

TO: Malden/Medford/Melrose/Reading/Stoneham/Wakefield/Winchester Tobacco Retailers  
 FROM: Maureen Buzby, Regional Tobacco Prevention Program Coordinator  
 DATE: May 7, 2025  
 RE: 2025 Tobacco **INSPECTIONS** and Review of Current Tobacco Sales **REGULATIONS**.

We conduct **regular inspections** of all retailers with an active tobacco permit. Please have your Board of Health permit and DOR licenses easily accessible.

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

| ESTABLISHMENT NAME       |  |
|--------------------------|--|
| Owner Contact Name/Title |  |
| Contact Phone            |  |
| Contact Email            |  |
| Local Contact Name/Title |  |
| Contact Phone            |  |
| Contact Email            |  |
| Store Contact Name/Title |  |
| Contact Phone            |  |
| Contact Email            |  |
| DBA Name, if applicable  |  |

| Additional Checks                                                                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Description of Items included in an 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 (ads for products 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 are required to 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:**

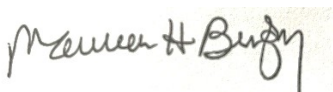
- 1) Entrance into an Adult only Store **is limited** to those 21 years of age and older.
- 2) Adult Only Stores are authorized to sell vape products with higher nicotine content.
- 3) Adult Only Stores are allowed to carry tobacco/nicotine products plus a small amount of incidental non-tobacco products such as ashtrays, lighters, air refreshers, etc.
- 4) Unless you are grandfathered in, Adult Only Tobacco Stores are not permitted to carry food products, lottery, and other non-tobacco/nicotine related products.

**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 is contingent upon 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 further documentation.

Sincerely,



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