

ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2024

State: New Hampshire

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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 and young adult tobacco access laws (FFY 2023 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth and young adult tobacco access rates (FFY 2024 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 states¹ 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 and young adult tobacco access laws when aggregated statistical data from state Synar reports can demonstrate to the Secretary the national progress in reducing youth and young adult 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

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).

with youth and young adult tobacco access laws.

Getting assistance in completing the Synar report

If you have questions about programmatic issues, you may call CSAP's Division of Primary Prevention 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 your Grants Management Specialist in the 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, 2023 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 2024 Synar Survey Results: States that use the Synar Survey Estimation System (SSES) must upload one copy of *SSES Tables 1–8* (in Excel) to WebBGAS. **Please note that, in the FFY 2024 ASR, SSES will generate Tables 6, 7, and 8, which are based on the optional microdata on product type, retail outlet type, and whether identification was requested. If your state does not submit these optional data, Tables 6, 7, and 8 will be blank. Tables 6, 7, and 8 are generated for the convenience of the state, and states are not required to submit completed versions of Tables 6, 7, or 8.** 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), as well as a database with the raw inspection data 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. This document should be different than the Appendix C attached to the Annual Synar Report.
- 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.

FFY 2024: FUNDING AGREEMENTS/CERTIFICATIONS

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 2024 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 2024 is up-to-date and approved by the Center for Substance Abuse Prevention.
State: New Hampshire
Name of Chief Executive Officer or Designee: Jill Burke
Signature of CEO or Designee: 
Title: Bureau Chief Date Signed: 12/21/23
If signed by a designee, a copy of the designation must be attached.

FFY: 2024

State: New Hampshire

SECTION I: FFY 2023 (Compliance Progress)

YOUTH AND YOUNG ADULT 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 21.

1. Please indicate any changes or additions to the state tobacco statute(s) relating to youth and young adult access since the last reporting year. If any changes were made to the state law(s) since the last reporting year, please 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 and young adults to possess, purchase or receive tobacco
 Changed to require ID to purchase tobacco
 Changed definition of tobacco products
 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

Added product

categories to youth and young adult access law Yes No

2. Describe how the Annual Synar Report (see 45 C.F.R. 96.130(e)) was 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 2024 ASR was posted to this Web address.)

Web address: <https://www.dhhs.nh.gov/programs-services/health-care/substance-misuse/substance-abuse-prevention-and-treatment-block-gran>

Date published: 12/22/23

- 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
- Other *(Please describe.)* All 13 Regional Public Health Networks (RPHN), Drug Free Communities Grantees, the NH Tobacco Free Coalition, and the NH Tobacco Prevention and Control Program as well as local coalitions are provided information on how to access the report. The report and inspection data were also used in local community meetings and shared with State Representatives. In addition, regional results are also highlighted with these groups to better inform them of data at the local level.

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 (BDAS) _____

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 and young adult 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).

NH Tobacco Prevention and Control Program

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.)* Prevention responsibilities are primarily shared between BDAS and the Tobacco Prevention and Control Program with BDAS's primary focus being alcohol, other drugs and Synar. The Tobacco Prevention and Control Program focuses on tobacco only. Together, BDAS and Tobacco Prevention and Control Program have implemented efforts to improve the knowledge level of youth tobacco use and retail access with retail merchants, stakeholders, and legislators.
- No relationship

d. Does a state agency contract with the Food and Drug Administration's Center for Tobacco Products (FDA/CTP) to enforce the youth and young adult access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act?

Yes No (if no, go to Question 5)

e. If yes, identify the state agency responsible for enforcing the youth and young adult 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

f. Has the responsible agency changed since last year's Annual Synar Report?
 Yes No

g. Describe the coordination and collaboration that occur between the agency contracted with the FDA to enforce federal youth and young adult 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.*) BDAS works closely with the Division of Liquor Enforcement, and activities included increasing the amount of merchant education and the number of compliance inspections conducted outside of Synar.

Through BDAS's technical assistance contractor a Microsoft Excel based electronic data collection inspection tool known as the Data Collection Template (DCT) was created and continues to be used. The template has also been modified to enable the Division of Liquor Enforcement to collect all required Synar data, state tobacco data, and state alcohol inspection data.

