ANNUAL SYNAR REPORT

42 U.S.C. 300x-26 **OMB № 0930-0222**

FFY 2012

State: WYOMING

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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:

Overnight Mail:

1 Choke Cherry Road, Rm.7-1091 Rockville, Maryland 20857 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: WYOMING		
Name of Chief Executive Officer or Designee: THOMAS	O. FORSLUND	
Signature of CEO or Designee:		
Title: DIRECTOR, WYOMING DEPT. OF HEALTH	Date Signed:	
If signed by a designee, a copy of the desi	ignation must be attached.	

FFY: 2012 State: <u>WYOMING</u>
Date: <u>10/25/11</u>

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.	access si the last	ince the last reporting year. If any changes were made to the State law(s) since reporting year, please attach a photocopy of the law to the hard copy of the d 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 <i>minimum sale age</i> 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? \square Yes \boxtimes 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
		Penalties for sales to minors
2.	42 U.S.C	e how the Annual Synar Report (see 45 C.F.R. $96.130(e)$) and the State Plan (see C. $300x-51$) were made public within the State prior to submission of the ASR. all that apply.)
	`	Placed on file for public review
	=	Posted on a State agency Web site (<i>Please provide exact Web address.</i>)
		p://www.health.wyo.gov/mhsa/prevention/preventiondataandreports.html

		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.		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:
		Wyoming Department of Health, Behavioral Health Division, Mental Health and Substance Abuse Services
		Has this changed since last year's Annual Synar Report? Yes No
	b.	The State agency(ies) responsible for conducting random, unannounced Synar inspections:
		University of Wyoming, Wyoming Survey & Analysis Center
		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):
		Wyoming Department of Health, Behavioral Health Division
		Has this changed since last year's Annual Synar Report? Yes No
4.	receives	the State agency responsible for tobacco prevention activities (the agency that the Centers for Disease Control and Prevention's National Tobacco Control funding).
	<u>Wyoming</u> Abuse Se	g Department of Health, Behavioral Health Division, Mental Health and Substance rvices
		s 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) (<i>Please describe</i> .)

a. Which one of the following describes the tobacco laws carried out in your State?		·	cess to			
	by local law	enforcement ag	gencies.			
☐ Enforcement is conducted exclusively	Enforcement is conducted exclusively by State agency(ies).					
Enforcement is conducted by both loc	cal <i>and</i> State ag	gencies.				
b. The following items concern penalties in tobacco laws by <u>LOCAL AND/OR STAR AGENCIES</u> . Please fill in the number of for an item, please mark "NA" (not appunknown, please mark "UNK." The characteristics of the control of the characteristics of the ch	ATE LAW EN requested. If Splicable). If a nart must be find	NFORCEMEN State law does response for a illed in compl	NT s not allow an item is etely.			
PENALTY	OWNERS	CLERKS	TOTAL			
Number of <u>citations issued</u>	UNK	UNK	84			
Number of <u>fines assessed</u>	UNK	UNK	UNK			
Number of permits/licenses suspended	NA		NA			
Number of permits/licenses revoked	NA		NA			
Other (Please describe.) Citations are issued to the individual responsible for the sale, which may be the clerk OR the owner. Citation will vary by jurisdiction/county/town. Citations are only given through Wyoming Association of Sheriffs and Chiefs of Police (WASCOP) inspections as necessary. WYSAC, however, never issues citations. Law enforcement	NA	NA	NA			
officers are available during the WYSAC inspections, but do not issue citations.						

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

Enforcement is conducted at a combination of outlets randomly selected for the

Synar survey and outlets not randomly selected for the Synar survey.

	⊠ Yes
	□ No
е.	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 (<i>Please list.</i>)
	Briefly describe all checked activities:
	-Retail education materials are presented at the time of the citation driven compliance inspections via the "Got ID" information. This information is presented by the law enforcement officer conducting the inspection.
	-Through the Tobacco Free Wyoming Communities (TFWC), as well as the Core Prevention programs, communities are educated regarding youth access laws. The TFWC and Core Prevention grant programs often collaborate to increase community knowledge. They are also given the option of utilizing the "Got ID" information.
	-The Wyoming Association of Sheriffs and Chiefs of Police (WASCOP) has created a press release template that is utilized for a municipality specific news release after inspections have been completed.
	-Tobacco Free Wyoming Communities (TFWC) organizations, which are in every Wyoming County, work towards community mobilization to increase local support for enforcement of youth access to tobacco laws.
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:

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

The Wyoming Department of Health is not currently funded under the FDA-funded enforcement program. Therefore, no official relationship between the two has been established. However, the state Synar coordinator does receive the FDA tobaccorelated updates and distributes them to the Tobacco Free Wyoming Communities

program managers. Additionally, the Synar Protocol reflects new FDA regulations. Some of the additional data analysis conducted by WYSAC also takes into consideration the FDA regulations.

