



**OFFICE OF THE ATTORNEY GENERAL**

**Raúl R. Labrador**

Consumer Protection Division

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For Office Use Only

**IDAHO CIGARETTE ROLLING MACHINE OPERATOR QUARTERLY REPORT**

**PART 1: CIGARETTE ROLLING MACHINE OPERATOR INFORMATION AND REPORTING PERIOD**

Year: \_\_\_\_\_

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

Company Name: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Idaho Tobacco Permit Number: \_\_\_\_\_

Name of Person Completing Report: \_\_\_\_\_

**PART 2: SALES INFORMATION AND CERTIFICATION**

Operator Must Certify:

ALL Cigarettes produced by the Operator's Cigarette Rolling Machine(s) during the specified quarter are reported in Part 3.

ALL Tobacco Brand Families used in the Operator's Cigarette Rolling Machine(s) during the specified quarter are reported in Part 3. Operator has attached copies of the invoices for the purchase of all such Tobacco Brand Families.

ALL Cigarettes produced by the Operator's Cigarette Rolling Machine(s) were sold in quantities of not less than twenty (20) Cigarettes.

If NO Cigarettes were produced by Operator's Cigarette Rolling Machine(s) during the specified quarter, check here and sign the form below.

**I certify that I am authorized to sign this document and that the information contained herein is correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Operator or Representative

\_\_\_\_\_  
Date



**PART 3: CIGARETTES PRODUCED BY THE OPERATOR'S CIGARETTE ROLLING MACHINE(S) (ATTACH ADDITIONAL SHEETS IF NEEDED)**

<b>A</b> Tobacco Brand Family	<b>B</b> Tobacco Product Manufacturer	<b>C</b> Entity Purchased From	<b>D</b> Machine 1: Number of Cigarettes Produced	<b>E</b> Machine 1: Tobacco Used (in ounces)	<b>F</b> Machine 2: Number of Cigarettes Produced	<b>G</b> Machine 2: Tobacco Used (in ounces)	<b>H</b> Machine 3: Number of Cigarettes Produced	<b>I</b> Machine 3: Tobacco Used (in ounces)

Attach additional sheets as necessary.



# INSTRUCTIONS FOR THE IDAHO CIGARETTE ROLLING MACHINE OPERATOR QUARTERLY REPORT

## General Information

### **Who must file an Idaho Cigarette Rolling Machine Operator Quarterly Report?**

All Cigarette Rolling Machine Operators must file the attached quarterly report. Please note: For purposes of reporting to the Idaho Attorney General, a Cigarette Rolling Machine Operator is defined by Idaho law to mean a person who makes available for use by another person in a commercial setting a Cigarette Rolling Machine that has the capacity to produce at least one hundred fifty (150) cigarettes in less than thirty (30) minutes.

**Please note:** The Idaho Cigarette Rolling Machine Operator Quarterly Report is in addition to the Idaho Cigarette Rolling Machine Operator Certification of Compliance that all Cigarette Rolling Machine Operators must execute and deliver to the Office of the Attorney General before the Cigarette Rolling Machine can be made available for commercial use and annually thereafter. The Idaho Cigarette Rolling Machine Operator Certification of Compliance and instructions for completing it are located at: [www.ag.idaho.gov](http://www.ag.idaho.gov).

### **When is the Idaho Cigarette Rolling Machine Operator Quarterly Report due?**

Idaho Cigarette Rolling Machine Operators must file the attached report on a quarterly basis. These reports are due twenty (20) days after the end of each quarter as set out below.

Quarter	Report Due Date
January 1 – March 31	April 20
April 1 – June 30	July 20
July 1 – September 30	October 20
October 1 – December 31	January 20

If a due date falls on a weekend or a holiday, the due date moves to the next business day.

### **To whom must the Idaho Cigarette Rolling Machine Operator Quarterly Report be delivered?**

Mail the signed, original Report, with attachments as applicable, to:

OFFICE OF THE ATTORNEY GENERAL  
Consumer Protection Division  
954 W. Jefferson, 2nd Floor  
P.O. Box 83720  
Boise, ID 83720-0010  
Attention: Tobacco Enforcement

If convenient, a signed Report may be scanned and e-mailed to: [tobaccoenforcement@ag.idaho.gov](mailto:tobaccoenforcement@ag.idaho.gov).



