

SYNAR GUIDE TO MRL UPDATING

Michigan Department of Health and Human Services
Substance Use, Gambling and Epidemiology Section (SUGE)

Revised September 2022

Directions for Tobacco, Vapor, and Alternative Nicotine Product Retailer Updates

Each Fiscal Year, the Master Retailer List (MRL) must be updated to include all retailers selling tobacco and/or ENDS products. Updating the retailer list will

- help determine which establishments will be visited for retail education and/or other non-Synar activity,
- improve the quality of the list to keep from having unnecessary ineligible sites during the formal Synar survey, and
- ensure accuracy of tobacco retail establishments for the required coverage study (conducted every three years).

SUGE will use the updated MRL for determining Synar compliance check selections and for sending correspondence to tobacco/ENDS retailers.

Each MRL excel document will include two tabs. The first tab will include tobacco and/or ENDS retailers eligible for Synar inspections. The second tab will include tobacco and/or ENDS retailers not eligible for a Synar inspection (e.g., retailer not accessible by youth under age 21). See table below for additional guidance for the two tabs. **BOTH TABS MUST BE UPDATED FOR ACCURATE RECORDING.**

Tab 1 – Eligible for Synar inspection, including:	Tab 2 – Not eligible for Synar inspection, including
Seasonal Retailers	Private Club / Members Only establishments
High End Boutiques that only sell cigars	Hookah Lounges
Tuxedo Shops	Retailers with signs “No one under 21 permitted”
Bike Shops	
Motels/Hotels	

NOTE on Retailer Exclusion:

- **Retailers on tribal property or owned by a tribal entity should not be included in the MRL. The State does not have jurisdiction of these retailers.**
- **Marijuana establishments should not be included in the MRL as the Marihuana Act reads “No marihuana establishment may sell or otherwise transfer tobacco.”**

See below for instructions on completing relevant columns in each of the tabs.

➤ MRL # (Column A)

- Tab 1 will be prefilled with the MRL # for all current retailers. This number is established by SUGE so this column will be left blank for added establishments.
- Tab 2 this column will be left blank.

➤ A/R/S/D (Column B)

For both tabs, type in the first letter only of revision key to indicate status.

Revision Key	Explanation
A = ADD	Add a new establishment.
R = REVISE	Revisions or corrections OTHER than closure. Revisions include changes such as revised name, address, telephone, vendor type, etc.
S = SAME	Listing remains the same, no change.
D = DELETE	Delete or remove listing - No longer exists or closed business. Does not sell tobacco or ENDS products.

Provide an explanation for any Deletions (D) or Revisions (R) in the "NOTES" column showing former information (see "Example" on page 4). For Revisions, delete the old detail and using **bold type** and CAPITAL letters, key in any new information in columns C through O.

When adding a new establishment insert a new row then type an "A" in column B and using **bold type** and CAPITAL letters, enter information for columns C through O. "New" does not need to be written in the Notes column. Leave column A "MRL#" blank as SUGE will complete this column once a new establishment has been verified.

For any establishment with no change, verify that they have been checked by typing in the letter "S" in column B. "Same" does not need to be written in the Notes column.

If a retailer on Tab 1 sells either tobacco or ENDS but is no longer eligible for Synar. Delete that retailer from Tab 1 and place them on Tab 2.

➤ Sells Tobacco / Sells ENDS (Column C and D)

In column C and D enter "Y" if establishment sells tobacco or Electronic Nicotine Delivery Systems (ENDS), respectively or "N" if the retailer is not known to sell these products. Both of these columns must have a Y or N entered for each retailer.

➤ Retailer Information (Columns C – O)

Ensure accuracy of these columns for each retailer. Make any changes to these columns in **bold** font and use CAPITAL letters. Ensure that information is filled in for each retailer (no blank spaces)

➤ Mailing Address (Column P)

If the retailer has a mailing address that is different than the establishment's physical address, indicate this in Column P, using **bold** and CAPITAL letters when entering a mailing address.

➤ Notes (Column Q)

Use the NOTES column to provide any additional information regarding the retailer (e.g., seasonal, alternate mailing address)

➤ MDHHS Comments (Column R)

MDHHS staff will use this column to communicate any pertinent information or ask questions about the retailer.

Note the following information:

- ✓ PIHPs should use the most current version of its MRL sent by SUGE staff for the current fiscal year.
- ✓ If PIHPs separate the list to disseminate to DYTURs then PIHPs must ensure that all retailers are combined for the final MRL submission to SUGE.
- ✓ If a retailer no longer sells both tobacco and ENDS then that retailer should be marked for deletion from the list.
- ✓ Verify the work (e.g., check duplicates) to minimize return questions or the necessity to "do over" any particular retailer listing.
- ✓ Ensure that columns B through O are completed for each retailer.
- ✓ The final updated MRL sent to SUGE should be in black font color, all content should be in CAPITAL letters, and any changes (including information for new retailers) in **bold**.

Direct questions to the Synar Coordinator at MeisterJ1@michigan.gov. Thank you!

EXAMPLE ONLY

MRL REVISION

MRL #	A/D/R/S	Sells Tobacco (Y/N)	Sells ENDS (Y/N)	PIHP	CO	CO CODE	OTC/VM	Vendor TYPE	RETAILER NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE	NOTES
R5-1234	D	Y	Y	MSHN	SAGINAW	73	OTC	5	MA & PA MARKET	123 Sunny Lane	SAGINAW	MI	48706	555-123-4567	OUT OF BUSINESS
R5-7648	D	Y	Y	MSHN	SAGINAW	73	OTC	6	ABC DRUG	5050 NORTH AVE	SAGINAW	MI	48603	555-784-5989	NO LONGER SELLS TOBACCO OR ENDS
R5-3417	R	Y	N	MSHN	SAGINAW	73	OTC	5	SHOPPERS PARADISE	2020 VAN BUREN RD	SAGINAW	MI	48603	555-1755-4222	NAME CHANGE from CYNTHIA'S BOUTIQUE
L-3419	R	Y	Y	MSHN	SAGINAW	73	OTC	1	GAS STATION	1615 ADAMS AVE	SAGINAW	MI	48603	555-487-1988	ADD PHONE
R5-3420	R	Y	N	MSHN	SAGINAW	73	OTC	7	THE VILLAGE PARTY STORE	26310 BAY RD	SAGINAW	MI	48603	555-757-7720	PHONE and ADDRESS CHANGED from 555-777-1234; 11551 BAY RD
R5-3422	S	Y	Y	MSHN	SAGINAW	73	OTC	1	GAS 'N STOP	24826 CENTER	SAGINAW	MI	48603	555-756-2200	
R5-3423	S	Y	Y	MSHN	SAGINAW	73	OTC	6	QUALITY PHARMACY	3121 MC CARTY	SAGINAW	MI	48602	555-757-6179	
	A	Y	N	MSHN	SAGINAW	73	OTC	1	BILL'S SHELL	2611 OSLO RD	SAGINAW	MI	48602	555-949-5752	
	A	Y	Y	MSHN	SAGINAW	73	OTC	1	SALLY'S PETRO	27256 SHUST	SAGINAW	MI	48602	555-598-2029	

STATE OF MICHIGAN

County Codes

Code	County		Code	County
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 Retailer List (MRL) Glossary of Terms

Master Retailer List	A statewide composite of retailers known to sell tobacco and/or vaping products. It is sorted by Prepaid Inpatient Health Plan (PIHP) region
MRL #	The SUGE assigned retailer number - used for tracking
ENDS	Electronic Nicotine Delivery Systems
CO	The county in which the retailer or business is located
CO Code	The state assigned number identifying the respective counties
OTC/VM	Used to describe whether the type of sell is OTC = Over the Counter; or VM = Vending Machine.
Vendor Type	A code number that indicates the type of business or retail establishment. There are seven codes: <ul style="list-style-type: none"> • 01 = Gas Station • 02 = Tobacco Store • 03 = Restaurant • 04 = Hotel • 05 = Grocery Store • 06 = Drug Store • 07 = Other (please indicate)
Retailer Name	Name of business or retail establishment as shown on building.
Street Address	Physical address of establishment being checked.
City	City coinciding with establishment address.
State	Will always be Michigan.
Zip	Zip code coinciding with establishment address.
Phone	Telephone number of the establishment.

Glossary of Synar Codes and Establishment Types (Type of Retailer)

- (01) **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.
- (02) **Tobacco Store:** A specialty tobacco store where the main products sold are tobaccos and/or ENDS.
- (03) **Restaurant:** A business that prepares and serves food and drink to customers in return for money. Some examples: Applebee's, Friday's, and local restaurants. [Note: As a result of the clean air act, most restaurants no longer sell tobacco products, however, some have adjacent bars/lounges.]
- (04) **Hotel:** An establishment that provides lodging and sometimes meals, entertainment, and various personal services for the public.
- (05) **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 examples: Kroger Supermarket, IGA, Whole Foods, Ma & Pa Markets (small retail outlet usually owned and operated by an individual or family).
- (06) **Drug Store:** A pharmacy which also sells a myriad of other items. Some examples: Rite Aid, Walgreens, CVS.
- (07) **Other:** Includes businesses such as Convenience Store (independent, not affiliated with gas station), Bar/Lounge, and "Big Box" retailers who offer a wide array of products and services (e.g., Walmart, Target, Meijer, Dollar General, Family Dollar).