The template also improves BDAS's ability to better analyze data from year to year which ultimately improves BDAS's evaluation of programming and its effectiveness on key contributors to the retail violation rate.

Once the inspection data is collected in the field, the template allows the DLE Agent to email the data directly to those responsible for analysis. Prior to the template, inspections results were not known until all inspections had been completed. This hampered BDAS's ability to monitor the quality of inspection data and overall inspection progress. With immediate receipt of inspection data, BDAS is now in position to take corrective actions if anomalies are observed with inspection data.

BDAS also coordinates with the state's FDA Tobacco Retail Inspection Program and together they participate in the Tobacco Free NH coalition. Information from the Synar and FDA programs, and the coalition are shared and guide future initiatives.

No relationship

h. Does the state use data from the FDA enforcement inspections for Synar survey reporting?

Yes No

5. Please answer the following questions regarding the state’s activities to enforce the state’s youth and young adult access to tobacco law(s) in FFY 2023 (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 and young adult 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 and young adult access to tobacco laws by **LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES** (this does not include enforcement of local laws or federal youth and young adult 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.

PENALTY	OWNERS	CLERKS	TOTAL
Number of citations issued	96	96	192
Number of fines assessed	96	UNK	UNK
Number of permits/licenses suspended	NA	NA	NA
Number of permits/licenses revoked	NA	NA	NA
Other (Please describe.) Data from October 1, 2022 – September 30, 2023	NA	NA	NA

c. 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 5c, 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:

The NH Division of Liquor Enforcement is responsible for conducting alcohol and tobacco compliance checks. It is also their responsibility to recruit the underage buyers (UAB) who are used for compliance checks. The UABs must reside in the state, express interest in preventing youth alcohol and tobacco use, and are not allowed to participate in the programs in response to any court ordered community service. Each UAB is subject to age assessment evaluations several times a year and DLE provides UAB inspection training.

A picture of the UAB is taken each workday to document the appearance of the UAB. Females cannot wear any makeup and males are not allowed facial hair. The UAB’s are accompanied to each location with a DLE officer. Compliance checks are conducted throughout the year to avoid a concentrated number of inspections

Commented [JB1]: Ann, can you confirm local LE still conduct inspections. This would be outside of DLE.

Commented [ac2R1]: X.5 Yes done separately by some police departments X.6

within a small geographic area to decrease the chance that the retailers will be alerted “phone tree” or know when the compliance checks will be conducted.

As a general rule, no more than 20 inspections are conducted by an individual UAB in a day. And typically, the number of inspections conducted by an individual UAB is 12 or less. Maintaining a lower number of inspections completed by UABs in a single day also reduces the chances of alerting the retailers of possible inspections. Further, the average number of inspections conducted by the 18 UABs during the Synar survey was 29 with five UABs conducting over 29. By monitoring the number of inspections completed by each UAB enables BDAS to identify potential biases from entering into the survey resulting from a UAB conducting too many inspections.

d. Which one of the following best describes the level of enforcement of state youth and young adult 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.

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

- Yes No

f. What additional activities are conducted in your state to support enforcement and compliance with state youth and young adult tobacco access law(s)? (Check all that apply and briefly describe each activity in the text boxes below each activity.)

- Merchant education and/or training

Merchant and Retailer trainings are provided by the NH Division of Liquor Enforcement. There are three different trainings offered throughout the year. The Management Training Seminar (MTS), the Total Education Alcohol Management Team (TEAM,) and the Grocer Education Training Seminar (GETS).

The MTS is required for all new tobacco licensees within 45 days of receiving the license and is recommended to be renewed every 2 years. This class is also offered online. During the 2023 federal fiscal year (FFY,) 38 in-person trainings were conducted with 300 participants.

The TEAM training is required for establishment owners only. However, it is recommended for clerks and bartenders as the content of the class is specifically directed to these roles and responsibilities. Participants are educated minimum-age

alcohol and tobacco laws including how to correctly check identification. During the 2023 FFY, 25 in-person trainings were conducted with 539 participants.

