

Store Inspection Form

Inspector Name: _____

Store Name: _____ Address: _____ Date: ____ / ____ / ____

☐ AM

City: _____ MA, Zip: _____ Time: ____ : ____ ☐ PM

1. Can you visit the store?

☐ Yes

☐ No, store closed at time of visit

☐ No, under 18 not allowed

☐ No, unsafe

☐ No, store does not exist or is permanently closed

☐ No, temporary/short-term or seasonal closure

☐ No, members only

☐ No, other reason not listed

2. Purpose of Visit:

☐ Routine inspection visit

☐ Suspension of permit

☐ Complaint received

☐ Retailer requested education

☐ Failed compliance check follow-up

☐ Other: _____

3. Was the inspection completed? ☐ Yes ☐ No **If No**, please select the reason?

☐ Do not sell tobacco

☐ Too busy

☐ Other: _____

4. Choose one best store type:

☐ Convenience store with or without gas

☐ Drug store or pharmacy

☐ Beer, wine, liquor store

☐ Grocery Store

☐ Mass merchandiser

☐ Tobacco shop

☐ Hookah lounge/Smoking bar

☐ E-cigarette/Vape shop

☐ Bar or restaurant

☐ Other: _____

SIGNAGE

	Yes	No
5. Is the local board of health license posted?	☐	☐
6. Is the state tax license posted?	☐	☐
7. Is required state law signage (MGL ch 270, 6 and 6A) posted?	☐	☐
8. Is a "no-smoking" sign(s) posted?	☐	☐
9. Is roll-your-own tobacco sold?	☐	☐
10. Is a health warning posted by roll-your-own tobacco?	☐	☐
11. Is a minimum legal sale age sign posted?	☐	☐
12. Is a cessation sign(s) posted?	☐	☐
13. Is a vaping health warning sign(s) posted?	☐	☐
14. Is a cigar health warning sign(s) posted?	☐	☐
15. Is a "sale of flavored e-cigarettes is prohibited" sign posted?	☐	☐

Adult-Only Retailers and Smoking Bars (21+)

16. Is a "Must be 21+ to Enter" sign posted?	☐	☐
17. Is there an exterior sign that smoking/vaping allowed inside?	☐	☐
18. Is there an interior sign that smoking/vaping allowed inside?	☐	☐

LOCATION COMPLIANCE		
	Yes	No
19. Is any tobacco in a self-service location?	☐	☐
20. Do all self-service locations meet legal standards?	☐	☐
21. Are all tobacco products sold behind the counter?	☐	☐
22. Are any tobacco vending machines present?	☐	☐
23. Do tobacco vending machines meet all regulation standards?	☐	☐
24. Are any tobacco vending machines in a non-adult-only establishment?	☐	☐
25. Are any humidors present?	☐	☐
26. Are all humidors locked?	☐	☐
PRODUCTS & COMPLIANCE		
	Yes	No
Cigarettes		
A. Non-menthol cigarettes	☐	☐
B. Menthol cigarettes	☐	☐
C. Flavored cigarettes	☐	☐
D. Cigarettes with 'low' or 'mild' descriptors	☐	☐
F. Cigarettes sold in packs of 20 ONLY (no loosies)	☐	☐
Cigarillos, Little Cigars, or Blunts		
G. Tobacco cigarillos, little cigars, or blunts	☐	☐
H. Menthol cigarillos, little cigars, or blunts	☐	☐
I. Flavored cigarillos, little cigars, or blunts	☐	☐
Large Cigars		
J. Tobacco premium large cigars	☐	☐
K. Menthol premium large cigars	☐	☐
L. Flavored premium large cigars	☐	☐
Chew, Snuff, Dip, Snus		
M. Tobacco chew, snuff, dip, snus	☐	☐
N. Menthol chew, snuff, dip, snus	☐	☐
O. Flavored chew, snuff, dip, snus	☐	☐
Vape Products		
P. Tobacco e-cigarettes	☐	☐
Q. Menthol e-cigarettes	☐	☐
R. Flavored e-cigarettes	☐	☐
S. Tobacco e-liquids	☐	☐
T. Menthol e-liquids	☐	☐
U. Flavored e-liquids	☐	☐

VIOLATIONS

28. Were any violations found?

☐ Yes

☐ No

29. What action was taken?

☐ Educational warning

☐ \$1,000 fine

☐ \$2,000 fine

☐ \$5,000 fine

☐ Other fine: _____

☐ Refer to other agency

MERCHANT EDUCATION

30. Employee/merchant name: _____

31. Employee/merchant title:

☐ Owner

☐ Manager

☐ Supervisor

☐ Clerk

32. Which of the following topics were discussed with the merchant? **(CHECK ALL THAT APPLY)**

☐ Checked permit

☐ Reviewed regulations/tobacco sales laws

☐ Retailers' responsibilities

☐ Proper identification

☐ Compliance checks (minors may look older)

☐ Penalties

☐ Trainings

☐ Required signage placement

☐ Smoke-free workplace law

☐ Retailer kit materials

33. Which of the following materials were given? **(CHECK ALL THAT APPLY)**

☐ Copy of regulations

☐ State signage (MGL ch 270, G and 6A)

☐ Local signage

☐ "No smoking" sign(s)

☐ Minimum legal sale age sign

☐ Cessation sign(s)

☐ Vaping health warning sign(s)

☐ Cigar health warning sign(s)

☐ "Must be 21+ to enter" sign

☐ Smoking/vaping allowed inside sign(s)

☐ "Sale of flavored e-cigarettes prohibited" sign

☐ Retailer kit/training materials

☐ Sample employee agreements

34. Enter field notes:
