

Inspection Checklist: Gasoline

Do you or your business purchase and sell gasoline or other petroleum products?

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
<p>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 HB: Handbook 44, National Institute of Standards and Technology §: Section §§: Sections</p>

Requirement	Do you meet this requirement?
Recordkeeping	
<p>1 Your business must keep Certificate(s) of Inspection (COI). Tip: A COI is a form that Department of Consumer Affairs (DCA) inspectors complete when they test your device(s) and affix seals as required by law. The form 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.</p> <p>6 RCNY §4-59</p>	<input type="checkbox"/> Yes
<p>2 Your business must keep delivery tickets and certifications provided by the refiner or distributor (for example, delivery truck driver). Tip: Delivery tickets and certifications must be available on-site for the last six (6) months.</p> <p>1 NYCRR §224.5(h)</p>	<input type="checkbox"/> Yes
<p>3 Your business must maintain daily sales records. Tip: Written daily sales records for the last 30 days must be on the premises and available on demand. Electronic records for the entire period that the system retains the data must be available on demand. If that period is less than 30 days, you must provide data for the full 30 days in a printout on demand. Tip: These records must include:</p> <ul style="list-style-type: none"> • Total volume of each type of product sold • Unit price • Total sales for each type of product • Date and time when a change to the price posting was made <p>NYC Code §20-672.1</p>	<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 for six (6) months and make them available for inspection.</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 maintain inventory records for five (5) years in a manner that ensures their security and accessibility. Records for the last six (6) months must be on the premises and maintained safely.</p> <p>1 NYCRR §§224.7(a), 224.7(d)</p>	<input type="checkbox"/> Yes
<p>6 Your business must remove the bottom water from any storage tank (gas or diesel) within 48 hours after the daily inventory reconciliation indicates that a bottom water level exceeds 2 inches.</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.</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>6 RCNY §4-63(b); NYC Code §20-672</p>	<input type="checkbox"/> Yes
<p>8 The total number of curb signs used to display, advertise, or refer to petroleum product prices, including signs advertising “savings” or “discounts,” must not be more than the number of vehicular traffic streets the station faces.</p> <p>6 RCNY §4-63(b)(2)</p>	<input type="checkbox"/> Yes
<p>9 You cannot sell or offer for sale gasoline or other petroleum products in a manner that deceives or tends to deceive the purchaser as to the price, nature, quality, or identity of the product.</p> <p>NYC Code §20-673</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
10	All signs, posters, and placards, including A-frame signs, must be within the building line of the service station and cannot be on the public sidewalk.	<input type="checkbox"/> Yes
	6 RCNY §4-63(b)(3)	
Test Measures and Fill Ports		
11	Your business must have an approved and sealed 5-gallon test measure on the premises. Tip: The name and address of your premises must be clearly and legibly imprinted on the test measure in letters at least 1 inch high.	<input type="checkbox"/> Yes
	6 RCNY §4-52	
12	Your business must prime its pump(s) every day before serving the public.	<input type="checkbox"/> Yes
	6 RCNY §4-52	
13	Your business must permanently mark fill ports to identify the product inside. Tip: All gasoline fill ports must have a color, border, and symbol. Diesel fuel fill ports must have a symbol and a color. The colors to be used are: <ul style="list-style-type: none"> • Red with white cross for higher unleaded gasoline • Blue with white cross for middle unleaded gasoline • White with black cross for lower unleaded gasoline • Yellow for diesel Symbols to be used are: <ul style="list-style-type: none"> • Circle for gasoline products and vapor recovery lines • Hexagon for other distillates • Border for fuel products containing extenders; for example, alcohol. Border must be painted as follows: black around a white symbol and white around all other colors. Tip: A station that sells biodiesel (for example, B10) may use a bronze hexagon with yellow outer band and black or white lettering.	<input type="checkbox"/> Yes
	1 NYCRR §224.14	
Air Compressors		
14	If your business operates 4 or more gas dispensing nozzles, your business must provide a functioning air compressor capable of inflating car tires for use by customers during regular business hours.	<input type="checkbox"/> Yes
	NY Agric. & Mkts. §192(6)	
Product Delivery		
15	Your business cannot sell fuel from a pump that draws fuel from a storage tank while a truck is delivering fuel to the tank.	<input type="checkbox"/> Yes
	6 RCNY §4-69(c)	
16	Your business cannot sell, offer for sale, or have available for sale gasoline or diesel motor fuel from a storage tank that has 2 or more inches of water.	<input type="checkbox"/> Yes
	6 RCNY §4-69(b)	

