**ANNUAL SYNAR REPORT**

**42 U.S.C. 300x-26**

**OMB № 0930-0222**

**FFY 2018**

**State: MA**

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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 tobacco access laws (FFY 2017 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2018 Intended Use Plan). These data are required by 42 U.S.C. 300x-26 and will be used by the Secretary to evaluate state compliance with the statute. Part of the mission of the Center for Substance Abuse Prevention (CSAP) is to assist states[[1]](#footnote-1) 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.

**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, 2017 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 2018 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), 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 2018: 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 2018 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 2018 is up-to-date and approved by the Center for Substance Abuse Prevention. | | | | |
| **State: MA** | | | | |
| **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.** | | | | |

FFY: 2018 State: MA

**SECTION I: FFY 2017 (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).*

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

**Yes**   **No**

*If* ***Yes,*** *current minimum age:*  19  20  21

1. **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

Changed definition of tobacco products

Other change(s) *(Please describe.)*

1. **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 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 2018 ASR was posted to this Web address.)*

*Web address: www.mass.gov*

*Date published: prior to 12/31/17*

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.) Data from the Annual Synar Report is disseminated to Local Boards of Health and Community Partnership Programs. These programs use this data in hearings and presentations to stakeholders.*

**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 Massachusetts Department of Public Health*

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

**Yes**  **No**

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

*The Massachusetts Department of Public Health in conjunction with Local Boards of Health and Community agencies.*

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):***

*Massachusetts Attorney General's Office*

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.**

1. **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).**

Massachusetts Department of Public Health, Massachusetts Tobacco Cessation and Prevention Program (MTCP).

1. **Has the responsible agency changed since last year’s Annual Synar Report?**

**Yes**  **No**

1. **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

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

**Yes**  **No (if no, go to Question 5)**

1. **If yes, 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)).**

Massachusetts Department of Public Health, Massachusetts Tobacco Cessation and Prevention Program (MTCP).

1. **Has the responsible agency changed since last year’s Annual Synar Report?**

**Yes**  **No**

1. **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.)*

No relationship

1. **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 2017** *(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 local laws or 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 citations issued | 396 | 38 | 434 |
| Number of fines assessed | 395 | 38 | 433 |
| Number of permits/licenses suspended | 21 |  | 21 |
| Number of permits/licenses revoked | 0 |  | 0 |
| Other *(Please describe.)* | 0 | 0 | 0 |

**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:*

Depending on the community, citations or warnings may be issued to retailers that sell during Synar inspections. To minimize the risk of bias to survey results, it is MTCP's protocol that fines and tickets are issued at the end of a round of compliance checks later the same day of the check or the next day after the check instead of immediately after the sale. This protocol reduces the risk of "phone trees" that could potentially bias subsequent checks. This protocol also helps to protect the safety and anonymity of the youth buyer.

**d. 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.

**e. 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**

**f. What additional activities are conducted in your state to support enforcement and compliance with state youth 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

In the 184 communities that received Board of Health funding from MTCP in FFY17, a merchant education and/or retail visit occurred at each permitted retailer at least once per fiscal year.

Merchant education visits include checks for state required signage, sales of loose cigarettes, illegal self-service displays, and for current state and local permits. These visits also serve to educate store managers and clerks about tobacco sales laws and regulations that apply to tobacco products and ENDS, FDA regulations, and local regulations that may be stronger then the state law. The retailers have receive a Retailer Packet that includes information on the state law requiring clerks to check ID on all customers requesting tobacco that appear to be under age 27. This kit also provides signage, clerk reminder cards/payroll stuffers, customer information cards, fact sheets about tobacco sales laws, and proper forms of ID.

In FFY17, the Retailer Education DVD was revised to be an online training tool It will be offered in both English and Spanish. In communities without MTCP funded boards of health, the Massachusetts Health Officers Association Tobacco Program is funded by MTCP to conduct regional trainings for the retailers/clerks that are interested in receiving retailer training.

Retailer Education and Training materials are available free of charge to all retailers across the state.

