

Citation Checklist for TPEP Coordinators

Please complete this checklist for each business in your county that reaches citation status. Include the completed checklist with the hardcopy file when you mail it to DHS. Your Liaison will contact you with any questions or follow up information.

Business Name: _____ **County:** _____

Business Address: _____

TPEP Coordinator: _____ **Phone:** _____

Please check the box after completing each section.

- 1. Include the following documentation in the file, **in this order**:
 - a. A completed Citation Checklist
 - b. Printout of WEMS complaint detail page – initial complaint
 - c. Copy of the Initial Response Letter
 - d. Printout of WEMS complaint detail page – second complaint
 - e. Printout of the WEMS Site Visit page showing all complaints for the business, the results of the site visit and follow-up visit, and any notes about the visits
 - f. Remediation form (original)
 - g. Other information related to these complaints or visits – pictures, letters from the business, etc.
 - h. Information related to other complaints – previous site visits, etc.

- 2. Email your Liaison notifying him/her that the business has reached citation. Include electronic copies of ALL materials.

- 3. Keep a copy of materials for your reference.

- 4. Mail the complete hardcopy file to:

Tobacco Prevention and Education Program
Attn: [Liaison Name]
Department of Human Services
800 NE Oregon St, Ste 730
Portland, OR 97232

Note: As per the Indoor Clean Air Delegation Agreement, this documentation file should be delivered to TPEP within five days of a business reaching citation status.