

ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB No 0930-0222

FFY 2012

State: Delaware

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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)).

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; 1 Choke Cherry Road, 7th Floor Rockville, Maryland 20857.

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 05-31-2013.

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 2011 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2012 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 States¹ 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.

¹The 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) 276-2413 and ask for your respective State Project Officer, or contact your State Project Officer directly by telephone or email using the directory provided in the FY 2012 Uniform Application, Appendix A. 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) 276-1422.

Where and when to submit the Synar report

The Annual Synar Report (ASR) must be received by SAMHSA no later than December 31, 2012. 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.

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 2012 Synar Survey Results: States that use the Synar Survey Estimation System (SSES) must upload one copy of SSES Tables 1–5 (in Excel) to WebBGAS. 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) 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.

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

Additionally, the State must submit one signed original of the report (including the signed Funding Agreements/Certifications), as well as one additional copy of the signed Funding Agreements/Certifications, 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, Rm.7-1091
Rockville, Maryland 20857

Overnight Mail:

1 Choke Cherry Road, Rm.7-1091
Rockville, Maryland 20850

FFY 2012: 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 2012 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 2012 is up-to-date and approved by the Center for Substance Abuse Prevention.	
State: Delaware	
Name of Chief Executive Officer or Designee: Kevin Huckshorn	
Signature of CEO or Designee:	
Title: Director	Date Signed:
If signed by a designee, a copy of the designation must be attached.	

SECTION I: FFY 2011 (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 attach a photocopy of the law to the hard copy of the ASR and also 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
 Other change(s) *(Please describe.)* Alternating tobacco products requested at sale, requiring youth to bring ID, only providing incentives to merchants that pass the inspections.

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 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.)*
<http://dhss.delaware.gov/dhss/dsamh/>
- 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 *(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:**

Delaware Health and Social Services (DHSS)/Division of Substance Abuse and Mental Health (DSAMH)

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

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

Department of Safety and Homeland Security/Division of Alcohol and Tobacco Enforcement (DATE)

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):**

Department of Safety and Homeland Security/Division of Alcohol and Tobacco Enforcement (DATE)

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

4. 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).

Delaware Health and Social Services (DHSS)/Division of Public Health (DPH)

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 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.)* _____

5. Please answer the following questions regarding the State's activities to enforce the youth access to tobacco law(s) in FFY 2011 (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(ies).
- 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. 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 <u>citations issued</u>	3	13	16
Number of <u>finest assessed</u>	3	13	16
Number of <u>permits/licenses suspended</u>	0		0
Number of <u>permits/licenses revoked</u>	0		0
Other <i>(Please describe.)</i> <i>Arrests Pending</i>	1	3	4

c. Which one of the following best describes the level of enforcement of 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.

d. Did every tobacco outlet in the State receive at least one enforcement compliance check in the last year?

- Yes
- No

e. 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., nonenforcement compliance checks in which compliant retailers are given positive reinforcement and noncompliant retailers are warned about youth access laws)
- 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.)* Merchant Education Activities: Delaware continues to support enforcement and compliance efforts through an on-going merchant education process. State-specific merchant education packages are regularly distributed to each of Delaware's licensed tobacco retailers. The packages include copies of the State law, window clings and stickers, tips to prevent sale of tobacco to youth, sample merchant policy and sample employee training materials, sample employee acknowledgement forms, letters from State Officials and FAQs about the state law. The information also includes the compliance data from the previous year showing the number of clerks and owners cited. Materials that are disseminated are available in 6 languages: Arabic, Hindi, Mandarin Chinese, Korean, Spanish and English.

From a list provided by Division of Revenue (DOR) to DATE, agents hand deliver the merchant education packet to the owner or manager of each business licensed by DOR. The personal visit is also provided to every new merchant purchasing a license during the year. On a quarterly basis, DOR provides a list of new licenses to DATE. A direct line of communication between the two divisions ensures all merchants are educated on the law and the consequences. During the visit, the enforcement agent reviews all the material in the packet, discusses the laws in detail, and answers any questions on legal issues or youth access to tobacco sales prevention that arise. The store owner or manager signs a release that he or she received the packet and the training. The store owner or manager trains store employees, as required by statute. The acknowledgement signed by the owner/manager is maintained at DATE's headquarters. Information regarding the merchant education program is entered onsite into the DATE online system. DATE performs a second check within 90 days on any business found noncompliant on the first visit.

