ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2021

State: Utah

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OMB No. 0930-0222
Expiration Date: 06/30/2021

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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 2020 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2021 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] 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.

[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).

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, 2020 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 2021 Synar Survey Results: States that use the Synar Survey Estimation System (SSES) must upload one copy of *SSES Tables 1–8* (in Excel) to WebBGAS. **Please note that, beginning with the FFY 2021 ASR, SSES will generate Tables 6, 7, and 8, which are based on the <u>optional</u> microdata on product type, retail outlet type, and whether identification was requested. If your state does not submit these optional data, Tables 6, 7, and 8 will be blank. Tables 6, 7, and 8 are generated for the convenience of the state, and states are <u>not</u> required to submit completed versions of Tables 6, 7, or 8.** States that do not use SSES must upload one copy of ASR Forms 1, 4, and 5, and Forms 2 and 3, if applicable, (in Excel), as well as a database with the raw inspection data to WebBGAS.
- Synar Inspection Form: States must upload one blank copy of the inspection form used to record the result of each Synar inspection.
- Synar Inspection Protocol: States must upload a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections. This document should be different than the Appendix C attached to the Annual Synar Report.
- A scanned copy of the signed Funding Agreements/Certifications

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

FFY 2021: 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 2021 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 2021 is up-to-date and approved by the Center for Substance Abuse Prevention.
State: Utah
Name of Chief Executive Officer or Designee: Ann Silverberg Williamson
Signature of CEO or Designee:
Title: Executive Director, Department of Human Services **Date Signed:**
If signed by a designee, a copy of the designation must be attached.

SECTION I: FFY 2020 (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 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
   ☐ Changed definition of tobacco products
   ☐ Other change(s) *(Please describe.)* _____

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

Licensing of tobacco vendors	☐ **Yes**	☒ **No**
Penalties for sales to minors	☒ **Yes**	☐ **No**
Vending machines	☐ **Yes**	☒ **No**
Added product categories to youth 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 2021 ASR was posted to this Web address.)*

   Web address: _____

   Date published: _____

   ☐ Notice published in a newspaper or newsletter

   ☐ Public hearing

☐ Announced in a news release, a press conference, or discussed in a media interview
☐ Distributed for review as part of the SABG application process
☐ Distributed through the public library system
☐ Published in an annual register
☐ Other *(Please describe.)* _____

3. **Identify the following agency or agencies** *(see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).*

   a. **The state agency(ies)** ***designated by the Governor for oversight of the Synar requirements:***

   Department of Human Services: Division of Substance Abuse and Mental 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:***

   Local health departments and local law enforcement 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):***

   Utah Department of Health, local health departments, and local law enforcement agencies

   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).**

   Utah Department of Health Tobacco Prevention and Control Program

   b. **Has the responsible agency changed since last year's Annual Synar Report?**
   ☐ **Yes** ☒ **No**

   c. **Describe the coordination and collaboration that occur between the agency responsible for tobacco prevention and the agency responsible for oversight of the Synar requirements.** ***(Check all that apply.)*** **The two agencies**

   ☐ Are the same

☐ Have a formal written memorandum of agreement
☒ Have an informal partnership
☐ Conduct joint planning activities
☐ Combine resources
☐ Have other collaborative arrangement(s) *(Please describe.)* _____
☐ No relationship

d. Does a state agency contract with the Food and Drug Administration's Center for Tobacco Products (FDA/CTP) to enforce the youth access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act?
☐ **Yes** ☒ **No (if no, go to Question 5)**

e. If yes, identify the state agency responsible for enforcing the youth 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)).

