

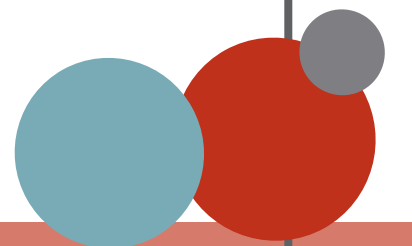
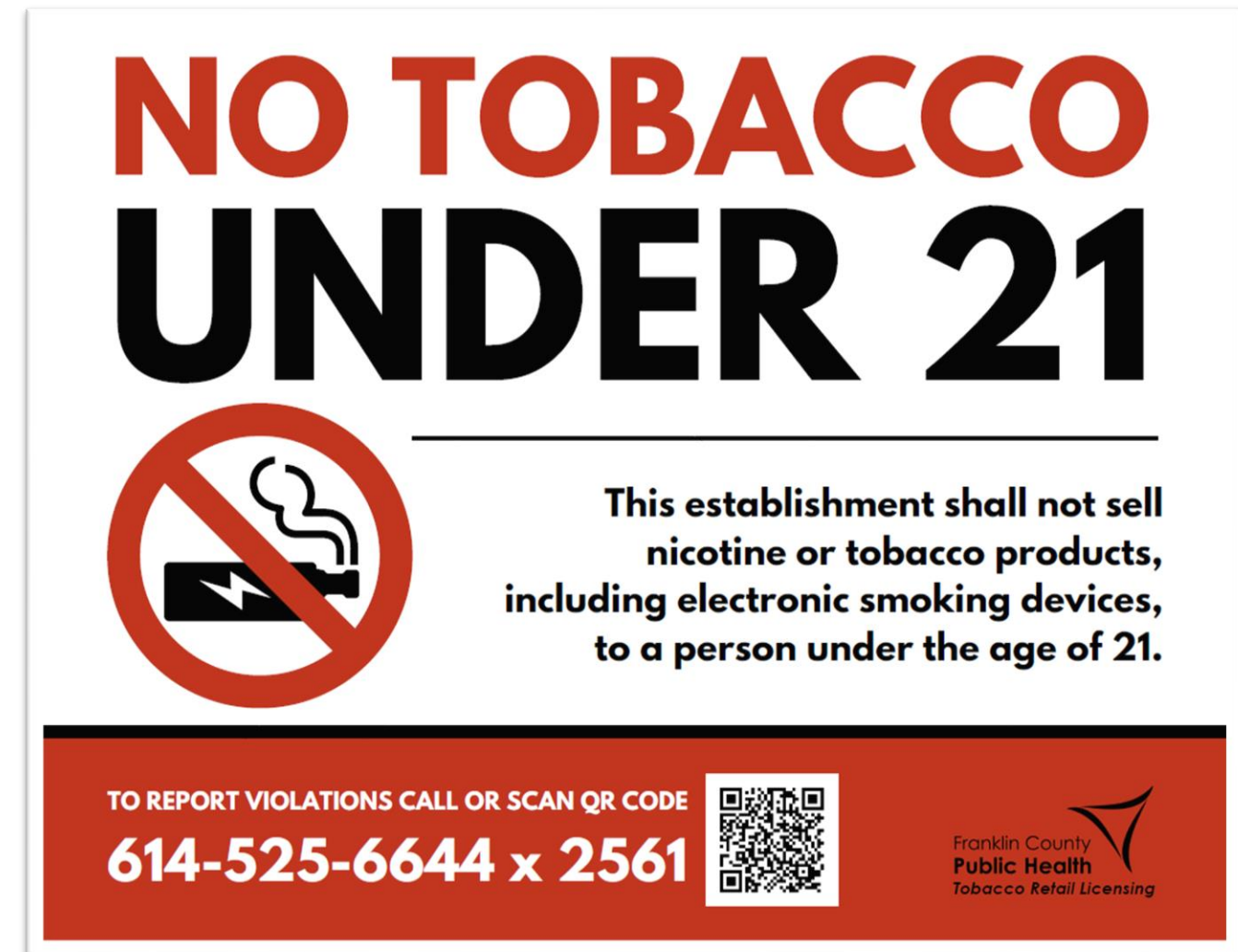
# Tobacco Retail License Program

Policy Details & Program Operations



# Takeaways

- Describe how a Tobacco Retail License policy can impact the community
- Outline operational steps of the Tobacco Retail License Program
- Define the timeline of communications to retailers
- Describe procedures for compliance checks and underage purchases





# Why Pass a Policy?

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- Reduce youth access to tobacco products
  - 2021-2022 school year: 108 Gahanna-Jefferson City CSD students disciplined for tobacco
- Hold tobacco retailers accountable
  - Establish guidelines to allow for enforcement of Tobacco 21 laws
- Rooted in health equity
  - Flavor ban
  - 34.9% of Gahanna adults smoked menthol cigarettes in the past year






# Tobacco Impact in Gahanna

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- 16.1% of adults smoke cigarettes
- 5.9% of adults have COPD
- 6.5% of adults have cancer
- In Gahanna-Jefferson CSD boundaries, 28 tobacco retailers or 3.5 retailers for every 1,000 students
- 100% of Gahanna-Jefferson CSD schools are located within 2.0 miles of a tobacco retailer
  - On average, each of these schools has 18 retailers located within 2.0 miles





# Policy Items to Consider

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- Distance from schools/youth facilities
  - Standard 1000 feet
  - Grandfather clause and new facility/ownership change
- Fine/Penalty structure
  - \$500, \$750, \$1000 fines
  - Suspension of license for period of time
  - Revocation or non-renewal of license
- Signage wording and placement requirements