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Requirement		Do you meet this requirement?
17	Yard and delivery tickets must clearly indicate the type of gasoline in each compartment of the delivery truck.	<input type="checkbox"/> Yes
	6 RCNY §4-60(c)	
18	The yard and delivery tickets must be consecutively numbered.	<input type="checkbox"/> Yes
	6 RCNY §4-60(b)	
19	You must make the yard and delivery tickets available for inspection.	<input type="checkbox"/> Yes
	6 RCNY §4-60(d)	
20	Your business must not permit delivery of product to a storage tank if the water level exceeds 2 inches in depth when measured from the bottom through the fill pipe or other opening at the top of the tank.	<input type="checkbox"/> Yes
	1 NYCRR §224.4(f)	
21	If your business is storing, selling, or offering for sale any gasoline-alcohol blend for the first time, your business must remove all water and precipitated materials from the storage tank before the gasoline-alcohol blend is delivered to the tank.	<input type="checkbox"/> Yes
	1 NYCRR §224.8(c)	
Prohibited Practices in Sales		
22	Your business must give all consumers the opportunity to buy gasoline under the same terms and conditions.	<input type="checkbox"/> Yes
	6 RCNY §5-51(a)	
23	Your business cannot falsely represent that gasoline is unavailable for sale.	<input type="checkbox"/> Yes
	6 RCNY §5-51(b)	
24	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)	
25	Your business cannot require membership in any group as a condition for the purchase of gasoline.	<input type="checkbox"/> Yes
	6 RCNY §5-51(d)	



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<p>Pumps and Disclosures</p> <p>Total Selling Price: The total selling price is the sum of the price per gallon plus all applicable taxes.</p>	
<p>26 Your pumps must meet the specifications, tolerances, and regulations for commercial weighing and measuring devices adopted by the National Conference on Weights and Measures as published in the National Institute of Standards and Technology Handbook 44.</p> <p>Tip: You must follow the current edition of Handbook 44, which you can view online at https://www.nist.gov/pml/weights-and-measures/publications. The 2019 edition is available at https://www.nist.gov/pml/weights-and-measures/publications/nist-handbooks/other-nist-handbooks/other-nist-handbooks-2-2.</p> <p>You can also obtain a copy of Handbook 44 by mailing a request to:</p> <p>National Conference on Weights and Measures 1135 M Street, Suite 110 Lincoln, NE 68508</p> <p>OR</p> <p>Superintendent of Documents U.S. Government Printing Office Washington, DC 20402</p> <p>1 NYCRR §220.2(a)</p>	<p><input type="checkbox"/> Yes</p>
<p>27 Your business must not refuse to allow DCA inspectors to inspect the pumps, take samples, and conduct tests.</p> <p>NY Agric. & Mkts. §192-b(8)(a)</p>	<p><input type="checkbox"/> Yes</p>
<p>28 If the design, construction, or location 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.</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-UR.4.4.)</p>	<p><input type="checkbox"/> Yes</p>
<p>29 If your business has pumps that dispense two grades of gasoline or less, each pump sign must display the total selling price.</p> <p>Tip: The pump sign must be at least 12 x 12 inches.</p> <p>Tip: All of the numbers must be the same height, width, and thickness and be at least 9 inches tall and 2 inches wide, except tenth of a cent numbers must be half the size of the other numbers.</p> <p>Tip: The pump sign must state, “Includes All Taxes,” on one line. The letters must be the same height, width, and thickness and be at least ½ inch tall.</p> <p>Tip: All letters and numbers referring to price or identifying the fuel must be black on a white background or displayed on an illuminated LED sign.</p> <p>Tip: Secure the pump sign to the pump so that the information can be easily read from the dispensing side of the pump.</p> <p>6 RCNY §4-63(a); NY Agric. & Mkts. §192(5)(a)(i); NYC Code §20-672(c)</p>	<p><input type="checkbox"/> Yes</p>


