

ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2015

State: **CA**

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

INTRODUCTION

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

How the Synar report helps the Center for Substance Abuse Prevention

In accordance with the tobacco regulations, states are required to provide detailed information on progress made in enforcing youth tobacco access laws (FFY 2014 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2015 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 tobacco access laws when aggregated statistical data from state Synar reports can demonstrate to the Secretary the national progress in reducing youth tobacco access problems. This information will also provide Congress with a better understanding of state progress in implementing Synar, including state difficulties and successes in enforcing retailer compliance with youth tobacco access laws.

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

Getting assistance in completing the Synar report

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

Where and when to submit the Synar report

The ASR must be received by SAMHSA no later than December 31, 2014 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 2015 Synar Survey Results: States that use the Synar Survey Estimation System (SSES) must upload one copy of SSES Tables 1–5 (in Excel) to WebBGAS. States that do not use SSES must upload one copy of ASR Forms 1, 4, and 5, and Forms 2 and 3, if applicable, (in Excel) to WebBGAS.
- Synar Inspection Form: States must upload one blank copy of the inspection form used to record the result of each Synar inspection.
- Synar Inspection Protocol: States must upload a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections.

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

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

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

Regular Mail:

1 Choke Cherry Road, Rm.7-1091
Rockville, Maryland 20857

Overnight Mail:

1 Choke Cherry Road, Rm.7-1091
Rockville, Maryland 20850

FFY 2015: 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 2015 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 2015 is up-to-date and approved by the Center for Substance Abuse Prevention.

State: CA

Name of Chief Executive Officer or Designee:

Signature of CEO or Designee:

Title: _____ **Date Signed:** _____

If signed by a designee, a copy of the designation must be attached.

SECTION I: FFY 2014 (Compliance Progress)

YOUTH ACCESS LAWS, ACTIVITIES, AND ENFORCEMENT

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

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

a. Has there been a change in the minimum sale age for tobacco products?

Yes No

If Yes, current minimum age: 19 20 21

b. Have there been any changes in state law that impact the state’s protocol for conducting Synar inspections?

Yes No

If Yes, indicate change. (Check all that apply.)

- Changed to require that law enforcement conduct inspections of tobacco outlets
- Changed to make it illegal for youth to possess, purchase or receive tobacco
- Changed to require ID to purchase tobacco
- Other change(s) *(Please describe.)* _____

c. Have there been any changes in state law that impact the following?

Licensing of tobacco vendors Yes No

Penalties for sales to minors Yes No

Vending machines Yes No

2. Describe how the Annual Synar Report (see 45 C.F.R. 96.130(e)) and the state Plan (see 42 U.S.C. 300x-51) were made public within the state prior to submission of the ASR. (Check all that apply.)

- Placed on file for public review
- Posted on a state agency Web site *(Please provide exact Web address and the date when the FFY 2015 ASR was posted to this Web address.)* see notes below* _____
- 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.) *Department of Health Care Services (DHCS) posts a draft copy of the ASR on the DHCS Website for public review and comment for two weeks prior to submitting the final ASR to SAMHSA for approval. Once the ASR is approved, DHCS reposts the final version on the DHCS Website. <http://www.dhcs.ca.gov/provgovpart/Pages/SAPTBLOCKGRANT.aspx>

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:

The California Department of Health Care Services (DHCS) and the California Department of Public Health (CDPH) have shared responsibility to oversee the Synar requirements. The Stop Tobacco Access to Kids Enforcement (STAKE) Act of 1994 (Business and Professions [B&P] Code Section 22950-22963 requires the annual transfer of \$2 million from DHCS's SAPT block grant to CDPH to administer the provisions of the Synar Amendment.

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

Yes No

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

CDPH contracted with the Behavioral Health Institute (BHI) of the San Diego State University Research Foundation, a nonprofit education corporation organized under the laws of the State of California, to conduct the 2014 random, unannounced inspections of tobacco outlets.

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

Yes No

c. The state agency(ies) responsible for enforcing youth tobacco access law(s):

CDPH, Food and Drug Branch (FDB) is the statewide enforcement agency responsible for enforcing the STAKE Act, however, as a result of legislation enacted in 2007, other state agencies as well as local law enforcement agencies are now authorized to enforce the STAKE Act. In addition, local law enforcement agencies are responsible for enforcing other tobacco control laws, including Penal Code (PC) Section 308 (a), illegal tobacco sales to minors.

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).

CDPH, California Tobacco Control Program (CTCP) is responsible for administering California's statewide tobacco prevention and control activities as authorized in Health and Safety Code Part 3, Chapter 1, Section 104350, to comply with Proposition (Prop) 99, the Tobacco Tax and Health Protection Act of 1988.

- 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.) _____
- d. **Identify the state agency responsible for enforcing the youth access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act (the agency that is under contract to the Food and Drug Administration's Center for Tobacco Products (FDA/CTP)).**
CDPH, FDB is the statewide enforcement agency responsible for enforcing the youth access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act)
- e. **Has the responsible agency changed since last year's Annual Synar Report?**
 Yes No
- f. **Describe the coordination and collaboration that occur between the agency contracted with the FDA to enforce federal youth tobacco access laws and the agency responsible for oversight of the Synar requirements. (Check all that apply.) The two agencies:**
 Are the same
 Have a formal written memorandum of agreement
 Have an informal partnership
 Conduct joint planning activities
 Combine resources
 Have other collaborative arrangement(s) (Please describe.) _____
- g. **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 access to tobacco law(s) in FFY 2014 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130(e)).