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).

20	and 45 C	.r.K. 90.130).
6.	Has the	sampling methodology changed from the previous year? Yes No
	methodo Methodo	e is required to have an approved up-to-date description of the Synar sampling plogy on file with CSAP. Please submit a copy of your Synar Survey Sampling plogy (Appendix B). If the sampling methodology changed from the previous g year, these changes must be reflected in the methodology submitted.
7.		Inswer the following questions regarding the State's annual random, unced 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? \boxtimes Yes \square 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
		Weighted RVR
		Standard error (s.e.) of the (weighted) RVR
		Fill in the blanks to calculate the <u>right limit</u> of the right-sided 95% confidence

interval.

		. +	(1.645)	×	-)	_	
	RVR Estimate	plus	(1.645	times	Standa	rd Error)	equals	Right Limi
	Accuracy rate							
	Completion rate							
•	Fill out Form 1 i design.)	n Appe	endix A (Forms1	1−5). (Req	uired regai	rdless of	the sample
•	How were the (w (Check the one th	_		estimate	e and its s	standard e	rror obta	ained?
	Form 2 (Optio	nal) in	Appendix	x A (For	rms 1–5) (Attach con	pleted F	orm 2.)
	Other (Please the program of			v				•
	- ine program e	oue un	а ошриг	with aes	cription o	oj ali variat	ne names	5. <i>)</i>
	, c							
•	If stratification v	vas use	ed, did an	ıy strata	a in the sa			
[If stratification v	vas use ar? [ed, did an	ny strata] No = [a in the sa	ample cont	ain only	one outlet
[If stratification v	vas use ar? [ed, did an	ny strata] No = [a in the sa	ample cont	ain only	one outlet
	If stratification v	vas use ar? []	ed, did an Yes	ny strata] No [was dea	a in the sa	ample cont atification variance es	ain only	one outlet
	If stratification vor cluster this year this year the strate of the stra	vas use ar? w this s mple deltattach	ed, did an Yes situation v	ny strata] No [was dea	a in the sa No str lt with in	ample cont atification variance es	ain only	one outlet
	If stratification vor cluster this year or cluster this year. If Yes, explain how was a cluster sate of Yes, fill out and	vas use ar? [] w this s mple d	ed, did an Yes situation v esign use	ny strata] No [was dea	a in the sa No str lt with in	ample cont atification variance es	ain only	one outlet
	If stratification vor cluster this year or cluster this year of the strategy o	vas use ar? w this s mple del attach n. tion 7g.	ed, did an Yes situation v esign use	ny strata] No [was dea ed? [] Y	a in the sa No str It with in Yes \[\bigcap \cdot	ample cont atification variance es	ain only timation	one outlet

g.	Report tl	he following	outlet sample	sizes for	the Synar	survey.
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	Sample Size
Effective sample size (sample size needed to meet the SAMHSA precision requirement assuming simple random sampling)	
Target sample size (the product of the effective sample size and the design effect)	
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	
Eligible sample size (number of outlets found to be eligible in the sample)	
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	

	Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)
	Eligible sample size (number of outlets found to be eligible in the sample)
	Final sample size (number of eligible outlets in the sample for which an inspection was completed)
	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: 2010
	b. Percent coverage from the latest frame coverage study: 88.6%
	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: 2013
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 <u>06/26/11</u> to <u>09/13/11</u> MM/DD/YY MM/DD/YY
	b. Provide the number of youth inspectors used in the current inspection year:
	<u>17</u>
	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.