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Requirement	Do you meet this requirement?
<p>30 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: The pump sign must be equally spaced for each grade of gasoline.</p> <p>Tip: The pump sign must show the grades and grade numbers advertised.</p> <p>Tip: All numbers must be the same height, width, and thickness and be at least 7 ½ inches tall and 1 ½ inches wide with a stroke width of ½ inch, except tenth of a cent numbers must be half the size of the other numbers.</p> <p>Tip: The pump sign must state, “Includes All Taxes.” The letters must be the same height, width, and thickness and be at least ½ inch tall.</p> <p>Tip: All letters and numbers advertising the grades of gasoline must be at least 1 inch tall and ½ inch wide with a stroke width of at least 1/8 inch.</p> <p>Tip: All letters and numbers referring to price and/or identifying the fuel must be black on a white background or displayed on an illuminated LED sign.</p> <p>Tip: Secure the pump sign to the pump so that the information can be easily read from the dispensing side of the pump.</p> <p>6 RCNY 4-63(a); NYC Code §20-672(c)</p>	<input type="checkbox"/> Yes
<p>31 If your business has pumps that sell multiple products at multiple prices, the selling price per gallon numbers, including tenth of a cent numbers, must be at least 4 ½ inches tall and 1 inch wide.</p> <p>NY Agric. & Mkts. §192(5)(a)(iii)</p>	<input type="checkbox"/> Yes
<p>32 If your business uses the term “Regular” to describe unleaded gasoline, the octane rating must be 87.</p> <p>NY Agric. & Mkts. §192-a(2)</p>	<input type="checkbox"/> Yes
<p>33 You cannot sell any petroleum product for more than the price stated on any sign, placard, or other display.</p> <p>Tip: The total selling price on the pump’s price display (for example, digital indicator) must match the total selling price on the pump sign.</p> <p>NYC Code §20-672(b)</p>	<input type="checkbox"/> Yes
<p>34 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) <p>1 NYCRR §224.6(a)</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
<p>35 Each pump must contain the following words on its face or dial in red letters: “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>36 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. Tip: The sign must be located on the top half of the pump. 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>37 Your business must post an octane rating label on each pump.</p> <p>Tip: Octane labels must be 3 x 2 ½ inches. Tip: The octane label must have a yellow background with black font and a black border. 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. 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 without delay. 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), §224.11</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
<p>38 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 2 ½ 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 §§224.10(d)(1), §224.11</p>	
<p>39 If your business sells diesel fuel, you must post the grade of 1-D or 2-D on each face of each pump that dispenses diesel fuel. If the diesel fuel is enhanced, you must also include the term “enhanced.”</p>	<input type="checkbox"/> Yes
<p>1 NYCRR §224.13(a)</p>	
<p>40 The name, trade name, brand, mark, or symbol of the motor fuel oil must be permanently imprinted on the pump.</p>	<input type="checkbox"/> Yes
<p>NY Agric. & Mkts. §192(5)(a)(iii)</p>	
<p>41 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 tall.</p> <p>Tip: The sign must be placed over the dial 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?
42	<p>Your business must mark each pump that was manufactured after 2003 clearly and permanently 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 a nonrepetitive serial number 4. The word or abbreviation for “Version” or “Revision,” followed by the current software version or revision identifier (only for pumps manufactured after 2004) 5. National Type Evaluation Program (NTEP) Certificate of Conformance (CC) number or a corresponding CC Addendum Number. The CC Number or corresponding CC Addendum Number may be accessed through a “Help” or “System Identification” menu. <p>Tip: The information must be located at least 2 feet from the base of the pump and must be readily observable (for example, without requiring disassembly of the pump).</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.1.), HB 44 3.30 (S.4.4.2.), HB 44 1.10 (G-UR.2.1.1.)</p>	<input type="checkbox"/> Yes
43	<p>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); HB 44 3.30 (UR.2.1.)</p>	<input type="checkbox"/> Yes
44	<p>The primary indicating element on the pump must be positioned so the average customer (for example, someone sitting in a car or truck) can read indications accurately and observe the measuring operation.</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-UR.3.3.)</p>	<input type="checkbox"/> Yes
45	<p>All equipment in each pump must be made of materials and designed and constructed to ensure that each pump remains accurate, functions as intended, and any adjustment remains reasonably permanent.</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.3.)</p>	<input type="checkbox"/> Yes