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

- Enforcement is conducted exclusively by local law enforcement agencies.
- Enforcement is conducted exclusively by state agency (ies).
- Enforcement is conducted by both local *and* state agencies.

- b. The following items concern penalties imposed for all violations of state youth access to tobacco laws by LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES (this does not include enforcement of federal youth tobacco access laws). Please fill in the number requested. If state law does not allow for an item, please mark “NA” (not applicable). If a response for an item is unknown, please mark “UNK.” The chart must be filled in completely.

PENALTY	OWNERS	CLERKS	TOTAL
Number of <u>citations issued</u>	276	0	276
Number of <u>finances assessed</u>	276	0	276
Number of <u>permits/licenses suspended</u>	107		107
Number of <u>permits/licenses revoked</u>	0		0
Other (<i>Please describe.</i>)	NA	NA	NA

- c. Which one of the following best describes the level of enforcement of state youth access to tobacco laws carried out in your state? (*Check one category only.*)
- Enforcement is conducted only at those outlets randomly selected for the Synar survey.
- Enforcement is conducted only at a subset of outlets not randomly selected for the Synar survey.
- Enforcement is conducted at a combination of outlets randomly selected for the Synar survey and outlets not randomly selected for the Synar survey.
- d. Did every tobacco outlet in the state receive at least one compliance check that included enforcement of the state youth tobacco access law(s) in the last year?
- Yes No
- e. What additional activities are conducted in your state to support enforcement and compliance with state youth tobacco access law(s)? (*Check all that apply.*)
- Merchant education and/or training
- Incentives for merchants who are in compliance (e.g., nonenforcement compliance checks in which compliant retailers are given positive reinforcement and noncompliant retailers are warned about youth access laws)
- Community education regarding youth access laws
- Media use to publicize compliance inspection results
- Community mobilization to increase support for retailer compliance with youth access laws
- Other activities (*Please list.*) Collaboration with the following entities: California Attorney General’s (AG) Office: Tobacco Litigation Unit, Board of Equalization (BOE), DHCS, FDB, Evaluation and Surveillance Activities, Healthy Stores for a Healthy Community Campaign

Briefly describe all checked activities:

1. Merchant education and/or training:

CTCP employs a multi-faceted, multi-agency, coordinated approach to educate approximately 37,000 California tobacco retailers about youth access laws. This includes dissemination of a tobacco retailer PowerPoint training titled "Stop Tobacco Sales to Youth: California Retailers and Youth Tobacco Laws" which was updated this period. The training is complimented by an introductory letter to retailers and a clerk quiz. This training tool is accessible to the public on the CTCP Web site at:

<http://www.cdph.ca.gov/programs/tobacco/Pages/CTCPSPublications.aspx>

CTCP also develops and disseminates educational materials for tobacco retailers. These materials are used to conduct merchant education, training, and inspections at the local and regional level. Approximately 115,308 pieces of educational materials were distributed to retailers, local and state law enforcement agencies, local health departments, community-based organizations, and tobacco companies from July 1, 2013 through June 30, 2014. Educational materials disseminated included a 12-item information kit titled *Avoiding Fines and Penalties While Selling Tobacco*, a brochure titled *Tobacco Control Laws That Affect Retail Businesses*, the STAKE Act age-of-sale warning sticker sign, and the License ID Guide sticker. Approximately 15,000 copies of the STAKE Act sticker signs, and 30,000 copies of the License ID Guide sticker were shipped to BOE Mailing Services Unit upon request for distribution to retailers applying for or renewing their state tobacco seller's license. The BOE Investigations Division received 2,100 complete Kits and 3,000 STAKE Act signs. Complete information kits were shipped to the FDB STAKE Unit (300), and Funded Agencies (800). A grand total of 3,386 kits were distributed from 07/01/13 to 06/30/14.

The FDB STAKE Act Enforcement Unit also conducts merchant education by either providing retail store personnel with educational materials about California's tobacco retailer laws, or by referring them to the Tobacco Education Clearinghouse of California (TECC) if additional materials are needed. This information is provided subsequent to a STAKE Act inspection resulting in an unlawful sale to a decoy, and during the retailer notification of the violation. In addition, FDB sends official letters to STAKE Act violators, outlining abbreviated compliance requirements of youth access laws. Approximately 276 letters were mailed to tobacco retailers between July, 2013 and June, 2014. During FFY 2015, the STAKE Act Enforcement Unit will continue to conduct undercover on-site tobacco retailer inspections using teen-aged decoys ages 15-16 as mandated. The STAKE Act investigators conduct over 2,000 inspections annually. Stores checked for compliance are generally selected on a random basis within a given geographic area and/or in response to reports of illegal tobacco sales left on the toll-free complaint line by concerned citizens.

2. Incentives for merchants who are in compliance:

All of the 61 local county and city health departments and many of the competitive grantees funded by CTCP utilize various interventions to reduce youth access to tobacco and encourage enforcement of tobacco laws affecting retailers. These interventions include various forms of merchant incentives, including retailer public recognition for compliance via press releases, newspaper articles, Web site

postings, plaques, store signage and sticker campaigns, and “report card” programs highlighting youth access law compliance.

