



Closing a Pharmacy **[WAC 246-869-250](#)**

Whenever a pharmacy ceases to operate, the owner must notify the Board no later than 15 days prior to the anticipated date of closure. This notice shall include:

1. The date the pharmacy will close;
2. The names and addresses of the persons who shall have custody of the prescription files, the bulk compounding records, the repackaging records and the controlled substance inventory records; and
3. The names and addresses of any persons who will acquire any of the legend drugs from the pharmacy.

Note: The Board of Pharmacy adopted on December 16, 2010 procedures regarding patient notification when closing a pharmacy. Please see attached **Policy/Procedure #39**.

Please submit the following documentation within 15 days after closing:

1. The license of the pharmacy;
2. Confirmation that all legend drugs have been transferred to an authorized person/s or destroyed. If the legend drugs were transferred, the names and addresses of the persons to whom they were transferred;
3. Confirmation that all controlled substances were transferred, a list of the names and addresses to whom the substances were transferred, the substances transferred, the amount of each substance transferred, and the date on which the transfer took place;
4. Confirmation that the drug enforcement administration (DEA) registration and all unused DEA 222 forms (order forms) were returned to DEA;
5. Confirmation that all pharmacy labels and blank prescriptions which were in the possession of the pharmacy were destroyed; and
6. Confirmation that all signs and symbols indicating the presence of the pharmacy have been removed.

POLICY/PROCEDURE

Title:	Closing a Pharmacy – Patient Notification	Number:	39
Reference:	WAC 246-869-250		
Contact:	Executive Director		
Effective Date:	December 16, 2010		
Supersedes:			
Approved:	Chairperson, Board of Pharmacy		

POLICY STATEMENT:

The Board of Pharmacy (Board) acknowledges that adequate patient notification of a pharmacy's closing is an important public health and patient access issues.

In addition to applicable state and federal laws and rules, the Board urges all pharmacies to notify patients, fifteen days in advance, of the closing or the execution of the sale of a pharmacy.

Notification of closing should include:

- 1) Distribution by direct mail; or
- 2) By public notice in a newspaper of general circulation in the area served by the pharmacy;
and
- 3) By posting a closing notice sign in a conspicuous place in the public area of the pharmacy.

The closure notice should include, but not be limited to:

- 1) The intended last date the pharmacy will be open for business;
- 2) The name and address of the pharmacy to which prescription records will be transferred after the pharmacy closes; and
- 3) Instructions on how patients can arrange for transfer of their prescription records to a pharmacy of their choice and the last day a transfer may be initiated.