

Inspection Checklist: Gasoline

Do you or your business purchase and sell gasoline?

Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the **General Retail Inspection Checklist**, which is included at the end for easy reference.

For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The **KEY** below describes the legal citations and symbols used in this checklist.

KEY	
NYC Code: NYC Administrative Code	
RCNY: Rules of the City of New York	
NYCRR: NY Codes, Rules, and Regulations	
NY Agric. & Mkts.: NY Agriculture & Markets Law	
§: Section	
§§: Sections	

Requirement	Do you meet this requirement?
Recordkeeping	
1 Your business must keep Certificate(s) of Inspection (COI). Tip: A COI is a form that DCA inspectors complete. It includes business information, inspection details, inspector remarks, and is signed by inspectors and the business. Tip: You must keep COIs for one year and make them available for inspection. 6 RCNY §4-59	<input type="checkbox"/> Yes
2 Your business must keep delivery tickets and certifications provided by the delivery truck driver. Tip: Delivery tickets and certifications must be available on-site for the last six (6) months. 1 NYCRR §224.5(h)	<input type="checkbox"/> Yes
3 Your business must maintain daily sales records. Tip: You must keep daily sales records for the last 30 days. Tip: These records must provide: <ul style="list-style-type: none"> • Total volume of each type of product sold • Unit price • Total sales for each type of product The records must also include the date and time when a change to the price posting was made, if any. NYC Code §20-672.1	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
<p>4 Your business must check and record the level of each tank before and after each delivery of product to determine how much was delivered. Your business must keep these delivery records.</p> <p>Tip: Delivery records must be kept for six (6) months.</p> <p>1 NYCRR §224.4(b)</p>	<input type="checkbox"/> Yes
<p>5 Your business must maintain daily inventory records for each tank.</p> <p>Tip: Inventory records must include:</p> <ul style="list-style-type: none"> • Inventory on hand • Deliveries • Sales or other use • Losses or gains • Bottom water level <p>Tip: You must keep inventory records on the premises for six (6) months.</p> <p>Tip: You must safely maintain inventory records for five (5) years</p> <p>1 NYCRR §224.7(d)</p>	<input type="checkbox"/> Yes
<p>6 If the bottom water level exceeds 2 inches in any storage tank (gas or diesel), your business must remove the bottom water within 48 hours.</p> <p>1 NYCRR §224.7(c)</p>	<input type="checkbox"/> Yes
<p>Signs</p> <p>Curb Sign: A curb sign is a sign or poster that is not located on the pump and advertises gasoline sales. The sign may also advertise other products, such as cigarettes, soda, etc.</p>	
<p>7 Your curb sign must contain:</p> <ul style="list-style-type: none"> • Name, trade name, mark or symbol, and grade or classification of the product being advertised • Total selling price per gallon, including all applicable taxes • The statement “Includes All Taxes.” <p>Tip: All letters and numbers referring to price and/or identifying the fuel must be black on a white background.</p> <p>Tip: If the product is sold without identification, the sign must refer to the product(s) as “unbranded.”</p> <p>Tip: The number of curb signs advertising prices or “savings” and “discounts” cannot be more than the number of streets that your business faces.</p> <p>6 RCNY §4-63(b)(2)(i), (iii), (b)(3); NYC Code §20-672(c)</p>	<input type="checkbox"/> Yes
<p>8 If your business uses an A-frame sign, the sign must not be on the public sidewalk.</p> <p>6 RCNY §4-63(b)(4)</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
Test Measures and Fill Ports	
<p>9 Your business must have an approved and sealed 5-gallon test measure.</p> <p>Tip: The name and address of your premises must be legibly imprinted on the test measure in letters at least 1 inch high.</p> <p>6 RCNY §4-52</p>	<input type="checkbox"/> Yes
<p>10 Your business must prime its pump(s) every day before serving the public.</p> <p>6 RCNY §4-52</p>	
<p>11 Your business must properly mark fill ports to identify the product inside.</p> <p>Tip: The markings must not be faded.</p> <p>Tip: All gasoline must have a color, border, and symbol. Diesel fuel must have a symbol and a color.</p> <p>The colors to be used are:</p> <ul style="list-style-type: none"> • Red for high leaded gasoline • White for lower leaded gasoline • Yellow for diesel <p>Symbols to be used are:</p> <ul style="list-style-type: none"> • A circle for gasoline products and vapor recovery lines • Hexagon for other distillates <p>Tip: A border must be painted around fuel products containing extenders such as alcohol. The border will be black around a white symbol and white around all other colors.</p> <p>1 NYCRR §224.14(a)</p>	<input type="checkbox"/> Yes
Air Compressors	
<p>12 If your business operates 4 or more gas dispensing nozzles, your business must provide a functioning air compressor for use by customers during regular business hours.</p> <p>NY Agric. & Mkts. §192(6)(b)</p>	<input type="checkbox"/> Yes
Product Delivery	
<p>13 If a truck is delivering fuel into a storage tank, your business cannot sell fuel from a pump which draws fuel from that storage tank while the truck is delivering fuel.</p> <p>6 RCNY §4-69(c)</p>	<input type="checkbox"/> Yes
<p>14 Delivery tickets must clearly indicate the type of gasoline in each compartment of the delivery truck.</p> <p>6 RCNY §4-60(c)</p>	<input type="checkbox"/> Yes
<p>15 Your business must not permit delivery of product to a storage tank if the water level exceeds 2 inches in depth.</p> <p>1 NYCRR §224.4(f)</p>	<input type="checkbox"/> Yes



