

# ALCOHOL LICENSEE SEMINAR

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# WELCOME!

## TODAY'S SPEAKERS:

- **Commissioner Jean M. Lorizio, Esq., Chair of the Alcoholic Beverages Control Commission (ABCC)**
- **Ralph Sacramone, Executive Director of the Alcoholic Beverages Control Commission (ABCC)**
- **Kyle E. Gill, Esq., General Counsel, Alcoholic Beverages Control Commission (ABCC)**
- **Henry DiGiacomo, Esq., Associate General Counsel, Alcoholic Beverages Control Commission (ABCC)**
- **Thomas Carroll Community Outreach & Resource Planning Specialist US Department of Labor**

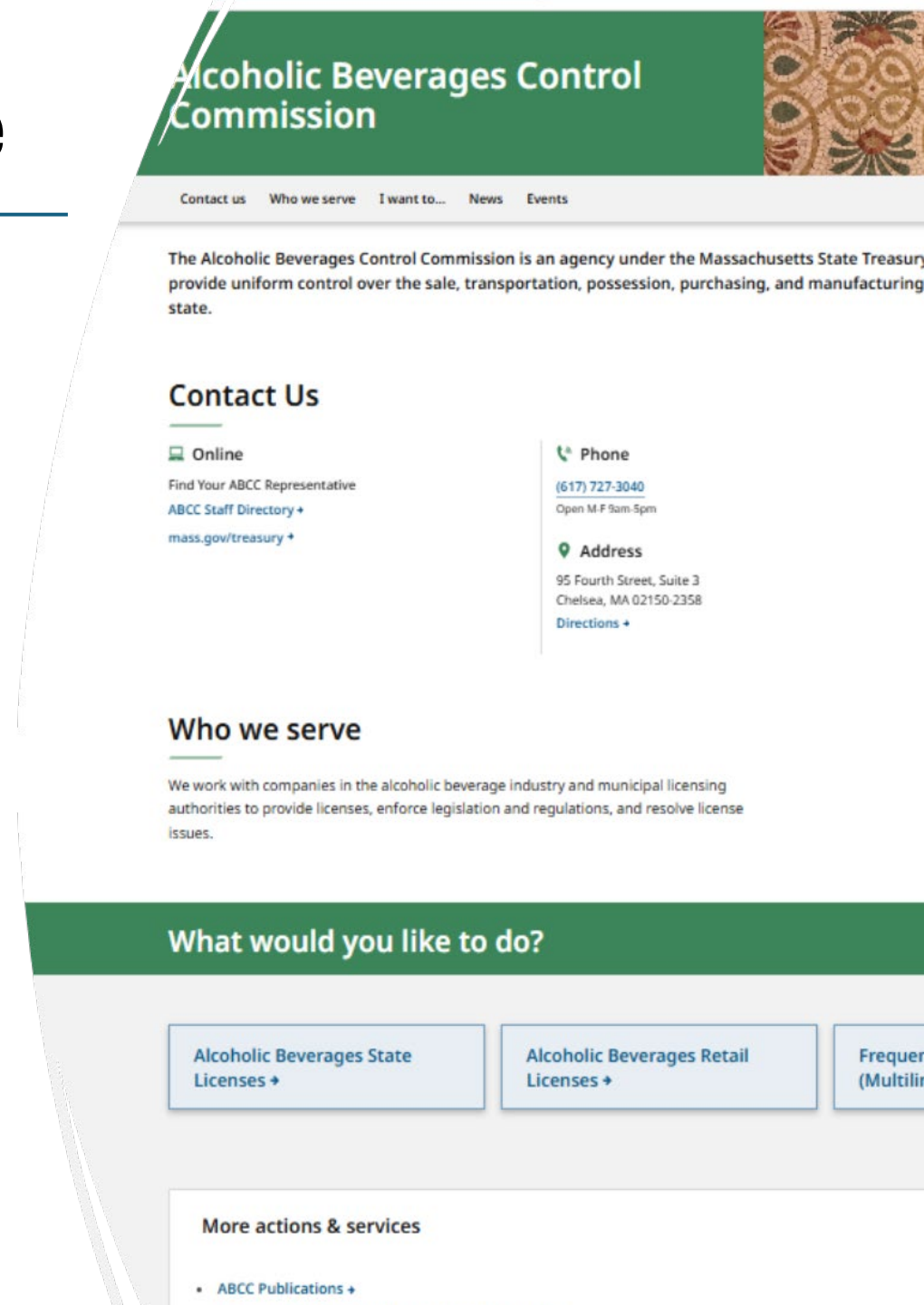


# Navigation of ABCC Website

## Link:

<https://www.mass.gov/orgs/alcoholic-beverages-control-commission>

- Applications
- Commission Advisories
- Commission Decisions
- Frequently Asked Questions and Guidelines in Multiple Languages





**Alcoholic Beverages Control Commission**

*95 Fourth Street, Suite 3,*

*Chelsea, MA 02150*

*617-727-3040*

[www.mass.gov/abcc](http://www.mass.gov/abcc)

## **ABCC Resources for Licensees and Stake Holders**

### **Getting Started**

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- [ABCC Website Homepage](#)
- [ABCC YouTube Channel](#)
- [Local Licensing Authorities Page \(ABCC\)](#)
- [Frequently Asked Questions Page \(ABCC\)](#)
- [2026 Holiday Calendar](#)

Massachusetts ABCC - YouTube

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Alteration of Premises/Change of Location Amendment Application Guide  
For Retail Licensees  
7:41

Alteration of Premises/Change of Location Amendment Application Guide  
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For Retail Licensees  
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Change of Officers/Directors Amendment to a Retail License Application Guide  
For Retail Licensees with For-Profit Entities  
