

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

Adult-Only Retailers and Smoking Bars (21+)

16. Is a "Must be 21+ to Enter" sign posted?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is there an exterior sign that smoking/vaping allowed inside?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is there an interior sign that smoking/vaping allowed inside?	<input type="checkbox"/>	<input type="checkbox"/>

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

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)**

- | | |
|--|--|
| <input type="checkbox"/> Checked permit | <input type="checkbox"/> Reviewed regulations/tobacco sales laws |
| <input type="checkbox"/> Retailers' responsibilities | <input type="checkbox"/> Proper identification |
| <input type="checkbox"/> Compliance checks (minors may look older) | <input type="checkbox"/> Penalties |
| <input type="checkbox"/> Trainings | <input type="checkbox"/> Required signage placement |
| <input type="checkbox"/> Smoke-free workplace law | <input type="checkbox"/> Retailer kit materials |

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

- | | |
|--|--|
| <input type="checkbox"/> Copy of regulations | <input type="checkbox"/> State signage (MGL ch 270, G and 6A) |
| <input type="checkbox"/> Local signage | <input type="checkbox"/> "No smoking" sign(s) |
| <input type="checkbox"/> Minimum legal sale age sign | <input type="checkbox"/> Cessation sign(s) |
| <input type="checkbox"/> Vaping health warning sign(s) | <input type="checkbox"/> Cigar health warning sign(s) |
| <input type="checkbox"/> "Must be 21+ to enter" sign | <input type="checkbox"/> Smoking/vaping allowed inside sign(s) |
| <input type="checkbox"/> "Sale of flavored e-cigarettes prohibited" sign | <input type="checkbox"/> Retailer kit/training materials |
| <input type="checkbox"/> Sample employee agreements | |

34. Enter field notes:
