

# **ANNUAL SYNAR REPORT**

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

OMB № 0930-0222

**[Wyoming]**

**FFY 2007**



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Substance Abuse and Mental Health Services Administration  
Center for Substance Abuse Prevention

[www.samhsa.gov](http://www.samhsa.gov)

## Table of Contents

Introduction.....	ii
Funding Agreements/Certifications .....	1
Section I: FFY 2006 (Compliance Progress) .....	2
Section II: FFY 2007 (Intended Use).....	8
Appendix A: Forms.....	10
Appendix B: Synar Survey Sampling Methodology .....	18
Appendix C: Synar Survey Inspection Protocol .....	21
Appendix D: List Sampling Frame Coverage Study .....	24

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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 SAPT Block Grant (45 C.F.R. 96.130 (e)).

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0222 with an expiration date of 08/31/2007. Public reporting burden for the collection of information is estimated to average 15 hours for Section I and 3 hours for Section II, including the time for reviewing instructions, completing and reviewing the collection of information, searching existing data sources, and gathering and maintaining the data needed. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to SAMHSA Reports Clearance Officer; Paperwork Reduction Project (0930-0222); 1 Choke Cherry Road, Room 7-1044, Rockville, Maryland 20857

### **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 2006 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2007 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 Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP) is to assist States<sup>1</sup> 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 SAMHSA/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 on-site technical assistance consultation.

### **How the Synar report can help States**

The information gathered for the Synar report can help States describe and analyze sub-State 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.

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<sup>1</sup>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 and Community Assistance at 240-276-2570 and ask for your respective State Project Officer, or contact your State Project Officer directly by telephone or e-mail using the directory provided. If you have questions about fiscal or grants management issues, you may call the Grants Management Officer, Office of Program Services, Division of Grants Management, at 240-276-1404.

## **Where and when to submit the Annual Synar Report**

The Annual Synar Report (ASR) must be received by SAMHSA no later than December 31, 2006. The ASR must be submitted in the **approved OMB report format**. 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 1 of the ASR certifying that the State has complied with all reporting requirements.

Submit one signed original of the report, one additional copy, and an electronic version on either CD-ROM or 3.5" diskette to the Grants Management Officer at the address below:

Grants Management Officer  
Office of Program Services, Division of Grants Management  
Substance Abuse and Mental Health Services Administration

### **Regular Mail:**

1 Choke Cherry Road, Room 7-1091  
Rockville, Maryland 20857

### **Overnight Mail:**

1 Choke Cherry Road, Room 7-1091  
Rockville, Maryland 20850

**FFY 2007: 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.

<b>PUBLIC HEALTH SERVICES ACT AND SYNAR AMMENDMENT</b>	
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.	
<b>SYNAR SURVEY SAMPLING METHODOLOGY</b>	
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 2007 is up-to-date and approved by the Center for Substance Abuse Prevention.	
<b>SYNAR SURVEY INSPECTION PROTOCOL</b>	
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 2007 is up-to-date and approved by the Center for Substance Abuse Prevention.	
<b>State: Wyoming</b>	
<b>Name of Chief Executive Officer or Designee: Brent D. Sherard, M.D., M.P.H.</b>	
<b>Signature of CEO or Designee:</b>	
<b>Title:</b> <u>Director and State Health Officer</u>	<b>Date Signed:</b> _____
<b>If signed by a designee, a copy of the designation must be attached</b>	

**SECTION I: FFY 2006 (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. Please attach a photocopy of the change(s) in the State law(s) if any was made since the last reporting year. (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

Other change(s) *(please describe)*: \_\_\_\_\_

**c. Have there been any changes in the law concerning *vending machines*?**

Yes  No

*If Yes, indicate change (check all that apply):*

Total ban enacted

Banned from location(s) accessible to youth

Locking device or supervision required

Other change(s) *(please describe)*: \_\_\_\_\_

**d. 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

**2. Describe how the Annual Synar Report (see 45 C.F.R. 96.130(e)) and the State Plan (see 42 U.S.C. 300x-51) were made public within the State. (Check all that apply)**

