

# Tobacco Enforcement Monthly Reporting Requirements Summary

The Minor in Possession Summary Report and the Inspection/Sting Reports are available online at [www.Texas-STEP.org](http://www.Texas-STEP.org)

Or contact Texas STEP at 1-888-STEP-123.

The most current forms should be used.

What to Report	What Form to Use	When to Report
<p><b>Citations issued for Minors in Possession of tobacco</b> ↔</p>	<p>MIP Tobacco Summary ↔</p> <p style="text-align: center;">↕</p> <p><i>Use one summary form per month – listing citation numbers or attaching a list of citation numbers issued in the month</i></p>	<p>Monthly</p> <p style="text-align: center;">↕</p> <p>You report to Texas STEP by:</p> <p style="text-align: center;">↕</p> <p>The 10<sup>th</sup> of each month</p>
<p><b>Inspections</b> ↔</p> <p><b>Controlled Buys (Stings)</b> ↔</p>	<p>Inspection/Sting – Texas Cigarette/Tobacco Inspection Report ↔</p>	<p>Monthly</p> <p style="text-align: center;">↕</p> <p>You report to Texas STEP by:</p> <p style="text-align: center;">↕</p> <p>The 10<sup>th</sup> of each month</p>