

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, 227 French Landing, Suite 300, 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**