

DATE: May 1, 2025

TO: All Malden/Medford/Melrose/Reading/Stoneham/Wakefield/Winchester Tobacco Regulations

FROM: Maureen Buzby, Regional Tobacco Prevention Program Coordinator

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 check each establishment's contact information.

Please complete the data sheet below before the next inspection. Make this document available to store staff and print legibly.

Establishment Name		
Owner Contact Information		
Move "Contact Info" label down next to "Name/Title" for all of these contact info boxes and use a bolded line to separate instead of a colored box.	Name/Title	
	Contact Phone	
	Contact Email	
		Omit space
Local Contact Information		
(same as above)	Name/Title	
	Contact Phone	
	Contact Email	
		Omit space
Store Contact Information		
	Name/Title	

(same as above)	Contact Phone	
	Contact Email	
		Omit space
DBA Name, if applicable		
Same as above	DBA Name	

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.)	
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)	
All tobacco/nicotine products must have a manufacturer's letter stating that these products are not flavored. (Your distributor can help you obtain all required letters.)	
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 regulations such as e-cigarettes restriction to Adult Only Stores.
- 2) State level violation (sale-to-a-minor, sale of a flavored product, etc.) triggers a \$1000, \$2000 or \$5000 fine plus tobacco permit suspension.
- 3) Local level violation (cigar minimum price, Nicotine Free Generation, etc.) triggers a local level fine which is specific to each municipality.
- 4) Other agencies conduct their own inspections (FDA, DOR, etc.)
- 5) 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 the requirements of 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.
- The issuance/renewal of a Tobacco Sales Permit shall be conditioned on the **retailer's consent** to unannounced periodic inspections of their retail establishment to ensure compliance with tobacco sales regulations. Neither the permit holder nor store employees shall interfere or obstruct inspections in any way.

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

Sincerely,

Maureen Buzby
Regional Tobacco Prevention Program
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