The GETS online training focuses on the Title XIII laws and rules and regulations that apply to off-site licensees. The training addresses areas such as license requirements, laws, proper ID checking techniques, and liabilities as they apply to the sale of age restricted products. Participants of the class must pass an exam to receive their certification. During the 2023 FFY, 1 in-person training was conducted with 28 participants.

In addition to the in-person trainings, online trainings resulted in the following quantities of issued certificates: MTS at 1,195; TEAM at 5,503 and GETS at 599.

- 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 and young adult access laws)

RPHNs were deployed to raise awareness to minimum-age tobacco laws and provide incentives to those merchants who successfully passed a compliance check. Substance Misuse Prevention staff within the RPHNs disseminated certificates to those merchants who successfully passed the compliance checks. In addition, several RPHNs began distributing window clings stating the location passed a recent compliance check to support the certificates. This appears to be a popular positive reinforcement tool and BDAS is considering expanding the program statewide. The certificates were presented to the stores often in partnership with local police departments and media outlets. In addition, those merchants who failed the compliance check received a letter informing them of the compliance check results. BDAS and the RPHNs continue to develop new strategies and others. For example, this year more RPHNs participated in the distribution of window clings and recruited schools and youth groups to also participate.

- Community education regarding youth and young adult access laws

RPHNs continued efforts to prevent tobacco sales to minors by holding community forums to discuss the results of the Synar survey, what it meant to their region, the importance of merchant education, and what could be done to further decrease the RVR.

- Media use to publicize compliance inspection results

When the Annual Synar Report is publicly released, state and many local media outlets publicize the results.

- Community mobilization to increase support for retailer compliance with youth and young adult access laws

If an increase in RVR occurred within a RPHN, staff mobilized around the issue and held forums with local community members, police departments, school personnel, coalitions and local legislators to initiate the discussion regarding this

public health issue and its impact on their youth, community and the overall state.
BDAS attributes some of the this year's RVR decrease to this mobilization.

Other activities (*Please list.*)

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 2023 (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.

a. If yes, describe how and when this change was communicated to SAMHSA

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, upload a copy of SSES tables 1–8 (in Excel) to WebBGAS. Then go to Question 8. If No, continue to Question 7b.

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 Sampling frame coverage study: 2021

b. Percent coverage from the latest Sampling frame coverage study: 91.3

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: 2026

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. If Yes, describe how and when this change was communicated to SAMHSA

b. Provide the inspection period: From 01/12/2023 to 08/04/2023.
MM/DD/YY MM/DD/YY

c. Provide the number of youth and young adult inspectors used in the current inspection year:

Seventeen (17) youth inspectors were used, however one youth inspector had a birthday and completed inspection under two different ages. Therefore, SSES indicates 18 youth inspectors were used.

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.

d. 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 2024 (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 and young adult 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 2024. Include a brief description of plans for law enforcement efforts to enforce youth and young adult tobacco access laws, activities that support law enforcement efforts to enforce youth and young adult tobacco access laws, and any anticipated changes in youth and young adult tobacco access legislation or regulation in the state.

In the upcoming year, BDAS does anticipate a continued potential for an increase in RVR with continued representation of UAB ages (Tobacco 21) and having all tobacco products eligible for purchase. While an increase could be seen, it could also fall within the confidence interval. BDAS continues to introduce these key contributors to the RVR in a controlled fashion. By doing so, BDAS is in a position to evaluate the effectiveness of programmatic initiatives.

BDAS, TCPP, DLE and other stakeholders will continue to meet on a regular basis to develop a comprehensive approach to address the escalation of tobacco product use among youth.

Plans for law enforcement efforts to enforce youth tobacco access laws; Activities that support law enforcement efforts to enforce youth tobacco access laws

DLE will continue to conduct both Synar and state inspections, all of which can result in enforcement actions. With the introduction of the Excel based Data Collection Template, a reduction in resources (time) to conduct, transmit and analyze inspection data was observed. In addition, quality control improvements of inspection data were also seen and are expected to continue. By reducing the amount of time associated with conducting inspections, more time is then available to conduct more inspections throughout the state.

