

Inspection Checklist: Etching Acid

Does your business sell etching acid?

Definition: Etching acid is a liquid, cream, paste, or similar substance that can be used to etch, draw, carve, sketch, engrave, or otherwise alter or damage glass or metal.

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.

	Requirement	Do you meet this requirement?
1	It is illegal to sell etching acid to anyone under 21 years old.	<input type="checkbox"/> Yes
2	Etching acid can only be displayed in display models or fake containers that do not contain etching acid.	<input type="checkbox"/> Yes
	Signage	
3	A sign must be posted at each cash register or counter where orders are placed that states that anyone who buys etching acid must provide photo ID and certain personal information and that the information will be kept on record by the store.	<input type="checkbox"/> Yes
4	The sign must exactly state NOTICE TO ETCHING ACID PURCHASERS in capital, 16-point boldfaced type.	<input type="checkbox"/> Yes
5	<p>The sign must also have the following exact text in 14-point type: “You are required by law to furnish us with a valid, government issued photo identification card, and we are required to record and maintain personal information about you that identifies you.”</p> <p>Tip: Download the <u>Notice</u> (shown below) from nyc.gov/businessstoolbox.</p> <div data-bbox="302 1394 521 1692" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: 8pt; margin: 0;">NOTICE TO ETCHING ACID PURCHASERS:</p> <p style="font-size: 8pt; margin: 0;">You are required by law to furnish us with a valid, government issued photo identification card, and we are required to record and maintain personal information about you that identifies you.</p> </div>	<input type="checkbox"/> Yes
	Records	
6	The business must keep etching acid purchase records for one year.	<input type="checkbox"/> Yes
7	<p>Etching acid purchase records must be kept in a secure location and be available for inspection.</p> <p>Tip: The records cannot be accessible by the general public.</p>	<input type="checkbox"/> Yes

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	Requirement	Do you meet this requirement?
8	The business must dispose of its etching acid purchase records in one of the following ways: <ul style="list-style-type: none"> ■ Shredding ■ Destroying personal information in the records ■ Modifying personal information so that it cannot be read ■ Any other manner to ensure unauthorized persons will not have access 	<input type="checkbox"/> Yes
9	If records are kept in a book or paper file, each purchase must be recorded on a separate page and kept in chronological order by the date of the sale.	<input type="checkbox"/> Yes
10	Records must include the following for each sale: <ul style="list-style-type: none"> ■ Date of sale ■ Name and age of purchaser ■ Complete description of identification, including the issuing agency, the type of ID, the expiration date, and any identification number or code on the document (such as a driver's license number) ■ The amount of the etching acid sold to the purchaser ■ The unit price of the etching acid ■ The total cost of the purchase 	<input type="checkbox"/> Yes
11	If the records are kept in an electronic format, the information must be retrievable in each of the following ways: <ul style="list-style-type: none"> ■ Date of sale ■ Name of the purchaser ■ Type of ID 	<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:

	Requirement	Do you meet this requirement?
	Price Lists for Services	
1	A price list with the types of services and the prices of those services must be displayed.	<input type="checkbox"/> Yes
2	The price list must be clearly posted or clearly displayed near the cash register and/or at the place(s) where orders are placed.	<input type="checkbox"/> Yes
3	If the price list states a minimum charge (e.g., “from \$. . .”) or states a price “and up,” it must state the reason for the different prices and include the range of prices.	<input type="checkbox"/> Yes
4	If there is a sale or promotion, the pre-sale prices must also be posted for comparison.	<input type="checkbox"/> Yes
5	Prices for services cannot be based on gender. Tip: Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price; the difference must be described in a gender neutral way. (Example: Above the shoulder hair = \$15; Below the shoulder hair = \$30) Tip: Instead of listing prices for shirts and blouses, the price must be described based on physical differences between the shirts. (Example: sequins, ruffles, fancy buttons)	<input type="checkbox"/> Yes
	Pricing for Goods	
6	All items offered for sale must have a clearly visible price.	<input type="checkbox"/> Yes
7	For most items, the price must be attached to the item or on a sign where the item is displayed.	<input type="checkbox"/> Yes
8	If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price most food products, as well as paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.	<input type="checkbox"/> Yes
9	Milk; eggs; fresh produce; snack foods that are less than 5 ounces; frozen foods; jars of baby food; and items that are less than 3 cubic inches, under 3 ounces and under \$1 do not have to be individually priced, but must have shelf prices.	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
	Signs	
10	<p>Sale signs that advertise a percent discount—example: 20-50% off—must state the minimum percent discount.</p> <p>Tip: Both the minimum and maximum numbers must be of equal size.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	<input type="checkbox"/> Yes
11	<p>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” 	<input type="checkbox"/> Yes
12	<p>Businesses that sell goods and services must post a refund policy.</p> <p>Tip: A refund policy must be posted at each register, point of sale, or at each entrance.</p> <p>Tip: Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p>	<input type="checkbox"/> Yes
13	<p>The refund policy must state any and all conditions or limitations to getting a refund. For example:</p> <ul style="list-style-type: none"> ■ Businesses must disclose any fees charged for refunds, such as “restocking fees.” ■ If a business will not provide refunds for “as is” items, it must disclose that. ■ Businesses must also disclose whether the refund will be in cash, credit, or store credit only. ■ If proof of purchase is required for a refund, the sign must say so. ■ A business that chooses not to offer refunds must post a sign that states, “No Refund,” or words to that effect. ■ The sign must state that a written copy of the store’s refund policy is available on request. 	<input type="checkbox"/> Yes

Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
14	If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted near the register and the entrance.	<input type="checkbox"/> Yes
	Receipts	
15	Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20. Tip: This does not apply to food and drink that is meant to be consumed on the premises.	<input type="checkbox"/> Yes
16	The receipt must include each of the following: <ul style="list-style-type: none"> ■ Date of purchase ■ Amount paid for each item ■ Total amount paid ■ Separate statement of tax ■ Name and address of store 	<input type="checkbox"/> Yes
17	Receipts for electronics that cost more than \$100 must also include the make and model number of the item.	<input type="checkbox"/> Yes
	Price Accuracy	
18	When items are scanned, the price must match the lowest item price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
19	If no scanners are used, the price at checkout must still match the lowest item price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
20	Tax cannot be charged on tax-exempt items. 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

Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
	Layaway Plans	
21	<p>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:</p> <ul style="list-style-type: none"> ■ Description of the item, including name, brand, color, and model number ■ Total cost of the item including tax ■ Charge to use layaway and any cancellation fee ■ Duration of the layaway plan ■ Payment schedule and any consequences of missed payments ■ Refund policy ■ Notice of whether or not the item won't be removed from inventory until a certain number of payments have been 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
	Expired Over-the-counter Medication	
22	It is illegal to sell over-the-counter medication after the expiration date on the label.	<input type="checkbox"/> Yes