46	<p>Each element of a pump’s design must be qualified as commercial and suitable for use by the National Type Evaluation Program (NTEP). Elements include the pump’s:</p> <ul style="list-style-type: none"> • Computing capability • Rate of flow • Character, number, size, and location of its indicating or recording elements • Value of its smallest unit and unit prices <p>1 NYCRR §220.2(a); HB 44 1.10 (G-UR.1.1.)</p>	<input type="checkbox"/> Yes
47	<p>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); HB 44 1.10 (G-UR.1.3.)</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
48	<p>Each pump must be constructed so that after a customer has finished fueling:</p> <ul style="list-style-type: none"> Starting level is returned to its shutoff position Zero-set-back interlock is engaged Discharge nozzle is returned to its designed hanging position Indicating and recording elements are returned to zero <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>1 NYCRR §220.2(a); HB 44 3.30 (S.2.5.)</p>	<input type="checkbox"/> Yes
49	<p>Each pump must have a primary indicating element.</p> <p>Tip: The pump may also be equipped with a primary recording element (for example, a mechanism to print receipts).</p> <p>1 NYCRR §220.2(a); HB 44 3.30 (S.1.1.)</p>	<input type="checkbox"/> Yes
50	<p>Each pump's primary indications and recorded representations must be clear, definite, accurate, and easy to read.</p> <p>Tip: For analog indications and representations, graduations and a suitable indicator must be provided in connection with indications designed to advance continuously.</p> <p>Tip: For digital indications and representations:</p> <ul style="list-style-type: none"> All digital values of like value in a system must agree with one another. A digital value must coincide with its associated analog value to the nearest minimum graduation and round off to the nearest minimum unit that can be indicated or recorded. A digital zero indication must include the display of a zero for all places that are displayed to the right of the decimal point and at least one place to the left. <p>Tip: Corresponding graduations and units must be the same size and character.</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.5.)</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
51	<p>For each analog pump:</p> <ul style="list-style-type: none"> The portion of the indicator's index associated with the graduations must be symmetrical to the graduations. If the indicator and the graduations are in different planes, the indicator's index must extend to each graduation with which it is to be used. If the indicator is in the same plane as the graduations, the distance between the indicator's index and the ends of the graduations measured along the line of the graduations must be not more than 1.0 mm (0.04 in). If the indicator's index extends over the entire length of a graduation, it must be the same width throughout the portion that coincides with the graduation. If the indicator and the graduations are in different places, the clearance between the indicator's index and the plane of the graduations must be 1.5 mm (0.06 in) or less. Parallax effects must be reduced to the practical minimum. Parallax effects means the apparent displacement, or apparent difference in height or width, of a graduation or other object with respect to a fixed reference, as viewed from different points. <p>Tip: For analog pumps manufactured after January 1, 2002, the indicator's index must not be wider than the width of the narrowest graduation.</p> <p>Tip: For any series of graduations, indications, or recorded representations, the values of the graduated intervals or increments must be the same width and height throughout the series.</p> <p>Tip: The values of the graduated intervals representing money-values must be equal to or less than those in Table 1. Money-Value Divisions and Maximum Allowable Variations for Money-Value Computations on Mechanical Analog Computers of Handbook 44.</p> <p>1 NYCRR §220.2(a); HB 44 3.30 (S.1.5.), HB 44 1.10 (G-S.5.3.), HB 44 3.30 (S.1.6.5.1.)</p>	<input type="checkbox"/> Yes
52	<p>If a pump is designed to indicate or record in more than one unit of measurement, the values indicated and recorded must be identified with an appropriate word, symbol, or abbreviation (for example, "L" for liter, "gal" for gallon).</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.5.3.1.)</p>	<input type="checkbox"/> Yes
53	<p>The quantity value indicated or recorded on an auxiliary element must agree with the quantity value displayed on the pump. The total money-values for an individual sale must agree and, within each element, the total sales price must be to the closest cent.</p> <p>Tip: The total amount of gallons dispensed must agree with the total price charged on both the indicators and the receipt to the closest cent.</p> <p>1 NYCRR §220.2(a); HB 44 3.30 (S.1.6.6.)</p>	<input type="checkbox"/> Yes
54	<p>The pump must indicate—or record, if it is equipped to record—in liters or gallons and in decimal subdivisions or fractional equivalents of liters and gallons.</p> <p>Tip: "Gallons" or "gal." for measurements in gallons.</p> <p>Tip: "Liters" or "L" for measurements in liters.</p> <p>1 NYCRR §220.2(a); HB 44 3.30 (S.1.2.1.)</p>	<input type="checkbox"/> Yes

