

Texas STEP – Tobacco Enforcement Tobacco Retailer Education Checklist

Store Name: _____ Permit #: _____ Outlet: _____
 Address: _____ City: _____ TX

Comments:

Outdoor Advertising	
<input type="checkbox"/> What constitutes outdoor advertising	
<input type="checkbox"/> Outdoor advertising is prohibited within 1,000 feet of a church or school	
<input type="checkbox"/> Consequences of violation	
Tobacco Permit	
<input type="checkbox"/> Valid retailer permit required for sales transactions	
<input type="checkbox"/> Permit required to be publicly displayed	
<input type="checkbox"/> Consequences of violation	
Single, Unpackaged Cigarettes	
<input type="checkbox"/> The sale of loose cigarettes is prohibited	
<input type="checkbox"/> The sale of cigarettes in packs less than 20 is prohibited	
<input type="checkbox"/> Consequences of violation	
Warning Signs	
<input type="checkbox"/> Sign posted in a conspicuous location visible to all, at the point of sale	
<input type="checkbox"/> Consequences of violation	
Clerk Assistance	
<input type="checkbox"/> Clerk Assistance to obtain tobacco products is required	
<input type="checkbox"/> Consequences of violation	
Promotional Items	
<input type="checkbox"/> Distributing free samples to minors is prohibited	
<input type="checkbox"/> Distributing promotional items to minors is prohibited	
<input type="checkbox"/> Consequences of violation	
Employee Notification	
<input type="checkbox"/> Employees are notified within 72 hours of employment	
<input type="checkbox"/> Each employee has signed form on file	
<input type="checkbox"/> Forms are accessible to inspecting peace officer	
<input type="checkbox"/> Consequences of violation	
Sales Restrictions	
<input type="checkbox"/> Employees are prohibited from selling to minors	
<input type="checkbox"/> Consequences of violation	
ID	
<input type="checkbox"/> Required to request proof of age from anyone under 27 years of age	
<input type="checkbox"/> Acceptable forms of identification	
<input type="checkbox"/> Red flags to look for: <i>I.D. orientation for provisional driver, etc.</i>	
<input type="checkbox"/> Verify D.O.B. and photo	
<input type="checkbox"/> Do not rush!	
<input type="checkbox"/> Consequences of violation	
Retailer Education Packet	
<input type="checkbox"/> Point out information and stickers	
<input type="checkbox"/> Mini-quiz in booklet may be helpful	
Information for Retailer/Owner	
<input type="checkbox"/> Civil penalties and fines will be assessed after violations	
<input type="checkbox"/> Consequences for the location due to violation of any of the tobacco laws	
Contact Information	
<input type="checkbox"/> Leave local agency's contact information	
<input type="checkbox"/> Texas Comptroller's Youth & Tobacco Helpline: 1-800-388-2883	
<input type="checkbox"/> Texas Tobacco Tax & Permit Questions: 1-800-862-2260	

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