

Pre-Site Visit Materials

We are requesting that your program send an electronic copy of the following written descriptions or materials listed in the tables below to your MTCP contract manager. Please provide these materials prior to your scheduled site visit date to ensure contract managers have enough time to review these materials.

Program Name: Mystic Valley Tobacco Prevention Program

1. Program Staffing and Structure

These descriptions will help us understand how your program is organized, and how that organizational structure supports or challenges the effective management of the program contract.

- a. Program staffing pattern (including fiscal staff, admin. staff, etc.): for each staff working on the MTCP grant, whether in-kind or paid, please provide their name, position, FTE and a brief description of their role. Maureen Buzby, Program Manager, 1 FTE: Conduct retail store inspections; conduct compliance checks; advise Boards of Health of any emerging tobacco prevention policies/strategies; participate in local, state and federal training programs; participate in MTCP/DPH meetings; support local BOH and community activities in all areas of prevention; Melissa Ripley: part time, just a few hours per month; assists with quarterly report submission .
- b. Provide a list of contractors working with the program and the specific type of inspections/surveys/work they do. NONE
- c. Please supply a copy of your Youth/Minor application. I use the MHOA form. In addition, each new youth buyer has to complete the long and involved City of Melrose new employee payroll packet.
- d. How are youth paid? What is their hourly rate? Paid as a City of Melrose employee. \$20.00 per hour.

2. Inspections, Compliance Checks, and Enforcement

These descriptions will help us understand your processes for inspections, compliance checks, and enforcement, as well as, the source, flow and maintenance of information in POST. **Do not send materials provided by MTCP or that you have already submitted.**

- a. Tobacco Retail Establishment List: Provide a brief description of how you work with the municipal government offices in your collaborative to receive updates of retailers that are closed and open, license renewals and location changes that are used to maintain accurate store lists and store profiles in POST. At the start of each fiscal year, I ask each HD for a list of licensed retailers. I also ask that they inform me of any new stores, ownership changes, and store closings. All municipalities have a permit cap. Three have the most restrictive - - no new permits after a certain date. That has reduced the number of changes.
- b. Provide a brief description of your process for maintaining an accurate establishment profile for retailers in POST including accurate address and up-to-date product offering list for tobacco. I check

the POST address against the actual store address. Changes are few and far between. Not many new stores. Shrinking number of stores due to our permit cap..

- c. Provide a brief description of your program's process for entering and tracking enforcement data in POST, as well as, how frequently enforcement cases are revisited and closed out. I enter data into POST for every store visit. I keep a "clipboard" list so that when I'm out and about if it makes sense, I do a re-visit when I am in the vicinity instead of making a special one-off visit which wastes time and puts more pollutants in the air. (We do not do enough to consider carbon footprint – in my opinion.)
- d. Provide a brief description of any way in which your program has had to adapt the MTCP protocol for conducting compliance checks or inspections in order to adhere to local regulations or BOH requests in any of your municipalities. No special adjustments to MTCP protocol. Compliance checks and inspections are routine. The major difference isn't among the municipalities in this collaborative but perhaps between this collaborative and other collaboratives. My HD's rely on me to be their eyes and ears. I am in these stores regularly. They are not. Nor are their food inspectors. I share information about new products, even new non-tobacco products such as Kratom, THC-infused seltzer, whippets, mushrooms, etc.
- e. Provide a brief description of the way your program conducts inspections and retail education in order to adhere to regulations in any of your municipalities. Inspections/retail education in all municipalities are handled the same way.

3. Training

These descriptions provide documentation that thorough and sufficient training occurs for all staff performing duties under the contract. **Do not send materials provided by MTCP or that you have already submitted.**

- a. Briefly describe your process for training non-inspection staff, including admin, data-entry and fiscal staff. If any training materials or documentation of this process exists, please provide them. Since I am a one-man show here there is no real training of other staff members that **needs** to be done. I often have new employees shadow me at the request of an HD but just for their general public health knowledge, not because they will be doing inspections or compliance checks. We also have a number of student nurses and MPH candidates with whom I meet to provide them with Tobacco 101 training. But again, not because they will be doing this job but just for general knowledge. Over the years I have helped to provide field training for new Tobacco Program Managers.
- b. Briefly describe your process for training inspectors, outside of the MTCP provided training, if one exists. If applicable, please provide any training materials or documentation of this process. I have no staff inspectors.
- c. Briefly describe your process for training minors, outside of the MTCP provided training, if one exists. If applicable, please provide any training materials or documentation of this process. I chat with them about the duties and responsibilities of a youth buyer. If they are still interested I have them watch the FDA training video. If they complete that they are sent a City of Melrose new employee payroll packet. If they complete that (some drop out at that point) I then meet with them and review the training and add my own additional training which consists of examples of experiences that might have, situations they might encounter, etc. I also show them various types of products – cigs, cigars, cigarillos, blunt wraps, rolling papers, loose tobacco, chewing tobacco, vapes, oral pouches, etc.

- d. Briefly describe any other trainings or professional development you have participated in that are relevant to your work. MHOA lunch and learn series, ASH webinars, AATCC webinars, etc. A couple of years ago the City of Melrose required employees to attend DEI type trainings. I also am active or semi-active in a number of community groups that have offered RE and other social justice trainings.

4. Evidence

These descriptions will provide a summary of procedures for handling, tracking and disposing of physical evidence obtained during compliance checks. **Do not send materials provided by MTCP or that you have already submitted.**

- a. Briefly describe your program's procedures for processing and maintaining collected evidence from the field to storage and describe who has access to the evidence. When the youth returns to the car with a product, I label the item (store name and address, date, time, price, and youth buyer initials) and place the product in a zip lock bag. Then I put it in the car console. When the round of checks is complete, I take it to the office and place it in a filing cabinet. I keep it available for any potential appeal. Once the appeal period expires, I often use the products for training.
- b. How long does your program retain evidence? Products that are within the appeal period stay in my desk/file cabinet area. Afterwards they are in my briefcase for show and tell or in a back-room storage area.
- c. How does your program dispose of evidence? Have not disposed of any products.

Thank You