Incentives for Merchants: DATE continues to support and experiment with various merchant incentive programs. The clerk that participates in, and successfully passes, the compliance check is congratulated with a complimentary pizza coupon at the time of the compliance inspection. DATE will send congratulatory letters to all retailers that have been found to be in compliance in 2012.

Community Education Activities: The main method to educate the community is provided by the Department of Public Health (DPH) tobacco control prevention program. DPH provides education about Synar regulations and describe how community members can remain in compliance with those regulations on their website. DATE maintains Synar information on their website as well to make it readily accessible to parents, public, and merchants. In addition, DATE

conducts community education activities during their recruitment efforts and outreach to organizations that serve youth and their families.

Briefly describe all checked activities:

- f. 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 5f, 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:

A citation can be issued after the criminal act, as defined by state laws, as a consummated purchase. A citation is issued only after the clerk sells the tobacco product(s) to the cooperating under age witness and accepts money in exchange for the tobacco product(s) from the underage witness. The DATE agent who is present and witnesses the consummated purchase during the inspection issues the citation to the clerk or store manager that engaged in the purchase.

Some ways that DATE attempts to reduce this bias is to conduct these inspections in as random an approach as possible. The ability to move in a less predictable manner will vary by the size of the zip code area boundaries encompassing the inspection team.

- g. Please describe the relationship between the State's Synar program and the Food and Drug Administration-funded enforcement program:

There is no relationship between Delaware's State SYNAR program and the Food and Drug Administration funded enforcement program.

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 2011 (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 to the hard copy of the ASR and upload a copy of SSES tables 1-5 (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 8.1%

Weighted RVR 8.1%

Standard error (s.e.) of the (weighted) RVR 2.2%

Fill in the blanks to calculate the right limit of the right-sided 95% confidence interval.

$$\frac{8.1}{\text{RVR Estimate}} + \frac{(1.645 \times 2.2)}{\text{Standard Error}} = \frac{11.7}{\text{Right Limit}}$$

plus times equals

Accuracy rate 97.1%

Completion rate 100.0%

- 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)	140
Target sample size (the product of the effective sample size and the design effect)	140
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	140
Eligible sample size (number of outlets found to be eligible in the sample)	136
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	136

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 frame coverage study: Not applicable. The State of Delaware received a waiver from SAMHSA from completing the coverage study.

b. Percent coverage from the latest frame coverage study: NA

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: Not applicable. The State of Delaware received a waiver from SAMHSA from completing the coverage study.

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. Provide the inspection period: From 01/01/2011 to 11/01/2011
MM/DD/YY MM/DD/YY

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

24

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.

There were 10 males and 14 females

- c. 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 2012 (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 2012. 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.

Delaware plans to maintain a high compliance rate in FFY 2012 by continuing to improve upon its Synar and other enforcement processes through an interagency agreement. In addition, the sampling methodology and inspection protocols will remain consistent with those employed in prior years.

Evidence that Delaware is witnessing success with Synar is indicated by the on-going reduction in the adult and youth smoking rates. According to Delaware Drug and Alcohol Tracking Alliance (DDATA) Data Gram "cigarette use among Delaware youth has reached an all-time low. This year, the rate is less than half of what it was in the late 1990s". The only draw back is that youth are switching to other forms of tobacco such as cigars and chewing tobacco.

According to the "Behavioral Risk in Delaware 2007 - 2008" report published by the Division of Public Health (DPH) "smoking prevalence decreased by 17.8% among adults in 2008, the lowest prevalence in Delaware since the Behavioral Risk Factor Survey (BRFS) began in 1982. One reason for this decrease is the comprehensive Tobacco Prevention and Control Program initiated by the DPH and it's partners, the Impact Delaware Tobacco Prevention Coalition."

