

ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2024

State: ME

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OMB No. 0930-0222

Expiration Date: 06/30/2024

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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 with youth and young adult 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 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: Maine
Name of Chief Executive Officer or Designee: sarah squirrel1
Signature of CEO or Designee: DocuSigned by: <i>Sarah Squirrel1</i> D0EE4088B014465...
Title: Director Date Signed: 12/18/2023
If signed by a designee, a copy of the designation must be attached.

FFY: 2024

State: ME**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.maine.gov/dhhs/mecdc/population-health/prevention/>

Date published: _____

Draft on 12/18/2023; Final on 12/27/2023

- 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.) _____

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:

Tobacco and Substance Use Prevention and Control Program. Maine Center for Disease Control and Prevention, Department of Health and Human Services (TSUPCP)

Has this changed since last year's Annual Synar Report?

- Yes No

b. The state agency(ies) responsible for conducting random, unannounced Synar inspections:

TSUPCP in Collaboration with The Maine Office of the Attorney General (OAG)

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):

OAG

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).

TSUPCP

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.)* _____
- 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)).

OAG

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.)* _____
- 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 <u>citations issued</u>	70	N/A	70
Number of <u>finest assessed</u>	64	N/A	64
Number of <u>permits/licenses suspended</u>	0		0
Number of <u>permits/licenses revoked</u>	0		0
Other (<i>Please describe.</i>)	N/A	N/A	N/A

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:

Maine’s Synar retail tobacco compliance checks are conducted at one hundred percent of youth accessible licensed tobacco retailers throughout the State of Maine and are conducted randomly. Agents may not issue the citation, a Notice of Civil Administrative Action (NCAA) against a retail tobacco establishment in high traffic or urban areas until the end of the work shift or until the violating retailer is beyond a ten-mile radius from the preceding retail inspection to minimize the risk of bias.

LD 1170, An Act to Reduce Youth Access to Tobacco Products, affective November 1, 2017, a citation known as the NCAA shall only be issued to the retail establishment (See, 22 M.R.S. § 1555-B).

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

TSUPCP provides retail tobacco establishments a free web-based responsible retail tobacco training program called Blocking Underage Tobacco Sales (NO BUTS!). NO BUTS! provides retail tobacco establishment owners and their salesclerks knowledge and understanding of Maine’s Retail Tobacco Sales Act, it includes real life scenarios to ensure responsible retail tobacco sales with communication skills and tools to prohibit retail tobacco sales to minors. The NO BUTS! training includes a post-test to ensure user understanding and compliance. If the training user answers the NO BUTS! post test questions correctly, a dated certificate will be issued for both the employee and owner for the staff’s training file. TSUPCP and the OAG recommend retail tobacco establishments require owners and salesclerks to complete the NO BUTS! training prior to selling retail tobacco products to consumers. This applies to all new clerks, including seasonal staff, as well as annually for seasoned staff.

- 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)

Incentives for retail tobacco establishments to participate in NO BUTS! include offering the retail establishment owner a state compliance credit. If a violating licensed retail tobacco establishment provides a copy of the violating sales clerk’s NO BUTS! certificate dated prior to the sale violation, within three years, and the retail tobacco establishment’s last three Synar retail tobacco compliance check inspections resulted in no sale violation, the OAG can waive the retail tobacco establishment fine by issuing a state compliance credit. The OAG upholds owner’s responsibilities to a higher standard to ensure the licensee complies with Maine’s retail tobacco sales act and to ensure retail tobacco products are not illegally sold to minors.

- Community education regarding youth and young adult access laws

TSUPCP also funds local community partners to engage with licensed tobacco retailers within their communities, providing assessment, training, and education. Retailers are provided tobacco prevention material packets, signage, and education about NO BUTS!.

- Media use to publicize compliance inspection results

N/A

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

See community education above.

- Other activities (*Please list.*) _____

The OAG continues to research and prevent online tobacco sales. Maine law requires that all sales of tobacco products occur in direct, face to face exchanges. The OAG Tobacco Enforcement Coordinator (TEC) partners with the Assistant Attorney General for Tobacco, completing research, compiling evidence to build an active case, and electronically sending compliance letters in violation of Maine's laws regarding online sales. The TEC continuously monitors online sales in efforts to minimize access for youth to purchase tobacco products via Internet web pages.

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

N/A

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.

