

TO: All
Malden/Medford/Melrose/Reading/Stoneham/Wakefield/Winchester Tobacco
FROM: Maureen Buzby, Regional Tobacco Prevention Program
Coordinator
DATE: May 1, 2025

RE: 2025 Tobacco Inspections and Review of Current Tobacco Sales
Regulations. We conduct regular inspections of all retailers with an
active tobacco permit. To speed up the inspection, please have your
Board of Health permit and DOR licenses easily accessible.

In addition to permits/licenses, we will be checking each establishment's
contact information. Complete the data sheet below before the next
inspection. Make this document available to store staff and print legibly.

Establishment Name		
Owner Full Name		
	Contact Phone	
	Contact Email	
	Name	
Local Contact Information		
	Contact Phone	
	Contact Email	
	Name/Title	
Store Contact Information		
	Contact Phone	
	Contact Email	
	Name/Title	
DBA Name, if applicable		

	Name	
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Additional Checks Include:	
Description of Items to be included in the inspection	Checked
Signage	
Product Placement (All nicotine products behind counter out of reach of customers.)	
Prohibited products (flavors, THC-infused products, “whippets”, etc.) NOTE: CBD products are regulated by MDAR (Mass Dept. of Agricultural Resources). Please advise if you would like a copy of MDAR regulations.	
Nicotine content of vape/e-cigarette products (limited to no more than 3% or 35mg per ml nicotine in family-friendly stores)	
Advertising (no ads for products that are prohibited)	
Manufacturers’ letter stating that all tobacco/nicotine products must have a manufacturer’s letter attesting that they are not flavored. (Your distributor can help you obtain all required letters.)	
Manufacturers’ letter - All vape/e-cigarette products must have a manufacturer’s letter indicating nicotine content. (Your distributor can help you obtain all required letters.)	
Humidors (All customer accessible humidors must be locked.)	

Reminders:

- 1) Your local municipality may have additional requirements such as e-cigarettes restricted to Adult Only Stores. Check your local regulations.
- 2) Adult Only Retail Tobacco Stores are allowed to sell vape products with higher nicotine content.
- 3) State level violations (sale-to-a-minor, sale of a flavored product, etc.) triggers a \$1000, \$2000 or \$5000 fine plus tobacco permit suspension.
- 4) Local level violations (cigar minimum price, Nicotine Free Generation, etc.) triggers a local level fine which is specific to each municipality. Make sure single and multi-pack cigars are priced appropriately.
- 5) Other agencies conduct their own inspections (FDA, DOR, etc.)
- 6) In addition to retail store inspections, we also conduct random, unannounced youth compliance checks as well as adult buyer flavor checks.

Adult Only Retail Tobacco Stores:

- 1) Only those 21 years of age and older are allowed to enter an Adult Only Store
- 2) Adult Only Stores are allowed to sell vape products with higher nicotine content
- 3) Adult Only Stores may only carry tobacco/nicotine products plus a small amount of incidental non-tobacco products such as ashtrays, lighters, air refreshers, etc. Adult Only Tobacco Stores are not allowed to carry food products, lottery, and other non-tobacco/nicotine related products, unless grandfathered in prior to the most recent state law changes.

NOTE:

- The above is meant to aid in the upcoming retail store inspection and is not necessarily a complete list of inspection actions.
- Our goal is to help all retailers fully comply with all state laws and local sales regulations.
- It is the retailer's responsibility to read, understand, and comply with requirements which are spelled out by the local Board of Health Tobacco Sales Regulations.
- The retailer's responsibility is to ensure that prohibited products are not available for sale, we are always available as a resource.

Thank you for your cooperation. Please contact me if you have any questions or if you need any further documentation.

Sincerely,

Maureen Buzby
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