3. Community education regarding youth access laws:

CTCP creates and updates youth access materials for tobacco control advocates in the field. These materials are available statewide through TECC. Staff members of TECC, as well as the CTCP’s Media Unit, are available to assist the local tobacco control advocates in the creation of specific materials. Additionally, professional artwork designed by CTCP’s Media Unit is provided for local projects to utilize when they design collateral materials. Staff from local projects utilize available materials from the TECC catalog and/or create original materials for local distribution. Many of these materials promote the STAKE Act-mandated toll-free complaint line. Between July 2013 and June 2014, the complaint line logged 123 calls from the public reporting possible illegal tobacco sales to youth.

4. Media use to publicize compliance inspection results:

Local county health departments regularly release the results of their local youth tobacco purchase surveys, resulting in media coverage on the issue throughout the state. Additionally, the results of the 2014 Youth Tobacco Purchase Survey (YTPS) discussing California’s illegal sales rate of 7.6 percent were included in a press release announced by CDPH and posted on its Web site <http://www.cdph.ca.gov/programs/tobacco/Pages/CTCPMediaCampaign.aspx>. The press release was viewed approximately 1,844 times and the accompanying data charts were viewed and/or downloaded approximately 872 times. This data was collected from November 1, 2012 to June 30, 2013.

The results of the 2014 YTPS are a result of the diligence of several agencies. Results will be released through a statewide press release and posted on CDPH’s Web site. CTCP also hopes to conduct public relations efforts to announce California’s successful efforts in addressing this issue, pending Department review and approval.

5. Community mobilization to increase support for retailer compliance with youth access laws:

CTCP-funded contractors conduct various educational and policy related interventions to reduce youth access to tobacco. Currently 15 CTCP-funded tobacco control programs based in city or county health departments are working on a tobacco retailer licensing policy objective in their 2013-2017 workplans. In addition, three competitive grantees are currently implementing educational and/or policy related interventions addressing youth access to tobacco in their 2013-2017 workplans.

As of June 30, 2014 there are 133 local tobacco retailer licensing policies on the books in California. A total of 109 of these policies include strong provisions that guarantee a self-sustaining, well enforced local licensing program.

CTCP staff collaborated with internal and external stakeholders on planning, implementing and evaluating two reducing tobacco availability-related webinars for CTCP-funded projects. A webinar was provided on Local Tobacco Retailer Licensing in October 2013 under the umbrella of the Local Lead Agency (LLA)

Guidelines Training which spanned multiple tobacco control topics. In November, 2013, a webinar titled *Policy Approaches to Regulate Emerging Tobacco Products* was provided. In addition, in November, 2013 CTCP staff recorded a webinar on how to work effectively with law enforcement. This webinar utilized content from CTCP's Enforcement Roundtable Planning Toolkit (completed during the previous year), and was made available online via CTCP's Partners communication portal for local tobacco control projects.

During this period, CTCP, TECC, the Tobacco Control Evaluation Center, The Center, California Youth Advocacy Network (CYAN), ChangeLab Solutions, and TEAM Lab provided educational materials and/or technical assistance to educate and assist local health departments and competitive grantees on how to advance tobacco retailer licensing policies as well as policies related to the new FDA tobacco regulations and the new *Healthy Stores for a Healthy Community* retail environment campaign.

6. Collaboration with the AG:

The AG's Tobacco Litigation and Enforcement Unit provided CTCP with valuable input into the development of statewide strategies to reduce sales to minors and promote compliance with California and federal laws and regulations concerning the sale and marketing of tobacco products at retail. Also during this period, the AG was a key stakeholder in the implementation of California's statewide *Healthy Stores for a Healthy Community* retail environment campaign. The AG provided CTCP with information about the Assurances of Voluntary Compliance (AVCs), multi-state agreements between State Attorneys General and national retail chains. A total of 15 agreements are currently in place covering over 100,000 retail outlets nationwide.

7. Collaboration with BOE:

CTCP annually notifies BOE of the statewide rate of illegal tobacco sales to minors. FDB will be providing BOE with available adjudicated STAKE Act violation data (3rd, 4th and 5th STAKE Act Violation) in order to facilitate tobacco retailer license suspension and revocation requirements of the Cigarette and Tobacco Products Licensing Act of 2003 (B&P Code commencing with Section 22970). CTCP also solicits expert review of merchant education materials from BOE and coordinates mass mailings of educational brochures, STAKE Act age-of-sale warning signs, and order forms for merchant education materials through routine BOE mailings to retailers. BOE provides valuable input into the development of statewide strategies to strengthen tobacco retailer licensing efforts and improve enforcement of the Licensing Act. Since 2008, CTCP and CTCP-funded contractors have collaborated with BOE on the implementation of an ongoing regional retailer training program. While the primary purpose of the BOE trainings is to educate tobacco retailers about the Licensing Act, the training classes present a unique outreach opportunity for local tobacco control projects.

8. Collaboration with Department of Health Care Services (DHCS):

During this period, CTCP continued to collaborate with DHCS on the statewide tobacco retail campaign, *Healthy Stores for a Healthy Community* through continuous stakeholder meetings. The multi-year retail environment campaign is

collaboration between CTCP, CDPH Nutrition Education and Obesity Prevention Program, CDPH Safe and Active Communities Branch, and DHCS in an effort to integrate strategic work in the areas of nutrition, alcohol prevention, and tobacco control in local communities throughout the state.

9. Collaboration with FDB:

CTCP continued its ongoing, productive collaboration with the FDB STAKE Act Enforcement Unit. FDB joined CTCP in meetings with other State of California officials regarding the STAKE Act youth recruitment procurement process, and participated with CTCP in follow-up actions related to the Bureau of State Audits investigation of the STAKE Act program (reported on in last year's Synar Report). In addition, CTCP and FDB participated in monthly coordination calls with the youth recruitment and Youth Tobacco Purchase Survey contractors to promote a good flow of communication, efficient delivery of services, etc.