Placed on file for public review

Posted on a State agency Web site (Specify Web site location: <http://wdh.state.wy.us/SAD/>)

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 SAPT Block Grant application process
- Distributed through the public library system
- Published in an annual register
- Other change(s) (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(s) designated by the Governor for oversight of the Synar requirements:**

Wyoming Department of Health Substance Abuse Division

Has this changed since last year's Annual Synar Report?  Yes  No

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

University of Wyoming, Wyoming Survey and Analysis Center

Has this changed since last year's Annual Synar Report?  Yes  No

**c. The State agency(s) responsible for enforcing youth tobacco access law(s):**

Wyoming Department of Health Substance Abuse Division

Has this changed since last year's Annual Synar Report?  Yes  No

**4. Identify the State agency(s) responsible for tobacco prevention control activities.**

Wyoming Department of Health Substance Abuse Division

Has the responsible agency changed since last year's Annual Synar Report?

Yes  No

**a. Describe the coordination and collaboration that occur between the agency responsible for tobacco control and the agency responsible for oversight of the Synar requirements. The two agencies (check all that apply):**

- 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): \_\_\_\_\_

**5. Please answer the following questions regarding the State’s activities to enforce the youth access to tobacco law(s) in FFY 2006. (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 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(s).
- Enforcement is conducted by both local and State agencies.

**b. The following items concern penalties imposed for violations of youth access to tobacco laws by LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES. Please fill in the number requested or indicate if these data are unavailable or the item is not applicable.**

PENALTY	NOT APPLICABLE	NOT AVAILABLE	TOTAL	If Available	
				OWNERS	CLERKS
Number of <u>citations issued</u>			83	NA	NA
Number of <u>finest assessed</u>		<input checked="" type="checkbox"/>			
Number of <u>permits/licenses suspended</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Number of <u>permits/licenses revoked</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<i>Other (please describe):</i>					

**c. What additional activities are conducted in your State to support enforcement and compliance with State tobacco access law(s)? (Check all that apply)**

- Merchant education and/or training
- Incentives for merchants who are in compliance (e.g., Reward and Reminder)
- Community education regarding youth access laws
- Media use to publicize compliance inspection results
- Community mobilization to increase support for retailer compliance with youth access laws
- Other activities (please list): \_\_\_\_\_

*Briefly describe all checked activities:*

- The annual “Got I.D.?” program provides merchant education and incentives to retailers throughout the state.
- The Substance Abuse Division and the Wyoming Association of Sheriffs and Chiefs of Police (WASCOP) have created a press release that will be used by local law enforcement agencies to publicize the results of local tobacco compliance checks.

- County tobacco prevention organizations work on community mobilization to increase support for retail education and compliance checks.

### 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 2006. (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.*

**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 and go to Question 8.*

*If No, continue to Question 7b.*

**b. Report the weighted and unweighted Retailer Violation Rate (RVR) estimates, and the standard error.**

**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.**

$$\underline{\hspace{2cm}} \text{ RVR Estimate} \quad \text{Plus} \quad \begin{matrix} + & (1.645 & \times & \underline{\hspace{2cm}} \\ (1.645 & \text{ times} & \text{Standard Error)} \end{matrix} \quad \text{equals} \quad \underline{\hspace{2cm}} \text{ Right Limit}$$

**c. Fill out Form 1 in Appendix A (Forms). (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) *(Attach completed Form 2)*
- Other *(Please specify. Provide formulae 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 No, go to Question 7g.*

*If Yes, fill out and attach Form 3 in Appendix A (Forms), and answer the following question:*

**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
<b>Effective sample size</b> (sample size needed to meet the SAMHSA precision requirement assuming simple random sampling)	
<b>Target sample size</b> (the product of the effective sample size and the design effect)	
<b>Original sample size</b> (inflated sample size of the target sample to counter the sample attrition due to ineligibility and non-completion)	
<b>Eligible sample size</b> (number of outlets found to be eligible in the sample)	
<b>Final sample size</b> (number of eligible outlets in the sample for which an inspection was completed)	



**SECTION II: FFY 2007 (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 the:**

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 retailer violation rate for Synar inspections to be completed in FFY 2007. 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.**