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	6.3%
Weighted RVR	6.27%
Standard error (s.e.) of the (weighted) RVR	0.73%

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

$$\begin{array}{ccccccc}
 6.3\% & + & (1.645 & \times & 0.73\% &) & = & 7.5\% \\
 \text{RVR Estimate} & \text{plus} & (1.645 & \text{times} & \text{Standard Error} &) & \text{equals} & \text{Right Limit}
 \end{array}$$

Accuracy rate	91%
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Completion rate	95.8%
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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.)*

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.

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.

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

	Sample Size
Effective sample size (sample size needed to meet the SAMHSA precision requirement assuming simple random sampling)	1225
Target sample size (the product of the effective sample size and the design effect)	1225
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	1225
Eligible sample size (number of outlets found to be eligible in the sample)	1165
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	1116

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 Sampling frame coverage study:** 2005
- b. **Percent coverage from the latest Sampling frame coverage study:** 94%
- 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:** On March 19, 2008, CSAP approved the State of Maine's coverage study waive request with the following condition: “1) Every five years, Maine will be required to provide CSAP with a written document, which describes their statewide canvassing efforts to identify tobacco outlets that are accessible to youth but do not appear on state's tobacco license list.” The FFY 2019 approved ASR included an updated Maine State canvassing Plan.

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 10/1/2022 to 9/30/2023**
MM/DD/YY MM/DD/YY

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

14

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.

The State of Maine intends to maintain a non-compliance rate of less than 10% for the current contract year through the collaborative effort between TSUPCP and the OAG. These two agencies will continue to oversee the new subcontract with Computer Evidence Specialists LLC (CES) to execute Maine's Synar retail tobacco compliance check inspections statewide at licensed retail tobacco establishments that are open and accessible to youth. CES employs all Agents, Supervisors, Youth Interns (ages 16-17 years of age) and Young Adult Interns (ages 18-20 years of age) to carry out Synar retail tobacco compliance check inspections. The Department of Health and Human Services, Health Inspection Program (HIP), requires all persons who sell tobacco products to consumers in Maine, to obtain a retail tobacco license from their department. HIP works collaboratively with the OAG TEC by providing an updated active retail tobacco license list on a weekly basis. The HIP also scans and sends emails on a daily to weekly basis to the TEC of all approved new and transferred retail tobacco license applications. The OAG TEC sends weekly electronic responsible retail tobacco emails to these establishments which also includes signage for tobacco twenty-one products, tobacco compliance tips, and education on Maine's NO BUTS! program. The OAG TEC oversee the day-to-day work conducted by its new subcontractor CES and provides the most recent active retail tobacco license list to CES on a weekly basis. CES also conducts canvassing efforts throughout the state while conducting Synar retail tobacco compliance check inspections to ensure retailers who are selling tobacco products are licensed by HIP. If a retailer is found to be selling tobacco products and is not on CES's assigned retail tobacco list, the establishments information is immediately sent to the OAG TEC to ensure licensure. TSUPCP Synar coordinator and OAG TEC collectively monitor and report on completed Synar retail tobacco compliance check inspections. Both agencies observe challenges in the execution of retail tobacco compliance check inspections of licensed retail tobacco establishments located on Maine Islands, and work closely with CES to minimize those challenges. CES is required on behalf of the OAG to issue a citation, NCAA, to the owner of the retail establishment after a sales violation. Annual renewal of licensed retail tobacco

establishments ensures compliance inspection efficiency and allows for more precise inspections by tracking business types and operating hours throughout the inspection contract year. Additionally, TSUPCP staff and the OAG TEC will continue to provide retail tobacco establishments with the NO BUTS! to help prohibit tobacco sales to minors.

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

- 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

The Maine Office of Cannabis Policy has issued hundreds of Retail Adult Use (21 and over) and Medical Marijuana Store licenses around the State of Maine. These establishment types sell rolling papers, pipes, electronic smoking devices, accessories, and cigar wraps which all require an active retail tobacco license to sell.

LD 83 An Act to Clarify State Policy Regarding Cannabis Paraphernalia in the Maine Medical Use of Cannabis Act and the Cannabis Legalization Act.