## DEFINITIONS<sup>1</sup>

- (a) “Brand Family” or “Tobacco Brand Family” has the same meaning given the term in Idaho Code § 39-8402(1) and includes all styles of Cigarettes sold under the same trademark and differentiated from one another by means of additional modifiers or descriptors, including, but not limited to, “menthol,” “kings,” and “100s.”
- (b) “Cigarette” has the same meaning given the term in Idaho Code § 39-7802(d), and includes any product that contains nicotine, is intended to be burned or heated under ordinary conditions of use, and consists of or contains (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; or (2) tobacco, in any form, that is functional in the product, which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette; or (3) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette. The term “cigarette” includes “roll-your-own” tobacco (i.e., any tobacco which, because of its appearance, type, packaging, or labeling is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes). For purposes of this definition of “cigarette,” 0.09 ounces of “roll-your-own” tobacco shall constitute one (1) individual “cigarette.”
- (c) “Cigarette Rolling Machine” means any machine or device that has the capability to produce at least one hundred fifty (150) cigarettes in less than thirty (30) minutes.
- (d) “Cigarette Rolling Machine Operator” means any person who owns or leases or otherwise has available for use a Cigarette Rolling Machine and makes such a machine available for use by another person in a commercial setting in order to manufacture a cigarette. No person shall be deemed a cigarette rolling machine operator based solely upon that person’s manufacture, sale, enabling, disabling, or repair of a cigarette rolling machine.
- (e) “Directory” means the Idaho Directory of Compliant Tobacco Product Manufacturers and Brand Families as provided for by Idaho Code § 39-8403(2).
- (f) “Minor” has the same meaning as that term is defined in Idaho Code § 39-5702(6), Idaho Code, of the Idaho Prevention of Minors’ Access to Tobacco Act.
- (g) “Person” means natural persons, corporations both foreign and domestic, trusts, partnerships both limited and general, incorporated or unincorporated associations, companies, business entities, and any other legal entity, or any other group associated in fact although not a legal entity.
- (h) “Tobacco Product Manufacturer” has the same meaning given the term in Idaho Code § 39-7802(i) and includes an entity that directly manufactures Cigarettes anywhere that such manufacturer intends to be sold in the United States, including Cigarettes intended to be sold in the United States through an importer.
- (i) “Tobacco Products” has the same meaning as that term is defined in Idaho Code § 39-5702(13) of the Idaho Prevention of Minors’ Access to Tobacco Act.

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<sup>1</sup> Defined terms are capitalized throughout these instructions and the Idaho Cigarette Rolling Machine Operator Quarterly Report.



## **Specific Instructions**

### **PART 1: CIGARETTE ROLLING MACHINE OPERATOR INFORMATION AND REPORTING PERIOD**

Write in the sales year for which the report is being made, and check the appropriate box indicating which quarter is being reported. Mark **ONLY** one box.

Identify the Cigarette Rolling Machine Operator's company name, any d/b/a it is operating under, Idaho Tobacco Permit number, the Operator's complete mailing address, phone number, facsimile number, email address, and the name of the person completing the Report.

### **PART 2: SALES INFORMATION AND CERTIFICATION**

The Cigarette Rolling Machine Operator must check all applicable boxes. If the Operator's Cigarette Rolling Machine produced Cigarettes in the quarter, then answer the first three items indicated and enter all requested information in Part 3. If no such Cigarettes were produced, check the fourth box, sign and date the Report and return it to the Office of the Attorney General. The Operator does not need to fill out part 3 of the Report.

Please note: The person filling out the attached Report must sign and date the Report and doing so constitutes certification that the person is authorized to sign the Report and that the information contained in the Report is correct to the best of the signing person's knowledge.

### **PART 3: CIGARETTES PRODUCED BY OPERATOR'S CIGARETTE ROLLING MACHINE(S)**

If the Operator had Cigarettes produced by its Cigarette Rolling Machine(s), you must fill out all information in Part 3.

In Column A, report each Tobacco Brand Family used in the Operator's Cigarette Rolling Machine(s).

In Column B, identify the Tobacco Product Manufacturer for each Tobacco Brand Family used.

In Column C, identify the entity from whom you purchased the listed Tobacco Brand Family. Please include the entity's full address. If convenient, use separate sheets of paper.

In Columns D-I, report the number of Cigarettes produced by, and the ounces of tobacco used in, each Cigarette Rolling Machine for the respective Tobacco Brand Family listed. Please note: In reporting the number of Cigarettes produced, do not report by number of packages or cartons. Rather, report the actual number of Cigarettes produced.

To determine whether a Tobacco Product Manufacturer and Tobacco Brand Family is certified for sale in the state of Idaho, please refer to the Idaho Directory of Compliant Tobacco Products Manufacturers and Brand Families, located at: [www.ag.idaho.gov](http://www.ag.idaho.gov). Only tobacco listed on the Directory may be used in the Operator's Cigarette Rolling Machine.