The Impact Delaware Tobacco Prevention Coalition, of which the Delaware Tobacco Prevention and Control Program is a founding member, issued its fourth strategic plan for the state at a Tobacco Prevention Conference in Dover in May 2011. A New Round in the Fight Against Tobacco: 2011 Plan for a Tobacco-Free Delaware updates a plan last revised in 2005. It outlines science-based, effective programs for reducing tobacco use in the First State.

The plan highlights progress Delaware has achieved toward fulfilling it's previous goals and objectives, and describes critical issues the state is facing in reducing use of tobacco products. Significant progress has been made in reducing tobacco use among both youth and adults, but tobacco use remains the leading preventable cause of death in the state.

The five major goals addressed by the plan are:

- Prevent initiation of tobacco use among Delawareans.
- Increase quitting and quit attempts among Delawareans who use tobacco products.
- Reduce routine exposure to second-hand smoke.
- Decrease the social acceptability of tobacco use.
- Enhance Delaware's position of leadership in comprehensive tobacco prevention and control.

Despite successes, Delaware is continuing to refine and improve Synar practices. Incentives were only given to retailers who passed the SYNAR inspection on the initial inspection. DATE feels that awarding the retailers with certificates for passing inspection on the initial inspection only rewards retailers for compliance with the laws. This year a change in protocol of introducing different types of tobacco products every 4th or 5th mission has increased the number of violations cited. The change in protocol implemented a different type of tobacco product every fourth or fifth inspection, thereby reducing the chances that a retailer can predict the type of product that will be requested during an inspection. Although citations originally increased during the initiation of different products, it is our hope that citations eventually decrease and level off through time.

This year the Division implemented a new procedure to ensure that all retailers were tested not only on their ability to ask for identification, but also on their ability to read it. In years past, CUW's were not allowed to carry identification. In 2010, the Division received intelligence from the field that this practice made our tests 'easy to spot'. In response, in 2011 all CUW's carried their valid government issued identification during the compliance checks and presented it when it was requested. Agents reported back that, of the retailers that asked for identification, many did not know how to read it correctly. DATE believes that is the reason the compliance rates have declined, the SYNAR compliance rate by 3.62% and the statewide rate by 6.63%.

To combat this education deficit, the 2013 Retailer Educational Packets will include new educational materials designed to familiarize retailers with government issued identification in Delaware and the surrounding states. Agents will review the materials when they hand deliver the packets to all tobacco retailers throughout Delaware.

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.*) _____

Briefly describe all checked challenges and propose a plan for each, or indicate the State's need for technical assistance related to each relevant challenge.

No problems with meeting goals and objectives or technical assistance will be requested from the State of Delaware.

SSES Table 1 (Synar Survey Estimates and Sample Sizes)

CSAP-SYNAR REPORT

State	Delaware
Federal Fiscal Year (FFY)	2012
Date	11/21/2011 13:57
Data	FFY 2012 Synar Data Entry Template.xlsx
Analysis Option	Stratified SRS with FPC

Estimates

Unweighted Retailer Violation Rate	8.1%
Weighted Retailer Violation Rate	8.1%
Standard Error	2.2%
Is SAMHSA Precision Requirement met?	NO
Right-sided 95% Confidence Interval	[0.0%, 11.7%]
Two-sided 95% Confidence Interval	[3.8%, 12.4%]
Design Effect	1.0
Accuracy Rate (unweighted)	97.1%
Accuracy Rate (weighted)	97.1%
Completion Rate (unweighted)	100.0%

Sample Size for Current Year

Effective Sample Size	140
Target (Minimum) Sample Size	140
Original Sample Size	140
Eligible Sample Size	136
Final Sample Size	136
Overall Sampling Rate	13.5%

SSES Table 2 (Synar Survey Results by Stratum and by OTC/VM)