Medical Cannabis establishments may sell, offer to sell or furnish cannabis paraphernalia to a qualifying patient for a qualifying patients medical use of cannabis; rolling papers, pipes and electronic smoking devices used for inhaling cannabis. If the cannabis establishment sells, offer to sell or furnish any products containing tobacco, nicotin or synthetic nicotine to any person without first obtaining a retail tobacco license in accordance to chapter 262-A. A person may not sell, furnish, give away or offer to sell, furnish or give away a tobacco product to any person who is younger than 21 years old. Tobacco products may not be sold to any person under 30 years old unless the seller first verifies that person's age by means of reliable photographic identification containing the person's date of birth. Given the many changes in the cannabis industry in Maine, this has impacted the completeness/accuracy of the license list as not all stores sell tobacco, nicotine or synthetic nicotine.

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

-Although Maine is reporting a balanced gender ratio for inspections conducted within this past year as required by Synar contract, the Maine Department of Administrative and Financial Services (DAFS) requested Maine CDC's input for Resolve 2023, Ch 76, which requires MeDAFS to gather all forms administered by State of Maine executive branch offices "*that require a person to designate a gender...*". This includes gathering this information and documents from any vendors/contractors who receive Maine CDC funding. Maine has removed this as a required question on all applications and documents to remain equitable. The birth certificate and driver's license is used to obtain the information required on gender ratio requirements the Synar contract.

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.*) _____

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 2024). 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.

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 2024).

- 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										
										State: <u>ME</u>
										FFY: <u>2024</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	N	n	n1	n2	x	p=x/n2	N'=N(n1/n)	w=N'/Total Column 8	pw	s.e.
Stratum	Number of Outlets in Sampling Frame	Original Sample Size	Number of Sample Outlets Found Eligible	Number of Outlets Inspected	Number of Outlets Found in Violation	Stratum Retailer Violation Rate	Estimated Number of Eligible Outlets in Population	Relative Stratum Weight	Stratum Contribution to State Weighted RVR	Standard Error of Stratum RVR
Androscoggin	71		70	67	1	0.015	4,970.00	0.00348	0.0001	0.0148
Aroostook	89		86	85	4	0.047	7,654.00	0.00536	0.0003	0.0230
Cumberland	156		147	139	6	0.043	22,932.00	0.01607	0.0007	0.0172
Franklin	38		37	37	4	0.108	1,406.00	0.00099	0.0001	0.0511
Hancock	57		50	46	11	0.239	2,850.00	0.00200	0.0005	0.0631
Kennebec	145		138	136	9	0.066	20,010.00	0.01402	0.0009	0.0213
Knox	47		47	43	1	0.023	2,209.00	0.00155	0.0000	0.0230
Lincoln	43		42	41	4	0.098	1,806.00	0.00127	0.0001	0.0464
Oxford	37		36	35	0		1,332.00	0.00093	0.0000	0.0000
Penobscot	176		167	154	8	0.052	29,392.00	0.02060	0.0011	0.0179
Piscataquis	35		32	31	1	0.032	1,120.00	0.00078	0.0000	0.0318
Sagadahoc	20		20	20	0		400.00	0.00028	0.0000	0.0000
Somerset	70		69	67	3	0.045	4,830.00	0.00338	0.0002	0.0253
Waldo	51		49	48	7	0.146	2,499.00	0.00175	0.0003	0.0510
Washington	60		57	54	3	0.056	3,420.00	0.00240	0.0001	0.0312
York	130		118	113	8	0.071	15,340.00	0.01075	0.0008	0.0241
Totals	1225		1,165	1,116	70	0.063	1,427,125.00	1.00000	0.0627	0.0073

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 ($w=N'/\text{Total Column 8}$)

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 2024).

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.

Summary of Clusters Created and Sampled				
				State: _____
				FFY: 2024
(1) Row #	(2) Stratum Name	(3) Number of PSUs Created	(4) Number of PSUs Selected	(5) Number of PSUs in the Final Sample
Total				

FORM 4 (Required for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar Survey data)

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 2024).

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."

Inspection Tallies by Reason of Ineligibility or Noncompletion			
		State: <u>ME</u>	
		FFY: <u>2024</u>	
(1) INELIGIBLE		(2) ELIGIBLE	
	(a) Counts		(a) Counts
Reason for ineligibility		Reason for noncompletion	
Out of business	7	In operation but closed at time of visit	27
Does not sell tobacco products	29	Unsafe to access	7
Inaccessible by youth	2	Presence of police	0
Private club or private residence	11	Youth inspector knows salesperson	6
Temporary closure	1	Moved to new location	3
Unlocatable	10	Drive thru only/youth inspector has no driver's license	0
Wholesale only/Carton sale only	0	Tobacco out of stock	6
Vending machine broken	0	Run out of time	0
Duplicate	0	Other noncompletion reason(s) <i>(describe)</i>	0
Other ineligibility reason(s)	0		
Total	60	Total	49

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 and young adult 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 2024).