Anticipated changes in youth tobacco access legislation or regulation in the state.

There are no anticipated changes in legislation in the upcoming year.

3. Describe any challenges the state faces in complying with the Synar regulation. (Check all that apply and describe each challenge in the text box below it.)

Limited resources for law enforcement of youth and young adult access laws

Commented [JB3]: Ann, I only have one narrative in this section for your review. From where I sit, I don't see any challenges in complying other than the one I addressed. Do you agree? Or do you have a challenge that you would like me to include.

Commented [ac4R3]: X.7Nope what you have is good
X.8

- Limited resources for activities to support enforcement and compliance with youth and young adult tobacco access laws

- Limitations in the state youth and young adult tobacco access laws

- Limited public support for enforcement of youth and young adult 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 and young adult inspectors

- Issues regarding the balance of inspections conducted by youth inspectors age 15 and under

- Issues regarding the balance of inspections conducted by one gender of youth and young adult inspectors

The percentage of inspections completed by male UABs was 61.4 percent, slightly higher than the required 60 percent of less by gender. Three male UABs conducted more inspections than expected despite frequent monitoring of inspection data. BDAS will incorporate new guidelines and expectations for the next Synar survey and will be part of the annual DLE training.

- 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.*) _____

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) and respond to Question #10 of Appendix B to provide the requested information about sample size calculations for the Synar survey conducted in FFY 2023.

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: New Hampshire
 FFY: 2024

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

Name of Frame Source	Type of Source	Description	Updating Method and Cycle
NH DLE	3	NH DLE provides a list of all licensees that sell tobacco products in NH	Yearly by application

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 and young adults.

- 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.)

If Yes, please indicate how likely it is that vending machines will be sampled.

- Vending machines are sampled separately to ensure vending machines are included in the sample
- Vending machines are sampled together with over the counter outlets, so it is possible that no vending machines were sampled, however they are included in the sampling frame and have a non-zero probability of selection
- Other reasons (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.

Stratification is conducted by the ten (10) counties.

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 Synar survey conducted in FFY 2023.

- 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: 18.70

Frame Size: 1,519

Input for Target Sample Size:

Design Effect: 1

Inputs for Original Sample Size:

Safety Margin: 25%

Accuracy (Eligibility) Rate: 90.40

Completion Rate: 89.10

- 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:

Using Neyman Allocation

	A	B	C	D	E
1	Stratum ID	Stratum size	Stratum RVR FY2023	Cost weight of inspections	Stratum Sample Size [Neyman]
2	BELKNAP	80	17.2		27
3	CARROLL	87	3.8		15
4	CHESHIRE	102	5		20
5	COOS	63	37.5		28
6	GRAFTON	131	15.1		42
7	HILLSBOROUGH	414	20		149
8	MERRIMACK	144	17.3		49
9	ROCKINGHAM	343	24.2		132
10	STRAFFORD	114	18.4		40
11	SULLIVAN	41	17.6		14
12					516
13					

- 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 SUMMARY

State: New Hampshire
FFY: 2024

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 and young adult 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:)
- Not permitted

d. Youth and young adult 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): 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
- Electronic Cigarettes/Electronic Nicotine Delivery Systems (ENDS)
- Other: Hookah Tobacco

b. Describe the protocol for identifying what types of products and what brands of products are requested during an inspection.

For each inspection, the inspection team is advised of a pre-determined type of tobacco product the UAB is to request for purchase. UAB's are also provided alternative types of tobacco products to request should the primary type of tobacco product is not available.

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

The NH Division of Liquor Enforcement officers have either been trained by BDAS staff or a train the trainer method from someone who was trained by BDAS. The NH Division of Liquor Enforcement is the agency responsible for alcohol and tobacco compliance checks. These are done using a similar methodology to reduce the possibility of any errors. The officers are the adult supervisors and have been so since the beginning of the contract

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

NH Division of Liquor Enforcement is responsible to recruit, select and train youth inspectors (Underage Buyers (UAB)). Any UAB that has previous court involvement are not allowed to use this as community service. All UAB's are checked by an age verification panel which occurs several times throughout the year. Each UAB is provided with a manual containing the rules, directions and permission slips that need to be signed by parents prior to conducting any checks. The Nh Division of Liquor Enforcement developed an Underage Buyer Program pamphlet entitled "Together we can make a difference". This pamphlet is distributed throughout the state and explains the mission and vision of the program, how and why they recruit the UAB's and any opportunities for the UAB.

