

# **YOUR 2016 SYNAR GUIDE TO MRL UPDATING**

*Michigan Department of Health and Human Services  
Office of Recovery Oriented Systems of Care  
Revised December 2015*

## Directions for Establishment Updates

Updating your retailers list will help you determine which establishments will be visited for retail education or other non Synar activity. It can also improve the quality of your list by keeping you from having unnecessary ineligible sites.

- 1) In column "B" or the color shaded column, type in the first letter only of revision key to indicate status.
- 2) Provide an explanation for any Deletions (D) or Revisions (R) in the "NOTES" column showing **former** information (see "Example" tab). Delete the old detail and using **bold type, key in any new information in columns D through M.**
- 3) When adding a new establishment insert a new row then type an "A" in the revisions column.
- 4) For any establishments with no change, verify that they have been checked by typing in the letter "S" in column "B".
- 5) Verify your work (e.g. check duplicates) to minimize return questions or the necessity to "do over" any particular establishment listings.

Direct questions to [foxallc@michigan.gov](mailto:foxallc@michigan.gov)

**THANK YOU!**

KEY	EXPLANATION
<b>A</b> = ADD	Add a new establishment.
<b>D</b> = DELETE	Delete or remove listing - No longer exists or closed business.
<b>R</b> = REVISE	Revisions or corrections OTHER than closure. Revisions include changes such as revised name, address, telephone, type of sale (OTC/VM), vendor type, etc.
<b>S</b> = SAME	Listing remains the same, no change.

**EXAMPLE ONLY**

**MRL REVISION**

<b>MRL #</b>	<b>REVISIONS A / D / R / S</b>	<b>PIHP</b>	<b>CO</b>	<b>CO CODE</b>	<b>OTC/V M</b>	<b>Vendor TYPE</b>	<b>RETAILER NAME</b>	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE</b>	<b>NOTES</b>
L-1234	D	MID-STATE HN	SAGINAW	73	OTC	2	MA & PA STORE	123 Sunny Lane	SAGINAW	MI	48706	555-123-4567	OUT OF BUSINESS
L-7648	D	MID-STATE HN	SAGINAW	73	OTC	1	FOOD AND DRUG	5050 NORTH AVE	SAGINAW	MI	48603	555-784-5989	NO LONGER SELLS TOBACCO
L-3417	R	MID-STATE HN	SAGINAW	73	OTC	1	<b>SHOPPERS PARADISE</b>	2020 VAN BUREN RD	SAGINAW	MI	48603	555-1755 4222	NAME CHANGE from CYNTHIA'S BOUTIQUE
L-3419	R	MID-STATE HN	SAGINAW	73	OTC	3	GAS STATION	1615 ADAMS AVE	SAGINAW	MI	48603	<b>555-487-1988</b>	ADD PHONE
L-3420	R	MID-STATE HN	SAGINAW	73	OTC	2	THE VILLAGE INC	<b>26310 BAY RD</b>	SAGINAW	MI	48603	<b>555-757-7720</b>	PHONE and ADDRESS CHANGED FROM 555-777-1234; 11551 BAY RD
L-3422	S	MID-STATE HN	SAGINAW	73	OTC	3	GAS 'N STOP	24826 CENTER	SAGINAW	MI	48603	555-756-2200	SAME
L-3423	S	MID-STATE HN	SAGINAW	73	OTC	6	QUALITY PHARMACY	3121 MC CARTY	SAGINAW	MI	48602	555-757 6179	SAME
	<b>A</b>	<b>MID-STATE HN</b>	<b>SAGINAW</b>	<b>73</b>	<b>OTC</b>	<b>3</b>	<b>BILL'S SHELL</b>	<b>2611 OSLO RD</b>	<b>SAGINAW</b>	<b>MI</b>	<b>48602</b>	<b>555-949-5752</b>	NEW
	<b>A</b>	<b>MID-STATE HN</b>	<b>SAGINAW</b>	<b>73</b>	<b>OTC</b>	<b>3</b>	<b>SALLY'S PETRO</b>	<b>27256 SHUST</b>	<b>SAGINAW</b>	<b>MI</b>	<b>48602</b>	<b>555-598-2029</b>	NEW