10. Evaluation and Surveillance Activities:

CTCP conducts ongoing surveillance through the California Tobacco Survey and the California Adult Tobacco Survey to monitor support for enforcement of tobacco sales to minors laws and regulatory efforts to decrease youth access to tobacco.

11. *Healthy Stores for a Healthy Community* Campaign:

CTCP, in partnership with tobacco control stakeholders, DHCS, the CDPH Nutrition Education and Obesity Prevention Branch and the CDPH Safe and Active Communities Branch, continued its efforts to implement the statewide *Healthy Stores for a Healthy Community* Campaign. CTCP convened a two-day "train the trainers" Data Collection Training in May, 2013 to support and guide the baseline data collection process. Statewide data collection occurred in retail stores in every county in California between July and September, 2013. The baseline data collected was analyzed and disseminated to local jurisdictions in a format suitable for public consumption, and was used to determine future campaign-related intervention activities at the local level. CTCP provided regional spokesperson trainings in February, 2014. The in-person spokesperson trainings were designed to assist and prepare community members and their spokespeople to unveil local store survey data and talking points during the March, 2014 regional news conferences. Also during this period, LLA contract negotiations for 2014-2017 were held and required incorporation of *Healthy Stores for a Healthy Community* Campaign objectives.

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

Yes No

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

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 2014 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

6. Has the sampling methodology changed from the previous year?

Yes No

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

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

a. Did the state use the optional Synar Survey Estimation System (SSES) to analyze the Synar survey data?

Yes No

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

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

Unweighted RVR _____

Weighted RVR _____

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

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

$$\text{RVR Estimate} \quad + \quad (1.645 \quad \times \quad) \quad =$$

$$\text{plus} \quad (1.645 \quad \text{times} \quad \text{Standard Error}) \quad \text{equals} \quad \text{Right Limit}$$

Accuracy rate _____

Completion rate _____

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

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

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

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)	
Target sample size (the product of the effective sample size and the design effect)	
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	
Eligible sample size (number of outlets found to be eligible in the sample)	
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	

h. **Fill out Form 4 in Appendix A (Forms 1–5).**

8. Did the state's Synar survey use a list frame?

Yes No

If Yes, answer the following questions about its coverage.

a. The calendar year of the latest frame coverage study: 2012

b. Percent coverage from the latest frame coverage study: 96.0%

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: 2017

9. Has the Synar survey inspection protocol changed from the previous year?

Yes No

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

a. Provide the inspection period: From 02/22/14 to 06/17/14
MM/DD/YY MM/DD/YY

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

61

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.

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

SECTION II: FFY 2015 (Intended Use):

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

1. In the upcoming year, does the state anticipate any changes in:

Synar sampling methodology Yes No

Synar inspection protocol Yes No

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

2. Please describe the state's plans to maintain and/or reduce the target rate for Synar inspections to be completed in FFY 2015. Include a brief description of plans for law enforcement efforts to enforce youth tobacco access laws, activities that support law enforcement efforts to enforce youth tobacco access laws, and any anticipated changes in youth tobacco access legislation or regulation in the state.

Plans to maintain and/or reduce the target rate for Synar inspections to be completed by FFY 2015:

Reducing illegal tobacco sales to minors is a major effort of CTCP. Multi-year funding is provided to 61 local health departments, all of which have the opportunity to address reducing tobacco access to minors in their comprehensive tobacco control plans.

Additionally, funds are made available to non-profit organizations to address illegal tobacco sales to minors through a competitive grant process. Looking ahead, CTCP will continue to focus on: 1) supporting the enactment of comprehensive, tailored local Tobacco Retail Licensing (TRL) policies which incorporate license fees earmarked for enforcement of youth access laws; 2) providing technical assistance and training to local jurisdictions regarding emerging policy strategies to impact the retail environment, coalition building, and TRL implementation issues; and 3) implementing CTCP's new *Healthy Stores for a Healthy Community* statewide retail environment campaign to address cutting-edge, integrated strategies to create healthier store environments. Examples of policy intervention goals include local tobacco retailer licensing, restricting retailer density and/or location in local communities, restricting tobacco marketing and advertising in stores, increasing retailer compliance with local, state and federal tobacco control laws, healthy retailer incentives, banning menthol cigarettes and/or flavored little cigars and cigarillos, tobacco-free pharmacies, among others.

CTCP's Partners Website and Rover, CTCP's extensive online library catalogue, will continue to serve as important resources for enforcement best practices and guidelines, advertisements, press releases, case studies, checklists, merchant education materials, PowerPoint presentations, sample forms, sample letters, sample opinion editorials, survey instruments, and protocols, etc., aimed at assisting CTCP contractors to strategically address the retail sale and marketing of tobacco. Additional resources for tobacco control advocates include CTCP's main Website, <http://www.cdph.ca.gov/programs/tobacco/Pages/default.aspx>,

which now features a *Finish the Fight Against Tobacco* page, <http://www.cdph.ca.gov/programs/tobacco/Pages/FinishtheFightAgainstTobacco.aspx>, and a TobaccoFreeCA Facebook page, <http://www.facebook.com/TobaccoFreeCA>. The CTCP Website includes a section for tobacco retailers directing them to the FDA Center for Tobacco Products' "Break the Chain" campaign, among other useful websites. As the statewide retail environment campaign unfolds, CTCP plans to increase the accessibility of a wide variety resources, tools, and information and develop and disseminate new materials to support the retail environment campaign.