6. Are there specific legal or procedural requirements instituted by the state to address the issue of youth and young adult inspectors' immunity when conducting inspections?

a. Legal

- Yes No

(If Yes, please describe.)

In 1999, The NH Office of Attorney General issued a legal interpretation, granting immunity to the underage buyers participating in Synar surveys when working with an adult supervisor. In addition, DLE as the state enforcement agency for youth tobacco laws is authorized to utilize buyers as part of its enforcement team.

b. Procedural

Yes No

(If Yes, please describe.)

NH Law requires the UABs are all age tested, trained and have a photo taken before each compliance check. The youth must have money in their possession as well as a valid ID. They are trained not to be deceptive in any way while attempting the sale. If asked for an ID, the youth are trained to provide the clerk with their valid ID. If a sale is made the UAB will then take the tobacco product directly to the officer waiting in the car. The officer will issue the clerk a citation of sale. The time the officers take to write and serve this citation is funded with State Funds. The procedures are all approved and detailed in the NH Division of Liquor Enforcement Administrative Operational Manual. Chapter 130-A Compliance Checks.

7. Are there specific legal or procedural requirements instituted by the state to address the issue of the safety of youth and young adult 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.)

There are no compliance checks conducted without an adult should a UAB feel uncomfortable or unsafe in any way. If this does occur, the NH Division of Liquor Enforcement officer can accompany the UAB into the store dressed in street clothes.

8. Are there any other legal or procedural requirements the state has regarding how inspections are to be conducted (e.g., age of youth and young adult inspector, time of inspections, training that must occur)?

a. Legal

Yes No

(If Yes, please describe.)

b. Procedural

Yes No

(If Yes, please describe.)

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: New Hampshire
FFY: 2024

1. Calendar year of the coverage study: 2021

2. a. Unweighted percent coverage found: 91.5%
b. Weighted percent coverage found: 91.3%
c. Number of outlets found through canvassing: 142
d. Number of outlets matched on the list frame: 130

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

Areas were defined as New Hampshire census tracts, of which there are a total of 350.

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.

The coverage study frame will consist of all 350 census tracts in New Hampshire, which will be stratified, and from which a sample of census tracts will be selected for

conducting the coverage study. The stratification of the census tracts is based on the number of licensed tobacco outlets on the New Hampshire Alcohol Commission list. Strata boundaries were chosen so that there were approximately the same number of tobacco outlets within each stratum. Since stratified designs are typically more efficient than simple random samples, we used the leftmost entry in **Table 1: Sample Size Determination Chart** in Appendix B, on page 11 of the **Guide for a Synar Sampling Frame Coverage Study**, dated January 2006, to obtain a sample size of 19 census tracts. We believe that the statistical improvements from stratification will offset any statistical effects of the smaller average number of outlets per census tract (four versus seven shown in **Table 1**). Sample sizes per stratum were established on the basis of the relative effort needed, on average, to canvas and find outlets in the respective strata. It is expected to take less effort to canvas and find tobacco outlets in the large stratum census tracts (containing 9-18 outlets) than in the medium (5-8 outlets) or small stratum census tracts (0-4 outlets). The full stratification and sample sizes for this design can be seen below in *Exhibit 1 – Stratification and Sample Sizes*.

Exhibit 1 – Stratification and Sample Sizes

Strata #	# Outlets per Census Tract	Average # Outlets per Census Tract	Total # Outlets in Stratum	Sample Size (Census Tracts)
1	9-18	11.0	429	9
2	5-8	6.2	590	6
3	0-4	2.1	454	4
Total		4.2	1473	19

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

Strata were formed consistent with *Exhibit 1 – Stratification and Sample Sizes*, shown in 4b above.

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.

