

Pharmacy Transfer and Closing

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

- Per Title 21 CFR 1301.52, submit in person or by **registered or certified mail, return receipt requested**, to the Special Agent in Charge of your local DEA Field Office the following information:
 - The name, address, registration number, and authorized business activity of the registrant discontinuing the business
 - The name, address, registration number, and authorized business activity of the person acquiring the business
 - Whether the business activities will be continued at the location registered by the person discontinuing business, or moved to another location (if the latter, the address of the new location should be listed)
 - The date on which the transfer of controlled substances 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 must be transferred 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
 - Contact a Reverse Distributor to arrange for the destruction of any non-transferred controlled substances or legend medications

- **AS SOON AS POSSIBLE AFTER CLOSING**
 - Mail the following information to your local DEA Field Office:
 - DEA registration certificate
 - All unused DEA Form 222
 - A signed letter containing:
 - Date of closing
 - Disposition of the controlled substances
 - The location where Copies of 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

- **Questions for DEA 833/636-8335 or TN.DEAREGISTRATION@DEA.GOV**
- **Questions for Pharmacy Board 615/253-1299 or PHARMACY.HEALTH@TN.GOV**