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Change of Officers/Directors Amendment to a Retail License Application Guide for For-Profit Entities  
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For Direct Wine Shippers  
3:42

How to Submit a Massachusetts Direct Wine Shipper Annual Report  
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For Prospective Retail Licensees  
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Alcoholic Beverages Retail License Application Process  
For Local Licensing Authorities  
6:07

Alcoholic Beverages Retail License Application Process for Local Licensing...  
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For Local Licensing Authorities  
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How to Submit a Retail Record for Local Board Staff  
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Retail License Renewal Process  
For Local Licensing Authorities  
10:15

Retail License Renewal Process Video

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## **Retail License Applications**

- [ABCC Retail License Process Overview Video](#)
- [Application Checklist for Local Licensing Authorities](#)
- [Licensing Authority Certification form](#)

## **ABCC Staff Contacts**

- [ABCC Staff Directory](#)

## Purchasing alcohol from authorized sources:

Restaurants, clubs and package stores cannot purchase any alcohol from a package store, big box store and/or out-of-state entities. Alcohol must be purchased from a Massachusetts licensed wholesaler/manufacturer.

MGL c. 138 §23



## Section 12 and Section 15 Licensees with Same Owner Entity

- Alcohol cannot be transferred between entities.
- Each entity is its own business.
- If this action occurs, the Licensee transferring its alcoholic beverages is acting as a wholesaler which is a violation.
- The Licensee receiving the alcoholic beverages will be possessing alcoholic beverages that it is not authorized to sell which is a violation.



