



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>

P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

Form A Procedures for Closing a Pharmacy

1. Ten (10) days prior to closing complete the top half of the 'Pharmacy Application' form through the pharmacist email address, then sign and date. Do not complete the PIC Change form. Send to the Board office and the DEA.
2. Upon closure of the pharmacy;

Send to Board of Pharmacy;

- a. All drug signs and symbols must be removed from both the inside and the outside of the premises.
- b. A copy of the inventory of the controlled substances must be maintained with the records of each licensee.

Send to DEA;

- a. Copy of Pharmacy Application
- b. Copy #2 of any DEA 222 forms used to transfer CII drugs from the closed pharmacy
- c. DEA registration certificates and unused 222 forms (mark all forms VOID) must be returned to DEA

Drug Enforcement Administration
400 Second Ave W
Seattle WA 98119
Ph#: 888.219.4261
Fax#: 206.553.7757

3. Drugs to be destroyed must be transferred in the same manner as all other drugs. New owner shall contact the Board office requesting an inspection for the purpose of drug destruction.
4. No one except the responsible pharmacist shall have access to the prescription drugs until they are transferred to the new owner. Once the pharmacy is closed and the registrations surrendered, the drugs must be removed from the premises.
5. Drugs shall be transferred in accordance with the following procedures:
 - a. Return prescription drugs to manufacturer or supplier for credit or disposal.
 - b. Transfer (sell or give) to a person who is entitled to possess drugs, i.e., physician, hospital, or other pharmacy.

NOTE: Controlled substances must be transferred to a person who is in possession of a current DEA registration. Drugs must be inventoried and transferred on an invoice record. In the case of CII controlled substances the only acceptable invoice is the DEA Form 222. The pharmacy that is closing would be the 'supplier'. The pharmacy or person to whom the CII's are transferred to would be the 'purchaser'.

Purchaser must use their DEA 222 forms to 'order' the CII's from the closed pharmacy. Purchaser enters the name and address of the closed pharmacy in the blanks provided at the top of the 222 form for the name and address of the supplier.

The owner or person having the power of attorney for the purchaser signs the form and issues copies 1 and 2 to the pharmacy that is closing. Purchaser retains copy 3 of the 222 form.

If full bottles of CII drugs are transferred, the purchaser writes the number of bottles in the column marked 'number of packages' and writes the size of the package in the column marked 'size of package'.

If partial bottles of CII drugs are transferred, the purchaser should leave blank the column marked 'number of packages' and complete the column marked 'size of package' with the EXACT number of tablets, capsules, etc., that are transferred. The count of the CII drugs may NOT be estimated.

The authorized agent for the closed pharmacy enters their DEA registration number, the number of packages transferred on the left hand side of the 222 form in the space marked 'to be filled in by supplier'; the NDC (National Drug Code) number of the transferred drug may be omitted.

6. Within ten (10) days all pharmacists and Pharmacy Technicians must notify the Board of Pharmacy using the Employment Change form about their change of employment.
7. Records: Three (3) years of controlled substance records (prescriptions, invoices and DEA 222 forms) must be transferred to the pharmacy receiving the controlled substances.
8. All statistical information pertaining to prescription orders, drug records, and other information pertaining to the pharmacy operation shall be furnished to the Board upon request.