In 2013, CTCP funded the Boys and Girls Club of Fresno County to conduct statewide youth recruitment for retail data collection activities, including the STAKE Act compliance checks and the Youth Tobacco Purchase Survey. CTCP will continue to fund several statewide contracts to support local efforts to reduce the availability of tobacco. ChangeLab Solutions, a CTCP funded agency, developed several new "Plug-Ins" which enable local jurisdictions to further customize their tobacco retail license ordinances. ChangeLab Solutions will continue to train CTCP-funded projects on retailer licensing and emerging policy interventions to reduce tobacco availability in local communities around the state. The Center for Tobacco Policy and Organizing will continue to provide services and hands-on training to CTCP-funded projects conducting community organizing and strategic planning activities as well as youth access-related policy work in their communities. The California Youth Advocacy Network will provide direct services regarding youth engagement and leadership, and the Tobacco Control Evaluation Center will continue to assist CTCP-funded projects with developing strong evaluation plans and conducting evaluation activities, including retail data collection.

CTCP will continue to refresh, develop and provide state-of-the-art, tailored educational materials and utilize advertising and public relations strategies, as resources allow, to promote a reduction in tobacco sales to minors. CTCP will explore alternative ways of delivering and packaging education and training information and materials to CTCP-funded contractors, retailers, and law enforcement personnel.

Plans for law enforcement efforts to enforce youth tobacco access laws:

During FFY 2015 the FDB STAKE Act Enforcement Unit will continue to conduct undercover on-site inspections at tobacco retailers using teen-aged decoys as mandated. The STAKE Act's 13 investigators conduct more than 1,800 inspections annually throughout the state, covering a territory encompassing 163,707 square miles. Stores checked for compliance are selected on a random basis within a given geographic area, in response to reports of illegal tobacco sales left on the toll-free number by concerned citizens, and from violators identified on the YTPS. Per recommendations of the Bureau of State Audits (BSA), CTCP now provides the FDB with a list of alleged violators identified in the course of conducting YTPS. Prior violators may also be targeted for verification of compliance. STAKE investigators will continue to support tobacco access-related ordinances in effect in the City of Los Angeles by providing contracted STAKE Act enforcement activities therein. Results of contract inspections conducted at retailers within these local jurisdictions are reported to respective local officials in furtherance of local enforcement provisions.

Planned activities that support law enforcement efforts to enforce youth access laws:

Local tobacco control programs will continue to engage in various forms of law enforcement assistance activities, such as youth recruitment, training, violation tracking, surveillance, Law Enforcement Roundtables, merchant education, and policy development. CTCP will monitor

local enforcement of the STAKE Act and promote the use of the *Tracking and Reporting Illegal Tobacco Sales to Minors: A How-to Guide for Projects Funded by the California Tobacco Control Program*, and update the tool as needed. CTCP will promote the new Enforcement Roundtables Planning Toolkit and encourage CTCP-funded projects to develop positive relationships with law enforcement. CTCP and FDB's STAKE Act Enforcement Unit will continue to utilize their Web sites and educational materials to promote the toll-free complaint line created for public reporting of tobacco sales to minors. In addition, training and technical assistance will continue to be provided to tobacco control projects via the retail environment campaign as new, tailored intervention tools and model policies are developed.

Any anticipated changes in youth tobacco access legislation or regulation in the State:

There are no anticipated changes in youth tobacco access legislation in the near future.

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

- Limited resources for law enforcement of youth access laws
- Limited resources for activities to support enforcement and compliance with youth tobacco access laws
- Limitations in the state youth tobacco access laws
- Limited public support for enforcement of youth tobacco access laws
- Limitations on completeness/accuracy of list of tobacco outlets
- Limited expertise in survey methodology
- Laws/regulations limiting the use of minors in tobacco inspections
- Difficulties recruiting youth inspectors
- Issues regarding the age balance of youth inspectors
- Issues regarding the gender balance of youth inspectors
- Geographic, demographic, and logistical considerations in conducting inspections
- Cultural factors (e.g., language barriers, young people purchasing for their elders)
- Issues regarding sources of tobacco under tribal jurisdiction
- Other challenges (*Please list.*) Sampling Frame Coverage Study continues to be an unfunded mandate; Lack of peer-reviewed scientific research documenting that illegal tobacco sale is associated with youth uptake of tobacco; No Institutional Review Board (IRB) protection.

Briefly describe all checked challenges and propose a plan for each, or indicate the state's need for technical assistance related to each relevant challenge.

Limited resources for law enforcement of youth access laws:

Although FDB has received a year-to-year contract for conducting federal enforcement of federal youth access laws, FDB has not received any assurance that this federal funding is permanent. The FDB STAKE Act Enforcement Unit operates with limited staff (13 investigators statewide) and a stagnant flat rate of \$1.6 million annual budget since the inception of the STAKE Act Enforcement Unit in 1995, which is additionally augmented by funds collected through penalty assessment for state enforcement of the STAKE Act. The budget situation limits inspection capacity to 7 percent of the approximately 37,000 retailers in the state. While operational costs have significantly risen since 1995, the FDB has, to date, been unable to secure additional permanent funds to mitigate this resource issue. If additional funding could be secured for STAKE

Act enforcement operations, FDB would be able to hire more staff to cover not just more tobacco outlets, but more of the problem outlets. Added funding would also facilitate possible operational coordination between federal, state and local law enforcement. The 2008 STAKE Act cleanup bill (Senate Bill 624) allows local jurisdictions to enforce the STAKE Act; however FDB has no information on any other agencies conducting STAKE Act enforcement. Furthermore, local law enforcement such as police departments and sheriff's offices conduct local youth tobacco access enforcement via PC 308 Section 308. Competing priorities for law enforcement make it difficult for local law enforcement to conduct local youth tobacco access enforcement and there is no requirement to coordinate with the state's STAKE Act Enforcement Unit. Lastly, competing budgetary interests in tight economic times makes it difficult to secure additional resources for the enforcement of youth tobacco access laws.