STATE: Delaware

FFY: 2012

Samp Stratum	Var Stratum	Outlet Frame Size	Estimated Outlet Population Size	Number of PSU Clusters Created	Number of PSU Clusters in Sample	Outlet Sample Size	Number of Eligible Outlets in Sample	Number of Sample Outlets Inspected	Number of Sample Outlets in Violation	Retailer Violation Rate(%)	Standard Error(%)
All Outlets											
1	1	1,036	1,006	N/A	N/A	140	136	136	11	8.1%	
Total		1,036	1,006			140	136	136	11	8.1%	2.2%
Over the Counter Outlets											
1	1	1,036	1,006	N/A	N/A	140	136	136	11	8.1%	
Total		1,036	1,006			140	136	136	11	8.1%	2.2%
Vending Machines											
1	1	0	0	N/A	N/A	0	0	0	0	0.0%	
Total		0	0			0	0	0	0	0.0%	0.0%

SSES Table 3 (Synar Survey Sample Tally Summary)

STATE: Delaware

FFY: 2012

Disposition Code	Description	Count	Subtotal
EC	Eligible and inspection complete outlet	136	
Total (Eligible Completes)			136
N1	In operation but closed at time of visit	0	
N2	Unsafe to access	0	
N3	Presence of police	0	
N4	Youth inspector knows salesperson	0	
N5	Moved to new location but not inspected	0	
N6	Drive thru only/youth inspector has no drivers license	0	
N7	Tobacco out of stock	0	
N8	Run out of time	0	
N9	Other noncompletion	0	
Total (Eligible Noncompletes)			0
I1	Out of Business	3	
I2	Does not sell tobacco products	0	
I3	Inaccessible by youth	0	
I4	Private club or private residence	0	
I5	Temporary closure	1	
I6	Unlocatable	0	
I7	Wholesale only/Carton sale only	0	
I8	Vending machine broken	0	
I9	Duplicate	0	
I10	Other ineligibility	0	
Total (Ineligibles)			4
Grand Total			140

SSES Table 4 (Synar Survey Inspection Results by Youth Inspector Characteristics)

STATE: Delaware
FFY: 2012

Frequency Distribution

Gender	Age	Number of Inspectors	Attempted Buys	Successful Buys
Male	14	0	0	0
	15	7	31	1
	16	2	14	1
	17	1	2	0
	18	0	0	0
	Subtotal		10	47
Female	14	0	0	0
	15	6	40	4
	16	3	24	4
	17	5	25	1
	18	0	0	0
	Subtotal		14	89
Other		0	0	0
Grand Total		24	136	11

Buy Rate in Percent by Age and Gender

Age	Male	Female	Total
14	0.0%	0.0%	0.0%
15	3.2%	10.0%	7.0%
16	7.1%	16.7%	13.2%
17	0.0%	4.0%	3.7%
18	0.0%	0.0%	0.0%
Other			0.0%
Total	4.3%	10.1%	8.1%

Outlet ID	Sampling Stratum	Population Size in Sampling Stratum	Variance Stratum	Population Size in Variance Stratum	Response Dispositon Code	Violation Flag	Outlet Type	Youth Inspector ID	Youth Inspector Gender	Youth Inspector Age	VM Frame Size in Sampling Stratum
1	1	1036	1	1036	EC	1	OTC	95-11-04	F	16	0
2	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
3	1	1036	1	1036	EC	0	OTC	95-11-25	M	15	0
4	1	1036	1	1036	EC	0	OTC	95-11-05	F	17	0
5	1	1036	1	1036	EC	0	OTC	95-11-14	F	15	0
6	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0
7	1	1036	1	1036	EC	0	OTC	95-11-23	F	17	0
8	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
9	1	1036	1	1036	EC	0	OTC	95-11-17	F	17	0
10	1	1036	1	1036	EC	0	OTC	95-11-05	F	17	0
11	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
12	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
13	1	1036	1	1036	EC	1	OTC	95-11-15	M	15	0
14	1	1036	1	1036	EC	0	OTC	95-11-26	M	15	0
15	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
16	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
17	1	1036	1	1036	I1	0	OTC	95-11-12	F	16	0
18	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
19	1	1036	1	1036	EC	0	OTC	95-11-23	F	17	0
20	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
21	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
22	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
23	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0
24	1	1036	1	1036	EC	0	OTC	95-11-17	F	17	0
25	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
26	1	1036	1	1036	I1	0	OTC	95-11-21	F	16	0
27	1	1036	1	1036	EC	1	OTC	95-11-17	F	17	0
28	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
29	1	1036	1	1036	EC	0	OTC	95-11-21	F	15	0
30	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
31	1	1036	1	1036	EC	0	OTC	95-11-17	F	17	0
32	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
33	1	1036	1	1036	EC	0	OTC	95-11-14	F	15	0
34	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
35	1	1036	1	1036	EC	0	OTC	95-11-20	M	15	0
36	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
37	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
38	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
39	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
40	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
41	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
42	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
43	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
44	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
45	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
46	1	1036	1	1036	EC	0	OTC	95-11-05	F	17	0
47	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
48	1	1036	1	1036	EC	0	OTC	95-11-26	M	15	0
49	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
50	1	1036	1	1036	EC	0	OTC	95-11-27	F	17	0
51	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
52	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
53	1	1036	1	1036	EC	0	OTC	95-11-25	M	15	0

