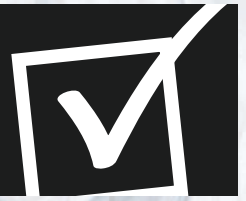


Responsible Tobacco Retailer Checklist



As a tobacco retailer, I understand it is my responsibility to train my employees on all tobacco sales laws and how to refuse a tobacco sale.

I will train my employees:

- That it is illegal to sell ANY tobacco product to anyone under 18, including e-cigarettes.
- To ask for I.D. from everyone under 27.
- To refuse to sell tobacco to everyone under 18.
- To only accept government issued photo I.D.s with a birthdate.
- How to check an I.D. and make sure the expiration date and birthdate are valid.
- How to spot a fake I.D.
- How to calculate a customer's age by adding 20 and subtracting two.
- How to refuse a tobacco sale and what to say.

Additionally, I will:

- Keep the Maryland Tobacco Retailer Quick Reference Guide at the counter where employees can access it quickly.
- Review the Maryland Tobacco Retailer Guide with employees.
- Encourage employees to visit www.NoTobaccoSalesToMinors.com and take an online training.
- Sign the *Pledge to Protect Kids*, urge employees to sign, and post signed pledges.
- Post the provided materials to alert customers that our store checks I.D.s of everyone under 27 and does not sell tobacco to kids.
 - Place the window cling on the front window of the store
 - Hang the stickers by the checkout counter

