

Alberta Tobacco and Vaping Sales Prevention Checklist

Have these steps been taken?		TRAINING	Have these steps been recorded?	
YES	NO		YES	NO
		<ul style="list-style-type: none"> 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?				
		<ul style="list-style-type: none"> A definition of the Act. 		
		<ul style="list-style-type: none"> A copy of the store policy and procedure manual. 		
		<ul style="list-style-type: none"> Laws about not selling single cigarettes, little cigars, and blunt wraps. 		
		<ul style="list-style-type: none"> What is acceptable photo ID. 		
		<ul style="list-style-type: none"> Asking for and examining photo ID from anyone who looks 25 years or younger. 		
		<ul style="list-style-type: none"> The penalties for selling to a minor. 		
		<ul style="list-style-type: none"> How to refuse selling tobacco or vaping products to a minor. 		
		<ul style="list-style-type: none"> 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.

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Have these steps been taken?		POLICIES AND PROCEDURES	Have these steps been recorded?	
YES	NO		YES	NO
		<ul style="list-style-type: none"> 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. 		
		<ul style="list-style-type: none"> The written store policy is clear that staff know they must ask for ID from customers who look 25 years or younger. 		
		<ul style="list-style-type: none"> The written store policy is clear as to the penalties for staff that don't follow the store policy or Act. 		
		<ul style="list-style-type: none"> Staff have written or taken an oral exam about the store policies and the <i>Tobacco, Smoking and Vaping Reduction Act</i>. 		
		<ul style="list-style-type: none"> Staff are clear about the penalties for not following the store policy and the Act. 		
		<ul style="list-style-type: none"> Staff have signed an agreement in the last 3 months that they know and understand the store policies and Act. 		
		<ul style="list-style-type: none"> The store policy and Act are reviewed quarterly. 		
		<ul style="list-style-type: none"> Staff have easy access to written policies, training material, letters, or information about preventing selling tobacco and vaping products to minors. 		
		<ul style="list-style-type: none"> Staff that do sell to minors or who don't ask for acceptable photo ID to anyone who looks 25 years or younger corrected. 		
		<ul style="list-style-type: none"> Staff know how the provincial sign described in the Act is supposed to be posted. 		
		<ul style="list-style-type: none"> 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.