54	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0
55	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
56	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
57	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0
58	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
59	1	1036	1	1036	EC	0	OTC	95-11-17	F	17	0
60	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
61	1	1036	1	1036	EC	0	OTC	95-11-03	M	16	0
62	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
63	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
64	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
65	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
66	1	1036	1	1036	EC	0	OTC	95-11-10	M	15	0
67	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
68	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
69	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
70	1	1036	1	1036	EC	1	OTC	95-11-22	F	15	0
71	1	1036	1	1036	EC	0	OTC	95-11-24	M	17	0
72	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
73	1	1036	1	1036	EC	0	OTC	95-11-21	F	15	0
74	1	1036	1	1036	EC	1	OTC	95-11-03	M	16	0
75	1	1036	1	1036	EC	0	OTC	95-11-24	M	17	0
76	1	1036	1	1036	EC	0	OTC	95-11-21	F	15	0
77	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0
78	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
79	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
80	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
81	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
82	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
83	1	1036	1	1036	EC	1	OTC	95-11-16	F	15	0
84	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
85	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0
86	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
87	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
88	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
89	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
90	1	1036	1	1036	EC	0	OTC	95-11-14	F	15	0
91	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
92	1	1036	1	1036	EC	0	OTC	95-11-23	F	17	0
93	1	1036	1	1036	EC	1	OTC	95-11-18	F	16	0
94	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
95	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0
96	1	1036	1	1036	EC	0	OTC	97-11-21	F	15	0
97	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
98	1	1036	1	1036	EC	0	OTC	95-11-21	F	15	0
99	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
100	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
101	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
102	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
103	1	1036	1	1036	EC	1	OTC	95-11-18	F	16	0
104	1	1036	1	1036	EC	0	OTC	95-11-23	F	17	0
105	1	1036	1	1036	EC	0	OTC	95-11-14	F	15	0
106	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
107	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
108	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
109	1	1036	1	1036	EC	0	OTC	95-11-23	F	17	0
110	1	1036	1	1036	EC	1	OTC	95-11-01	F	16	0
111	1	1036	1	1036	EC	0	OTC	95-11-03	M	16	0
112	1	1036	1	1036	EC	0	OTC	95-11-21	F	15	0
113	1	1036	1	1036	EC	0	OTC	95-11-13	M	15	0

