**Section 1330.790 Closing a Pharmacy**

Whenever a pharmacy intends to close, the following procedures must be followed:

a) Provide notice to the Drug Compliance Unit of the Division, in writing, postmarked at least 30 days in advance of the closing date.

b) Notify customers of the closure at least 15 days in advance of the closing date and where the customer's records will be maintained.

c) Comply with all DEA requirements for closing a pharmacy.

d) On the day the pharmacy closes:

1) Conduct an inventory of the pharmacy's controlled substances and maintain the inventory record for inspection by the Division for 5 years.

2) Return the pharmacy license to the Division's drug compliance investigator or other authorized Division personnel.

3) Notify the Division in writing as to where the controlled substances inventory and records will be kept and how the controlled substances were transferred or destroyed. Records involving controlled substances must be kept available for 5 years for inspection by the Division.

4) Notify the Division in writing of the name of the person responsible for and the location where the closing pharmacy's prescription files and patient profiles will be maintained. These records shall be kept for a minimum of 5 years from the date the last original or refill prescription was dispensed.

e) The pharmacy acquiring prescription records from a closing pharmacy must inform the Division prior to the date when the transaction is going to take place.

f) After the closing date, only the pharmacist in-charge, or other designated pharmacist, of the pharmacy discontinuing business shall have access to the prescription drugs until those drugs are transferred to the new owner or other purchaser or are properly destroyed.

g) Cover all signage indicating "Drug Store" or "Pharmacy" as soon as practicable. The signage shall be removed in a timely manner. A sign shall be prominently posted that the pharmacy is closed.

(Source: Amended at 39 Ill. Reg. 6267, effective April 23, 2015)