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
	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.
	The Behavioral Health Division will continue its relationship with the Wyoming Association of Sheriffs and Chiefs of Police (WASCOP) by contracting with them to conduct on-site retail education and citation-driven compliance checks. The contract for SFY 2011-2012, which became effective May 12, 2010 and expires June 30, 2012, requires WASCOP to conduct not less than one thousand (1,000) compliance checks and educational visits for both tobacco and alcohol annually. WASCOP is contractually required to recruit and maintain at least a ninety percent (90%) participation rate from all cities with a population of four thousand (4,000) or more to participate in the tobacco compliance inspections. WASCOP will continue to increase the number of participating law enforcement agencies and officers.
	Retail educational materials will be presented at the time of compliance checks. These retail education materials are known as "Got ID" packets and are created and disseminated by law enforcement during citation-driven compliance visits. The educational visits will focus on the owner or manager of the establishment. The Division will continue its collaboration with the Wyoming Survey & Analysis Center (WYSAC) and WASCOP to conduct Synar inspections.
	Wyoming does not anticipate any changes in youth tobacco access legislation or regulation at this time.
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.
- Wyoming law enforcement agencies are required to work tremendous amounts of overtime hours. As a result of this constant overtime, and at times understaffing, agencies are often resistant to conducting compliance checks. To combat the resistance, the WASCOP contract now contains a provision requiring only a minimum of two (2) compliance checks per contract year per law enforcement agency. We have noticed an increase in agencies willing to participate; however, not all agencies do.
-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-extensive process to ensure accuracy of the retail list. This process requires onsite visits to every tobacco retailer in the state. The state would need technical assistance in tackling this issue at the state level. The Division would need to collaborate with other state agencies and gain legislative approval to require licenses of all retailers. The Division may also look into retailer licensing at the local level in the future. However, right now, the local efforts are focused on smokefree environments, tobacco cessation among youth and adults and integrating coalition efforts with other substance abuse and chronic disease coalitions.
-Wyoming has a sparse population where youth may be known by clerks of the inspected retail establishments. This makes it difficult to recruit youth. Most youth are recruited by asking previous youth inspectors to provide referrals. All youth inspectors are required to be compensated for their participation, which may help in recruitment efforts.

-Wyoming is a frontier state, with some cities and towns being 50 to 100 miles apart. Geographically, Wyoming is the ninth largest state, but it is the least populous state in the country, which can bring a challenge for law enforcement and youth inspectors. Law enforcement must travel great distances to complete inspections, and youth inspectors are not allowed to travel overnight. Another consideration is that many of the communities in Wyoming have small populations, which sometimes leads to the youth inspector knowing the clerk at the retail establishment.

APPENDIX A: FORMS 1–5

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 (RVR) 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 2012). 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 subcolumn (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 1 (Required for all States not using the Synar Survey Estimation System [SSES] to analyze the Synar Survey data.)

				Sumn	nary of Sy	nar Inspe	ection Res	ults by St	ratum			ate:	
((1)		(2)			(3)			(4)			(5)	
STR	ATUM		ER OF OUT IPLING FR	ESTIMATED NUMBER OF ELIGIBLE OUTLETS IN		UTLETS IN NUMBER OF OUTLETS			NO. OF OUTLETS FOUND IN VIOLATION DURING INSPECTIONS		RING		
(a) Row #	(b) Stratum Name	(a) Over-the- Counter (OTC)	(b) Vending Machines (VM)	(c) Total Outlets (2a+2b)	(a) Over-the- Counter (OTC)	(b) Vending Machines (VM)	(c) Total Outlets (3a+3b)	(a) Over-the- Counter (OTC)	(b) Vending Machines (VM)	(c) Total Outlets (4a+4b)	(a) Over-the- Counter (OTC)	(b) Vending Machines (VM)	(c) Total Outlets (5a+5b)

RECORD COLUMN TOTALS ON LAST LINE (LAST PAGE ONLY IF MULTIPLE PAGES ARE NEEDED).

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 noncomplete 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 2012).

- 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 for the State 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: 2012	
			(4)				(0)		(10)	
(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
Total										

- 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'/Total Column 8)
- pw stratum contribution to the weighted RVR
- 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 2012).

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.

Summary of Clusters Created and Sampled						
			State:			
			FFY: 2012			
(1) Row#	(2) Stratum Name	(3) Number of PSUs Created	(4) Number of PSUs Selected	(5) Number of PSUs in the Final Sample		
-						
	Total					

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 2012).

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."