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55	You may install a discharge valve in the discharge line only if the device (for example, pump) is a wet-hose type.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.3.6.)	
56	Primary indicating and recording elements should not advance or be capable of advancing without mechanical operation.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.1.3.)	
57	Each pump must automatically display zero and the quantity delivered to indicate delivery. Tip: Pumps manufactured prior to January 1, 2006 do not have to display the first 0.03 L (or 0.009 gal) and the associated total sales price.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.1.6.1.)	
58	On pumps with a maximum rated flow rate of 750 L/min (200 gal/min) or less, the smallest unit indicated and/or recorded must be smaller than or equal to 0.5 L or 0.1 gal.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.1.2.3(a) or S.1.2.3(c))	
59	Each pump must digitally indicate 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); HB 44 3.30 (S.1.6.5.2.), HB 44 1.10 (G-S.5.5.)	
60	If the pump is equipped with auxiliary indications, all money-value divisions must be identical to the money-value divisions of the primary element to the nearest one cent.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.1.6.5.3.)	
61	Each pump must conspicuously display the identity of the product being dispensed on the dispensing side of the pump.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.1.6.4.2(a))	

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<p>62</p>	<p>Before the consumer begins to dispense fuel, each pump must display the unit price of each product that is offered for sale and the unit price at which the pump is set to compute. If a product is offered for sale at more than one unit price (for example, cash price and credit card price):</p> <ul style="list-style-type: none"> • All unit prices for the product must be displayed or be capable of being displayed by using controls on the pump. • The pump must be capable of computing the total sales price for any unit price for which a product is being offered and at all amounts within the pump's range. • The analog sales price for any delivered quantity must not differ from a mathematically computed price by an amount greater than allowed in Table 1. Money-Value Divisions and Maximum Allowable Variations for Money-Value Computations on Mechanical Analog Computers of Handbook 44. <p>Tip: Once the consumer has selected a unit price and begun dispensing fuel, the pump must only display the selected unit price. The selected unit price must not change while the pump is dispensing fuel. For example, if a consumer selects the cash price, the pump must not change to the credit card price while the pump is dispensing fuel.</p> <p>Tip: This requirement does not apply to pumps used exclusively for fleet sales, other price contract sales, and truck refueling (for example, truck stop dispensers used only to refuel trucks).</p>	<p><input type="checkbox"/> Yes</p>
	<p>1 NYCRR §220.2(a); HB 44 3.30 (UR.3.2.), HB 44 3.30 (S.1.6.4.1.(b)), HB 44 3.30 (S.1.6.5.(a)), HB 44 3.30 (S.1.6.5.(b)), HB 44 3.30 (S.1.6.5.4.)</p>	
<p>63</p>	<p>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 is initiated by using controls on the pump or other consumer-activated controls.</p> <p>Tip: This requirement does not apply to aviation refueling applications or the unit price.</p>	<p><input type="checkbox"/> Yes</p>
	<p>1 NYCRR §220.2(a); HB 44 3.30 (S.1.6.5.5.)</p>	
<p>64</p>	<p>The pump's primary indicating element and/or primary recording element must return to zero before each delivery.</p> <p>Tip: This requirement does not apply to totalizers on key-lock-operated or other self-operated dispensers and the primary recording element if the pump is equipped to record.</p>	<p><input type="checkbox"/> Yes</p>
	<p>1 NYCRR §220.2(a); HB 44 3.30 (UR.3.1.)</p>	