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

Community education regarding youth access laws/local regulations is provided on a regular basis in the communities that currently have MTCP funded boards of health. Technical assistance regarding youth access laws and regulations is provided to any interested board of health through the Massachusetts Association of Health Boards, the Massachusetts Municipal Association, and the Massachusetts Health Officers Association, funded by MTCP.

Further, our website, makesmokinghistory.org, has a “My Community” tab, where users can select “What’s the impact of tobacco on your community?” and select their city or town from the drop-down box to find out tobacco’s impact and obtain information on their local tobacco regulations. Users can also use the interactive maps and view smoking rates in their community relative to others across the state, and which cities and towns have adopted key tobacco control regulations. Detailed explanations of the key tobacco control regulations such as pharmacy bans, permit capping, cigar packaging and flavor restrictions are also provided on makesmokinghistory.org website.

Media use to publicize compliance inspection results

Earned media is often used by local programs to publicize compliance check inspection results.

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

Strong support for retailer compliance and enforcement of youth access laws exists in the communities that currently have MTCP funded boards of health. In some communities without MTCP-funded boards of health, there is also strong support for retailer compliance and enforcement. Several of these communities have worked with the Massachusetts Health Officers Association and MTCP to determine free and low cost ways that they can prevent youth access to tobacco in their communities without MTCP funding. A few communities have even been able to use local tobacco permit fees and fines for violations to fund compliance checks and retailer education in their communities. MTCP’s Community Partnership Programs and The 84 Youth Movement also help to increase community mobilization and support for youth prevention activities and regulations in communities across the Commonwealth.

Other activities *(Please list.)*

**SYNAR SURVEY METHODS AND RESULTS**

The following questions pertain to the survey methodology and results of the Synar survey used by the state to meet the requirements of the Synar Regulation in FFY 2017 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

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

**Yes**  **No**

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

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

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

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

**Yes  No**

*If* ***Yes,*** *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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | + | (1.645 | × | ) | = |  |
| RVR Estimate | plus | (1.645 | times | Standard Error ) | equals | Right Limit |

# Accuracy rate

# Completion rate

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

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

Form 2 (Optional) in Appendix A (Forms 1–5) *(Attach completed Form 2.)*

Other *(Please specify. Provide formulas and calculations or attach and explain the program code and output with description of all variable names.)*

**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) |  |

1. **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:**

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

**c. Was a new study conducted in this reporting period?**

**Yes  No**

*If* ***Yes,*** *please complete Appendix D (List Sampling Frame Coverage Study) and submit it with the Annual Synar Report.*

**d. The calendar year of the next coverage study planned:**

**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.*

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

A letter detailing the requested changes along with an updated Appendix C was emailed to Gregory Torain on 9/16/16. The request was approved by SAMHSA.

1. **Provide the inspection period: From** 10/1/16 **to** 9/30/17

**MM/DD/YY** **MM/DD/YY**

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

87

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 2018 (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 2018. 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.**

MTCP’s youth access efforts have historically focused heavily on funding local boards of health to provide merchant education and enforcement of youth access laws. MTCP currently funds 184 of our 351 boards of health in the state to do youth prevention work.

The current scope of service for the funded board of health programs includes assigned Synar compliance checks for Marlboro and Newport cigarettes that are completed using approved protocols, an additional full round of compliance checks for other tobacco products (little cigars, smokeless or e-cigarettes), and required follow up checks at all locations that have violations. Board of health programs conduct enforcement on violations and record the results of their enforcement actions in our Retail Data Management System (RDMS). Also included in the scope of service is the requirement to complete one round of merchant education visits/inspections and an MTCP Pricing Survey at each of their permitted tobacco retailers. The continued presence in the retail environment will help to reduce the illegal sales rates to minors in addition to consistent compliance checks and enforcement.

In FFY17, the weighted RVR was 8.1%, a significant decrease from the FFY16 weighted RVR of 11.2%. There are several factors that may have impacted the decrease including lower cigarette sales rates, more education and enforcement related to other tobacco products, local regulations in many Massachusetts communities that have increased the legal tobacco sales age to 21 and consistent enforcement from FDA and MTCP-funded local programs. MTCP has a policy/regulation database that tracks municipal tobacco sales regulations as well as the RDMS. We plan to analyze the sales and policy data to evaluate whether local regulations such as raising the minimum legal sales age to 21 communities has had an impact on the RVR.