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Requirement		Do you meet this requirement?
16	If your business is storing or offering for sale any alcohol-gasoline blend for the first time, your business must remove all water and precipitated materials from the storage tank before the new blend is delivered.	<input type="checkbox"/> Yes
	1 NYCRR §224.8(c)	
Prohibited Practices in Sales		
17	Your business cannot falsely represent that gasoline is unavailable for sale.	<input type="checkbox"/> Yes
	6 RCNY §5-51(b)	
18	Your business cannot require the purchase of another service or product as a condition for the purchase of gasoline.	<input type="checkbox"/> Yes
	6 RCNY §5-51(c)	
19	If your business sells petroleum products that are neither gasoline nor diesel motor fuel, you must sell the product in a sealed container. Tip: The sealed container must have imprinted on it the name, trade name, mark or symbol or other identification of the product.	<input type="checkbox"/> Yes
	6 RCNY §4-68	
Pumps and Disclosures		
Total Selling Price: The total selling price is the sum of the price per gallon plus all applicable taxes.		
20	Your pumps must meet the specifications, tolerances, and regulations for commercial weighing and measuring devices adopted by the 98th National Conference on Weights and Measures as published in the National Institute of Standards and Technology Handbook 44. Tip: As of 2015, you must follow the 2014 edition of Handbook 44. Tip: You can view the 2014 edition of Handbook 44 online at: http://www.nist.gov/pml/wmd/pubs/hb44-14.cfm You can also obtain a copy of Handbook 44 by mailing a request to: National Conference on Weights and Measures, 1135 M Street, Suite 110, Lincoln, NE 68508 OR Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
21	Your business must not refuse to allow DCA inspectors to inspect the pumps, take samples, and conduct tests.	<input type="checkbox"/> Yes
	NY Agric. & Mkts. §192-b(8)(a)	
22	If any of your pumps require special equipment, accessories, or additional labor to test or inspect the pump, you must provide the DCA inspector the required equipment, accessories, and labor.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	