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Requirement		Do you meet this requirement?
65	<p>Point-of-sale systems or pumps activated by debit cards, credit cards, or cash must have a built-in or separate recording element that issues printed receipts. The receipt must contain:</p> <ul style="list-style-type: none"> • Total volume of the delivery • Unit price • Total computed price • Product identity by name, symbol, abbreviation, or code number (Appropriate symbols are in Handbook 44.) <p>Tip: This requirement does not apply to pumps used exclusively for fleet sales and other price contract sales.</p>	<input type="checkbox"/> Yes
<p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.5.6.1.), HB 44 3.30 (S.1.6.7.)</p>		
66	<p>All operational controls, indications, and features on the pump must be clearly and definitely identified, including switches, lights, displays, and push buttons. All required markings and instructions must be distinct and easy to read and maintained so they do not become destroyed or unreadable.</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>	<input type="checkbox"/> Yes
<p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.6.), HB 44 1.10 (G-S.7.)</p>		
67	<p>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 between 2 feet and 5 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. A marked minimum discharge rate greater than 45 L/min (15 gpm) is not acceptable.</p>	<input type="checkbox"/> Yes
<p>1 NYCRR §220.2(a); HB 44 3.30 (S.4.4.1.), HB 44 3.30 (S.4.4.2.)</p>		
68	<p>For each pump, the actual maximum discharge rate must not exceed the rated maximum discharge rate.</p> <p>Tip: You must include automatic means of flow regulation in the pump's installation if necessary.</p>	<input type="checkbox"/> Yes
<p>1 NYCRR §220.2(a); HB 44 3.30 (UR.2.2.)</p>		
69	<p>Each pump must have a flexible discharge hose that is a "wet-hose" type. 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>Tip: A wet-hose type is a type of device designed to be operated with the discharge hose full of product at all times.</p>	<input type="checkbox"/> Yes
<p>1 NYCRR §220.2(a); HB 44 3.30 (S.3.3.), HB 44 3.30 (S.3.5.)</p>		

Inspection Checklist: Gasoline

Requirement		Do you meet this requirement?
70	Each wet-hose pressure-type device must have a mechanism that prevents drainage (for example, anti-drain valve).	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.3.7.)	
71	If your business has pumps that are equipped with two delivery outlets that are used exclusively to fuel trucks, you must install outlets so that any diversion of flow from the pump to a place other than the receiving truck cannot be done and is apparent that it cannot be done. 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 the diversion of flow controlled by a valve inside the pump.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (UR.2.4.)	
72	The discharge hose must not be longer than 18 feet when fully extended and measured from its housing or the discharge line's outlet to the discharge nozzle's inlet. Tip: A longer hose may be allowed if you can demonstrate that it is essential to permit deliveries to be made to receiving vehicles or vessels.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (UR.1.1.)	
73	Each pump must have a vapor recovery system that has an automatic primary nozzle shut-off to stop liquid flow when the liquid level reaches the delivery nozzle.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(e)(1)	
74	Each pump must operate as intended by design and construction and be maintained in proper operating condition while in service.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 1.10 (G-UR.3.1.), HB 44 1.10 (G-UR.4.1.)	
75	Each pump must be equipped with a non-resettable totalizer for the quantity delivered through the metering device.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.5.)	
76	Each pump must have an air/vapor eliminator or other automatic means that prevents air/vapor from passing through the air meter. The vent lines must be made of rigid material (for example, metal tubing).	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.2.1.)	
77	All equipment, mechanisms, software, and devices must be designed, constructed, assembled, and installed in a manner that prevents fraud.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 1.10 (G-S.2.)	
78	Measured liquid may not be diverted from the measuring chamber of the meter or its discharge line. You may install two or more delivery outlets only if they have automatic means to make sure that liquid can flow from only one outlet at a time and the direction of flow for which the mechanism may be set at any time is clearly and conspicuously indicated. Tip: This requirement does not apply to truck refueling pumps when diversion of flow to other than the receiving vehicle cannot readily be accomplished and is readily apparent.	<input type="checkbox"/> Yes
	1 NYCRR §220.2(a); HB 44 3.30 (S.3.1.)	