MTCP-funded programs make up strata 1,3,5,7 and 9. Checks in these strata are primarily for Marlboro or Newport cigarettes. The sales rates in these funded strata are well below 10%, with the exception of strata 1, with an RVR of 10.1%. MTCP-funded programs have done consistent education, community mobilization, policy promotion and enforcement in their communities and this work is in large part responsible for the decreased RVRs.

The unfunded strata are strata 2,4,6,8 and 10. Checks in these strata are for primarily e-cigarettes, e-liquids and little cigars. The unfunded strata with higher sales rates are strata 2 (15.1%), strata 6 (15.4%) and strata 10 (11.2%). Strata 2 and strata 10 were also areas of concern last year. This year, as a result of increased enforcement, the sales rate in strata 2 decreased from 18.7% to 15.1% and the sales rate in strata 10 decreased from 12.9% to 11.2%.

Massachusetts will continue to complete FDA checks in communities that have high sales rates to minors, along with required re-checks of those with previous sales. After being in place for over seven years in Massachusetts, the FDA is helping to provide strong enforcement and large fines in areas of the state that may not typically have active enforcement of youth access laws. Many retailers have been assessed fines of over $5,000 and up to $11,000 and there have been two no tobacco sale orders (NTSO). Many of these fines and one of the NTSOs are at retailers in communities that do not receive MTCP funding.

The higher than average sales rates in strata 1,2,3,6 and 10 are largely due to high sales rates in certain communities. MTCP has identified many of these communities as communities of high need. With our limited resources, MTCP is looking at ways to have the greatest impact in these high-need communities. MTCP is in the process of implementing a new strategic plan with the help of new partners. These partnerships will result in more innovative approaches to prevent tobacco initiation among youth and young adults. The strategic planning process helped to determine strategies for a new board of health RFR, which was released in 2017.

MTCP has identified that many of the communities that have high sales rates correspond to the communities we have designated as high need. This is determined by using the following metrics: median income, % population below poverty level, tobacco retail density, adult smoking prevalence, % of population with Medicaid insurance and % of population reporting mental illness. MTCP has committed to focusing its programmatic resources in these high need communities.

MTCP meets monthly with the state Department of Revenue (DOR) and the Massachusetts Attorney General’s Office (AGO) to discuss tobacco issues. The AGO oversees the state’s tobacco master settlement agreement and is the overall enforcement agent for the state’s tobacco sales laws. MTCP works with the AGO to ensure local enforcement of tobacco sales laws through our funded board of health tobacco programs. MTCP also provides the AGO with information on locally licensed tobacco retailers’ compliance with state and local tobacco sales laws and regulations. The AGO has little staff or infrastructure to do compliance checks with youth to enforce their youth access regulations on their own. MTCP has offered to perform checks in selected high need communities in coordination with the AGO in order to supplement any local or FDA checks and enforcement. Our hope is that these checks will begin happening in early 2018. In these target communities, the potential for federal, state and local fines and enforcement will undoubtedly impact sales rates to minors.

MTCP’s core policy work continues to be done at the municipal level, with the goal of increasing the number of municipalities passing comprehensive regulations – including pharmacy bans, cigar packaging restrictions, permit capping, increasing the tobacco sales age to 21 and age restriction of e-cigarettes - to reduce youth access to tobacco products. Some of these policies could potentially become state law in the near future. To garner public and board of health support for these policies, MTCP is developing partnerships with funded and unfunded communities to help mobilize community members to attend public hearings to strengthen tobacco regulations and fund youth groups to conduct community assessments and present their findings to local decision makers. Technical assistance in developing these regulations will be provided to boards of health through our CAST coalition. As part of MTCP’s CDC work, MTCP continues to maintain a database which tracks adopted regulations, developing tools for community and retailer education, and is providing additional funding to local boards of health to assist with post-enactment and effective enforcement of these policies.