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Requirement	Do you meet this requirement?
<p>23 If your business has pumps that dispense two grades of gasoline or less, each pump sign must display the total selling price per grade.</p> <p>Tip: The pump sign must be at least 12 x 12 inches.</p> <p>Tip: All of the numbers must look the same and be at least 9 inches tall and 2 inches wide, except tenth of a cent numbers must be half the size of other numbers.</p> <p>Tip: The pump sign must state, “Includes All Taxes,” on one line in letters that look the same.</p> <p>Tip: All letters and numbers referring to price and/or identifying the fuel must be black on a white background.</p> <p>Tip: Secure the pump sign to the pump so that the information can be easily read by a customer pumping fuel.</p>	<input type="checkbox"/> Yes
6 RCNY §4-63(a)(2), (4), (6); NY Agric. & Mkts. §192(5)(a)(i); NYC Code §20-672(c)	
<p>24 If your business has pumps that dispense more than two grades of gasoline, each pump sign must display the total selling price for each grade of gasoline dispensed.</p> <p>Tip: The pump sign must be at least 13 x 26 inches.</p> <p>Tip: Each grade of gasoline must be evenly spaced across the sign, showing the grade and grade number advertised.</p> <p>Tip: All of the numbers must look the same and be at least 7½ inches tall and 1½ inches wide, except tenth of a cent numbers must be half the size of other numbers.</p> <p>Tip: The pump sign must state, “Includes All Taxes,” on one line in letters at least ½ inch tall.</p> <p>Tip: All letters and numbers referring to price and/or identifying the fuel must be black on a white background.</p> <p>Tip: Secure the pump sign to the pump so that the information can be easily read by customers pumping fuel.</p>	<input type="checkbox"/> Yes
6 RCNY 4-63(a)(8), (4), (6); NY Agric. & Mkts. §192-a(iii)	
<p>25 If your business uses the term “Regular” to describe unleaded gasoline, the octane rating must be 87.</p>	<input type="checkbox"/> Yes
NY Agric. & Mkts. §192-a(2)	
<p>26 The total selling price on the price display on the pump must match the total selling price on the pump sign.</p>	<input type="checkbox"/> Yes
NYC Code §20-672(b)	
<p>27 Each pump must display:</p> <ul style="list-style-type: none"> • Volume delivered in gallons and decimal subdivisions of the gallon • Selling price per gallon • Total selling price per gallon • Total selling price (including all taxes) 	<input type="checkbox"/> Yes
1 NYCRR §224.6(a)	

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Requirement	Do you meet this requirement?
<p>28 Each pump must contain the following words on its face in red letters:</p> <p>"Gallon and Total Price Indicators Must be at Zero When Delivery is Begun, Under Penalty of Law"</p> <p>6 RCNY §4-56</p>	<input type="checkbox"/> Yes
<p>29 If your business sells a gasoline-alcohol blend (greater than 1% ethanol content), you must have a sign that states:</p> <p style="text-align: center;">"Contains ___% ethanol"</p> <p>Tip: The letters must be at least ¼ inch block letters on a contrasting background.</p> <p>Tip: The sign must be located on the top half of the pump.</p> <p>Tip: The blank must be filled in with the maximum percentage of ethanol in the gasoline.</p> <p>1 NYCRR §224.8(a)</p>	<input type="checkbox"/> Yes
<p>30 Your business must post an octane rating label on each pump.</p> <p>Tip: Octane labels must be 3 x 2½ inches with specific language, font, and spacing requirements.</p> <p>Tip: The label must have a yellow background with black font and a black border.</p> <p>Tip: The octane label must be capable of withstanding extremes of weather conditions for a one-year period and must be resistant to gasoline, oil, grease, solvents, detergents, and water.</p> <p>Tip: If necessary, a temporary label is permitted, provided the label contains as much as the required label as possible, and your business gets and posts the required label as soon as possible.</p> <p>Tip: Some businesses may obtain an exemption from the Secretary of the Federal Trade Commission.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>NYCRR §224.9(c)(1)-(2), (4)(i), NYCRR §224.11</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
<p>31 If your business sells diesel fuel, your business must post a diesel cetane label on each pump.</p> <p>Tip: Cetane labels must be 3 x 2½ inches with specific language, font, and spacing requirements.</p> <p>Tip: The label must have a yellow background with black font and a black border.</p> <p>Tip: The cetane label must be capable of withstanding extremes of weather conditions for a one-year period and must be resistant to gasoline, oil, grease, solvents, detergents, and water.</p> <p>Tip: If necessary, a temporary label is permitted, provided the label contains as much as the required label as possible, and your business gets and posts the required label as soon as possible.</p> <p>Tip: Some businesses may obtain an exemption from the Secretary of the Federal Trade Commission.</p> <div style="display: flex; justify-content: space-around; align-items: center;">  </div>	<input type="checkbox"/> Yes
<p>NYCRR §§224.109(a)-(b), (d)(1), NYCRR §224.11</p>	
<p>32 If your business sells diesel fuel, you must display the grade of 1-D or 2-D on each face of each pump that dispenses diesel fuel.</p> <p>Tip: If the diesel fuel is enhanced, the identification must also include the term “enhanced.”</p>	<input type="checkbox"/> Yes
<p>1 NYCRR §224.13(a)</p>	
<p>33 If any pump is out of order, you must post a sign that states “THIS PUMP IS OUT OF ORDER.”</p> <p>Tip: The sign must be printed with red letters at least 1-inch in height.</p> <p>Tip: The sign must be placed over the face of the pump.</p>	<input type="checkbox"/> Yes
<p>6 RCNY §4-55</p>	

