational Manual. Chapter 130A-Compliance checks.

7. Are there specific legal or procedural requirements instituted by the state to address the issue of the safety of youth inspectors during all aspects of the Synar inspection process?
   a. Legal
      □ Yes  ☒ No
      *(If Yes, please describe.)*

   b. Procedural
      ☒ Yes  □ No
      *(If Yes, please describe.)*

NH DLE advises that no compliance checks are done in a situation where the youth may at any time feel uncomfortable or unsafe to proceed. the DLE officer will also enter the stores dressed in street clothes and purchase an item when they feel it would provide extra safety during the compliance checks.

8. Are there any other legal or procedural requirements the state has regarding how inspections are to be conducted (e.g., age of youth inspector, time of inspections, training that must occur)?
   a. Legal
      □ Yes  ☒ No
      *(If Yes, please describe.)*

   b. Procedural
      ☒ Yes  □ No
      *(If Yes, please describe.)*

DLE recruits their inspectors from a pool of youth that have been vetted for age and appearance by a panel compromised of 5-7 members that may include teachers, guidance counselors, doctors, nurses, attorneys and community members to name a few. The UAB are trained and photographed the day they will be completed the checks. The UAB must be between 15-17 years of age. Those UAB who are under age must have "permission to work" papers from their school district and parental permission before they allowed to conduct any compliance checks. All checks are completed during daylight hours and must not conflict with any school or sports requirements.
APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(State: ____________  
FFY: ______________)

1. Calendar year of the coverage study: ____________

2. a. Unweighted percent coverage found: _____%  
b. Weighted percent coverage found: _____%  
c. Number of outlets found through canvassing: ______  
d. Number of outlets matched on the list frame: ______

3. a. Describe how areas were defined. (e.g., census tracts, counties, etc.)

______________________________

b. Were any areas of the state excluded from sampling?

☐ Yes   ☐ No

If Yes, please explain.

______________________________

4. Please answer the following questions about the selection of canvassing areas.

a. Which category below best describes the sample design? (Check only one.)

☐ Census (Go to Question 6.)

Unstratified statewide sample:

☐ Simple random sample (Respond to Part b.)

☐ Systematic random sample (Respond to Part b.)

☐ Single-stage cluster sample (Respond to Parts b and d.)

☐ Multistage cluster sample (Respond to Parts b and d.)

Stratified sample:

☐ Simple random sample (Respond to Parts b and c.)

☐ Systematic random sample (Respond to Parts b and c.)

☐ Single-stage cluster sample (Respond to Parts b, c, and d.)

☐ Multistage cluster sample (Respond to Parts b, c, and d.)

☐ Other (Please describe and respond to Part b.) ______

b. Describe the sampling methods.

______________________________
c. Provide a full description of the strata that were created.


d. Provide a full description of how clusters were formed.


5. Were borders of the selected areas clearly identified at the time of canvassing?
   □ Yes  □ No

6. Were all sampled areas visited by canvassing teams?
   □ Yes (Go to Question 7.)  □ No (Respond to Parts a and b.)
   a. Was the subset of areas randomly chosen?
      □ Yes  □ No
   b. Describe how the subsample of visited areas was drawn. Include the number of areas sampled and the number of areas canvassed.


7. Were field observers provided with a detailed map of the canvassing areas?
   □ Yes  □ No
   *If No, describe the canvassing instructions given to the field observers.*


8. Were field observers instructed to find all outlets in the assigned area?
   □ Yes  □ No
   *If No, respond to Question 9.*
   *If Yes, describe any instructions given to the field observers to ensure the entire area was canvassed, then go to Question 10.*


9. If a full canvassing was not conducted:
   a. How many predetermined outlets were to be observed in each area? _____
   b. What were the starting points for each area? _____
   c. Were these starting points randomly chosen?
      □ Yes  □ No
   d. Describe the selection of the starting points.
e. Please describe the canvassing instructions given to the field observers, including predetermined routes.

10. Describe the process field observers used to determine if an outlet sold tobacco.

11. Please provide the state’s definition of “matches” or “mismatches” to the Synar sampling frame? (i.e., address, business name, business license number, etc).

12. Provide the calculation of the weighted percent coverage (if applicable).