Inspection Checklist: Gasoline

Requirement	Do you meet this requirement?
<p>79 Each pump must have security mechanisms in place to prevent changes to:</p> <ul style="list-style-type: none"> Any electronic mechanism that may or will detrimentally affect the metrological integrity of the pump. Any measuring or indicating element. Any adjustable element that controls delivery rate when the rate tends to affect the accuracy of deliveries. Any metrological parameter that will affect the metrological integrity of the pump or system. <p>Tip: Examples of security mechanisms include applying a security seal that must be broken or maintaining a data change audit trail.</p> <p>1 NYCRR §220.2(a); HB 44 1.10 (G-S.8.), HB 44 3.30 (S.2.2.)</p>	<input type="checkbox"/> Yes
<p>80 You must identify any change to the calibration or configuration of a pump and notify DCA with the information.</p> <p>Tip: To notify DCA:</p> <ul style="list-style-type: none"> Fax: (718) 349-2576 Mail to: DCA Testing Station, 245 Meserole Avenue, Brooklyn, NY 11222 Email: scaleinspection@dca.nyc.gov <p>NY Agric. & Mkts. §182; 1 NYCRR §220.2(a); HB 44 1.10 (G-S.8.1.)</p>	<input type="checkbox"/> Yes
<p>81 You cannot use a new pump or a repaired pump until DCA has inspected, tested, and sealed it. To request an inspection of a new pump or a repaired pump, notify DCA by:</p> <ul style="list-style-type: none"> Fax: (718) 349-2576 Mail to: DCA Testing Station, 245 Meserole Avenue, Brooklyn, NY 11222 Email: scaleinspection@dca.nyc.gov <p>NY Agric. & Mkts. §§182, 192(1)</p>	<input type="checkbox"/> Yes
<p>82 Your business must give DCA access to the security seals on each pump.</p> <p>NY Agric. & Mkts. §183(3)</p>	<input type="checkbox"/> Yes
<p>83 You cannot remove, destroy, or deface any official seal or security seal placed on a pump. Exception: You may remove the seal only to perform a repair and only if you first notify DCA about the repair, then replace the removed security seal with an equivalent one.</p> <p>NY Agric. & Mkts. §183(2)</p>	<input type="checkbox"/> Yes
<p>84 If a DCA condemnation tag is placed on a pump, it may only be removed by a DCA inspector.</p> <p>Tip: If a DCA condemnation tag is placed on a pump, you must repair the pump before using it again.</p> <p>NY Agric. & Mkts. §184</p>	<input type="checkbox"/> Yes
Testing of Fuel	
<p>85 All gasoline sold must meet the requirements of the Annual Book of ASTM Standards D 4814-18a.</p> <p>Tip: ASTM D 4814 contains specifications and tolerances for conventional gasoline.</p> <p>1 NYCRR §224.3(a)</p>	<input type="checkbox"/> Yes

Inspection Checklist: Gasoline

Requirement		Do you meet this requirement?
86	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)	
87	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)	
88	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)	
89	All unleaded gasoline with minimum (R+M)/2 octane ratings of 87 or higher must have a minimum motor octane number of 82.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(3)	
90	All unleaded gasoline with minimum (R+M)/2 octane ratings less than 87 must have a minimum motor octane number of 81.5.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(3)	
91	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.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(4)(i)	
92	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.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(a)(4)(ii)	
93	All diesel fuel must meet the requirements of the Annual Book of ASTM Standards D 975-05.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(b)	
94	All kerosene must meet the requirements of the Annual Book of ASTM Standards D 3699-03.	<input type="checkbox"/> Yes
	1 NYCRR §224.3(c)	



Bill de Blasio
Mayor

**Consumer
Affairs**

Lorelei Salas
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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.



KEY
<p>NYC Code: NYC Administrative Code RCNY: Rules of the City of New York NY GBL: NY General Business Law §: Section</p>

Requirement	Do you meet this requirement?
Price Lists for Services	
<p>1 A price list must be displayed and include the following:</p> <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 (e.g., \$10 pants, \$15 pants with pleats) (if the price is based on an hourly labor rate) Rate as dollars per hour <p>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.</p> <p>6 RCNY §5-70(a)</p>	<input type="checkbox"/> Yes
<p>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.</p> <p>6 RCNY §5-70(a)</p>	<input type="checkbox"/> Yes
<p>3 If there is a sale or promotion, the pre-sale prices must also be posted.</p> <p>NYC Code §20-750(b)</p>	<input type="checkbox"/> Yes
<p>4 Prices for services cannot be based on gender.</p> <p>Tip: Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price.</p> <p>NYC Code §20-750(c)</p>	<input type="checkbox"/> Yes
Pricing for Goods	
<p>5 All items offered for sale must show a price, exclusive of tax, as follows:</p> <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. <p>NYC Code §20-708, NYC Code §20-708.1</p>	<input type="checkbox"/> Yes