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Requirement	Do you meet this requirement?
<p>34 Your business must mark each pump that was manufactured after 2003 with the following information:</p> <ol style="list-style-type: none"> 1. Name, initials, or trademark of the manufacturer or distributor 2. The word or abbreviation for “Model,” “Type,” or “Pattern,” followed by the model identifier 3. The word or abbreviation for “Serial,” followed by the serial number 4. The current software version (only for pumps manufactured after 2004) 5. National Type Evaluation Program (NTEP) Certificate of Conformance (CC) number or a corresponding CC Addendum Number <p>Tip: The identification must be located within 2 feet from the base of the pump and must be clearly visible, without requiring disassembly of the pump.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>35 Each pump must be installed in a sufficiently secure and rigid manner to ensure that the pump remains installed in accordance with the manufacturer's instructions.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>36 The price displays on the pump must be positioned so that the average customer, sitting in a car or truck, can see the displays.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>37 Your business must maintain the equipment in each pump to ensure that each pump remains accurate and functions as needed.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>38 Your business's pumps must be qualified as commercial pumps by the National Type Evaluation Program (NTEP).</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>39 On the total gallon display on each pump, the digits to the right of the decimal point must go from 0.00 or 0.000 through all digits up to 1.00 or 1.000 gallon.</p> <p>Tip: If the pump is digital, it must have 100 or more divisions.</p> <p>Tip: If the pump is analog, it must have 10 or more divisions.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>40 For each pump, after a customer has finished fueling and the starting level has been returned to its shutoff position, the pump must prevent the next consumer from dispensing gas until the display and receipt elements have returned to zero.</p> <p>Tip: The requirement is usually met with an automatic interlock. An automatic interlock is a mechanism that prevents an undesired result from happening. Here, the interlock prevents the dispensing of gas before the pump has returned to zero.</p> <p>Tip: The zero-set-back interlock must be engaged if the nozzle is in its designed hanging position.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
41	Each pump must have a price display. Tip: The pump may also print receipts.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
42	Each pump's displays must be easy to read.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
43	The total amount of gallons dispensed must agree with the total price charged on both the displays and the receipt. Tip: The amounts must match to the closest cent.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
44	The pump's displays or printed receipts must use the appropriate word or abbreviation for measurements. Tip: "Gallons" or "gal." for measurements in gallons. Tip: "Liters" or "L" for measurements in liters.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
45	Each pump must automatically display zero before the customer begins dispensing fuel. Tip: Pumps manufactured prior to January 1, 2006 do not have to display the first 0.03 L (or 0.009 gal).	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
46	Each pump must digitally display the price total to the nearest one cent. Tip: The price total must be based on intervals smaller than or equal to 0.05 L or 0.01 gal.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
47	If there is a digital display in the kiosk or office for any of the pumps, that display must also indicate the price total to the nearest one cent. Tip: A display that is not located on the pump must display the price total to the nearest one cent.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
48	Before the consumer begins to dispense fuel, each pump must display the unit price of each product that is offered. Tip: Once the consumer has selected a product and begun dispensing fuel, the pump must only display the unit price for the selected product.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
If you sell the same type of fuel for different cash and credit prices, items 49 and 50 apply.		
49	Before the consumer begins to dispense fuel, the pump must display each price at which each product is sold. Tip: Once the consumer has selected a product and begun dispensing fuel, the pump must only display the unit price for the payment method that the consumer selected.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	