114	1	1036	1	1036	EC	0	OTC	95-11-03	M	16	0
115	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
116	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
117	1	1036	1	1036	EC	0	OTC	95-11-08	F	17	0
118	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
119	1	1036	1	1036	EC	0	OTC	95-11-25	M	15	0
120	1	1036	1	1036	EC	1	OTC	95-11-16	F	15	0
121	1	1036	1	1036	EC	0	OTC	95-11-03	M	16	0
122	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
123	1	1036	1	1036	EC	0	OTC	95-11-12	F	15	0
124	1	1036	1	1036	I5	0	OTC	95-11-12	F	16	0
125	1	1036	1	1036	EC	0	OTC	95-11-27	F	17	0
126	1	1036	1	1036	EC	0	OTC	95-11-01	F	16	0
127	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
128	1	1036	1	1036	EC	0	OTC	95-11-15	M	15	0
129	1	1036	1	1036	EC	0	OTC	95-11-06	M	16	0
130	1	1036	1	1036	EC	1	OTC	95-11-16	F	15	0
131	1	1036	1	1036	EC	0	OTC	95-11-16	F	15	0
132	1	1036	1	1036	EC	0	OTC	95-11-27	F	17	0
133	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
134	1	1036	1	1036	EC	0	OTC	95-11-18	F	16	0
135	1	1036	1	1036	EC	0	OTC	95-11-17	F	17	0
136	1	1036	1	1036	I1	0	OTC	95-11-20	M	15	0
137	1	1036	1	1036	EC	0	OTC	95-11-04	F	16	0
138	1	1036	1	1036	EC	0	OTC	95-11-25	M	15	0
139	1	1036	1	1036	EC	0	OTC	95-11-22	F	15	0
140	1	1036	1	1036	EC	0	OTC	95-11-19	M	15	0

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).

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: Delaware
 FFY: 2012

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

Name of Frame Source	Type of Source	Description	Updating Method and Cycle
Department of Finance/Division of Revenue	3	The list contains retail tobacco license	The list is updated quarterly by the Department of Finance/Division of Revenue. The accuracy of the sampling data is checked by: (1) tobacco enforcement officers during regular Synar or State checks; (2) tobacco enforcement officers during routine checks for other businesses, (3) Any updates by Division of Alcohol and Tobacco Enforcement are forwarded to the Division of Revenue for the annual update.

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

The State of Delaware utilized the SSES Sample Size Calculator to estimate the minimum adequate sample size. The Synar planner opened the finalized approved Tables I-V in the SSES program. The planner used the "Read File" function of SSES to populate the data in the SSES Sample Size Calculator. Below is the formula calculating a sample size using a 1-tail test:

Effective sample size: 140.

where P is previous year's RVR,

s.e = 0.0183, the standard error of the estimate for 3% margin of error for one-sided confidence interval

N is the total number of outlets in the sampling frame.

The target sample size (nt) is the same as the effective sample size for simple random sampling.

The original sample size is determined by:

where s is a safety margin (0), rl is the expected eligibility rate (eligibility rate from the previous year's survey), and rc is the expected completion rate (completion rate from the previous year's survey).

During FFY 2011, the Effective and Target Sample Size was 83. The Planned Original was 90.

****If the calculated planned original sample size is less than 140, the planned original sample size is further inflated to equal at least 140.****

10. Provide the following information about sample size calculations for the current FFY Synar survey.

- a. If the State uses the sample size formulas embedded in the Synar Survey Estimation System (SSES) Sample Size Calculator, please provide the following information:**

Inputs for Effective Sample Size:

RVR: 8.1%

Frame Size: 1036

Input for Target Sample Size:

Design Effect: 1

Inputs for Original Sample Size:

Safety Margin: 0

Accuracy (Eligibility) Rate: 97.1%

Completion Rate: 100%

- b. 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.**

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APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL

State: Delaware

FFY: 2012

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 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(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): Department of Safety and Homeland Security/Division of Alcohol and Tobacco Enforcement (DATE)

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 methods used to recruit, select, and train youth inspectors and adult supervisors.

The Division of Alcohol & Tobacco Enforcement has adopted an official training program for Cooperating Underage Witnesses. This training program must be attended by all CUW's in order for them to be considered active and thereby available for use.

Training Outline for new agents:

The Tobacco Coordinator (with assistance from an Agent III) will conduct the training.