Limited resources for activities to support enforcement and compliance with youth tobacco access laws:

In-kind resources to support a statewide youth access media campaign continue to be very limited. Emphasis will be placed on providing technical assistance to local tobacco control projects to locally develop media and educational materials and to increase the accessibility of local projects to previously produced CTCP-developed media materials. CTCP will update retailer-oriented educational materials and create new materials as needed, if resources allow.

Financial support for CTCP's retail environment efforts has been and continues to be provided in-kind, such as the maintenance of the "Healthy Stores for a Healthy Community" resource page on Partners, Rover, the CTCP Web-site, the provision of technical assistance and training for local projects, the publication and dissemination of training materials such as the *Enforcement Roundtables Planning Toolkit*, the *Stop Tobacco Sales to Youth: California Retailers and Youth Tobacco Laws* curriculum for retailers, the *Tobacco Control Laws that Affect Retail Businesses* brochure, the PC 308(a) Enforcement Training Manual, and the *Tracking and Reporting Illegal Tobacco Sales to Minors: A How-to Guide for Projects Funded by the California Tobacco Control Program*.

In State FY 2013-14, CTCP allocated approximately \$3,068,591 of Proposition 99 funds to reduce minors' access to tobacco products. As Proposition 99 tobacco tax revenues decline, fewer resources will be allocated towards reducing illegal tobacco sales to minors.

Limitations in the State youth tobacco access laws:

PC 308(a), a criminal law prohibiting the sale of tobacco products to minors, is enforced by local law enforcement agencies. Because the law is enforced through the criminal courts, local district attorneys are often reluctant to prosecute these cases due to their limited time and court costs. Authority for the enforcement of STAKE Act, which is a civilly prosecuted law, is no longer limited to FDB. However, CDPH believes it will be a challenge for local law enforcement agencies to allocate sufficient resources to conduct ongoing STAKE Act youth decoy operations that meet the legislatively defined operational guidelines.

Other than state legislative fixes which are challenging, CTCP supports local retailer licensing policies with strong enforcement provisions. This has helped to ameliorate

limitations in state statutes by increasing local enforcement of youth access laws and reducing illegal sales rates in communities across California. Support will continue for local TRL efforts.

Difficulties recruiting youth inspectors:

The recruitment of youth inspectors is an ongoing challenge for a variety of reasons: due to funding limitations, requiring youth recruitment activities to be performed by a single contractor, conflicting youth priorities, youth aging out of the program, parents who do not want their children to participate, conflicting school schedules, and small rural communities where youth are well known and the anonymity of the youth is compromised. In addition, the sheer size of California presents a challenge in recruiting youth inspectors to cover the entire state.

CDPH will continue helping the youth recruitment contractor tailor recruitment strategies to reach specific communities, groups and institutions and adjust recruitment timeframes to increase the likelihood that youth of appropriate age and ethnic/racial background will be recruited for planned decoy operations.

Other Challenges:

Sampling frame coverage study is an unfunded mandate:

CSAP's requirement for States to conduct sampling frame coverage studies without additional funds is a fiscal challenge. Since tax revenue streams are continuing to shrink and competition for programmatic funds is increasing, CTCP will be unable to fund the 2017 coverage study with in-kind monies. While CTCP entered into an Interagency Agreement with DHCS in 2010 which made it possible for CTCP to conduct the 2012 coverage study, it is uncertain whether or not this arrangement will be possible in the future.

Lack of peer-reviewed scientific research documenting that illegal tobacco sales are associated with youth uptake of tobacco:

The evidence base for the Synar Amendment is relatively weak in comparison to other tobacco control interventions, which makes this program difficult to defend when seeking financial support. Although a published national study linking enforcement of underage sales laws and youth smoking (DiFranza, et al., 2009) is a step in the right direction, stronger scientific research documenting a link between the initiation of youth tobacco use and the illegal purchase of tobacco would create a stronger argument for additional funding.

No Federal Policy Requiring Institutional Review Board (IRB) Oversight:

CSAP does not have a policy requiring or encouraging that States obtain IRB approval to conduct scientific youth tobacco purchase surveys. Due to the outcome of the BSA audit mentioned earlier in this report, CDPH will in the future be required to share the identities of violating stores with CDPH's FDB, contrary to the current IRB protocol for California's Youth Tobacco Purchase Survey. FDB is an enforcement arm of CDPH as compared to the CTCP. CDPH is concerned that universities will be reluctant to contract with CDPH to conduct the scientific Youth Tobacco Purchase Survey if identities of study subjects are not protected, per internal IRB requirements. Although CDPH will work with universities to minimize concerns, it is possible that CDPH will

experience difficulty securing contracts with state universities, which may result in the loss of expertise to conduct the scientific survey.