Inspection Tallies by Reason of Ineligibility or Noncompletion							
State:							
FFY: 2012							
(1)							
(1) INELIGIBLE		(2) ELIGIBLE					
Reason for Ineligibility	(a) Counts	Reason for Noncompletion	(a) Counts				
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		Ran out of time					
Duplicate		Other noncompletion reason(s) (Describe.)					
Other ineligibility reason(s) (Describe.)							
Total		Total					

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 2012).

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 "Male Subtotal" and "Female Subtotal." 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 equals the total for Column 4(c) and Column 5(c), respectively, on Form 1. If the totals do not match, please explain any discrepancies.

	Synar Survey Inspector Characteristics				
		State:			
		FFY: 2012			
	(4)	(0)			
	(1) Attempted Buys	(2) Successful Buys			
Male					
15 years					
16 years					
17 years					
18 years					
Male Subtotal					
Female					
15 years					
16 years					
17 years					
18 years					
Female Subtotal					
Other					
Total					

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

		FFY: 2	2012
1.	What type of sampling frame is used?		
	☐ List frame (Go to Question 2.)		
	☐ Area frame (Go to Question 3.)		

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.

List-assisted area frame (Go to Question 2.)

1 – Statewide commercial business list

4 – Statewide retail license/permit list

State: WYOMING

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 Revenue, Sales Revenue File	6	Sales tax revenue list from the WY Dept. of Revenue. The list is compiled based on tax revenue forms required for all retailers in Wyoming. This form contains a checkbox for tobacco sales. Unfortunately, this list also contains many other non-tobacco retailers. Extensive efforts are exerted to eliminate those non-tobacco retailers.	Before sampling, Tobacco-Free Wyoming Community programs in all 23 Wyoming counties examine all outlets on the list to identify nontobacco and other ineligible outlets. The outlets that do not sell tobacco products, are no longer in business, or are not youth accessible are eliminated from the master list. This is an annual updating method that takes place before the Synar sample is designed.
WYSAC's Synar List Frame Recommended Changes	6	Each year, WYSAC updates the list frame based on inspections, and when available, the coverage study.	Based on the recommendations, WYSAC will update and maintain the master list. WYSAC believes this will be more efficient than having MHSASD update it.
Local Retail Licenses	6	The towns of Cheyenne, Ten Sleep and La Barge require local tobacco retail licensing.	The local licenses within those three towns will also be used as a source to update the Synar list frame.

3.	If an area frame is used, describe how area sampling units are defined and formed.							
	N/A							
	a. Is any area left out in the formation of the area frame? \square Yes \square 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? \square Yes \bowtie 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.)
	Uther (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.
	Stratified by municipality: Large (population \geq 3,000); Small (population $<$ 3,000)
	b. Is clustering used within the stratified sample?
	Yes (Go to Question 8.)
	No (Go to Question 9.)
	110 (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.

SSES is used to calculate the effective, target, and original sample sizes.

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

where s.e. = 0.0182;

p = previous year's RVR

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

The target sample size equals the effective sample size times the design effect.

Original sample size = [(Target sample size) * (1 + safety margin)] / [(accuracy rate) * (completion rate)]

SSES was run twice, once for the small stratum and once for the large stratum, to increase the sample size and reduce error.

In FFY2012, a 10% safety margin was used for both stratum.

WYSAC calculated separate sample sizes for the two strata. They have different frame sizes, RVRs, and accuracy and completion rates, and therefore, have two different sample sizes (see the two tables below). They ran the SSES software on the two strata separately for several reasons.

- 1.By doing this, they essentially have a simple random sample for each stratum (instead of a stratified sample). This simplifies analyses and calculations.
- 2. The separate calculations provide a more conservative sample size estimate.

In other words, they're surveying MORE stores and are therefore, more accurate in their RVR estimate and have a narrower confidence interval. By separating the strata, they are more confident that Wyoming's results are accurate.

SSES is used to calculate the effective, target, and original sample sizes. The design effect and accuracy and completion rates are calculated from the previous year's survey. Two separate calculations were used for each stratum. They conducted separate calculations so that they had a simple random sample under each stratum and to conservatively estimate the number of stores surveyed, yielding a narrower confidence interval.

