

To: Police, Sheriff or Public Health Staff
From: Vicki Berg, Behavioral Health Division, Tobacco Prevention & Control Team Lead
Re: Congratulate & Educate Project: Educational Tobacco Compliance Checks
Date: 2019

We appreciate your willingness to participate in the *Congratulate and Educate Project* designed to help keep tobacco out of the hands of Minnesota youth.

Here's how the project works: As soon as your department's authorized representative signs the enclosed contracts you are ready to conduct tobacco compliance checks under this project. Please conduct tobacco compliance checks at the number of establishments noted on your annual plan (contract). **It's important to note that you will only be paid for the listed number of checks or fewer. Tobacco compliance checks under this project are Educational Checks, no sanctions to the clerk or business owner are permitted.** Note: due to the fact that these checks are educational only they do **NOT** count for the statutorily mandated annual compliance checks under MS 461.12 Subd 5. **If you are a T21 jurisdiction, you must use youth over age 15 and under age 18 for this project.**

It is important you follow the following procedure for best possible results:

- If the clerk fails the inspection - Give them a copy of the **Clerk Fail Publication**. **Please read through the publication with the clerk, so they understand the importance of the information contained in the publication.**
- If the clerk passes the inspection - Fill out the **Congratulation Certificate** and provide the certificate to the clerk.
- Whether the clerk passes or fails the compliance check - Fill out the **Owner Publication** and provide the publication to the owner.
- When the compliance checks are completed, please fill out the enclosed vendor invoice and mail or email it to Vicki Berg. A link for an online survey will be provided to you at a later date. A paper version is available upon request. As soon as we receive the vendor invoice and survey, your department will be reimbursed \$40.00 per check (up to the number of checks listed on your annual plan). **All compliance checks MUST be completed by June 30, 2019. Complete the invoice & survey and return to Vicki Berg for processing NO LATER THAN July 15, 2019.**

Please find the following documents in your package:

- Three annual plans (contracts). Please **sign all 3 & return 2 originals** to Vicki Berg in the enclosed envelope.
- **Clerk Fail Publications** – one for each inspection – number of inspections is listed on your annual plan.
- **Congratulation Certificate** one for each inspection – number of inspections is listed on your annual plan.
- **Owner Publication** one for each inspection – number of inspections is listed on your annual plan.
- Vendor invoice
- Publication from ANSR on free online training for tobacco retailers.

If you are missing any documents please contact Vicki Berg at 651-431-2459 or 240-691-6054. You can also email at vicki.berg@state.mn.us. For mailing send to: Vicki Berg, MN DHS BHD, PO Box 64977, St. Paul, MN 55164-0977. If you would like more information on best practices in conducting compliance checks please contact Katie Engman, Association of Nonsmokers-Minnesota (ANSR) at 651-646-3005.

Sincerely,

Vicki Berg