# Once the City Passes an Ordinance

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- FCPH legal department will finalize contract with the City detailing scope of services
- FCPH Epidemiology Team finalizes list of tobacco retailers within jurisdiction
  - List from City
  - County Auditor's Office
- Program launch date established
- Establish point of contact in City Office







# Timeline for Communications

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After the City passes the policy and the scope of services contract is approved:

- Applications and Cover Letter mailed to retailers
  - Application and payment – due 45 days later
- Reminder Letter – mailed 30 days before deadline
- Final Notice Letter – mailed 10 days before deadline
- Phone call reminder – 10 days before deadline





# Retailer Education Session

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- FCPH staff will visit each retailer in person to speak with owner or manager
- Each store will be provided with Welcome Packet containing the following:
  - Official Tobacco Retail License
  - Required program signs
  - “How to Check IDs” handout
  - “WeID” countertop calendar
  - Copy of city ordinance
- After completing education session, FCPH will have owner/manager complete and sign session checklist







# Compliance Checks

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Enforcement will begin 45 days after Application Deadline

- Compliance Checks performed by FCPH staff
  - Ensure the retailer has current, valid license in appropriate location
  - Ensure required program signage is displayed in appropriate location
- Underage Purchases supervised by FCPH staff
  - Purchaser will:
    - Be between 18-20 years old trained by FCPH staff
    - Present their valid form of ID
    - Attempt to purchase tobacco product
    - Provide a verbal statement and evidence (receipt and tobacco product) to FCPH staff





Franklin County Public Health  
280 East Broad Street  
Columbus, Ohio 43215-4562  
(614) 525-3160  
www.myfcpbh.org

## Retailer Welcome Session Checklist

### Tobacco Retail License Program

#### Please Initial

- \_\_\_\_\_ This retailer will ensure compliance in not giving, selling, or offering to sell any tobacco product, tobacco product paraphernalia, or electronic smoking device to a person under the age of 21.
- \_\_\_\_\_ This retailer will ensure compliance in verifying that the purchaser is at least 21 years of age by examining the purchaser's form of ID before distributing any tobacco product, tobacco product paraphernalia, or electronic smoking device. Acceptable forms of ID include valid driver's license, military ID, passport, or other identification card issued by the government.
- \_\_\_\_\_ This retailer will ensure signage (14x11" program sign) is displayed in a clearly visible way in accordance with the City Ordinance.
- \_\_\_\_\_ This retailer will ensure the current/valid license is secured and displayed at all times in an appropriate store location.
- \_\_\_\_\_ This retailer understands that it will be subject to random compliance checks and underage buy checks throughout the licensing period, conducted by Franklin County Public Health or the city.

**\*\*Please contact Franklin County Public Health, at [addictionservices@franklincountyohio.gov](mailto:addictionservices@franklincountyohio.gov) if you have any questions or if you require replacement signs or license copies\*\***

On behalf of \_\_\_\_\_ (name of store/retailer), I understand and agree to the following requirements in compliance with the Franklin County Tobacco Retail License Program.

I will share this information and written agreement with store management and staff.

Printed Name of Signee: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

# How to Check an ID

*Be sure of a persons age, ask for their ID.*

Acceptable forms of government issued identification include driver's license, state ID card, passport, military ID and green card.



For someone 21 and older their driver's license will be horizontal. For someone under 21 their driver's license will be vertical.

**Nobody under the age of 21 can legally purchase tobacco products. Perform the following checks to ensure the driver's license ID is legitimate.**

- Rub fingers across the ID to check that it is smooth. The ID should be free of bumps and no parts of it should be peeling off.
- Hold the ID up towards the light. A hologram should appear. The hologram should only appear when held towards the light.
- Make sure the picture and description on the ID matches the customer. Customers cannot use someone else's ID to purchase tobacco.
- Check the birth date to see if the person is 21 and over. The We Card Age of Purchase calendar can help with this.
- Ask the customer to give their address, middle name or birthday to verify that the ID is theirs.
- Look for the expiration date on the ID. Expired IDs are not acceptable.

**If the ID fails one or more of these steps then refuse the sale. If you suspect that the ID is fake refer to the store policies regarding fake IDs. Pictures or copies of IDs are not acceptable unless it is issued by the BMV and they're only valid for a short period of time.**

Questions? Contact 614-525-3160 or [addictionservices@franklincountyohio.gov](mailto:addictionservices@franklincountyohio.gov)

Franklin County  
**Public Health**  
Tobacco Retail Licensing

## Tobacco Retail License

ID # Your Store 123

**Your Store**  
**123 Your Street**  
Your City, OH 43026

Franklin County  
**Public Health**



**Business Name:** Your Store  
**Street Address:** 123 Your Street  
**City, State, Zip:** Your City, OH 43026  
**Category:** Tobacco Retail Facility

**Operator:** Your Name

Phone: 614-555-5555

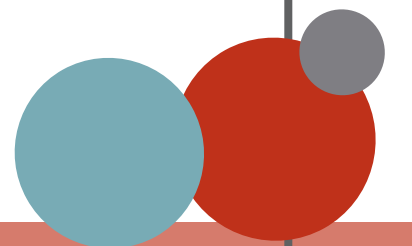
This license has been issued in accordance with the requirements of Franklin County Public Health Resolution #23-026 and is subject to revocation or suspension for cause.

This license must be displayed in a conspicuous place at the location.

6/1/23  
**Date Issued**

A Name  
**Health Commissioner**

**THIS APPROVAL SHALL EXPIRE ON 12/31/23**





# Thank you!

Tobacco Retail License Program

[AddictionServices@franklincountyohio.gov](mailto:AddictionServices@franklincountyohio.gov)

Include “TRL” in the e-mail subject line

(614) 525-3160

Franklin County  
**Public Health**