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 2015). 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 2015).

- 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: _____
										FFY: 2015
(1) Stratum Name	(2) N Number of Outlets in Sampling Frame	(3) n Original Sample Size	(4) n1 Number of Sample Outlets Found Eligible	(5) n2 Number of Outlets Inspected	(6) x Number of Outlets Found in Violation	(7) p=x/n2 Stratum Retailer Violation Rate	(8) N'=N(n1/n) Estimated Number of Eligible Outlets in Population	(9) w=N'/Total Column 8 Relative Stratum Weight	(10) pw Stratum Contribution to State Weighted RVR	(11) s.e. Standard Error of Stratum RVR
Total										

- N - number of outlets in sampling frame
- n - original sample size (number of outlets in the original sample)
- n1 - number of sample outlets that were found to be eligible
- n2 - number of eligible outlets that were inspected
- x - number of inspected outlets that were found in violation
- p - stratum retailer violation rate (p=x/n2)
- N' - estimated number of eligible outlets in population (N'=N*n1/n)
- w - relative stratum weight (w=N'/Total Column 8)
- pw - stratum contribution to the weighted RVR
- s.e. - standard error of the stratum RVR

FORM 3 (Required when a cluster design is used for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data.)

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

Instructions for Completing Form 3: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2015).

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: 2015 _____				
(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 2015).

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: _____	
		FFY: 2015	
(1) INELIGIBLE		(2) ELIGIBLE	
Reason for Ineligibility	(a) Counts	Reason for Noncompletion	(a) Counts
Out of business		In operation but closed at time of visit	
Does not sell tobacco products		Unsafe to access	
Inaccessible by youth		Presence of police	
Private club or private residence		Youth inspector knows salesperson	
Temporary closure		Moved to new location	
Unlocatable		Drive-thru only/youth inspector has no driver's license	
Wholesale only/Carton sale only		Tobacco out of stock	
Vending machine broken		Ran out of time	
Duplicate		Other noncompletion reason(s) (<i>Describe.</i>)	
Other ineligibility reason(s) (<i>Describe.</i>)			
Total		Total	

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

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

Instructions for Completing Form 5: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2015).

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

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

If the inspectors are age eligible but the gender of the inspector is unknown, include those inspections in the “Other” row. Calculate subtotals for males and females in rows marked “Male Subtotal” and “Female Subtotal.” Sum subtotals for Male, Female, and Other and record in the bottom row marked “Total.” Verify that 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: _____
		FFY: 2015
	(1) Attempted Buys	(2) Successful Buys
Male		
15 years		
16 years		
17 years		
18 years		
Male Subtotal		
Female		
15 years		
16 years		
17 years		
18 years		
Female Subtotal		
Other		
Total		

APPENDIXES B & C: FORMS

Instructions

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

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: CA
 FFY: 2015

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
BOE Licensing List	3	The licensing list is provided by the Board of Equalization (BOE). The Cigarette and Tobacco Products Licensing Act of 2003 (California B&P Code Section 22970-22995) requires California retailers of cigarettes and tobacco products to obtain a license from the BOE in order to sell tobacco products.	The list is continually updated by the BOE

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

a. Is any area left out in the formation of the area frame?

- Yes No

If Yes, what percentage of the state's population is not covered by the area frame?

_____ %

4. Federal regulation requires that vending machines be inspected as part of the Synar survey. Are vending machines included in the Synar survey?

- Yes No

If **No**, please indicate the reason(s) they are not included in the Synar survey. Please check all that apply.

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

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

- Census** (STOP HERE: Appendix B is complete.)

Unstratified statewide sample:

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

Stratified sample:

- Simple random sample (Go to Question 7.)
- Systematic random sample (Go to Question 6.)
- Single-stage cluster sample (Go to Question 7.)
- Multistage cluster sample (Go to Question 7.)
- Other** (Please describe and go to Question 9.) _____

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

7. Provide the following information about stratification.

a. Provide a full description of the strata that are created.

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.

The effective sample size is given by:

$$n_e = \frac{z_{1-\alpha/2}^2 p(1-p)}{d^2}$$

where,

$z_{1-\alpha/2} = 1.96$, which is $100(1-\alpha/2)$ percentile of the standard normal distribution with $\alpha = 0.05$,

p = target illegal sales rate of 0.2,

d = desired precision of 0.03 with respect to the two-sided 95% confidence interval.

The Target sample size, n_t , is the effective sample size times the design effect. The design effect, d_e is 1.0 because the survey uses a simple random sample. Thus, the Target sample size is the same as the effective sample size.

$$n_t = n_e * d_e$$

The original sample size is then given by

$$n_o = \frac{n_t}{r_l r_c},$$

where r_l is the eligibility rate from the previous year's survey and r_c is the completion rate from the previous year's survey.

The calculated original sample size is further inflated by an inflation factor that varies from year to year.

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

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

Inputs for Effective Sample Size:

RVR:

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.**

RVR: 20%
Design Effect: 1.0
Eligibility Rate: 89.3%
Completion Rate: 98.4%
Actual inflation factor: 100

APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL

State: CA

FFY: 2015

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

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

a. Consummated buy attempts?

- Required
 Permitted under specified circumstances (Describe: _____)
 Not permitted

b. Youth inspectors to carry ID?

- Required
 Permitted under specified circumstances (Describe: _____)
 Not permitted

c. Adult inspectors to enter the outlet?

- Required
 Permitted under specified circumstances (Describe: _____)
 Not permitted

d. Youth inspectors to be compensated?