The Substance Abuse Division will continue to expand its relationship with the Wyoming Association of Sheriffs and Chiefs of Police (WASCOP), through its current contract with them, to conduct on-site education and citation-driven compliance checks. The contract will require that not less than one thousand (1000) compliance checks be conducted annually throughout the state. This represents the Division's goal of conducting compliance visits to 90% of Wyoming's retail establishments. WASCOP will be responsible for the creation of the "Got I.D.?" educational packets, which will be presented at the time of the compliance checks. The "Got I.D.?" program no longer includes a buy attempt, which allows the program to move to a community-based educational program. WASCOP will continue to increase the number of participating law enforcement agencies.

The Division will continue its collaboration with WYSAC and WASCOP to conduct the Synar inspections. The Division will investigate options for modifying the language in Statute 14, Article 3 requiring all retail inspections have law enforcement present.

The Division will continue to work with Tobacco Free Wyoming Community (TFWC) Programs to conduct on-site retail education. The educational visit will focus on the owner or manager of the establishment. During these educational visits, the TFWC programs will also assist with the creation of a retail list. This updated list is used in Synar inspections. The Wyoming Tobacco Prevention and Control Technical Assistance Consortium (WyTTAC), implemented in 2006, will provide education, materials, and technical assistance to the TFWC program managers statewide.

**3. Describe any challenges the State faces in complying with the Synar regulation. (Check all that apply)**

- Limited resources for law enforcement of youth access laws
- 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
- Difficulties recruiting 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*): \_\_\_\_\_
- No challenges (*please explain*): \_\_\_\_\_

*Briefly describe all items checked above:*

- Wyoming law enforcement agencies are required to work tremendous amounts of overtime hours. As a result of this constant overtime, agencies are often resistant to conducting compliance checks. Wyoming Statute requires law enforcement personnel to be present at all youth-assisted retail inspections.
- Wyoming does not require retailers to be licensed to sell tobacco products. As a result, Tobacco Free Wyoming Community (TFWC) programs must go through a labor-intensive process to ensure accuracy of the retail list. This process requires on-site visits to every tobacco retailer in the state.
- Youth inspectors are not allowed to travel overnight or longer to conduct inspections, which is often a challenge in a rural state like Wyoming. Whenever possible, youth from the local areas are incorporated in the program so that travel is not an issue.
- Wyoming is a frontier state, with some cities and towns being 50 to 100 miles apart. This can be a challenge for law enforcement, which must travel great distances to complete inspections, as well as youth inspectors, who are not allowed to travel overnight. Many of the communities in Wyoming have small populations, which sometimes leads to the youth inspector knowing the clerk at the retail establishment.

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**APPENDIX A: FORMS**

**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 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 2007). 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 sub-column (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 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 non-complete 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 2007).

- 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 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: <u>2007</u>
(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
<b>TOTAL</b>										

- 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 ( $w=N'/\text{Total Column 8}$ )
- pw - stratum contribution to the weighted retailer violation rate
- 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 2007).

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.

<b>Summary of Clusters Created and Sampled</b>				
				<b>State:</b> _____
				<b>FFY:</b> <u>2007</u>
(1) Row #	(2) Stratum Name	(3) Number of PSUs Created	(4) Number of PSUs Selected	(5) Number of PSUs in the Final Sample
<b>TOTAL</b>				

**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 2007).

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**”.

<b>Inspection tallies by reason of ineligibility or noncompletion</b>			
		<b>State</b>	
		<b>FFY</b>	2007
(1) <b>INELIGIBLE</b>		(2) <b>ELIGIBLE</b>	
<b>Reason for ineligibility</b>	(a) <b>Counts</b>	<b>Reason for noncompletion</b>	(a) <b>Counts</b>
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		Run out of time	
Duplicate		Other noncompletion reason(s) ( <i>describe</i> )	
Other ineligibility reason(s) ( <i>describe</i> )			
<b>Total</b>		<b>Total</b>	

**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 2007).

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 SUBTOTALS. 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 equal the total for Column 4(c) and Column 5(c), respectively, on Form 1. If the totals do not match, please explain any discrepancies.