In order to address target populations, MTCP’s evaluation staff is developing GIS mapping tools to show disparities and geographic opportunities. MTCP is also working with Counter Tools for the development of a new POST system, which will also help with mapping density and disparities. MTCP will utilize the established Target Populations Task Force to identify community champions in high risk communities and will determine strategies to move cities forward with policies to promote MTCP goals.

MTCP’s statewide programs such as the Massachusetts Health Officers Association (MHOA), Massachusetts Municipal Association (MMA), and the Massachusetts Association of Health Boards (MAHB) continue to provide local boards of health with the skills, resources and technical assistance needed to help communities institute and/or strengthen local youth access laws and effectively provide tobacco services to communities. These statewide TA providers assist our MTCP funded boards of health and boards of health that do not have MTCP funding. Communities that do not have MTCP funding have been given a guide to providing “Free and Low Cost” tobacco prevention services. They are also offered a statewide TA provider to help to develop a plan to provide evidence-based tobacco services with limited resources. The goal of this approach is to build the capacity of communities to have a positive effect on the social norms related to youth tobacco use with or without MTCP funding.

Synar checks for the current report began on October 1, 2016. Prior to beginning these checks (on 9/16/16), MTCP requested to change Massachusetts’ Synar protocol for compliance checks with youth to mirror the new FDA compliance check protocol which includes the purchase of newly deemed products. Instead of exclusively asking for Marlboro or Newport cigarettes for a Synar compliance check, the minor can now ask for any type of cigarettes, small cigars/cigarillos, chew or ENDS/e-liquids. This protocol change was approved by SAMHSA on 9/21/16. This protocol change allows Synar youth inspectors to request items that represent the products that are being purchased and used most frequently by youth in Massachusetts.

**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 access laws

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

Resources to cover all of the cities and towns in Massachusetts continue to be limited. Only 184 of the 351 cities and towns in Massachusetts currently have MTCP funding for enforcement of youth access tobacco laws. In the communities without MTCP funding, the enforcement of state youth access laws continues to be limited, often resulting in a higher rate of illegal sales rates to minors. The Massachusetts FDA Enforcement Program complements our statewide efforts by providing inspections at 100% of the state tobacco retailers each year.

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 balance of inspections conducted by youth inspectors age 15 and under

Issues regarding the balance of inspections conducted by one gender 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.)*

### 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 2018). 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 1 (Required for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar Survey data.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Synar Inspection Results by Stratum **State:**  **FFY:** 2018 | | | | | | | | | | | | | |
| (1) | | (2) | | | (3) | | | (4) | | | (5) | | |
| STRATUM | | NUMBER OF OUTLETS IN SAMPLING FRAME | | | ESTIMATED NUMBER OF ELIGIBLE OUTLETS IN POPULATION | | | NUMBER OF OUTLETS INSPECTED | | | NO. OF OUTLETS FOUND IN VIOLATION DURING INSPECTIONS | | |
| (a)  Row # | (b)  Stratum  Name | (a)  Over-the-Counter  (OTC) | (b)  Vending  Machines  (VM) | (c)  Total  Outlets  (2a+2b) | (a)  Over-the-Counter  (OTC) | (b)  Vending  Machines  (VM) | (c)  Total  Outlets  (3a+3b) | (a)  Over-the-  Counter  (OTC) | (b)  Vending  Machines  (VM) | (c)  Total  Outlets  (4a+4b) | (a)  Over-the-Counter  (OTC) | (b)  Vending  Machines  (VM) | (c)  Total  Outlets  (5a+5b) |
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**RECORD COLUMN TOTALS ON LAST LINE (LAST PAGE ONLY IF MULTIPLE PAGES ARE NEEDED).**

# FORM 2 (Optional)

# Appropriate for stratified simple or systematic random sampling designs.

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

**Instructions for Completing Form 2:** In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2018).

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:** | | | | | | | | | | 2018 | |
|  | | | | | | | | | | | |
| (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 |
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| **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 2018).

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:** | | | | 2018 | |
|  | | | | | |
| (1)  Row # | (2)  Stratum Name | (3)  Number of PSUs Created | (4)  Number of PSUs Selected | | (5)  Number of PSUs in the Final Sample |
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| **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 2018).