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Requirement	Do you meet this requirement?
<p>50 Once the consumer has selected a product and the method of payment, and the consumer has begun dispensing fuel, the pump must not display any other price.</p> <p>Tip: Once the consumer has selected a product and begun dispensing fuel, the pump must not switch back to a cash price once the credit price has been selected.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>51 Once a consumer has finished dispensing fuel, the total price and quantity must remain displayed on the pump for at least 5 minutes or until the next sale.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>52 Once a consumer has finished dispensing fuel, the numbers on the pump must stop advancing.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>53 The receipt printed from a pump must contain:</p> <ul style="list-style-type: none"> • Total volume • Unit price • Total price • Identify the product <p>Tip: The product can be identified on the receipt by name, abbreviation, or code number. Appropriate symbols can be found in the National Institute of Standards and Technology (NIST) Handbook 44 G-S.5.6.1.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>54 All switches, lights, displays, and push buttons on the pump must be clear and easy to read.</p> <p>Tip: Buttons on the front of the pump, including cash, credit, debit, receipt, etc. must not be worn out.</p> <p>Tip: Lights that allow a consumer to view a display must not be out.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>55 If your business has a pump that was manufactured after 1985 and it has a discharge rate of 115 L (30 gal) per minute or greater, the maximum and minimum discharge rates must be marked on the pump.</p> <p>Tip: The marked rates must be within 2 feet from the base of the pump.</p> <p>Tip: The marked minimum discharge rate must be 20% or less of the marked maximum discharge rate.</p> <p>Example: For a marked maximum discharge rate of 230 L/min (60 gpm), the marked minimum discharge rate must be 45 L/min (12 gpm) or less; 40 L/min (10 gpm) is acceptable and 60 L/min (15 gpm) is not acceptable.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
<p>56 For each pump, the actual maximum discharge rate must not exceed the rated maximum discharge rate.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
67	<p>Each pump must have a flexible discharge hose that is always full of product when the pump is in operation.</p> <p>Tip: A discharge hose that is intended to be full of product at all times is known as a “wet hose.”</p> <p>Tip: The hose must be reinforced so that the performance of the pump is not affected by the expansion or contraction of the hose.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
68	<p>Each discharge hose must have a mechanism that prevents fuel from draining into a consumer’s vehicle after the consumer’s sale is complete.</p> <p>Tip: The antidrain requirement is usually met by the use of an antidrain valve that is designed to keep the hose full of product at all times. The antidrain valve is usually located in the nozzle near the end of the hose that the consumer uses to dispense fuel.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
69	<p>The discharge hose must not be longer than 18 feet.</p> <p>Tip: A longer hose may be allowed in some cases.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
70	<p>Each pump must have a vapor recovery system that stops the flow of fuel when the liquid level reaches the delivery nozzle.</p> <p>Tip: A vapor recovery system eliminates vapors to reduce noxious and potentially explosive fumes.</p> <p>1 NYCRR §220.2(f)(1)</p>	<input type="checkbox"/> Yes
71	<p>Each pump must operate as intended by design and construction.</p> <p>Tip: Do not tamper with the hardware or the software on the pump.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
72	<p>Each pump must be maintained to deliver no less than the amount that the pump indicates was sold.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
73	<p>Each pump must be able to be reset.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
74	<p>If the pump is self-contained, it must have a vapor or air eliminator that prevents vapor from passing through the air meter.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes
75	<p>Measured liquid may not be diverted from the measuring chamber of the meter or its discharge line.</p> <p>1 NYCRR §220.2(a)</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
66	Each pump must have security measures in place to prevent electronic tampering. Tip: Electronic tampering is usually prevented by applying a security seal that must be broken or maintaining a data change audit trail.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a)	
67	If your business must change the calibration or configuration of a pump, you must notify DCA by fax or direct mail only. Tip: To notify DCA: <ul style="list-style-type: none"> • Fax: (718) 349-2576 • Mail to: DCA Testing Station, 245 Meserole Avenue, Brooklyn, NY 11222 	<input type="checkbox"/> Yes
	NY Agric. & Mkts. §182	
68	If your business must repair a pump, you must notify DCA by fax or direct mail only. Tip: To notify DCA: <ul style="list-style-type: none"> • Fax: (718) 349-2576 • Mail to: DCA Testing Station, 245 Meserole Avenue, Brooklyn, NY 11222 Tip: If a DCA seal is removed for a repair, it must be replaced with a repair seal.	<input type="checkbox"/> Yes
	NY Agric. & Mkts. §182	
69	Your business must give DCA access to the security seals on each pump.	<input type="checkbox"/> Yes
	NY Agric. & Mkts. §183(3)	
70	If a DCA condemnation tag is placed on a pump, it may only be removed by a DCA inspector. Tip: If a DCA condemnation tag is placed on a pump, you must repair the pump before using it again.	<input type="checkbox"/> Yes
	NY Agric. & Mkts. §184(3)	
Testing of Fuel		
71	All gasoline sold must meet the requirements of the Annual Book of American Society for Testing and Materials (ASTM) Standards D 4814-04a. Tip: ASTM D 4814 contains specifications and tolerances for conventional gasoline.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)	
72	The vapor pressure of all gasoline sold must comply with the standards set forth in Title 6 of the State of New York Codes, Rules and Regulations (NYCRR) Subpart 225-3.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(1)	
73	For gasoline-alcohol blends, the total alcohol content must not be greater than 10% by volume.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(2)(i)	
74	For gasoline-alcohol blends, if methanol is blended with gasoline in quantities greater than 0.3% by volume, the finished blend must contain an equal amount of butanol or higher molecular weight alcohol or other approved co-solvent. Tip: Methanol content may not exceed 5% by volume.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(2)(ii)	

