

RESOURCES

Proof of Tobacco Training Document. This document verifies that the employee has received training and understands the store’s policy regarding tobacco. It can be used to confirm training in a civil hearing process. It can also be adapted to meet your store’s specific needs and policies.

RESOURCE A: PROOF OF TOBACCO TRAINING DOCUMENT

I understand that Utah law prohibits the sale of tobacco products to persons under 19 years of age. I have reviewed the guidelines regarding the sale of tobacco products to underage youth and understand that failure to follow store policy may result in LOSS OF MY JOB, a FINE (UP TO \$2500), and JAIL TIME!

I AGREE TO THE FOLLOWING LAWS AND COMPANY POLICIES ABOUT THE SALE OF TOBACCO PRODUCTS: (Please initial in each space provided.)

- _____ I will not sell tobacco products (cigarettes, e-cigarettes, chewing tobacco, smokeless tobacco, or smoking paraphernalia) to anyone under the age of 19.
- _____ If the person appears to be under 27, I will ask for I.D. If there is any doubt about the person’s age, I will not make the sale.
- _____ I will not knowingly sell tobacco to any adult for use by individuals under the legal age. If I think this is happening, I will not make the sale.

In turn, management agrees to support my judgment in not making sales in any of the above cases.

I certify that I was trained on the date listed below, and that the training included the following components:

- A clear definition of what constitutes a tobacco product
- The legal age for purchase
- Instruction on when and how to ask for I.D.
- Instruction on performing age I.D. checks for any customer who appears to be less than 27 years of age
- Instruction on how to detect false I.D.
- Instruction on how and when to refuse a sale
- Instruction on how to refuse a sale when an adult clearly attempts to buy for a minor
- The consequences of an illegal sale

Employee’s Signature	Employee’s Name (print)	Date

Store Manager’s Signature	Store Manager’s Name (print)	Store Name	Date

This agreement will be maintained in our personnel file as part of your permanent employee record.