Pharmacy Transfer and Closing

AT LEAST 14 DAYS OR MORE IN ADVANCE OF TRANSFER OR CLOSING

- As per CFR 1307.14, notify the regional DEA office by registered or certified return receipt letter
  - Name, address, registration number and type of business
  - The name, address, registration number and type of business of the company or person acquiring the controlled substances
  - The date that the transfer will occur.

- THE DAY OF THE TRANSFER OR CLOSING
  - All controlled substances must be:
    - Returned to the manufacturer or distributor
    - Transferred to another DEA registered pharmacy
    - Transferred to a reverse distributor

- TRANSFER AND RETURN
  - Schedule II drugs must be transferred on a DEA Form 222
  - Schedule III, IV, and V drugs can be done by duplicate invoice showing:
    - Name, address and DEA registration number of both parties
    - The name, strength, quantity and dosage form of the drugs
    - The date of the transaction
  - Destroy all legend drugs that are not controlled substances and are not returned or transferred by the Pharmacist-in-Charge
  - Dispose of all legend and OTC drugs in such a manner as to prevent any accidental access by the public

- AS SOON AS POSSIBLE AFTER CLOSING
  - Mail the following information to: Drug Enforcement Administration, 801 Broadway, Room 500, Nashville, TN 37203; telephone: 615-736-2559
    - Copy 2 of the DEA Form 222
    - DEA registration certificate
    - All unused DEA Form 222
    - A signed letter containing:
      - Date of closing
      - Disposition of the controlled substances
      - The location where Copy 3 of the DEA form 222 and all other DEA required records including but not limited to:
        - Biennial Inventory
        - Receiving Records
        - Disposition Records
        - RECORDS MUST BE RETAINED FOR THE NEXT TWO (2) YEARS
  - Mail the following information to the Tennessee Board of Pharmacy, 665 Mainstream Drive, Nashville, TN 37243:
    - State license card
    - A letter containing:
      - Date of closing
      - The disposition of the controlled substances and legend drug location(s)
      - The location site where all records will be kept

- Please contact a Reverse Distributor to arrange for the destruction of any non-transferred controlled substances or legend medications