_____

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

g. Describe the coordination and collaboration that occur between the agency contracted with the FDA to enforce federal youth tobacco access laws and the agency responsible for oversight of the Synar requirements. *(Check all that apply.)* The two agencies:

☐ Are the same
☐ Have a formal written memorandum of agreement
☐ Have an informal partnership
☐ Conduct joint planning activities
☐ Combine resources
☐ Have other collaborative arrangement(s) *(Please describe.)* _____
☐ No relationship

h. Does the state use data from the FDA enforcement inspections for Synar survey reporting?
☐ **Yes** ☐ **No**

5. **Please answer the following questions regarding the state's activities to enforce the state's youth access to tobacco law(s) in FFY 2020** *(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 <u>LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES (this does not include enforcement of local laws or federal youth tobacco access laws)</u>. 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	UNK	UNK	93
Number of fines assessed	0	0	0
Number of permits/licenses suspended	1		1
Number of permits/licenses revoked	0		0
Other *(Please describe.)*			

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:

State law allows citations to be issued up to 7 days after the alleged underage purchase is made. In some cases, several compliance checks may be completed before officers return to outlets to issue citations. Local health departments and law enforcement officers vary their compliance check starting points during checks.

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

Both proactive and corrective retailer education is conducted on an ongoing basis by local health departments at the local level. At the state and local levels retailer education information and driver license/state I.D. card information (Utah driver licenses and I.D. cards are printed with the month, day, and year that a person turns 21 to help prevent illegal underage sales) is made available to local retailers. The Utah Tobacco Laws website (utahtobaccolaws.org) contains a retailer education section. Merchants continuously in compliance are eligible for positive public recognition for their efforts.

☒ 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)

(These actions are taken in varying degrees in our local health departments)

1. Congratulatory letters are sent to store managers whose outlets have successfully refused to sell tobacco to underage youth during compliance checks.

2. Public acknowledgement via health department meetings, city councils, etc.; newspaper articles by local health departments re: recognizing tobacco retail outlets that have taken extraordinary efforts to reduce underage sales and who have a long history of refusing sales to underage youth during compliance checks.

3. A reduction in civil monetary penalties for an underage sale is available to retailers if they demonstrate that they have conducted training with employees.

4. Retailers are encouraged to offer their employees incentives for refusing underage sales. Several offer monetary bonuses, movie tickets, or similar items to promote employee compliance with tobacco laws.

☒ Community education regarding youth access laws

(These actions are taken in varying degrees in our local health departments)

1. Individual one-on-one education with managers at retail outlets (Which is especially important in most of Utah's outlying rural communities where attending group trainings is not practical).

2. Chain outlet training with district/regional store representatives.

3. Website section available 24/7 with complete Utah Tobacco Retailer Education Guide, supplemental employee education kits, and images of educational posters, register stickers, and door clings.

4. Whenever an illegal underage sale occurs the retailer receives training from the LHD.

☒ Media use to publicize compliance inspection results

1. The Division of Substance Abuse is the primary state agency for reporting Synar data. However, the Utah Department of Health reports state fiscal year compliance check results in its annual report. The report contains both statewide and local health district state compliance check results.

2. Local health departments develop newspaper articles recognizing tobacco retail outlets that have taken extraordinary efforts to reduce underage sales and publicizing the need to prevent underage tobacco sales in their communities.

3. Some local TV and radio coverage may also occur.

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

Our local health departments are frequently in the community and they have youth groups which often educate and speak to the importance of youth access laws.

☒ Other activities *(Please list.)* Retail Education Workgroup

The Utah Department of Health and local health departments collaborate on Retail Education Workgroup meetings throughout the year to maintain and update the retail education guide as well as develop annual register stickers, door clings, posters and retailer surveys. This group is currently working to develop a state-wide online training for retailers.

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 2020 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

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

☐ **Yes** ☒ **No**

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

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

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

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

☐ **Yes** ☒ **No**

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

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 **7.1% (census)**

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 89.4%

Completion rate 85.4%

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)	1867
Target sample size (the product of the effective sample size and the design effect)	1867
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	1867
Eligible sample size (number of outlets found to be eligible in the sample)	1669
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	1429

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

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

☐ **Yes** ☒ **No**

*If **Yes,** answer the following questions about its coverage.*

a. **The calendar year of the latest Sampling frame coverage study: _____**

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.

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

b. **Provide the inspection period: From** 10/01/2019 **to** 9/30/2020
MM/DD/YY MM/DD/YY

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

46

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 2021 (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 2021. 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.**

Utah will continue to apply its youth access system comprised of:

(1) Conducting multiple compliance checks on each outlet in the state throughout the year.