- Required
 Permitted under specified circumstances (Describe: _____)
 Not permitted

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

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

List the agency name(s): San Diego State University Research Foundation
Behavioral Health Institute (BHI).

3. Are Synar inspections combined with law enforcement efforts (i.e., do law enforcement representatives issue warnings or citations to retailers found in violation of the law at the time of the inspection?)?

Always Usually Sometimes Rarely Never

4. Describe the type of tobacco products that are requested during Synar inspections.

a. What type of tobacco products are requested during the inspection?

- Cigarettes
- Small Cigars/Cigarillos
- Smokeless Tobacco
- Other

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

Youth are instructed to first ask for Marlboro or Camel cigarettes. These brands were selected because they are commonly available in stores and popular among youth. If neither of these brands are sold, the youth ask for a different brand of cigarettes. If the retailer does not sell cigarettes, the youth ask for cigars. If the retailer does not sell cigars, the youth ask for chewing tobacco.

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

CTCP contracts with the Boys and Girls Club of Fresno County to conduct an ongoing youth decoy outreach program which recruits approximately 300 youth per year to participate in tobacco sales surveys and enforcement activities. The Boys and Girls Club conducts ongoing recruitment activities by coordination and collaboration with health departments and law enforcement agencies. The Boys and Girls Club also partners with school groups, faith-based organizations, youth service groups/agencies, community-based organizations and tobacco control coalitions. Media activities that aid in recruitment such as radio public service announcements and marketing activities are also conducted. Behavior modification materials in the form of incentives and stipends are given to youth to promote program recruitment and retention.

CDPH/CTCP entered into an Interagency Agreement with the Behavioral Health Institute (BHI) of the San Diego State University Research Foundation to conduct the survey. BHI has substantial experience with conducting youth tobacco purchase surveys. Their responsibilities include: verification of stores, finalizing the survey instrument, training of youth and research assistants, conducting the survey, and entering the data.

BHI provided youth participants with 30-90 minutes of training prior to participation in the youth tobacco purchase survey using a standardized training protocol. All youth-identifying data were kept confidential to protect the safety and identity of the youth.

BHI staffs several adult research assistants to accompany the youth to conduct the tobacco purchase survey. The research assistants attend a two-hour training session prior to conducting fieldwork. At the first store site, the research assistants are observed by BHI staff to ensure that the survey procedures are properly followed. Adult supervisors are trained with a standardized training protocol.

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

a. Legal

Yes No

(If Yes, please describe.)

Minors' immunity from prosecution for enforcement participation is granted in the language of the STAKE Act.

b. Procedural

Yes No

(If Yes, please describe.)

7. Are there specific legal or procedural requirements instituted by the state to address the issue of the safety of youth inspectors during all aspects of the Synar inspection process?

a. Legal

Yes No

(If Yes, please describe.)

b. Procedural

Yes No

(If Yes, please describe.)

The safety of minors involved in all STAKE Act enforcement and survey inspection operations is of the utmost concern to all supervising adults and enforcement agents. The safety protocol used by BHI is as follows:

Youth are never sent into potentially volatile or dangerous situations. If adults or youth find themselves in an "uncomfortable" or "confrontational" situation while in a store or neighborhood, they are to exit the area immediately. No one is to

confront a store clerk or customer for any reason. Youth are to report "uncomfortable" situations immediately to the accompanying adult.

All participants are instructed to wear seat belts while traveling in a car. Doors should be locked, and every effort made to act in a safety-conscious manner at all times. Adults are to be cautious drivers and obey all traffic rules. Participants should not jaywalk across streets or walk against red traffic lights.

Each accompanying adult is to carry a letter from CDPH verifying the legitimacy of the surveying activities. In addition, adults are required to carry the phone number of a BHI staff member who can be reached during the purchase attempt activities should a problem arise.

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

a. Legal

Yes **No**

(If Yes, please describe.)

STAKE Act requires using 15 or 16 year old youth in inspections.

b. Procedural

Yes **No**

(If Yes, please describe.)

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: _____
FFY: 2015

1. Calendar year of the coverage study: _____

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

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

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

Yes No

If Yes, please explain.

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

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

Census (Go to Question 6.)

Unstratified statewide sample:

Simple random sample (Respond to Part b.)

Systematic random sample (Respond to Part b.)

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

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

Stratified sample:

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

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

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

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

Other (Please describe and respond to Part b.) _____

b. Describe the sampling methods.

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

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

5. Were borders of the selected areas clearly identified at the time of canvassing?

Yes No

6. Were all sampled areas visited by canvassing teams?

Yes (Go to Question 7.) No (Respond to Parts a and b.)

a. Was the subset of areas randomly chosen?

Yes No

b. Describe how the subsample of visited areas was drawn. Include the number of areas sampled and the number of areas canvassed.

7. Were field observers provided with a detailed map of the canvassing areas?

Yes No

If No, describe the canvassing instructions given to the field observers.

8. Were field observers instructed to find all outlets in the assigned area?

Yes No

If No, respond to Question 9.

If Yes, describe any instructions given to the field observers to ensure the entire area was canvassed, then go to Question 10.

9. If a full canvassing was not conducted:

a. How many predetermined outlets were to be observed in each area? _____

b. What were the starting points for each area? _____

c. Were these starting points randomly chosen?

Yes No

d. Describe the selection of the starting points.

- e. Please describe the canvassing instructions given to the field observers, including predetermined routes.

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

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

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