<b>Synar Survey Inspector Characteristics</b>		<b>State</b>
		<b>FFY 2007</b>
	(1) Attempted Buys	(2) Successful Buys
<b><u>Male</u></b>		
14 yrs		
15 yrs		
16 yrs		
17 yrs		
18 yrs		
<b>MALE SUBTOTAL</b>		
<b><u>Female</u></b>		
14 yrs		
15 yrs		
16 yrs		
17 yrs		
18 yrs		
<b>FEMALE SUBTOTAL</b>		
<b>OTHER</b>		
<b>TOTAL</b>		

**APPENDIX B**

**STATE:** Wyoming  
**FFY:** 2007

**SYNAR SURVEY SAMPLING METHODOLOGY**

**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
Wyoming Department of Revenue, Sales Revenue File	6	The list is compiled based on tax revenue forms submitted by all retail merchants in the state. The form contains a checkbox for tobacco sales.	Since 2003, the Wyoming Department of Health, Substance Abuse Division has contracted with Tobacco Free Wyoming Community programs in all 23 counties to examine all outlets on the list. They remove any outlets that are no longer in business, that do not sell tobacco products, or are not accessible to youth, and add any new eligible businesses to the list. This is an annual updating method that takes place before the Synar sample is designed.

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 they are not included in the Synar survey.

State law bans vending machines

State law bans vending machines from locations accessible to youth

State has SAMHSA approval to exempt vending machines from the survey

Other (please describe): \_\_\_\_\_

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

Census (STOP HERE: Appendix B is complete)

**Unstratified State-wide sample:**

Simple random sample (go to Question 9)

Systematic random sample (go to Question 6)

Single-stage cluster sample (go to Question 8)

Multi-stage 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)

Multi-stage 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.

The list is stratified according to municipality size. Large municipalities are cities with populations of at least 3000. Small municipalities are cities with populations of 0 to 2999.

**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 multi-stage 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 formulae for determining the effective, target, and original outlet sample sizes.**

All sample sizes were calculated this year using the SSES sampling calculator.

Effective sample size:

$$n = 1 / [((s.e.)^2 / p(1 - p) + (1 / N)]$$

where s.e. = 0.0182;

p = previous year's RVR;

N = total number of outlets in the previous year's list frame

The target sample size equals the target sample size.

Original sample size = (Target sample size) / {(accuracy rate)\*(completion rate)}

APPENDIX C

STATE: Wyoming

FFY: 2007

SYNAR SURVEY INSPECTION PROTOCOL

Note: Attach a copy of the inspection form and protocol used to record the inspection result.

1. How does the State Synar survey protocol address the following?

a. Consummated buy attempts?

- Required  Not Permitted
- Permitted under specified circumstances  Not specified in protocol

b. Youth inspectors to carry ID?

- Required  Not Permitted
- Permitted under specified circumstances  Not specified in protocol

c. Adult inspectors to enter the outlet?

- Required  Not Permitted
- Permitted under specified circumstances  Not specified in protocol

d. Youth inspectors to be compensated?

- Required  Not Permitted
- Permitted under specified circumstances  Not specified in protocol

2. Identify the agency(s) or entity(s) that actually conduct the random, unannounced Synar inspections of tobacco outlets. (Check all that apply)

- Law enforcement agency(s)
- State or local government agency(s) other than law enforcement
- Private contractor(s)
- Other

List the agency name(s): The Wyoming Department of Health Substance Abuse Division contracts with the University of Wyoming Survey & Analysis Center

3. Are Synar inspections combined with law enforcement efforts (i.e., do law enforcement 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 methods used to recruit, select, and train youth inspectors and adult supervisors.**

Minor buyers were recruited through a variety of sources. Participant minor buyers from prior years (2004-2005) were e-mailed or telephoned and asked if they could recommend peers who would be interested in participating in the SYNAR inspections. In other cases, adults from local tobacco coalitions and organizations were contacted and asked to help find adolescents interested in the project. Finally, regional coordinators from the Wyoming Department of Health's "Got I.D.?" program (Tobacco Free Wyoming Communities) were solicited to assist in identifying potential buyers in their region.