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></p> <ul style="list-style-type: none"> • You do NOT need to individually price each item if you provide price scanners for customer use that meet the following requirements: <ul style="list-style-type: none"> – Price scanners are within 30 feet of an item OR there is a sign in view of the item that says “A Price Scanner for Customer Use to Check Prices is Located _____ (indicate location).” AND – The number of price scanners available to customers is based on the number of checkout stations: <ul style="list-style-type: none"> 1–3 checkout stations = 1 or more price scanners 4–5 checkout stations = 2 or more price scanners 6–7 checkout stations = 3 or more price scanners 8–9 checkout stations = 4 or more price scanners 10 or more checkout stations = 5 or more price scanners • The following items must be individually priced unless shelf prices and a price look-up function are provided: <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 	<p><input type="checkbox"/> Yes</p>
<p>NYC Code §20-708.1(b), NYC Code §20-708.1(c)</p>	

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Signs	
<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;">   </div> <p>6 RCNY §5-94(a)(1)</p>	<input type="checkbox"/> Yes
<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; NY GBL §218-a</p>	<input type="checkbox"/> Yes
<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; NY GBL §218-a</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>	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Receipts	
<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</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>	<input type="checkbox"/> Yes
<p>14 Receipts for audio, photographic, and video equipment that cost more than \$100 must also include the make and model number of the item.</p> <p>6 RCNY §5-32(c)(5)</p>	<input type="checkbox"/> Yes
Price Accuracy	
<p>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.</p> <p>NYC Code §20-708.1(d), NYC Code §20-708.1(e)</p>	<input type="checkbox"/> Yes
<p>16 Tax cannot be charged on tax-exempt items.</p> <p>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.</p> <p>Tip: Check with the New York State Department of Taxation and Finance for a complete list of which items are exempt.</p> <p>6 RCNY §5-41</p>	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Layaway Plans	
<p>17 A “layaway plan” means a purchase over \$50 where consumers agree to pay for the purchase in 4 or more installments before getting the merchandise. If a layaway plan is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments:</p> <ul style="list-style-type: none"> • Description of the item, including name of manufacturer, brand name, color, size, style, or 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, or cancellation fee • Duration of the layaway plan • Payment schedule and any consequences of missed payments • Refund policy regarding the payments • 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: NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</i></p> <p><i>Example 2: ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</i></p> <p>6 RCNY §5-23; NY GBL §396-t</p>	<input type="checkbox"/> Yes
Expired Over-the-counter Medication	
<p>18 It is illegal to sell over-the-counter medication after the expiration date on the label.</p> <p>NYC Code §20-822(a)</p>	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

Requirement	Do you meet this requirement?
Cash Payments	
<p>19 Your store cannot refuse to accept cash payments from consumers.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> • Your store may refuse bills above \$20. • Your store may refuse cash payments for telephone, mail, or internet-based transactions, unless the transaction takes place in the store. • Your store may accept prepaid cards from an on-site device that converts cash into prepaid cards, but only if: <ul style="list-style-type: none"> – The device does not charge a fee for the prepaid card or require a minimum deposit above \$1. – Upon request, the device provides the consumer with a receipt stating the amount of cash the consumer deposited onto the prepaid card. – Cash deposits onto the prepaid card do not expire. – There is no limit on the number of transactions a consumer can complete with the prepaid card. <p>You must clearly post a sign on or immediately next to the device when it is not working that states your store is required to accept cash payments and consumers may report violations by calling 311.</p> <p>NYC Code §20-840</p>	<input type="checkbox"/> Yes
<p>20 Your store cannot charge a consumer who pays in cash a higher price for the same “consumer commodity” than a consumer who pays by credit card or other cashless transaction.</p> <p>Tip: “Consumer commodity” means any article, good, merchandise, product, or commodity of any kind that is produced, distributed, or offered for retail sale.</p> <p>NYC Code §20-840(c)</p>	<input type="checkbox"/> Yes

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