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75	All unleaded gasoline with minimum (R+M)/2 octane ratings of 87 or higher must have a minimum motor octane number of 82. 1 NYCRR §224.3(a)(3)	<input type="checkbox"/> Yes
76	All unleaded gasoline with minimum (R+M)/2 octane ratings less than 87 must have a minimum motor octane number of 81.5. 1 NYCRR §224.3(a)(3)	<input type="checkbox"/> Yes
77	All gasoline with a certified or posted octane rating less than 89 must not test at more than 0.7 octane less than the certified or posted octane. 1 NYCRR §224.3(a)(4)(i)	<input type="checkbox"/> Yes
78	All gasoline with a certified or posted octane rating 89 or greater must not test at more than 0.6 octane less than the certified or posted octane. 1 NYCRR §224.3(a)(4)(ii)	<input type="checkbox"/> Yes
79	All diesel fuel must meet the requirements of the Annual Book of ASTM Standards D 975-05. 1 NYCRR §224.3(b)	<input type="checkbox"/> Yes
80	If your business has an analog pump, your business must not tamper with the analog indicators. Tip: The values of the graduated intervals or increments must be the same width and height throughout the series. 1 NYCRR §220.2(a)	<input type="checkbox"/> Yes
If your business operates a truck stop, the following two items apply.		
81	If your business has pumps that are equipped with two delivery outlets that are used exclusively to fuel trucks, any diversion of flow from the pump to a place other than the truck must be both noticeable and easy to do. Tip: It is permissible to have a secondary pump interlock that activates the diversion of flow provided it is noticeable. Tip: It is not permissible to have diversion of flow controlled by a valve inside the pump. Tip: The pump must have an automatic mechanism to ensure that fuel can flow from only one outlet at a time, and the direction of flow for which the mechanism is set must be clearly indicated. 1 NYCRR §220.2(a)	<input type="checkbox"/> Yes
82	On pumps with a maximum rated flow rate of 750 L/min (200 gal/min) or less, the smallest unit displayed or printed on a receipt must be smaller than or equal to 0.5 L or 0.1 gal. 1 NYCRR §220.2(a)	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Does your business sell goods or services?