SSES Sample Size Calculator Table

RURAL STRATUM

Synar Survey

State	WY Rural
FFY	2012
Date	6/3/2011 14:05

Input Information

Option for 95% Confidence Interval	One-Sided
Outlet Frame Size	151
Expected Retailer Violation Rate	11.40%
Design Effect	1
Expected Accuracy Rate	81%
Expected Completion Rate	96.10%
Safety Margin Used	10%

Sample Size

Effective Sample Size	101
Target(Minimum) Sample Size	101
Planned Original Sample Size	143

SSES Sample Size Calculator Table

URBAN STRATUM

Synar Survey

State	WY Urban
FFY	2012
Date	6/3/2011 14:04

Input Information

Option for 95% Confidence Interval	One-Sided
Outlet Frame Size	407
Expected Retailer Violation Rate	5.60%
Design Effect	1
Expected Accuracy Rate	90%
Expected Completion Rate	99.40%
Safety Margin Used	10%

Sample Size

Effective Sample Size	115
Target(Minimum) Sample Size	115
Planned Original Sample Size	142

- 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: RURAL: 8.9%; URBAN: 8.5% Frame Size: RURAL: 151; URBAN: 407

Input for Target Sample Size: Design Effect: BOTH STRATA: 1

Inputs for Original Sample Size:

Safety Margin: BOTH STRATA: 10%

Accuracy (Eligibility) Rate: RURAL: 88.1%; URBAN: 85.9%

Completion Rate: RURAL: 97.6%; URBAN: 96.7%

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.

APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL

			State: WYOMING
			FFY: 2012
Ins rep	spection I porting th	ad to WebBGAS a copy of the Synar inspection Form" and a copy of the protocol used to train the results of the Synar inspections under the hees the State Synar survey protocol address the state Synar survey protocol synar survey protocol synar survey synar survey protocol synar survey synar sy	inspection teams on conducting and eading "Synar Inspection Protocol."
	a.	Consummated buy attempts?	
	a.	Required Permitted under specified circumstances	Not permittedNot specified in protocol
	b.	Youth inspectors to carry ID?	
		☐ Required ☐ Permitted under specified circumstances	Not permitted☐ 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.	-	the agency(ies) or entity(ies) that actually conspections of tobacco outlets. (Check all that a	
		Law enforcement agency(ies)	
		State or local government agency(ies) other th	an law enforcement
		Private contractor(s) Other	
	L i	st the agency name(s): The Behavioral Health	Division contracts with the
		yoming Survey & Analysis Center (WYSAC	
3.	represe	nar inspections combined with law enforcementatives issue warnings or citations to retaile e of the inspection?)?	

☐ Always ☐ Usually ☐ Sometimes ☐ Rarely ☒ Never

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

WYSAC recruited adults from Laramie, WY to fill the adult supervisor role. Prior to hiring the adult supervisors, WYSAC conducted criminal background checks and reviewed driving records. They trained all adult supervisors in Synar protocol. The adult supervisors were then responsible for training the minor buyers. WYSAC recruited most minor buyers by asking previous buyers to provide referrals. Program managers in the Tobacco-Free Wyoming Communities Program also provided contacts. WYSAC first contacted potential minor buyers via telephone to describe the project and speak with one of their parents or guardians. Once the minor buyer and the parent/guardian expressed interest, WYSAC sent them a written description of the project, a parent permission form, and hiring forms. They required completed parent permission forms before any youth could participate. Two 15year-olds, eight 16-year-olds, and six 17-year-olds participated in the 2011 Synar inspection study. Additionally, one young man turned 16 during his inspection work; he completed some inspections as a 15-year-old and others as a 16-year-old. WYSAC recorded his age at the time of each inspection, as suggested for SSES analysis. Each of the 12 teams included both a male and female minor buyer. All minor buyers resided within the area they inspected, thereby reducing travel time and eliminating the need for overnight stays. To ensure consistency in buying procedure, all youth followed a written script and role-played with the adult supervisors until they mastered the buying procedure. Adult supervisors also trained minor buyers to observe and describe certain aspects of the stores and clerks (i.e., the location of tobacco products, the approximate age of the clerk, gender of the clerk, and the presence of anti-tobacco messages).