# Delivery of alcohol:

- A Section 15 licensee is allowed to deliver to Massachusetts consumers if the entity holds a Section 22 transportation permit. They may also use third parties licensed pursuant to M.G.L. c. 138, Section 22 as an express transportation licensee.
- Takeaway/delivery of mixed drinks (Mixed Drinks To-Go): Section 12 establishments licensed for on-premises consumption of mixed drinks may permanently continue takeaway and delivery sales of mixed drinks. All mixed drinks sold for takeaway/delivery must be sold with food and at the same price/proportion as mixed drinks for on-premises consumption. Beer and wine by themselves are not included nor are unopened “ready to drink” cocktails.
- A Section 12 licensee is allowed to deliver mixed drinks **with at least 1 item of food prepared on-site sufficient to serve 1 individual** to Massachusetts consumers if the entity holds a Section 22 transportation permit. They may also use third parties licensed pursuant to M.G.L. c. 138, Section 22 as an express transportation licensee.
- Sale and delivery of the alcohol extends to the front door of the home to which alcohol is being delivered.
- Licensee’s Delivery Agent must verify the legal age and check ID of recipient at the time of delivery.





Commonwealth of Massachusetts  
Office of the State Treasurer  
Alcoholic Beverages Control Commission

**EXPRESS TRANSPORTATION PERMIT**

M.G.L. c. 138, § 22

This Permit authorizes the following permittee to transport and deliver alcoholic beverages and alcohol in its vehicles:

**ABCC TRAINING, Inc.**

100 2nd Street  
San Francisco, CA 94107

Approved by the Alcoholic Beverages Control Commission on November 25, 2024

Jean Lorizio, Chairman

Crystal Matthews, Commissioner

Deborah Baglio, Commissioner

Master Permit Number: **XM-LIC-000499**  
Record Number: **2024-000127-XM-REN**  
Number of Vehicles: **9000**

**THIS PERMIT WILL EXPIRE DECEMBER 31, 2025 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD**

THIS PERMIT SHALL BE CARRIED IN THE VEHICLE AT ALL TIMES

# COMPLIANCE CHECKS

- Compliance Checks are a training tool required by law.
- Municipality and ABCC must conduct compliance checks.
- Compliance checks are intended to help the licensee comply with the law and local regulations.
- Compliance checks occur at brick-and-mortar locations as well as at deliveries of alcoholic beverages.



**Massachusetts** *massDOT*

Driver's License and Identification Card

**DRIVER'S LICENSE**

**IDENTIFICATION CARDS**

**UNDER 21 DRIVER'S LICENSE AND IDENTIFICATION CARD**

**Massachusetts License/ID has New Features**

An exciting new look for driver's licenses and identification cards is going to be introduced in the future. These licenses feature the latest in identification materials and technology that provides more secure and durable cards.

**New Features include...**

- Laser Perforation
- Updated Security Background Design

**Also includes...**

- Multiple Date-of-Birth Placement
- Ghost Image
- Kinegram®
- UV Printing

Diagram labels for new features: Five lines through primary and ghost image; Date of birth overprint; Laser Perforation (Date of birth - only visible when held up to a light source); Date of birth; Web Address & Manufacture Date; ID Barcode; Security background design; Kinegram®; Ghost photo image with serial and date of birth overprint; Universal Origin & Throat Donor Symbol; Class, Endorsements and Restrictions; Writable Change of Address Area; 2D Barcode; Green ultraviolet MA State seal registered pattern (Visible only with UV light source); KINEGRAM® is a registered trademark of OVO Kinegram AG, Switzerland.

# IDENTIFICATIONS THAT LICENSEES MAY REASONABLY RELY ON

**Identification of Patrons.** Licensees shall ensure that the identification of persons purchasing alcoholic beverages occurs at the point of sale or service.

## KNOW THE SIX ACCEPTABLE FORMS OF IDENTIFICATION

1. Massachusetts Driver's License
2. Massachusetts Liquor ID Card
3. Massachusetts ID Card
4. Passport Issued by the United States or a government that is officially recognized by the United States
5. A Passport Card for a Passport issued by the United States
6. A Military Identification Card
7. Valid Driver's License issued by another state (beginning 4/8/2025)
8. Global Entry Card issued by US Customs and Border Protection (beginning 4/8/2025)



204 CMR 2.05(2)- Permitting an illegality on the licensed premises, to wit: M.G.L. c. 138, § 34C- Possession of an alcoholic beverage by a person under 21 years of age (Underage drinking with parent(s) or guardian(s) is not allowed by law).

