

Alberta Tobacco and Vaping Sales Prevention Checklist

Have these steps been taken?		TRAINING	Have these steps been recorded?	
YES	NO		YES	NO
		Have all employees been fully trained about their responsibilities under the store policy and the Act?		
Did the employee training include all the points below in writing?				
		A definition of the Act.		
		A copy of the store policy and procedure manual.		
		Laws about not selling single cigarettes, little cigars, and blunt wraps.		
		What is acceptable photo ID.		
		Asking for and examining photo ID from anyone who looks 25 years or younger.		
		The penalties for selling to a minor.		
		How to refuse selling tobacco or vaping products to a minor.		
		Any other information that could help staff from selling to a minor.		

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Have all employees been fully trained about their responsibilities under the store policies and the Act?

Did the employee training include all the points below in writing?

- A definition of the Act.
- A copy of the store policy and procedure manual.
- Laws about not selling single cigarettes, little cigars, and blunt wraps.
- What is acceptable photo ID.
- Asking for and examining photo ID from anyone who looks 25 years or younger.
- The penalties for selling to a minor.
- How to refuse selling tobacco or vaping products to a minor.
- Any other information that could help staff from selling to a minor.

Alberta Tobacco and Vaping Sales Prevention Checklist

Have these steps been taken?		POLICIES AND PROCEDURES	Have these steps been recorded?	
YES	NO		YES	NO
		The written store policy is clear so that staff know they aren't allowed to sell tobacco and vaping products until they're fully trained.		
		The written store policy is clear that staff know they must ask for ID from customers who look 25 years or younger.		
		The written store policy is clear as to the penalties for staff that don't follow the store policy or Act.		
		Staff have written or taken an oral exam about the store policies and the <i>Tobacco, Smoking and Vaping Reduction Act</i>.		
		Staff are clear about the penalties for not following the store policy and the Act.		
		Staff have signed an agreement in the last 3 months that they know and understand the store policies and Act.		
		The store policy and Act are reviewed quarterly.		
		Staff have easy access to written policies, training material, letters, or information about preventing selling tobacco and vaping products to minors.		
		Staff that do sell to minors or who don't ask for acceptable photo ID to anyone who looks 25 years or younger corrected.		
		Staff know how the provincial sign described in the Act is supposed to be posted.		
		Staff understand they're protecting minors by not selling tobacco and vaping products to them.		

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

- The written store policy is clear so that staff know they aren't allowed to sell tobacco and vaping products until they're fully trained.
- The written store policy is clear that staff know they must ask for ID from customers who look 25 years or younger.
- The written store policy is clear as to the penalties for staff that don't follow the store policies or the Act
- Staff have written or taken an oral exam about the store policies and the Act.
- Staff are clear about the penalties for not following the store policy and the Act.
- Staff have signed an agreement in the last 3 months that they know and understand the store policies and Act.
- Store policies and the Act are reviewed quarterly.
- Staff have easy access to written policies, training material, letters, or information about preventing selling tobacco and vaping products to minors.
- Staff that do sell to minors or who don't ask for acceptable photo ID to anyone who looks 25 years or younger are corrected and receive remedial training.
- Staff know how the provincial sign described in the Act is supposed to be posted.
- Staff understand they're protecting minors by not selling tobacco and vaping products to them.

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Have these steps been taken?		MONITORING EMPLOYEES	Have these steps been recorded?	
YES	NO		YES	NO
		• Management does spot checks to see if staff check for ID.		
		• Management reviews store video or records staff checks.		
		• Staff are regularly supervised.		
		• New staff or staff that aren't following store policy or the Act are regularly supervised to make sure they're now complying.		

Employee Signature: _____ Date: _____

- The written store policy is clear so that staff know they aren't allowed to sell tobacco and vaping products until they're fully trained.
- Management does spot checks to see if staff check for ID.
- Management reviews store video or records staff checks.
- Staff are regularly supervised.
- New staff or staff that aren't following store policy or the Act are regularly supervised to make sure they're now complying.