5.			or procedural requirements instituted by the State to address ectors' immunity when conducting inspections?
	a.	Legal	∑ Yes □ No (If Yes, please describe.)
			ducting inspections under W.S. § 14-3-307 (vi) shall be granted prosecution under W.S. § 14-3-304.
	b.	Procedural	Xes No (If Yes, please describe.)
		inspection, help to refrain from is ever consum	ors are not permitted to have identification on them during the ping to maintain confidentiality of their identity. They are instructed buy attempts if they knew anyone at the location. Also, no purchase mated as the youth inspectors are not permitted to take more than m on inspections.
6.		e of the safety o	or procedural requirements instituted by the State to address f youth inspectors during all aspects of the Synar inspection
	a.	Legal	Yes No (If Yes, please describe.)
		Wyoming Statu assisted retail is	ermination from the Wyoming Attorney General's Office, existing ute requires law enforcement personnel to be present at all youth inspections. A law enforcement officer with jurisdiction over the 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
		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. Law enforcement officers are also either present or awaiting by phone if needed.
7.	inspecti	e any other legal or procedural requirements the State has regarding how ons are to be conducted (e.g., age of youth inspector, time of inspections, that must occur)?
	a.	Legal Yes No (If Yes, please describe.)
	b.	Procedural Yes No (If Yes, please describe.)
		Minors are required to be 15-17 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. Youth also request smokeless tobacco on every fifth inspection. As part of the smokeless tobacco inspections, youth were instructed to ask for a specific flavor and cut (if asked about cut).
		It should be noted that in August 2011, SAMHSA/CSAP provided notice to Synar states and territories that there was a pending legal opinion related to the applicability of the Fair Labor Standards Act of 1938 (FLSA) and its implementing regulations to the Synar and FDA tobacco inspection programs. At that time, SAMHSA recommended that states should take steps within their control to eliminate the use of paid 15-year-olds until a final determination on the matter has been made. Due to the timing of this notice, Wyoming completed inspections with all youth as per usual. However, if no final decision has been made by the time FFY2013 inspections begin, Wyoming will proceed without 15-year-old paid inspectors

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

1. Calendar year of the coverage study: 2010 2. a. Unweighted percent coverage found: 88.9% b. Weighted percent coverage found: 88.6% c. Number of outlets found through canvassing: 135 d. Number of outlets matched on the list frame: 120 3. a. Describe how areas were defined. (e.g., census tracts, counties, etc.) WYSAC used census tracts, defined by the U.S. Census Bureau, to define coverage areas. b. Were any areas of the State excluded from sampling? Yes No If Yes, please explain. WYSAC excluded one census tract (the F.E. Warren Air Force Base) because it is federal land and completely inaccessible to the general public. Other census tracts (such as those that overlapped with the Wind River Indian Reservation and federal parks) contained some areas that are accessible to the public and subject to Wyoming state law. Therefore, they included all other census tracts in their sampling. 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 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.)				State: WYOMING
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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.)				federal land and completely inaccessible to the general public. Other census tracts (such as those that overlapped with the Wind River Indian Reservation and federal parks) contained some areas that are accessible to the public and subject to Wyoming state law. Therefore, they included all other census tracts in their
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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.)			a.	_
 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 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.) 				
 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.) 				
Stratified sample: \square Simple random sample (Respond to Parts b and c.)				
\boxtimes Simple random sample (Respond to Parts b and c.)				☐ Multistage cluster sample (Respond to Parts b and d.)
Systematic random sample (<i>Respond to Parts b and c.</i>)				
☐ Single-stage cluster sample (<i>Respond to Parts b, c, and d.</i>) ☐ Multistage cluster sample (<i>Respond to Parts b, c, and d.</i>)				

Other	Please describe and respond to Part b.)	

b. Describe the sampling methods.

WYSAC used census tracts (defined by the U.S. Census Bureau) to define the geographical areas for the coverage study. To reduce costs and improve efficiency, they used a stratified sampling design by dividing the census tracts into two strata. Since census tracts are based on population, they defined urban census tracts as smaller than 6.0 square miles in land area and rural census tracts as having a land area of 6.0 square miles or more. WYSAC used the instructions and formulas presented in SAMHSA's CSAP Guide for a Synar Sampling Frame Coverage Study (2006, p. 13-14) to allocate the sample to two strata and optimize costs:

n_urban=n (N_urban*S_urban)/(N_urban*S_urban+ (N_rural S_rural)/ $\sqrt{(a^{(-1)})}$ and