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

Column 2: Enter the number of successful buys by youth and young adult 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 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.

Synar Survey Inspector Characteristics		
		State: ME
		FFY: 2024
	(1) Attempted Buys	(2) Successful Buys
<u>Male</u>		
15 yrs	0	0
16 yrs	264	10
17 yrs	32	2
18 yrs	182	4
19 yrs	0	0
20 yrs		
MALE SUBTOTAL	478	16
<u>Female</u>		
15 yrs	0	0
16 yrs	182	18
17 yrs	350	34
18 yrs	55	2
19 yrs	0	0
20 yrs		
FEMALE SUBTOTAL	587	54
OTHER		
TOTAL	1065	70

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: ME

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
The Department of Health and Human Services, Health Inspection Program (HIP) licenses retail tobacco establishments annually. The Maine Office of the Attorney General, Tobacco Enforcement Coordinator receives an updated active retail tobacco license list from HIP each week.	3	The frame was initially established in 1995 when all tobacco retail establishments were required to be licensed by DHHS HIP. Effective June 30, 2004, Retail tobacco sale licenses were required to be annually renewed (April 1 st – March 30 th). As the result of the 2005 list coverage survey conducted by Maine revenue services and subsequent efforts and legislation that prohibits distributors from shipping tobacco products to tobacco retailer establishments that do not document current active HIP licenses, the list was found to be 94% accurate. Since 2013, the licensed retail tobacco sales list is updated weekly. New establishments are added to the Synar retail tobacco compliance check inspections list on a weekly basis as well. If a retail establishment is newly licensed after Synar inspections are conducted in a specific area or region, the subcontractor will make all necessary attempts to ensure a Synar retail tobacco compliance check inspection is conducted at the newly licensed retail tobacco establishment throughout the contract year to meet 100% accuracy of youth accessible retail tobacco establishments.	The frame is updated weekly for newly licensed retail tobacco establishments which includes transfer of ownership. DHHS HIP licenses retail tobacco establishments and OAG TEC conducts research on licensees that failed to renew. Licensed retail tobacco establishments that do not renew annually are first confirmed closed before being removed from the active retail tobacco license list. Agents conduct canvassing of any apparent unlicensed retail tobacco establishments while conducting unannounced assigned Synar retail tobacco compliance check inspections. Unlicensed retail tobacco establishments selling tobacco products are contacted by the OAG TEC and requested to stop selling until an active retail tobacco sales license is issued by HIP. The OAG AAG will criminally prosecute any unlicensed retail tobacco establishments selling tobacco products that does not renew or obtain an active retail tobacco sales license after adequate notice.

3. If an area frame is used, describe how area sampling units are defined and formed.

N/A

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.) Maine has five licensed retail tobacco vending machine licenses which were not sampled with over-the-counter outlets. These machines are not always accessible for inspection. Many of these vending machines are located in private members only clubs and 21 & over adult bars which are marked unsafe. Maine law requires vending machines to be accessible by individuals 21 and older only. The state also has a contract with FDA to enforce the vending machine requirements of the Family Smoking Prevention and Tobacco Control Act.

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.

b. Is clustering used within the stratified sample?

Yes (*Go to Question 8.*)

No (*Go to Question 9.*) **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.

8. 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.

9. 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:

Frame Size:

Input for Target Sample Size:

Design Effect:

Inputs for Original Sample Size:

Safety Margin:

Accuracy (Eligibility) Rate:

Completion Rate:

- 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 SUMMARY

State: ME
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: Agents are required to observe and accompany or observe, but unaccompanied. Observe and accompany means the Agent accompanied the youth intern into the retail establishment. Observe, but unaccompanied means the Agent viewed the retail tobacco compliance check inspection from outside the retail establishment, looking in. During observe, but unaccompanied, the Agent is required to be able to externally view the sales register area and transaction of potential tobacco product delivery from the salesclerk to the youth intern.)
- 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): MeCDC subcontracts with a subcontractor (currently CES, LLC) whom employs Agents (previous or current law enforcement status requirement), Supervisors, Youth Interns 16-17 years of age and Young Adult Interns 18-20 years of age.

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: Rolling Papers, Products with nicotine (no CBD).