Exception: 18,19, and 20 year olds may handle alcoholic beverages in the course of their employment. This includes selling and transporting alcoholic beverages as well as working as a bartender, stocking shelves, and removing alcoholic beverages from tables (No person under 21 may drink an alcoholic beverage at any time).

Employees 17 years old and under **cannot** handle alcoholic beverages in any manner during their employment. 13

# OVERSERVING COMES BACK TO THE LICENSEE

“last place of drink”

MGL c. 90 § 24J

Prior to sentencing for conviction of  
DUI or guilty plea for DUI,  
the guilty party must identify the  
name and location of the last place at  
which the individual was served.



MARTHA COAKLEY  
DISTRICT ATTORNEY

THE COMMONWEALTH OF MASSACHUSETTS  
MIDDLESEX DISTRICT ATTORNEY  
40 THORNDIKE STREET CAMBRIDGE, MA 02141

Tel: 617-679-6500  
Fax: 617-225-0871

January 16, 2004

License Commission  
Government Center  
119 School Street  
Waltham, MA 02154

Dear Sir/Madam:

Please be informed that the Middlesex District Attorney's Office was notified pursuant to G.L. c. 90, § 24J, that *Jane Doe* informed the Waltham District Court that, prior to committing a motor vehicle violation which involved driving under the influence of intoxicating liquors, she was served alcohol on 10/01/2003 at the following establishment licensed to serve alcohol:

*Sacramone's Pub*  
1 Main Street  
Waltham, MA 02154

It is my belief that alcohol and substance abuse is a problem of major proportions in Middlesex. More specifically, the combination of such abuse and driving a motor vehicle is a threat to the lives and safety not only of the abuser, but also of the general public.

This letter is not meant to accuse the establishment of criminal or negligent conduct. The defendant's statement was not made under oath and may or may not be reliable. Nevertheless, because of the importance of the drunk driving issue, we bring this information to your attention for whatever action you may deem appropriate.

Very truly yours,

A handwritten signature in black ink that reads 'John McEvoy'.

John McEvoy  
First Assistant District Attorney

## MGL c. 138 § 63A- Hindering or delaying investigator, inspector, or agent of Commission

ABCC, Police, Fire, City Inspectors are authorized to inspect the licensed premises at any time.

Police Department has authority to investigate potential violations of the law at a licensed premises on behalf of the Board, and conduct enforcement.

The Licensee should ensure that staff is aware and prepared to assist in allowing inspection of the licensed premises and responsive to questions during inspection.



## Licensees have a duty to protect their patrons and others from foreseeable harm

A Licensee's duty to protect patrons may be triggered when the conduct of another patron puts the Licensee or its employees on notice that harm is imminent.

A Licensee may discharge its duty to protect patrons by taking steps to prevent the harm, such as calling the police.

It is the responsibility of each licensee to exercise close supervision of its premises to ensure compliance with the law.

There has been an increase in non-consensual drugging at bars, clubs, and other licensed premises. Licensees are asked to be vigilant.



## **FOOD AND BEVERAGES CONTAINING HEMP DERIVED CBD AND/OR THC ON LICENSED PREMISES**

Please be advised that it is unlawful to manufacture and/or sell food or beverages containing hemp derived CBD and/or THC. This applies to alcoholic and non-alcoholic beverages. These products must be taken off the shelf immediately. Any licensee found in violation of importing, manufacturing, transporting, selling, and/or possessing on its licensed premises food and/or beverages containing hemp derived CBD and/or THC faces potential suspension or revocation of its license. Wholesalers must retrieve all food and beverages containing hemp derived CBD and/or THC sold and/or delivered by them to retail licensed premises at or before their next delivery to each establishment. This Advisory does not apply to marijuana products manufactured under the jurisdiction of the Cannabis Control Commission.

\* It has always been illegal for alcoholic beverages to contain any CBD and/or THC. Alcoholic beverages containing CBD and/or THC are considered adulterated beverages.