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

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NYC Code: NYC Administrative Code RCNY: Rules of the City of New York §: Section

Requirement	Do you meet this requirement?
Price Lists for Services	
1 A price list must be displayed and include the following: <ul style="list-style-type: none"> List of the type of services Minimum price for each service Conditions or variations of service that change the minimum price Range of additional charges caused by conditions or variations (if the price is based on an hourly labor rate) Rate as dollars per hour Tip: If the price list states a price “and up” or “from” — e.g., “\$5 and up” or “from \$5” — it must also state the reason(s) for the different prices and include the range of prices.	<input type="checkbox"/> Yes
6 RCNY §5-70(a)	
2 The price list must be clearly posted or clearly displayed at the place(s) where payment is made (e.g., near the cash register) and/or where orders are placed.	<input type="checkbox"/> Yes
6 RCNY §5-70(a)	
3 If there is a sale or promotion, the pre-sale prices must also be posted for comparison.	<input type="checkbox"/> Yes
NYC Code §20-750(b)	
4 Prices for services cannot be based on gender. Tip: Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price.	<input type="checkbox"/> Yes
NYC Code §20-750(c)	
Pricing for Goods	
5 All items offered for sale must show a price, exclusive of tax, as follows: <ul style="list-style-type: none"> The price must be attached to the item by a stamp, tag, or label. OR The price must be stated on a sign that is plainly visible where the item is displayed. 	<input type="checkbox"/> Yes
NYC Code §20-708, NYC Code §20-708.1	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
<p>6 If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price each item, including food products, paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.</p> <p><i>Exceptions:</i> The following items must be individually priced unless shelf prices and a price look-up function are provided:</p> <ul style="list-style-type: none"> • Milk • Items that are under 3 cubic inches in size, weigh less than 3 ounces, and cost under 1 dollar • Eggs • Fresh produce not packaged for retail sale • Products sold through a vending machine • Food sold for consumption on the premises • Snack foods offered for sale in single packages that weigh 5 ounces or less, e.g., cakes, gum, candies, chips, and nuts • Cigarettes, cigars, tobacco, and tobacco products • Food offered for sale in bulk • Frozen juice • Ice cream • Frozen foods packaged for final retail sale in plastic bags • Items on sale for 1 week or less, but only if they are located in a segregated display at the end of the aisle and the sale period, name of the product, and the advertised price are clearly posted on a sign at the point of display • Jars of baby food 	<input type="checkbox"/> Yes
<p>NYC Code §20-708.1(b), NYC Code §20-708.1(c)</p>	
<p>Signs</p>	
<p>7 Sale signs that advertise a price range or percent discount—example: “Savings of 20 to 50%” or “20% to 50% off”—must state the minimum and maximum percentages in equal size.</p> <div style="display: flex; justify-content: center; gap: 20px; margin: 20px 0;"> <div data-bbox="402 1556 695 1755" style="border: 2px solid green; padding: 10px; text-align: center;"> <p>20–50% OFF</p> </div> <div data-bbox="764 1556 1057 1755" style="border: 2px solid red; padding: 10px; text-align: center;"> <p>20–50% OFF</p> </div> </div>	<input type="checkbox"/> Yes
<p>6 RCNY §5-94(a)(1)</p>	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
<p>8 Advertising, including sale signs, cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> • “Our list price” • Below “manufacturer’s wholesale cost” • “Manufacturer’s cost” <p>6 RCNY §5-101</p>	<input type="checkbox"/> Yes
<p>9 Businesses that sell goods and services must post a refund policy sign.</p> <p>Tip: A refund policy sign must be posted at each register, point of sale, or entrance, or attached to each item.</p> <p>Tip: Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p> <p>Tip: The sign must state that a written copy of the store’s refund policy is available on request.</p> <p>6 RCNY §5-37</p>	
<p>10 The refund policy sign must state any and all conditions or limitations to getting a refund. For example, it must state:</p> <ul style="list-style-type: none"> • Any fees charged for refunds, such as “restocking fees” • If a refund will not be provided for “as is” or “sale” items • Whether the refund will be in cash, credit, or store credit only • If proof of purchase is required for a refund • If a refund will be provided at any time or within a specific period of time <p>6 RCNY §5-37</p>	<input type="checkbox"/> Yes
<p>11 If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted at or near each entrance and in all advertising that indicates credit cards are accepted.</p> <p>6 RCNY §5-24(b)</p>	
<p>Receipts</p>	
<p>12 Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.</p> <p>Tip: This does not apply to food and drink that is meant to be consumed on the premises.</p> <p>6 RCNY §5-32(b)(2)</p>	<input type="checkbox"/> Yes
<p>13 The receipt must include each of the following:</p> <ul style="list-style-type: none"> • Date of purchase • Amount paid for each item • Total amount paid • Separate statement of tax • Business name and address <p>6 RCNY §5-32(c)</p>	

