

Inspection Checklist: Pharmacies

Does your business have a pharmacy that sells prescription drugs?

Definition: A **chain pharmacy** has four or more pharmacies that conduct business under the same business name, operate under common ownership or management, or have a franchise agreement with the same franchisor.

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.

KEY
<p>NYC Code: NYC Administrative Code RCNY: Rules of the City of New York NYCRR: NY Codes, Rules, and Regulations N.Y. Educ. Law: NY Education Law §: Section</p>

Requirement	Do you meet this requirement?
<p>1 If your business is a chain pharmacy, you must post a sign notifying consumers of the right to free language assistance services in the following 8 languages: English, Spanish, Arabic, Bengali, Chinese, French, Haitian, and Russian.</p> <p>Tip: Check the Department of City Planning (DCP) website at nyc.gov/dcp for updates to required languages.</p> <p>Tip: The sign must be posted at every pharmacy counter where customers pick up or drop off prescriptions, and at every cash register where customers pay for prescriptions.</p> <p>Tip: The sign must be positioned close enough to each cash register or counter so that a customer can easily point to his or her primary language.</p> <p>Tip: The sign must contain the following statement in the 8 languages: "Point to your language. Language assistance will be provided at no cost to you."</p> <p>6 RCNY §4-11(a)-(c)</p>	<input type="checkbox"/> Yes
<p>2 The pharmacy must post the Drug Retail Price List that is prepared and provided by the New York State Education Department's State Board of Pharmacy and includes a listing of the pharmacy's retail prices for the 150 most frequently prescribed drugs.</p> <p>6 RCNY §5-121(a)</p>	<input type="checkbox"/> Yes
<p>3 The pharmacy must display a sign that states in bold, block letters at least 1 inch high: "Drug Retail Price List Available Upon Request." The sign must be posted where consumers pick up or drop off prescriptions or in the waiting area. The Drug Retail Price List must be given to every person who requests it.</p> <p>N.Y. Educ. Law §6826; 8 NYCRR §63.6(b)(9)</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
Sale of Electronic Cigarettes, Cigarettes, and Tobacco Products	
4 Pharmacies or businesses that contain pharmacies cannot sell or offer to sell electronic cigarettes in NYC. NYC Code §20-561(a)(1)	<input type="checkbox"/> Yes
5 Effective January 1, 2019, pharmacies or businesses that contain pharmacies cannot sell cigarettes or other tobacco products in NYC. “Tobacco products” are products that contain tobacco, including, but not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco, roll-your-own tobacco, smokeless tobacco (e.g., chewing tobacco, powdered tobacco, snus), bidi, snuff, shisha, or dissolvable tobacco products. NYC Code §20-202(a)(1)	
Expired Over-the-Counter Medication	
6 It is illegal to sell or offer to sell any over-the-counter medication that has expired. NYC Code §20-822(a)	<input type="checkbox"/> Yes



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Contact 311
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