## CHANGES TO M.G.L. c. 138, § 26- RETAIL LICENSE MANAGERS

Local Boards may now approve a license manager who is either a United States citizen or a “qualified alien under the Immigration and Nationality Act, 8 U.S.C. 1101.”

If a proposed license manager is not a United States citizen, they must provide documentation from the United States federal government evidencing they are a “qualified alien under the Immigration and Nationality Act, 8 U.S.C. 1101.” Acceptable documentation includes but is not limited to a Permanent Resident Card “Green Card,” or Employment Authorization Document.

The law also authorizes sole proprietors and partnerships to apply for retail alcoholic beverages licenses issued pursuant to M.G.L. c. 138, § 12 (on-premises) and M.G.L. c. 138, § 15 (off-premises) if all individuals applying are either United States citizens or “qualified alien(s) under the Immigration and Nationality Act, 8 U.S.C. 1101.” This applies to farmer series pouring permits issued pursuant to M.G.L. c. 138, §§ 19 B(n), C(n) and E(o) as well.

## Know the Requirements for Club Licenses MGL c. 138, §12



- Alcoholic beverages may only be served to members of the club who are 21/older.
- If the member leaves the club, the member's guest must leave the premises and can no longer be served alcohol.
- Clubs are required to file annual reports with the Board and the Commonwealth of Massachusetts.
- Clubs may only operate during hours approved by the Local Licensing Authority and the ABCC.
- Clubs must purchase alcoholic beverages from authorized sources such as licensed Massachusetts wholesalers/manufacturers.

# Working Together

## Connect with the Police Department for Assistance

- **TEAMWORK AND COMMUNICATION ARE THE KEYS TO A WELL-RUN ESTABLISHMENT**
- **Contact your Local Police Department, Local Licensing Authority, and seek other resources for assistance to run an establishment in compliance with municipal licensing rules and ordinances and Massachusetts statutes and regulations**
- **Licensees should use available resources as well as keep communications open to prevent issues. Licensees should not hesitate to contact the following state and federal agencies:**
  - Alcoholic Beverages Control Commission "ABCC" [617-727-3040]**
  - Department of Industrial Accidents "DIA" [617-727-4900]**
  - Attorney General's Office "AGO" [617-727-3465]**
  - United States Department of Labor "USDOL" [617-624-6700]**
- **Other issues: overcrowding, promoters, and cover charges.**

# Department of Industrial Accidents

<https://www.mass.gov/orgs/department-of-industrial-accidents>

## Workers' Compensation Insurance Requirements

-all employers are required to carry workers' compensation insurance for their employees and themselves at all times (cannot lapse)

-stop work order can be issued to employers who don't have workers' compensation insurance, and fines are \$100/day beginning on the date the stop work order is issued

## DIA online Guides and Resources:

### Employer's Guide to Workers Compensation – in multiple languages

<https://www.mass.gov/doc/employers-guide-to-workers-compensation-english-o/download>

Commonwealth of Massachusetts  
Department of Industrial Accidents  
Lafayette City Center  
2 Avenue de Lafayette  
Boston, MA 02111-1750

## EMPLOYER'S GUIDE TO THE MASSACHUSETTS WORKERS' COMPENSATION SYSTEM

Esta guía está disponible en español en nuestro sitio electrónico: [www.mass.gov/dia](http://www.mass.gov/dia)

Este Guia está disponível em português no nosso site: [www.mass.gov/dia](http://www.mass.gov/dia)

Es manual sta skritu na Kriolu di Kabu Verdi pruntu pa bu uzu na website (pagina na internet): [www.mass.gov/dia](http://www.mass.gov/dia)

本指南的中文版位於我們的網址：  
[www.mass.gov/dia](http://www.mass.gov/dia)

Có Hướng Dẫn này bằng tiếng Việt Nam tại mạng lưới của chúng tôi: [www.mass.gov/dia](http://www.mass.gov/dia)