Inspection Checklist: General Retail

Requirement		Do you meet this requirement?
14	Receipts for audio, photographic, and video equipment that cost more than \$100 must also include the make and model number of the item.	<input type="checkbox"/> Yes
	6 RCNY §5-32(c)(5)	
Price Accuracy		
15	The price charged for an item at checkout, including scanned items, must not exceed the item's tagged, stamped, or marked price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
	NYC Code §20-708.1(d), NYC Code §20-708.1(e)	
16	Tax cannot be charged on tax-exempt items. Tip: Examples of tax-exempt items include but are not limited to: feminine hygiene products, canned vegetables, baby food, clothing under \$110, diapers, nonprescription or over-the-counter drugs, contraceptives. Tip: Check with the New York State Department of Taxation and Finance for a complete list of which items are exempt.	<input type="checkbox"/> Yes
	6 RCNY §5-41	
Layaway Plans		
17	If layaway is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments over \$50 in 4 installments or more: <ul style="list-style-type: none"> • Description of the item, including name of manufacturer, brand name, color, size, style, and model number • Total cost of the item, including tax, installation, delivery, or freight charges • Any charge to use layaway, including any service charge, carrying charge, and cancellation fee • Duration of the layaway plan • Payment schedule and any consequences of missed payments • Refund policy • Notice of where the item is being stored, if other than the place of purchase, or if the item will not be removed from inventory until additional payments are made: <p><i>Example 1:</i> NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</p> <p><i>Example 2:</i> ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</p>	<input type="checkbox"/> Yes
	6 RCNY §5-23	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Expired Over-the-counter Medication	
18	<p data-bbox="183 485 1292 520">It is illegal to sell over-the-counter medication after the expiration date on the label.</p> <p data-bbox="183 520 1292 564">NYC Code §20-822(a)</p> <p data-bbox="1300 485 1524 564"><input type="checkbox"/> Yes</p>

This document is provided for informational purposes only, is not exhaustive, and does not constitute legal advice. New York City businesses must comply with all relevant federal, State, and City laws and rules. Businesses are responsible for knowing and complying with current regulations that affect their business.