Once identified, all interested youth received a written description of the program, a parent permission slip, and hire forms. Completed parent permission forms and hire forms were required for adolescents to participate in the project. To ensure consistency in buying procedure, all youth were trained to follow a written script and role-played the script with the adult escort until they mastered the buying protocol. Attempts were made to include both a male and female minor buyer on each team.

Prior to beginning the inspections, WYSAC instructed all adult escorts in Synar protocol during one two-hour training. Minors were trained by the adult supervisors upon first meeting. They were instructed to look for certain key elements in their surroundings while attempting a purchase. These elements included the location of tobacco products in the outlet, the approximate age of the clerk, gender of the clerk, and the existence of signs stating that tobacco would not be sold to minors. Youth were also encouraged to mentally note any strange circumstances that arose so that such circumstances could be included in the data record.

Minor buyers were instructed either to leave their identification in the car with the adult escort or to leave it in their homes. This protocol was required so the minor could answer honestly, "I don't have it on me," if he or she were asked for identification. Similarly, if minors were asked their age, they were instructed to reply honestly.

**5. 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*):

Any minor conducting inspections under W.S. 14-3-307 (vi) shall be granted immunity from prosecution under W.S. 14-3-304.

**b. Procedural**     **Yes**     **No** (*If Yes, please describe*):

Youth inspectors are not permitted to have identification on them during the inspection, helping to maintain confidentiality in their identity. They are instructed to refrain from buy attempts if they knew anyone at the location. Also, no purchase is ever consummated.

**6. 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*):

Based on a determination from the Wyoming Attorney General's Office, existing Wyoming Statute requires law enforcement personnel to be present at all youth assisted retail inspections. A law enforcement officer with jurisdiction over the municipality in question was present during the inspection, either in the vehicle with the team or in an unmarked police vehicle. The officer's primary role was to observe the inspection.

**b. Procedural**     **Yes**     **No** (*If Yes, please describe*):

All minors participating in the program must have parental approval and a signed consent form. These minor buyers are supervised by UW contracted adult supervisors.

**7. 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*):

**b. Procedural**     **Yes**     **No** (*If Yes, please describe*):

Minors are required to be 15-16 years of age and are required to be trained by an adult supervisor prior to participating in the inspections. Youth are not allowed to stay overnight away from home while traveling for inspections.

**APPENDIX D**

**STATE:** Wyoming  
**FFY:** 2007

**List Sampling Frame Coverage Study**  
*(LIST FRAME ONLY)*

**1. Calendar year of the coverage study:** 2006

**2. Percent coverage found:** 100%

*(Provide calculation of the percent coverage)*

$$\text{Coverage} = \frac{\text{Total number of matched outlets on the frame (b)}}{\text{Total number of outlets found by the coverage study (n)}}$$

**3. Provide a description of the coverage study methods and results.**

Construction of the sampling frame begins with a list of businesses holding Wyoming sales tax licenses (maintained yearly by the Wyoming Department of Revenue). While separate licenses are required for each business, these licenses do not differentiate the sale of tobacco products from the sale of other taxable products. As a result, the list contains far more businesses than the actual number of sites selling tobacco products in Wyoming.

To “clean up” this list, the Wyoming Department of Health, Substance Abuse Division, undertook a list-assisted exhaustive coverage study prior to the Synar inspections in 2003, 2004, 2005, and 2006. Tobacco prevention partners (Tobacco Free Wyoming Communities) were instructed to inspect each location on the list, and to exclude retailers that were permanently out of business as well as bars/pubs/saloons, liquor stores, fraternal organizations, or private businesses (all designated as inaccessible to minors). Partners also updated business names and addresses, and added any new businesses to the list.

The results of the 2006 WYDOH-SAD TFWC Program’s coverage study were as follows: The master list contained 564 eligible outlets. After inspection, the list contained 544 eligible businesses. Specifically, 20 sites were removed from the list, and no new sites were added.

$$\text{Coverage} = 564 - 20 = 544/544 = 1.0, \text{ or } 100\%.$$