(2) Conducting proactive and corrective retailer education.

(3) Promoting recognition of outlets and community agencies that have demonstrated exemplary efforts to reduce illegal underage tobacco access.

(4) Continuing the distribution of Utah Tobacco Retailer Education materials to Utah tobacco retailers.

(5) Utah conducts e-cigarette inspections as part of SYNAR inspections as approved by CSAP.

(6) license and I.D. cards (which list the month, day, and year the person turns 21 years of age to eliminate the "math" associated with determining the age of a person attempting to purchase tobacco.)

(7) Utah's current requirement that compliance checks be conducted by law enforcement agencies assures active enforcement of youth tobacco access laws.

(8) Utah is creating an online training for retailers that may be utilized by all local health departments to train retailers about youth access laws.

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

In certain situations, coordinating efforts with law enforcement agencies with limited availability of officers/deputies has been a challenge.

☐ 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

One of our Local Health Departments began checking drive-through windows at retailers because of a tip that youth were getting tobacco from those locations. Due to the local health department insurance regulations, only youth 18 years of age can attempt a buy at a drive-through.

☒ Difficulties recruiting youth inspectors

Besides expected turnover and busy personal schedules of youth, local health departments in small towns or rural areas will use youth from outlying areas in order to protect the inspectors from ostracism in their own community. As a result, local health departments are encouraged to recruit and train enough youth to compensate for these factors.

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

In the fiscal year, there were 31 attempted buys by 15 year olds (out of a total of 1,425 attempted buys), which resulted in 1 sale. Local health departments report that they use 15 year olds in situations where they cannot find older youth to do checks. Many of our areas are rural and they use the youth they can find, but through trainings, we have instructed inspectors to use 15 year olds as little as possible.

☒ Issues regarding the balance of inspections conducted by one gender of youth inspectors

Inspectors are doing a better job at maintaining a gender balance than in previous years. The Utah Department of Health encourages local health departments to balance the genders of youth inspectors, but many report that they have problems

recruiting youth, especially in rural communities, so they use whichever gender is available. We will continue to train on the importance of gender balance with youth inspectors.

☒ Geographic, demographic, and logistical considerations in conducting inspections

Rural areas in Utah present a challenge since they tend to require long distances of travel to conduct compliance checks on a limited number of outlets. This puts additional stress on staff, law enforcement, and youth resources. The policy in place still requires checks to be completed at these locations.

☐ Cultural factors (e.g., language barriers, young people purchasing for their elders)

☒ Issues regarding sources of tobacco under tribal jurisdiction

Local health departments try to promote tribal-based youth access activities with the tribes within their health district boundaries. They will also provide advice and information to tribes requesting assistance.

☒ Other challenges *(Please list.)* Covid-19 Interruptions

We appreciate SAMSA guidance on conducting inspections during the Covid-19 pandemic. Since the health promotion staff of local health departments are primarily the ones who conduct the inspections, their work has been greatly interrupted by Covid-19, not only because many of them have responsibilities with Covid-19 response, but they have not felt comfortable going into retailers to conduct inspections at this time. We encouraged our local health department staff to conduct inspections if they felt comfortable doing them as long as they weren't preempted by state or local Covid-19 restrictions. We attribute the lack of 100% of stores being checked to the Covid-19 pandemic.

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 2021). 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: Utah

FFY: 2021

(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)
1	Bear River	103	0	103	87	0	87	67	0	67	6	0	6
2	Central	106	0	106	99	0	99	94	0	94	5	0	5
3	Davis	153	0	153	123	0	123	123	0	123	11	0	11
4	Salt Lake	617	0	617	575	0	575	515	0	515	39	0	39
5	San Juan	23	0	23	21	0	21	8	0	8	0	0	0
6	Southeast	60	0	60	56	0	56	55	0	55	4	0	4
7	Southwest	210	0	210	171	0	171	157	0	157	14	0	14
8	Summit	49	0	49	37	0	37	33	0	33	2	0	2
9	Tooele	48	0	48	43	0	43	41	0	41	3	0	3
10	TriCounty	69	0	69	60	0	60	33	0	33	2	0	2
11	Utah County	252	0	252	229	0	229	141	0	141	4	0	4
12	Wasatch	16	0	16	12	0	12	12	0	12	1	0	1
13	Weber-Morgan	161	0	161	156	0	156	146	0	146	10	0	10

	Total:	1867	0	1867	1669	0	1669	1425	0	1425	101	0	101

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 2021).