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:** | | | 2018 | |
|  | | | | |
| **(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) *(Describe.*) | |  |
| Other ineligibility reason(s) *(Describe.)* |  |  | |  |
| **T****otal** |  | **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 2018).

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Synar Survey Inspector Characteristics** | | | | |
|  | | **State:** | |  |
|  | | **FFY:** | | 2018 |
|  | |  | |  |
|  | (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) and respond to Question #10 of Appendix B to provide the requested information about sample size calculations for the Synar survey conducted in FFY 2017.

# APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

|  |  |  |
| --- | --- | --- |
|  | **State:** | MA |
|  | **FFY:** | 2018 |

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

The sampling areas are the 351 cities and towns in Massachusetts or smaller subdivided areas within the large cities. These sampling areas are then broken down into zip codes to obtain smaller clusters. Every zip code in Massachusetts is in fact associated with one of the 351 cities and towns.

**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.)*

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

Vending machines are sampled separately to ensure vending machines are included in the sample

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

Other reasons *(Please describe.)*

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

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

**Unstratified statewide sample:**

Simple random sample *(Go to Question 9.)*

Systematic random sample *(Go to Question 6.)*

Single-stage cluster sample *(Go to Question 8.)*

Multistage cluster sample *(Go to Question 8.)*

**Stratified sample:**

Simple random sample *(Go to Question 7.)*

Systematic random sample *(Go to Question 6.)*

Single-stage cluster sample *(Go to Question 7.)*

Multistage cluster sample *(Go to Question 7.)*

**Other** *(Please describe and go to Question 9.)*

**6. Describe the systematic sampling methods.** *(After completing Question 6, go to Question 7 if st ratification 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.**

The 13 counties in Massachusetts were organized into five geographic regions of roughly equal size. The cities and towns in each region are further stratified into two groups according to whether or not the health department receives funding from the Massachusetts Tobacco Control Program (this funding status is updated every year). Thus, there are 10 strata.

**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.)*

Clusters at the first stage are the sampling areas formed by the 351 cities and towns in Massachusetts. Before the random selection of sampling areas occurs, the 351 Massachusetts cities and towns are broken into applicable zip codes to obtain smaller sampling clusters.

**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.**

There are 10 fixed strata that we use in Massachusetts. These strata are based on geographic region and funding for the Board of Health Tobacco Programs. All 351 cities and towns in Massachusetts fall into one of the 10 strata and have an equal chance of being selected. Each city or town is grouped into the appropriate strata and broken into all applicable zip codes. The zip code is the final unit of sampling. Each zip code is assigned a random number given by a random number generator. Based on the ranking received from the random number generator, the zip codes within the strata are chosen sequentially until the estimated number of vendors represented by those zip codes exceeds the target number needed for that stratum. Thus, the number of clusters used within each stratum changes every year based on the number of retailers in each zip code that is selected

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

1. **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.)*

1. **SSES Sample Size Calculator used?**

**State Level** *(Respond to Question 10a.)*

**Stratum Level** *(Respond to Question 10a and 10b.)*

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

Ignoring the finite population correction, the effective sample size () is determined by:

,

where *P* is the target retailer violation rate (20 percent). The target sample size () is given by:

,

where *d* is the assumed design effect of 3.6. The original sample size () is then obtained by:

,

where *s* is an incremental factor (or safety margin) of 25% to compensate for the loss of the sample during inspection.

**10. Provide the following information about sample size calculations for the Synar survey conducted in FFY 2017.**

1. **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:

1. **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:**

1. **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.**

Ignoring the finite population correction, the effective sample size () is determined by:

,

where *P* is the target retailer violation rate (20 percent). The target sample size () is given by:

,

where *d* is the assumed design effect of 3.6. The original sample size () is then obtained by:

,

where *s* is an incremental factor (or safety margin) of 25% to compensate for the loss of the sample during inspection.

# APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL SUMMARY

|  |  |  |
| --- | --- | --- |
|  | **State:** | MA |
|  | **FFY:** | 2018 |

***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: Some youth are given stipends and some are youth volunteers)

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):MA Department of Public Health in conjunction with local boards of health, community agencies and the Massachusetts Association of Health Boards.

