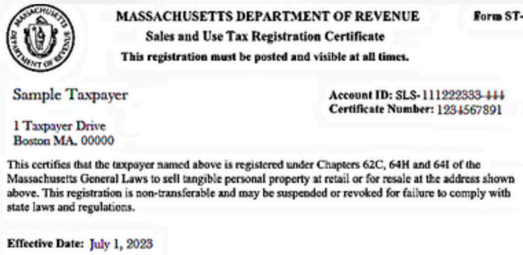


TOBACCO INSPECTION CHECKLIST

To help tobacco permit holders comply with state and local tobacco laws/regulations you are being given this checklist which shows some areas that require your attention as they are a violation of the law or regulations. These areas are marked with an X. The municipality reserves the right to issue fines for other violations.

	Requirement	Example/Sources
	ALL required signage present and hung visible to anyone approaching sales counter.	Required Signs 
	No flavored nicotine, tobacco, or tobacco product enhancers in store.	 
	Manufacturer letters attesting products are not flavored (all products i.e. cigarettes, cigars, vapes, accessories, etc.). Non age restricted stores also need letters stating vapes have nicotine level below 35 mg/ml. *Easiest way to get these is to ask your distributor(s). Should be in clearly marked folder/envelope near tobacco products.	 
	- Local BOH tobacco permit and State Department of Revenue (DOR) CT-3Ts - Strongly suggest to display permits/licenses prominently, to find on inspections.	
	Mass. State Taxes paid The Department of Revenue will be notified of untaxed products	

Remember the following to help make sure that you are not violating the law:

- ALL customers buying tobacco products must be asked for identification that proves they are at least 21.
- Flavored tobacco products and tobacco product enhancers are not allowed to be sold.
- Don't display or sell any new tobacco or vape products unless that product is listed on the manufacturer letter stating the product is not flavored
- Cigarettes cannot be sold individually or in packs of less than 20.
- Tobacco products cannot be sold in self-service displays.
- All humidors must be kept locked.

First Violation	Second Violation	Third Violation	*Any violation for sale to a minor
\$1000 fine	\$2000 fine and 1-7 day suspension and a possible permit suspension	\$5,000 fine and 7-30 day suspension and a possible permit suspension	Suspension of up to 30 days regardless if it is the first, second, or third violation

Resources

Free Anonymous Sales Training for retail clerks



English



Spanish

Tobacco regulation

- MA Tobacco Control Law: Scan QR code



Health Department

Input contact info here...

This checklist was developed by MHOA and funded by the Massachusetts Department of Public Health, Massachusetts Tobacco Control Program and the Office of Local and Regional Health.