

Michigan Department of Licensing and Regulatory Affairs
Board of Pharmacy
P.O. Box 30670
Lansing, Michigan 48909
(517) 335-0918

PHARMACY CLOSING REQUIREMENTS

Authority: P.A. 368 of 1978, as amended
This form is for information only.

The board of pharmacy has formulated procedures to be followed in closing a pharmacy and terminating your state licenses.

The pharmacist in charge or owner must advise the Michigan Board of Pharmacy of the following in writing:

1. The effective date of closing
2. The disposition of controlled substances
3. The disposition of non-controlled substances
4. The disposition of records and prescription files
5. The return of the pharmacy licenses for cancellation

Upon receipt of the above information, our files will be closed.

Information regarding terminating your federal license is shown below.

A registrant discontinuing controlled substance business, and who does not transfer such business activities to another person, shall return the certificate of registration and any unexecuted order forms to the nearest Drug Enforcement Administration (DEA) office. If a registrant discontinues controlled substance business and transfers such business activity to another person, the certificate of registration and any unexecuted order forms are also required to be returned. The new owner requires a new registration.

Any controlled substances in the registrant's possession may be disposed of in accordance with instructions under the section: Drug Destructions.

A registrant discontinuing controlled substance business altogether, or transferring it to another person, shall submit in person or by registered mail to the nearest DEA office at least 14 days before the date of the proposed transfer the following:

1. The name, address, and registration number of the pharmacy discontinuing business.
2. The name, address, and registration number of the person acquiring the pharmacy.
3. Whether the business at the location registered by the person is continuing business or moved to another location. If the latter, the address of the new location shall be stated.
4. The date on which the transfer of controlled substances will occur.

On the day of transfer of the controlled substances, a complete inventory of all controlled substances being transferred shall be taken. This inventory shall serve as the final inventory for the registrant transferor and the initial inventory for the registrant transferee, and a copy of the inventory shall be included in the records of each person. It is not necessary to file a copy of the inventory with the DEA. Transfers of any substances listed in Schedule II shall require the use of order forms. The order forms of the transferee are to be used for the transfer.

On the date of transfer of the controlled substances, all records are required to be kept by the registrant transferor with reference to the controlled substances being transferred to the registrant transferee. Responsibility for the accuracy of records prior to the date of transfer remains with the transferor, but responsibility for custody and maintenance shall be upon the transferee.

IF THERE ARE ANY QUESTIONS IN REGARDS TO THE ABOVE, CONTACT THE DEA AT THEIR DETROIT OFFICE TELEPHONE (800) 882-9539.