W ap jwenn gid sa a ekri nan lang kreyòl sou sit entènèt nou an: [www.mass.gov/dia](http://www.mass.gov/dia)

செய்தகரம் க்கிதக்சாண

မှဝေအာဇာနည်ကွေ့အံ့ဖိတ်ပံ့မာထဝေပံ့မိတ်စ :  
[www.mass.gov/dia](http://www.mass.gov/dia)

يتوفر هذا الدليل باللغة العربية على موقعنا التالي على الويب:  
[www.mass.gov/dia](http://www.mass.gov/dia)



# MA Office of the Attorney General

- Many businesses are grappling with policies regarding **diversity, equity, inclusion, and access**. Attorney General Campbell has issued helpful guidance for businesses on this topic:

[www.mass.gov/doc/multi-state-guidance-concerning-diversity-equity-inclusion-and-accessibility-employment-initiatives/download](http://www.mass.gov/doc/multi-state-guidance-concerning-diversity-equity-inclusion-and-accessibility-employment-initiatives/download)

- The state's **earned sick time law** was recently broadened to explicitly allow workers to use earned sick time to care for themselves or their spouse in the event of pregnancy loss or failed assisted reproduction, adoption, or surrogacy. This new permissible use became effective November 21, 2024.

Download the updated MA Earned Sick Notice of Employee Rights (required poster) here:

[www.mass.gov/ago/earnedsicktime](http://www.mass.gov/ago/earnedsicktime)

- The **Salary Range Transparency Act** is a new law for MA employers. We have an FAQ, guidance, and information about a free webinar here:

[www.mass.gov/info-details/pay-transparency-in-massachusetts](http://www.mass.gov/info-details/pay-transparency-in-massachusetts)

U.S. Department of  
Labor  
Wage and Hour Division  
Boston District Office

Focus on restaurant industry



# Wage and Hour Division Jurisdiction

Federal Government Agency that enforces:

**The Fair Labor Standards Act (FLSA)**

**minimum wage; overtime pay; recordkeeping; child labor**

**The Family and Medical Leave Act (FMLA)**

**The Migrant and Seasonal Agricultural Worker Protection Act (MSPA or farm workers)**

Several immigration related statutes – enforcement of **H-1B, H-2A, and H-2B non-immigrant programs**

Government Contract / Prevailing Wage requirements of the **Davis-Bacon and Related Acts** and the **Service Contract Act** and other statutes applicable to federal contracts for construction and for the provision of goods and services.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)  
1-866-487-9243

# FEDERAL LAWS VS. STATE LAWS

Where Federal and State laws differ,  
the more protective standard applies, see  
laws by state:

<https://www.dol.gov/agencies/whd/state>

Examples: MW, hospitality, etc.

All states have child labor laws. Employers must comply with both Federal and state law. In the cases where both Federal and state laws apply but they are different, the more protective standard applies. For example, if the state law requires work permits or meal periods, then these laws must be followed in that state. Similarly, if Federal law states that a 14-year-old may only work until 7 PM and state law would allow the minor to work until 9 PM, then the minor may only work until 7 PM. Reg. 570.25 The Federal Wage and Hour Division works closely with our State partners to increase compliance with youth employment provisions. See Also: 29 CFR Part 570



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

dol.gov/agencies/whd  
1-866-487-9243

# FAIR LABOR STANDARDS ACT

## Minimum Wage

\$7.25 vs. \$15.00 Tipped ees are MW ees

- \* No deductions, walk outs, etc.
- \* Pay for ALL hours worked – early, late, breaks (keep record of breaks)

## Overtime

- \* tipped ees \$6.75 plus \$7.50 (1/2 time of \$15.00) OR \$14.25 per hour
- \* salaried vs. hourly
- \* salaried exempt overtime vs salaried due overtime wages (Line cook)
- \* dual jobs and overtime - regular rate of pay
- \* if paid cash, still overtime requirement – may have issues with MA DIA (workmens comp) and MA DUA
- \* MISCLASSIFICATION employee vs independent contractor