**STATE OF MICHIGAN**  
**County Codes**

<b>Code</b>	<b>County</b>		<b>Code</b>	<b>County</b>
1	Alcona		44	Lapeer
2	Alger		45	Leelanau
3	Allegan		46	Lenawee
4	Alpena		47	Livingston
5	Antrim		48	Luce
6	Arenac		49	Mackinaw
7	Baraga		50	Macomb
8	Barry		51	Manistee
9	Bay		52	Marquette
10	Benzie		53	Mason
11	Berrien		54	Mecosta
12	Branch		55	Menominee
13	Calhoun		56	Midland
14	Cass		57	Missaukee
15	Charlevoix		58	Monroe
16	Cheboygan		59	Montcalm
17	Chippewa		60	Montmorency
18	Clare		61	Muskegon
19	Clinton		62	Newaygo
20	Crawford		63	Oakland
21	Delta		64	Oceana
22	Dickinson		65	Ogemaw
23	Eaton		66	Ontonagon
24	Emmet		67	Osceola
25	Genesee		68	Oscoda
26	Gladwin		69	Otsego
27	Gogebic		70	Ottawa
28	Grand Traverse		71	Presque Isle
29	Gratiot		72	Roscommon
30	Hillsdale		73	Saginaw
31	Houghton		74	St. Clair
32	Huron		75	St. Joseph
33	Ingham		76	Sanilac
34	Ionia		77	Schoolcraft
35	Iosco		78	Shiawassee
36	Iron		79	Tuscola
37	Isabella		80	Van Buren
38	Jackson		81	Washtenaw
39	Kalamazoo		82	Wayne (excluding city of Detroit)
40	Kalkaska		83	Wexford
41	Kent		84	City of Detroit
42	Keweenaw		97	Unknown
43	Lake			

## Synar Master Retailers List (MRL) Glossary of Terms

<b>Master Retailers List</b>	A statewide composite of all retailers known to sell tobacco. It is sorted by Prepaid Inpatient Health Plan (PIHP).
<b>MRL #</b>	The state assigned retailer number - used for tracking.
<b>CO</b>	The county in which the retailer or business is located.
<b>CO Code</b>	The state assigned number identifying the respective counties.
<b>OTC/VM</b>	Used to describe whether the type of sell is <b>OTC</b> = Over the Counter; or <b>VM</b> = Vending Machine.
<b>Vendor Type</b>	A code number that indicates the type of business or retail establishment is represented. There are six codes: 1 = Grocery; 2 = Convenience; 3 = Gas Station; 4 = Restaurant; 5 = Bar; 6 = Other (please indicate). [Note: This was formerly called a PEV code.]
<b>Retailer Name</b>	Name of business or retail establishment as shown on building.
<b>Street Address</b>	Physical address of establishment being checked.
<b>City</b>	City coinciding with establishment address.
<b>State</b>	Will always be Michigan.
<b>Zip</b>	Zip code coinciding with establishment address.
<b>Phone</b>	Telephone number of establishment.

## **GLOSSARY OF SYNAR CODES & ESTABLISHMENT TYPES**

**(01) Grocery Store:** A retail store that primarily sells groceries and household goods with a limited number of nonfood items. Some of the larger chain grocery stores may have an adjacent gas station with the same name. Some grocery store examples: Krogers, IGA, Whole Foods, Ma & Pa Markets (small retail outlet usually owned and

**(02) Convenience Store:** Located in either residential or commercial areas; they offer a limited range of products at premium prices with a speedy checkout. Some examples: Party stores, 7Eleven, Quality Dairy and Circle K.

**(03) Gas Station:** a retail station for servicing motor vehicles especially with gasoline and oil. Sometimes have an affiliate convenience store or fast food vendor on site. Examples are Shell, Mobil and Valero.

**(04) Restaurant:** A business that prepares and serves food and drink to customers in return for money. [Note: As a result of the clean air act, most restaurants no longer sell tobacco products, however, some have adjacent bars/lounges.] Some examples are: Applebee's, Friday's and local restaurants.

**(05) Bar/lounge:** establishment whose main feature is a bar for the sale of liquor often serves food in a public building combining lounging, smoking and drinking .. Examples are: sports bars and lounges.

**(06) Other:** Tend to be large inventory or "big box" retailers who offer a wide array of products and services. They compete mainly on price offers for an extensive assortment of merchandise at affordable and cut-rate prices. Normally, retailers sell less fashion-oriented brands. May be a supercenter, pharmacy, dollar store, chain department