- The training will begin with an overview of the Division's involvement in the State of Delaware's efforts to reduce youth access to tobacco products.
- This Directive will be used as the course material and the information contained herein will be the trainer's guide.
- The trainer will ensure that they have completely discussed this directive with the agent being trained and that they understand its content and intent
- Additionally the trainer will discuss the following:
 - Results of Past Investigations.
 - Enforcement Strategies.
 - The proper conduct when dealing with retailers.
 - Conducting the Check
 - Conducting Follow-up Checks
 - Compliance Check Forms
 - Evidence Handling
 - Enforcement Actions
 - The Role of the Minor
- The training must end with a Question & Answer Session.

Training Outline for New Cooperative Underage Witnesses:

- An Agent III will conduct the training.
- The Training will begin with an overview of the Division's involvement in the State of Delaware's efforts to reduce youth access to tobacco products and includes subjects such as the following:
 - oThe importance and role of the CUW.
 - oThe proper conduct when making a purchase.
 - oHow the check will be conducted.
 - oWhat type of tobacco products they are to attempt to purchase

- oWhat to do if they are out of what the CUW asks for.
- oWhat to do if they do not feel safe.
- oHow to fill out their forms and paperwork.
- oA discussion of the Division's pay and meal policies for CUW's

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.)*

Delaware State Law grants immunity to youth inspectors

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

Delaware State Law grants immunity to youth inspectors

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.)*

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

Agent's discretion is used for outlets that appear unsafe for youth inspectors to enter.

1. The safety and welfare of the CUW will be of utmost importance to all agency personnel participating in this program. CUW's will not be exposed to any unusual, unnecessary, or unreasonable risk of harm or personal injury.
2. CUW's shall be closely supervised at all times and the agent in charge of the operation must be on-site at all times.
3. CUW's are not permitted under any circumstance to carry, possess, conceal or use any weapon.
4. CUW's will not wear, exhibit, or carry any DATE or law enforcement identification at any time, and will not falsely represent themselves as employees of the DATE or any other law enforcement unit while participating as CUW's.
5. The agent shall ensure that the parents of the CUW are aware of the times and locations that the CUW is to be picked up and dropped off at their homes.
6. No CUW shall be picked up or dropped off at a location or a time that the CUW's parent/guardian has not personally given the agent their approval
7. At no time when a CUW is in the vehicle shall an agent take any type of police action unless the agent is convinced that the CUW will not be put at risk and that

the action is being taken as the only means of preventing the CUW, agent or some other person from injury or death.

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.)*

Informational packets are provided to each prospective Cooperating Underage Witness. The procedural forms are completed and signed by the appropriate persons. They must then be returned to the Administrative Assistant. The Administrative Assistant will then present the packet to the Director or his designee for approval. The perspective CUW may not be utilized until approval of the Director or his designee has been granted and the CUW has completed a training program.

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: Delaware
FFY: _____

1. Calendar year of the coverage study: NA
2. a. Unweighted percent coverage found: NA%
b. Weighted percent coverage found: NA%
c. Number of outlets found through canvassing: NA
d. Number of outlets matched on the list frame: NA
3. a. Describe how areas were defined. (e.g., census tracts, counties, etc.)

SAMHSA has waived the coverage study requirement for the State of Delaware.

- b. Were any areas of the State excluded from sampling? Yes No

If Yes, please explain.

SAMHSA has waived the coverage study requirement for the State of Delaware.

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.

SAMHSA has waived the coverage study requirement for the State of Delaware.

c. Provide a full description of the strata that were created.

SAMHSA has waived the coverage study requirement for the State of Delaware.

d. Provide a full description of how clusters were formed.

SAMHSA has waived the coverage study requirement for the State of Delaware.

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.

SAMHSA has waived the coverage study requirement for the State of Delaware

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.

SAMHSA has waived the coverage study requirement for the State of Delaware

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.

SAMHSA has waived the coverage study requirement for the State of Delaware

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.

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- e. Please describe the canvassing instructions given to the field observers, including predetermined routes.**

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- 10. Describe the process field observers used to determine if an outlet sold tobacco.**

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- 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).**

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- 12. Provide the calculation of the weighted percent coverage (if applicable).**

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