

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

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
Sale of Electronic Cigarettes, Cigarettes, and Tobacco Products	
<p>2 Pharmacies or businesses that contain pharmacies cannot sell or offer to sell electronic cigarettes in NYC.</p> <p>NYC Code §20-561(a)(1)</p>	<input type="checkbox"/> Yes
<p>3 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, pipe tobacco, roll-your-own tobacco, smokeless tobacco (e.g., chewing tobacco, powdered tobacco, snus), bidi, snuff, shisha, or dissolvable tobacco products.</p> <p>NYC Code §20-202(a)(1)</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?	
Emergency Contraceptives – Signs <ul style="list-style-type: none"> All signs must be 8.5 x 14 inches in size with large font that fills the sign. All signs must be posted at every counter where prescription drugs are sold. 		
4	If the pharmacy does not sell any emergency contraception, like the “morning-after pill,” you must post a sign stating that no morning-after pills are available. 6 RCNY §5-122(b)	<input type="checkbox"/> Yes
5	If the pharmacy does not sell certain types of “morning-after pills,” you must post a sign identifying which types are not available. 6 RCNY §5-122(b)	<input type="checkbox"/> Yes
6	If the pharmacy does not have emergency contraception in stock but could have it within 12 hours, you must post a sign identifying the emergency contraception that could be available within 12 hours. 6 RCNY §5-122(c)	<input type="checkbox"/> Yes
7	If the pharmacy does not have emergency contraception in stock and cannot make it available within 12 hours, you must post a sign that states no morning-after pills are available or identifies the specific emergency contraception not available. 6 RCNY §5-122(b)	<input type="checkbox"/> Yes

For more information: **Visit** nyc.gov/BusinessToolbox | **Contact 311** (212) NEW-YORK (Outside NYC)

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.