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)  
1-866-487-9243

# FAIR LABOR STANDARDS ACT

## Record Keeping

- \* must maintain record for 3 years
- \* name and contact information for all employees (includes employees paid by temp agencies)
- \* all information on any independent contractors used by the employer
- \* accurate time records, payroll, and general ledgers
- \* date of birth for any employee 19 and younger (evidence)

## Child Labor

- \* must be 14 to work
- \* 14/15 year olds
- \* 16/17 year olds



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

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1-866-487-9243

# Child Labor

## 14 and 15 year olds

Hours Restrictions in **non-agricultural** jobs...

- Apply to 14- and 15-year-olds only
- Not during school hours
- No more than 3 hours on a school day or 8 hours on a non-school day
- No more than 18 hours during school weeks or 40 hours during non-school weeks
- Not before 7 a.m. and not after 7 p.m. except from July 1 to Labor Day when extended until 9 p.m.
- **No HAZARDOUS OCCUPATIONS**

## 16 and 17 year olds

- Federal – no restrictions on hour worked VS. MA state – no more than 48hrs
- **NO HAZARDOUS OCCUPATIONS** (restaurant ex: meat slicer, dough mixer, trash compactor, delivery driver, not allowed on roof, etc. )



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)  
1-866-487-9243

# PAID



Running a business is tough. Balancing payroll, scheduling, and labor law compliance can be overwhelming. If past mistakes led to violations, our voluntary program lets you correct them efficiently and without penalties.

The **Payroll Audit Independent Determination (PAID)** program quickly resolves overtime and minimum wage violations under the Fair Labor Standards Act (FLSA) and violations of the Family and Medical Leave Act (FMLA), providing a framework for employers to address those violations without litigation.

Employers that self-report are working in good faith with the Wage and Hour Division to correct mistakes and provide due compensation and appropriate FMLA remedies to their employees. Therefore, these employers will not be subject to civil money penalties. The division will oversee resolution of any potential violations by reviewing the amount of wages found due and supervising these payments to employees.

The program requires employers to review the division's compliance assistance materials, to carefully audit their pay and leave practices, and to correct potential violations going forward.

For information about the PAID program, please visit [www.dol.gov/agencies/whd/PAID](http://www.dol.gov/agencies/whd/PAID)

# Other issues

- FLSA is for only hours worked vs MA state includes sick hours and vacation pay
- Immigration Status
- Temp Agencies
- Pump Act
- Retaliation
- Liquor License
- Enforcement (unannounced, surveillance)
- PAID program
- ER and ees both have struggles – equal playing field



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)  
1-866-487-9243

# INFORMATION

Visit the WHD homepage at: Call the WHD toll-free helpline at 1-866-4US-WAGE (1-866-487-9243).

<https://www.dol.gov/agencies/whd>

Child Labor Bulletin 101

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/childlabor101.pdf>



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

dol.gov/agencies/whd  
1-866-487-9243

## FIND ABCC information and resources and FAQs in Multiple Languages ONLINE

Website Resources: ABCC:

<https://www.mass.gov/orgs/alcoholic-beverages-control-commission>

Frequently Asked Questions

<https://www.mass.gov/info-details/frequently-asked-questions-multilingual>



- [Alcoholic Beverages Control Commission | Mass.gov](https://www.mass.gov/orgs/alcoholic-beverages-control-commission)
- [Frequently Asked Questions \(Multilingual\) | Mass.gov](https://www.mass.gov/info-details/frequently-asked-questions-multilingual)

# RESOURCES

ABCC Frequently Asked Questions:

<https://www.mass.gov/info-details/frequently-asked-questions-multilingual>

DIA Employer's Guide to Workers' Compensation

<https://www.mass.gov/info-details/employers-guide-to-workers-compensation>