

**Michigan Department of Health and Human Services
Office of Recovery Oriented Systems of Care – Prevention and Treatment Section**

**Preparation Checklist for
Retailer and Vending Machine Compliance Checks**

- Plan the dates and times your team will conduct the surveys.
- Be sure to thoroughly train the youth inspectors, and prepare them to respond to the possible scenarios they may encounter.
- Effective September 1, 2006, 236 Public Act 2006 amended Michigan's Youth Tobacco Act, MCL 722.641 et al, to permit youth to participate in compliance checks without risk of prosecution, for the purpose of satisfying federal Substance Abuse Block Grant Youth Tobacco Access requirements. These compliance checks are conducted under the direction of a Prepaid Inpatient Health Plan (PIHP) and with the prior approval of the state police or a local policing agency. To review the law as amended in 2006, go to: [Michigan Youth Tobacco Act](#)
- Each team will be given a list of selected outlets. To avoid unnecessary travel, the coordinator of the project should call all outlets on the Synar Sample list several days prior to the compliance checks to determine if the outlet is still in business and sells tobacco products. Note: You must make sure the business number or address have not changed.
- In order to maintain the integrity of the sample design, surveys of all outlets must be attempted. If a compliance check cannot be completed, note the appropriate reason on the form. **All open outlets on the list must be visited and the compliance check report form filled out and returned.** Also correct any misspellings, incorrect addresses or business status directly on the report form in the space provided.
- Surveys need to be conducted at times when youth would be more likely to purchase tobacco, i.e., if the survey is conducted during the school year, compliance checks should probably be conducted weekdays between 3:00 p.m. and 10:00 p.m. or on weekends.
- When initiating the compliance check, the youth inspector may ask for any brand of cigarettes, cigars or loose tobacco products prevalent in the respective communities. Youth inspectors may also attempt to purchase a single cigarette or "loosie". This should be determined in advance of inspection.
- All surveys must be completed by **the prescribed deadline. If the deadline is on a weekend or holiday, the PIHP may submit the survey report on the last working day prior to the deadline.**
- Fill out the report forms completely for each compliance check conducted. When all outlets on the list have been visited, collect the original report forms for all sites, either completed, or with the reason why not completed/checked, and mail all originals to:

Attention: Synar Coordinator
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Michigan Department of Health and Human Services
Office of Recovery Oriented Systems of Care
Prevention & Treatment Section
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