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

The protocol for the type of tobacco product is discussed at the Synar retail tobacco compliance check inspection training as well as being identified in the Synar training PowerPoint in the tobacco products to purchase guide. At the beginning of an inspection the agent confirms the type of tobacco product the intern shall attempt to purchase. The tobacco product selected is based on Maine’s retail tobacco product definitions, Synar Regulations, and the type of tobacco product the licensed retail tobacco establishment sells. The goal is to ask for ENDS 75% of the time, 25% is cigarettes, ENDS nicotine vape juice and smokeless tobacco or nicotine. The intern attempts the purchase of cigarettes, small cigars, cigarillos, smokeless tobacco, electronic cigarette/electronic nicotine delivery systems (ENDS) including e-liquid and rolling papers depending what product are popular in the geographic area or required by Maine’s TEC or AAG for tobacco. Interns attempt to purchase rolling papers at head shops and gift shops. The purchase of cigars or cigarillos is attempted at cigar shops and golf courses.

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

TSUPCP is contracted with a subcontractor (currently CES, LLC) to recruit and hire Supervisors to conduct retail tobacco compliance check inspections at 100% of youth accessible licensed retail tobacco establishments throughout Maine. CES is solely responsible for the recruitment and retention of Supervisors. Supervisors are required to complete the Synar retail tobacco compliance check inspection training and conduct a ride along with an inspection team (Agent, Supervisor, and Intern) prior to actively participating in any retail tobacco compliance check inspections. The Synar retail tobacco compliance check inspection training was created and is maintained by the OAG TEC and facilitated by the subcontractor Project Manager. The training includes the description of tobacco, tobacco products, and its health consequences, history of SYNAR, Maine’s retail tobacco sales laws, retail compliance check inspection procedures,

protocols, canvassing, product guides, scenarios, safety, and confidentiality. An annual Synar retail tobacco compliance check annual training is also required for all actively employed staff when applicable.

The OAG TEC also administers the Synar retail tobacco compliance check inspection contract between TSUPCP and CES alongside the Synar Coordinator.

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

TSUPCP subcontracts with a subcontractor (currently CES, LLC) to recruit and hire both youth interns ages 16-17 and young adult interns ages 18-20 to conduct Synar retail tobacco compliance check inspections at 100% of youth accessible licensed retail tobacco establishments throughout the State of Maine. The OAG TEC is a Administrator on the retail tobacco compliance check inspection contract between TSUPCP and CES alongside the Synar Program Coordinator.

The subcontractor is solely responsible for the recruitment and retention of interns. They are required to maintain a 60% to 40% gender ratio of interns while conducting compliance inspections. Interns are required to represent a cross section of the community in which the inspections are carried out. All participating interns are afforded equitable opportunities to conduct Synar retail tobacco compliance check inspections throughout the State of Maine. Interns are not allowed to conduct Synar retail tobacco compliance check inspections within thirty days of their twenty first birthday.

The subcontractor's Project Manager recruits' Interns from their local communities, schools, recreational programs and within job recruitment advertisements. To comply with U.S. Department of Labor, Fair Labor Standards Act, the subcontractor employs interns from 16 to 20 years of age. They work to retain and employ 16-17-year-old interns until they are within thirty days of their eighteenth birthday. If they want to continue with the program, the subcontractor begins conducting a background check sixty days prior to their eighteenth birthday. If the background check is successful, they transfer into the young adult interns role and continue conducting inspections as a young adult. The subcontractor also employs interns from 18-20 years of age who are retained after a successful approved background check.

Interns are required to participate in a Synar retail tobacco compliance check inspection training and conduct a ride along with an inspection team (Agent, Supervisor, and experienced intern) prior to actively participating in inspections. The Synar retail tobacco compliance check inspection training was created and is maintained by the OAG TEC and facilitated by the subcontractor project manager. The training includes the description of tobacco, tobacco products, and its health consequences, history of Synar, Maine's retail tobacco sale laws, retail compliance check inspection procedures, protocols, canvassing, product guides, scenarios, safety, and confidentiality. An annual refresher Synar retail tobacco compliance check training is also required for all actively employed interns when applicable.

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 1996, the OAG determined that youth interns working under the supervision of a law enforcement or contract officer to attempt the purchase of tobacco products solely for the

purpose of checking and enforcing retail tobacco compliance with underage sales restrictions were not subject to civil proceedings under the purchase and possession statute.

b. Procedural

Yes No

(If Yes, please describe.)