**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.**

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

Cigarettes

Small Cigars

Cigarillos

Smokeless Tobacco

Electronic Cigarettes/Electronic Nicotine Delivery Systems (ENDS)

Other

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

Depending on the location, the minor could ask for cigarettes, small cigars/cigarillos or ENDS/e-liquids. The minor is instructed to ask for the most commonly found and popular brands of each product. When asking for cigarettes, minors ask for Marlboro or Newport. Cigars/cigarillos requested are flavored Black & Mild, Phillies, Swisher Sweets or GAME if available. When requesting ENDS, minors request flavored VUSE, Blu, NJOY or MarkTen e-cigarettes or e-liquids if available. Approximately 50% of Synar checks will be for Marlboro or Newport cigarettes and 50% of Synar checks will be for cigars, cigarillos, e-cigarettes or e-liquids.

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

Adult supervisors for MTCP funded boards of health are the staff or consultants of the local funded Boards of Health. The adult supervisors are hired by the local municipalities or agencies using municipal hiring practices. FDA adult supervisors are recruited and selected following the guidelines provided by the Department of Public Health Human Resource Department.

The training for adult supervisors working with MTCP funded board of health programs includes 2.5 hours in conducting compliance checks and 1.5 hours in tobacco control inspections and enforcement. Youth access issues-especially related to enforcement-are discussed at program meetings during the year. DPH staff and attorneys from Mass Municipal Association or Mass Association of Health Boards are available as resources during these meetings. The adult supervisor training for board of health staff was updated in 2013. The training is conducted by a team of experienced professionals. New board of health inspectors shadow experienced inspectors prior to conducting inspections on their own. FDA adult supervisors take the required FDA inspector online training (approximately 12 hours), along with a 1.5 hour in-person training. After trainings are completed, FDA inspectors shadow experienced FDA inspectors for several days before completing inspections on their own.

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

A variety of youth recruitment strategies are used including making presentations at schools and local community-based organizations and working with community-service projects. Some colleagues recommend their own children to participate in compliance checks. Current youth inspectors receive referral bonuses for referring a friend or relative that works doing compliance checks. Recruitment is also done in conjunction with The 84. The 84 is a statewide movement of youth fighting tobacco in Massachusetts. Youth job opportunities are posted as a tab on the84.org website, and recruitment events happen at the annual 84 Youth Power Summits and at Kick Butts Day at the Massachusetts State House.

During the mandatory compliance check training for adult supervisors, the trainers review techniques for recruiting, screening and training youth inspectors.

Youth must take the required online minor training and pass the test before taking an in-person training. At the in-person training, youth inspectors learn about policies and practices that may be unique to the area where they are working and program that they are working with and discuss more details on how to conduct a compliance check. Youth also have an opportunity to look at and touch the products that they will be requesting and do several role plays practicing various scenarios that can occur during compliance checks. Prior to conducting compliance checks on their own, new youth observe experienced youth conducting checks so that they can become more comfortable with the job.

**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.)*

**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.)*

Minors are always accompanied by trained adult inspectors during compliance checks. If the adult or youth feels that an establishment is unsafe to enter to attempt a buy, the check is aborted. Parents are given descriptions of the protocols and their permission is obtained.

**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.)*

Funded Boards of Health use Synar protocol and attend required trainings.

**b. Procedural**

**Yes  No**

*(If* ***Yes,*** *please describe.)*

MTCP requires that Boards of Health and community agencies use the MTCP Compliance Check Protocol, which includes only using youth who are ages 16 or 17. All adult supervisors must attend a compliance check training organized by MTCP. All youth buyers must be trained before conducting checks. Minors must take online training and attend an in-person training with the local program working with them. The in-person training includes specifics about products to request and role plays to practice specific scenarios that may happen in the field.

**APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY**

*(LIST FRAME ONLY)*

|  |  |  |
| --- | --- | --- |
|  | **State:** |  |
|  | **FFY:** | 2018 |

**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.)*

1. **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?**

1. **Were these starting points randomly chosen?**

**Yes  No**

1. **Describe the selection of the starting points.**

1. **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).**

1. The 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). [↑](#footnote-ref-1)