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: Utah

FFY: 2021

(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 2021).

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: Utah

FFY: 2021

(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 2021).

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: Utah

FFY: 2021

(1) INELIGIBLE		(2) ELIGIBLE	
Reason for Ineligibility	**(a) Counts**	**Reason for Noncompletion**	**(a) Counts**
Out of business	90	In operation but closed at time of visit	39
Does not sell tobacco products	60	Unsafe to access	13
Inaccessible by youth	26	Presence of police	0
Private club or private residence	0	Youth inspector knows salesperson	10
Temporary closure	7	Moved to new location	0
Unlocatable	1	Drive-thru only/youth inspector has no driver's license	0
Wholesale only/Carton sale only	0	Tobacco out of stock	0
Vending machine broken	0	Ran out of time	0
Duplicate	14	Other noncompletion reason(s) *(Describe.)*	
Other ineligibility reason(s) *(Describe.)*	0	Covid-19 Interruptions	149
		New licenses added to lists in last quarter, not yet checked	31
		Compliance check not allowed/conducted within specific law enforcement jurisdiction.	2
Total	198	**Total**	244

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 2021).

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: Utah

FFY: 2021

	(1) Attempted Buys	(2) Successful Buys
Male		
15 years	30	1
16 years	103	1
17 years	349	32
18 years	375	35
19 years	2	1
20 years		
Male Subtotal	**859**	**70**
Female		
15 years	0	0
16 years	104	6
17 years	454	25
18 years	0	0
19 years	0	0
20 years	8	0
Female Subtotal	**566**	**31**
Other		
Total	**1425**	**101**

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 2020.

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: Utah
FFY: 2021

1. **What type of sampling frame is used?**

   ☐ List frame *(Go to Question 2.)*
   ☐ Area frame *(Go to Question 3.)*
   ☒ List-assisted area frame *(Go to Question 2.)*

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

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

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

Name of Frame Source	Type of Source	Description	Updating Method and Cycle
Utah State Tax Commission list of licensed tobacco outlets	3	The frame contains a list of licensed tobacco outlets in Utah	The Utah State Tax Commission supplies a list of licensed tobacco outlets to state and local health departments. Local health departments confirm stores on this list and other stores are added or deleted based on visits and telephone calls to stores. The list is updated on an ongoing basis throughout the year.

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.)* _____

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

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

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

☐ Other reasons *(Please describe.)*_____

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

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

Unstratified statewide sample:

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

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

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

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

Stratified sample:

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

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

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

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

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

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

7. **Provide the following information about stratification.**

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

   b. **Is clustering used within the stratified sample?**

   ☐ **Yes** *(Go to Question 8.)*

☐ **No** *(Go to Question 9.)*

8. **Provide the following information about clustering.**

   a. **Provide a full description of how clusters are formed.** *(If multistage clusters are used, give definitions of clusters at each stage.)*

   b. **Specify the sampling method (simple random, systematic, or probability proportional to size sampling) for each stage of sampling and describe how the method(s) is (are) implemented.**

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

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

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

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

10. **Provide the following information about sample size calculations for the Synar survey conducted in FFY 2020.**

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

   Inputs for Effective Sample Size:
   RVR:
   Frame Size:

   Input for Target Sample Size:
   Design Effect:

   Inputs for Original Sample Size:
   Safety Margin:

Accuracy (Eligibility) Rate:
Completion Rate:

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

c. If the state does not use the sample size formulas embedded in the SSES Sample Size Calculator, please provide all inputs required to calculate the effective, target, and original sample sizes as indicated in Question 9.

APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL SUMMARY

State: Utah
FFY: 2021

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: At the discretion of those coordinating inspections, youth may or may not carry an ID into tobacco outlets when conducting inspections.)
   ☐ Not permitted

   c. **Adult inspectors to enter the outlet?**

   ☐ Required
   ☒ Permitted under specified circumstances (Describe: When feasible adult inspectors will enter the outlet at the time of an inspection. However in many instances, especially in rural settings, adults involved in inspections can be recognized and would not enter in those circumstances.)
   ☐ Not permitted

   d. **Youth inspectors to be compensated?**

   ☐ Required
   ☒ Permitted under specified circumstances (Describe: In almost all cases youth are compensated for the time they spend conducting inspections.)
   ☐ 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): Utah's 13 local health districts coordinate, schedule, and jointly conduct all Synar tobacco inspections with local police departments and sheriff's offices.

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

☐ Always ☒ Usually ☐ Sometimes ☐ Rarely ☐ Never

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

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

☒ Cigarettes
☒ Small Cigars
☒ Cigarillos
☒ Smokeless Tobacco
☒ Electronic Cigarettes/Electronic Nicotine Delivery Systems (ENDS)
☐ Other

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

This is left to the discretion of local health departments with the proviso that they are directed from the state level to mix up the types of products they ask youth to attempt to purchase. With the passage of Utah HB415 (2015) and HB324 (2018) e-cigarette's are considered tobacco products and can be purchased during compliance checks. The Utah Tobacco Prevention and Control program has created guidelines for locals to purchase e-cigarette products, though local health departments still have leeway on which e-cigarette products to choose as needs arise.

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

Adult supervisors are recruited and trained by local health departments prior to their participating in compliance checks. Typically, adult inspectors are already employees of the local health departments. The Utah Department of Health Tobacco Prevention and Control Program provides training and technical assistance as warranted.

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

Youth are recruited and trained by local health departments prior to their participating in compliance checks. Training with youth inspectors places a special emphasis on safety. The Utah Department of Health Tobacco Prevention and Control Program provides training and technical assistance as warranted.

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.)*

   Utah statue §77-39-101 Investigation of sales of alcohol, tobacco, and electronic cigarettes to under age persons addresses both immunity and procedural issues associated with conducting compliance checks. Those conducting compliance checks are granted immunity by the law so long as a peace officer is present at the time of the inspection.

   b. **Procedural**

   ☒ **Yes** ☐ **No**

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

   Utah statue §77-39-101 Investigation of sales of alcohol, tobacco, and electronic cigarettes to under age persons addresses both immunity and procedural issues associated with conducting compliance checks. Those conducting compliance checks are granted immunity by the law so long as a peace officer is present at the time of the inspection.

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.)*

   Procedural guidelines are in place that disallow compliance checks where it is deemed there may be a safety risk to the youth. Youth are transported to inspection sites with local health department and law enforcement officials. Under the direction of the law enforcement official youth enter the outlet and attempt to purchase tobacco. If a sale occurs, the youth is withdrawn to a safe location away from the outlet and the law enforcement official generally enters the outlet to issue a citation to the person who sold tobacco to the youth. (Utah Code provides that law enforcement officials can take up to seven days to issue a citation). If, during the

process of conducting inspections, any of the parties, (local health department staff, the underage youth, or the law enforcement official), have concerns about the safety of the youth at a specific location, the inspection is cancelled and an appropriate notation made on the logging forms.

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.)*

   The person attempting a purchase and anyone accompanying them may not, during the attempted purchase, misrepresent the age of the person by false or misleading identification documentation.

   b. **Procedural**

   ☒ **Yes** ☐ **No**

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

   The newly SAMSHA approved protocol for compliance checks is to use inspectors 15-20 years of age. With the passage of SB37(2020), the age to purchase tobacco is aligned with federal law and has been increased to 21. There was a total of 11 inspections this year with ages of 19-20 year olds, resulting in 1 sale. These inspections took place after July 1, 2020 when the legislation became effective. Next year, it is anticipated that many more inspectors will be in this age range.

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: Utah
FFY: 2021

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).