-Agents receive a photographic DHHS tobacco agent badge that also includes the DHHS commissioners name, signature, tobacco Agent Synar ID number, full name and title. The badges are updated annually to match contract renewal periods and issued by the OAG TEC after each contract period is renewed. Tobacco agents use their DHHS issued badges to deescalate atypical situations, such as when a youth intern attempts to purchase a tobacco product is questioned by a local municipality, retail tobacco establishment owner or salesclerk.

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.)

-See contractual requirements in next section, b. Procedural.

b. Procedural

Yes No

(If Yes, please describe.)

-Under the subcontract between DHHS and the subcontractor (currently CES, LLC), both Agents and Supervisors are required to have current automobile insurance policies that comply with Maine law. In addition, CES maintains both general liability and workers compensation insurance policies, both of which provide additional coverages to Agents, Supervisors and Interns working under this program pursuant to the terms 32 and conditions of those policies. Agents and Supervisors are responsible for assuring the safety of interns while conducting Synar retail tobacco compliance check inspections. All interns ages 16-17 must submit a signed Parental Authorization, Parent Agreement, Emergency Medical Release, Youth Intern Agreement, Youth Intern Application and a copy of the Youth Intern's birth certificate before employment is effective or a Youth Intern ID number is issued by the OAG TEC. All Young Adults ages of 18-20 must submit a signed Emergency Medical Release, Young Adult Intern Agreement, Young Adult Intern Application and a copy of an government issued ID or birth certificate and pass the background check before employment is effective or a Young Adult Intern ID number is issued by the OAG TEC. When a violation occurs, the assigned agent will issue a citation, NCAA, to the licensed retail tobacco establishment, only after the supervisor and interns are safely located off-site of the violating retail tobacco establishment premise. Agents are required to intervene if any confrontation occurs between the interns and the licensed retail tobacco establishment or sales clerk. Supervisors are trained to remove interns from confrontation to allow the assigned agent to address any atypical situations with the violator. All personal information regarding the intern is confidential and cannot be released without the approval of the OAG Assistant Attorney General. All violation paperwork issued to

the retail tobacco establishment may only contain the minor's ID number which is created by the OAG TEC during the Intern's employment initiation.

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.)

-Agents, Supervisors, and Interns ages 16-20 years of age, are required to participate in Synar retail tobacco compliance check inspection training and conduct a ride along with an inspection team prior to actively participating in any Synar retail tobacco compliance check inspections. The Synar retail tobacco compliance check inspection training was created and is maintained by the OAG TEC and facilitated by the subcontractor's Project Manager. The training includes the description of tobacco, tobacco products, and its health consequences, history of Synar, Maine's retail tobacco sale laws, retail compliance check inspection procedures, protocols, canvassing, scenarios, safety, and confidentiality. An annual refresher Synar retail tobacco compliance check training is also required for all actively employed team members. Inspections shall occur during the retail establishment's hours of operations as listed on the HIP retail tobacco license list which is received by CES from the OAG TEC on a weekly basis. When an Intern successfully purchase's a tobacco product, the Intern is required to retain the tobacco product, remaining currency, and register receipt, if applicable, exit the retail establishment immediately, and enter either the Agent or Supervisor's vehicle. The Agent and Supervisor shall meet at a safe off-site location. At this location, the Intern will hand over the tobacco product, remaining currency, and inspection details to the Agent. The Intern will then re-enter the Supervisor's vehicle. The agent must return to the violating store to issue a citation, NCAA, citing the violation of Maine's retail tobacco sale law to the licensed retail tobacco establishment. However, when licensed retail tobacco establishments are close in proximity to one another or located in an area known by the agent that the violating retailer will contact adjoining retailers to notify the presence of the inspection team, the Agent shall return to the violating retail tobacco establishment only after all retail tobacco establishment inspections within a ten mile radius have been inspected to decrease bias. LD 1170, An Act to Reduce Youth Access to Tobacco Products, effective November 1, 2017 for the 2018 Synar retail tobacco compliance check inspections, the Tobacco Agent shall only issue a NCAA to the retail establishment (See, 22 M.R.S. § 1555-B.

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: _____
FFY: 2024

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.

[Empty text box]

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

[Empty text box]

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

[Empty text box]

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.

[Empty text box]

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.

[Empty text box]

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.

[Empty text box]

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.

[Empty text box]

- 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).**