Once the sample of census tracts was drawn, the team developed maps to be used for the coverage study field work. To ensure that the maps were at a large enough scale to be readable by the canvassing teams, the census tracts was broken up into their constituent census block groups for which maps were created. Driving directions were created for each census block group map, and the map was marked accordingly with these directions. Accommodations were made for the driving directions overlap between adjoining census block groups within the census tract, to ensure complete coverage. Canvassing was conducted only within the interior of the census tract, as defined by its boundaries. Within the interior of the census tract, canvassing was conducted on both sides of the street, while on the boundaries, canvassing was only conducted on the side of the street that was within the census tract boundary. Observers ticked off streets on map to indicate they had been canvassed, reviewed maps to ensure all streets had been canvassed, and forwarded photos of maps with canvassing results to New Hampshire DHHS.

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.

Each canvassing team consisted of one driver and one navigator/observer. The navigator guided the driver using driving instructions marked on the maps and was looking for potential outlets to investigate. When a potential tobacco outlet was spotted, the team stopped and confirmed eligibility by entering the establishment to observe that it both sold tobacco products that are included in the New Hampshire Synar study, and was accessible to minors.

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.)

When a tobacco outlet was found, its information was added to the fieldwork coverage study form maintained by the canvassing team. This information included census tract ID, name of the business, address of the business, and other notes relevant to the outlet. The team also took a photograph using a cell phone to be used if needed for matching to the frame.

The data from the forms was input into a spreadsheet format, which was used to compare to the list frame. All tobacco outlets found in the field that clearly matched outlets on the list frame, were indicated on the spreadsheet as matches. Those tobacco outlets found in the field that did not match an outlet on the list frame were initially indicated as missing and investigated further. Some reasons for initially unmatched outlets, where a match on the list frame may ultimately be found, included a new owner changing the name of the outlet, a recording error in either list frame or the fieldwork form, and streets known by several names. All available information, including notes on the fieldwork form, and consulting with the canvassing team, were used to determine if unmatched outlets could be matched. When this review was completed, each outlet found was coded as either matched or missing.

The definition of a match: address and name could be tied to list file, and if the name did not match, the address matched, and we could verify updated name using the photos provided by canvassers along with a web search.

Mismatched meant that we did not have an outlet on the list at the indicated address found by the canvassers and were unable to reconcile using the photo or with web searches.

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

Fieldwork was completed, and all fieldwork forms were forwarded to New Hampshire DHHS, then compiled and forwarded to Growth Partners. A summary of the stratified results is shown below in *Exhibit 2—Stratified Results*.

Exhibit 2—Stratified Results

Strata #	Sample Size (Census Tracts)	Outlets Found in Canvassing	Outlets Found Matched to List	Outlets Matched Percentage
1	9	95	88	92.6%
2	6	35	31	88.6%
3	4	12	11	91.7%
Total—Unweighted	19	142	130	91.5%
Weighted				91.3%

The data from the forms were entered into a spreadsheet format, which compared outlets found to the list frame. All tobacco outlets found in the field that clearly matched outlets on the list frame were indicated on the spreadsheet as matches. Those tobacco outlets found in the field that did not match an outlet on the list frame were initially indicated as missing and investigated further. All information, including notes on the fieldwork form, and consultation with the canvassing team, determined if unmatched outlets could be matched. When this review was completed, each outlet found was coded as either matched or missing.

The unweighted coverage rate of 91.5 percent was computed using the following formula:

$$\frac{\# \text{ Outlets Matched}}{\text{Total \# Outlets Found}} \times 100$$

Since a stratified random sample was used to select the census tracts, weights were computed and used for the calculation of the weighted coverage rate, which was 91.3 percent.

Count of	0	1	Grand Total	Weights	Weighted Sum	Stratum Size	Weighted Count	Weighted Coverage Rate
1	7	88	95	4.33	411.66	39	381.33	92.6%
2	4	31	35	6.50	227.50	95	201.50	88.6%
3	1	11	12	9.75	117.00	216	107.25	91.7%
Grand Total	12	130	142		756.16	350	690.08	91.3%
				Weighted Coverage Rate			91.3%	
Unweighted Coverage Rate			91.5%					