n rural= n- n urban

where

 $a^{-1}=[\cos t]_{rural}/[\cos t]_{urban}$

In this equation, n is the target sample size, nurban is the sample size for the urban strata, Nurban is the estimated population size for the urban stratum, Surban is the standard deviation in the urban stratum, Nrural is the estimated population size for the rural stratum, Srural is the standard deviation in the rural stratum, and a-1 is the cost ratio of canvassing a rural tract over the cost of canvassing an urban tract. Consistent with SAMHSA's guidance on total sample size (2006, p. 11), WYSAC set the target sample size at 120 outlets. Substituting the estimated values for the 2010 coverage study, they found

n_urban= $120(257*0.395)/(257*0.395+(338*0.479)/\sqrt{(3/1)})=62.4$ and

n rural= 120- 62.4=57.6

Using the 2009 Synar tobacco retailer list frame, they determined that Wyoming has an average of 4.8 tobacco retail outlets per census tract. Extrapolating the above target sample sizes to target sample sizes in census tracts and rounding to whole numbers, they found

(62.4 urban outlets)/(4.8 outlets per tract)=13 urban tracts; (57.6 rural outlets)/(4.8 outlets per tract)=12 rural tracts

They then sampled 13 tracts from the urban stratum and 12 tracts from the rural stratum. Since it is more costly to canvass a rural tract, they oversampled urban tracts and under-sampled rural tracts.

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

WYSAC defined urban census tracts as smaller than 6.0 square miles in land area and rural census tracts as having a land area of 6.0 square miles or more.

	d. Provide a full description of how clusters were formed.
	Clusters were not formed.
5.	Were borders of the selected areas clearly identified at the time of canvassing? \boxtimes Yes \square 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.
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.
8.	Were field observers instructed to find all outlets in the assigned area? \boxtimes Yes \square 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.
	Field observers were instructed to find all outlets in the assigned area. Once WYSAC drew the sample, they hired several qualified drivers to conduct the coverage study. WYSAC trained them on how physically to canvass each census tract, noting all stores that sold tobacco and were accessible to minors. They trained them to conduct a grid search (canvassing north and south streets, then canvassing east and west streets) to ensure they found all tobacco retail outlets. WYSAC sent two drivers on each coverage study trip so that one could navigate and look for stores while the other drove. They instructed drivers not to canvass unpaved roads and any area that was not accessible to the public (e.g., state or national parks where one must pay an entrance fee). Per SAMHSA protocol, drivers did not use any lists to identify outlets.
o	If a full canvassing was not conducted:
٠.	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.

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

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

If the outlet was open, field observers entered the outlet and looked for tobacco products. They also identified whether the outlet was accessible to minors. If they were unsure if the outlet sold tobacco and/or was accessible to minors, they asked a salesperson. Nine potential outlets were closed when the drivers located them and could not be evaluated for eligibility. WYSAC called these outlets to determine their eligibility and, when appropriate, included them in the sample.

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).

To determine the coverage rate, WYSAC carefully compared the list of outlets discovered during the coverage study to the outlets on the tobacco retailer list frame using business name, address, and city. If the outlet found during the coverage study was on the tobacco retailer list frame with matching or similar addresses, the outlet was considered covered by the tobacco retailer list frame. WYSAC then determined if the address on the tobacco retailer list frame was 100% accurate.

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

The coverage equation with weighting is:

$$C=100\times (\sum_{i=1}^{n} \sum_{j=1}^{n} w_i b_i)/(\sum_{i=1}^{n} \sum_{j=1}^{n} w_i n_i)$$

In this equation, bi is the number of outlets from the tobacco retailer list frame found in each stratum, ni is the number of outlets found by the coverage study in each stratum, and wi is the stratum weight, calculated by the following equation:

$$w_i = K_i/k_i$$

In this equation, ki is the number of areas selected for coverage in a stratum and Ki is the number of areas in the stratum. For the 2010 coverage study, the equation expands as follows:

 $C=100\times (w_urban\ b_urban+w_rural\ b_rural)/(w_urban\ n_urban+w_rural\ n_rural\)$

or

C=100× (K_urban/k_urban ×b_urban+K_rural/k_rural [[×b]]_rural)/(K_urban/k_urban ×n_urban+K_rural/k_rural [[×n]]_rural)

WYSAC calculated the 2010 Synar weighted coverage rate:

 $C=100\times (48/13\times47+78/12\times73)/(48/13\times52+78/12\times83)=88.6\%$

This computation gave a final weighted coverage rate of 88.6%, with a 95% confidence interval of 83.5% to 93.7%, above the SAMHSA required threshold of 80% (SAMHSA, 2006).