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Health Care Consultation Specialists

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Federal Regulations regarding DEA Form 222

DEA Form 222, which is used for ordering schedule II narcotics, is discussed under Title 21 of the Code of Federal Regulations. To obtain DEA Form 222, the medical director will need a DEA number with the facility's address. Once this number is obtained, forms may be ordered on line. Go to www.dea.gov. Look under Diversion Control & Prescription Drugs (on left hand side), then click on order forms (under quick links on right hand side of the page). Update in 2018 weblink: <https://www.deadiversion.usdoj.gov/faq/dea222.htm>.

The procedures for obtaining, executing and filing of DEA Form 222 are described within this code. Facilities that have schedule II controlled substances in the back-up box and/or other automated dispensing systems should be familiar with these regulations:

1. Filling out the form:

- a. Fill in provider pharmacy name, street address, city and state.
- b. Date the form with the current date.
- c. Fill in the number of packages and the size of package requested.
- d. Describe the product that is being ordered.
- e. After listing all items, fill in the last line completed.
- f. The medical director, agent or person authorized by power of attorney must sign the form. (See Federal Code 1305.05 Power of Attorney for procedures to authorize someone other than the medical director to sign the forms.)
- g. After completing the form, detach the 3rd (blue) copy and retain in your records. The top two copies, which must remain intact, are sent to the provider pharmacy.

Note:

*Form 222 is used for ordering C-II narcotics only.

*If an error is made, the form should be voided. Any form that is altered will be returned. Any void forms should be retained and kept in a file in numerical order.

2. Receiving C-II Controlled Substances:

- a. Verify that the quantities, package size and items received from the pharmacy match what is on your (blue) copy of the form.
- b. Fill in the number of packages received and the date received for each item.
- c. The person receiving the order should sign their name under the last line completed.
- d. Consider attaching the packing slip to the back of the blue copy of the form.
- e. Enter the C-II items as 'received' per facility policy on the declining inventory sheets.

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3. Filing DEA Form 222:

- a. Neatly file the completed and/or voided Form 222's (with attached packing slips) sequentially, separate from all other records.
- b. The forms are required to be kept available for inspection for a period of two years, but a 5-year period is suggested.
- c. If narcotics are maintained in a Pyxis, follow the facilities' policies and procedures with regard to accountability and record keeping.

Question: How do I obtain additional Official Order Forms, DEA Form 222?

Answer: The DEA Controlled substance order form (DEA 222) for schedule 1 and 2 controlled substances may be ordered using the following link:

<https://www.deadiversion.usdoj.gov/webforms/orderFormsRequest.jsp>

The DEA 222 Order Forms may also be ordered by calling the DEA Headquarters Registration Unit toll free at 1-800-882-9539 or the [nearest DEA Registration Field Office](#). The forms will be mailed within 3 working days.

Question: Can a distributor accept a DEA Form 222 that contains minor misspellings in the registrant's name, address, or drug name?

Answer: Yes, the DEA Form 222 is acceptable if the registrant's name or address contains minor misspellings. The registrant should request corrected official order forms and if necessary a corrected registration certificate from DEA. If the drug name has been misspelled and there is no question as to what product has been ordered then the DEA Form 222 is acceptable.

What changes have been made to the "Mailing Address" portion of the DEA Form 222?

Answer: A modification has been made to the "mailing address" portion of DEA form 222, also known as DEA order forms.

Originally the mailing address consisted of five lines: first line for name; second line for additional company information; third and fourth lines for address; and the fifth line for city, state, and zip code.

To implement mailing efficiencies with the U.S. Postal Service, the mailing address portion was changed to enable the USPS to view the bar code through the window of the envelope. To accomplish this, DEA had to remove the second line. It has been brought to our attention this action has caused some confusion and suppliers were questioning the validity of the DEA order form.

To quickly remedy the situation, DEA has placed the second line (additional company information) right next to the first line (name). Unfortunately this action may result in truncated additional company information. We apologize for the misunderstanding this may have caused and appreciate your consideration.

Attached on the next page is an example DEA Form 222 and a copy of Title 21 of the Code of Federal Regulations

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DEA 222 Sample Form

See Reverse of PURCHASER's Copy for Instructions		No order form may be issued for Schedule I and II substance unless completed application form has been received. (21 CFR 1305.04).		OMB APPROVAL NO. 1117-0010	
TO: 1) Sun Belt Medical/Emergi-Source		STREET ADDRESS 2) 20 Capital Drive			
CITY and STATE 3) Hilton Head Island, SC 29926		DATE 4) Today's Date		TO BE FILLED IN BY SUPPLIER	
TO BE FILLED IN BY PURCHASER			SUPPLIER DEA REGISTRATION No.		
No. of Packages	Size of Package	Name of Item	National Drug Code	Packaging Shipped	Date Shipped
1 5) 1	6) 10 Cpj	7) Morphine Sul 10mg/ml 1ml LL			
2	1	Morphine Sul 10mg 10ml Stick Guard			
3	1	Morphine Sul 10mg 10ml Luer Jet			
4	25x1ml V	Morphine Sul 10mg/ml 1ml VIAL			
5	25x1ml A	Morphine Sul 10mg/ml 1ml AMPULE			
6	10x2ml A	Fentanyl 0.05mg/ml AMPULE			
7	10 Cpj	Fentanyl 0.05mg/ml 2ml LL			
8	10 Cpj	Demerol 25mg/ml 1ml LL			
9	25x1ml A	Demerol 50mg/ml 1ml AMPULE			
10					
8) LAST LINE COMPLETED (MUST BE 10 OR LESS)			SIGNATURE OF PURCHASER OR ATTORNEY OR AGENT 9)		
Date Issued		DEA Registration No.		Name and Address of Registrant	
Schedules					
Registered as a		No. of this Order Form			

DEA Form -222
(Oct. 1992)

US OFFICIAL ORDER FORMS - SCHEDULES I & II
DRUG ENFORCEMENT ADMINISTRATION
SUPPLIER'S Copy 1

In order for narcotics to be shipped to you we must have a copy of your Medical Director's or your agency's Federal DEA Certificate as well as an authorization form signed by your Medical Director. (Please call customer service to obtain this form.)

To purchase **Class IV** narcotics, a signed authorization form must be on file as well as a current copy of your Medical Director's or your agency's Federal DEA certificate. When purchasing Class IV narcotics, simply phone, fax or e-mail your order. *Please be aware that all narcotics will ship to the address on your DEA Certificate.*

With each Class II order, a form 222 must be completed and mailed to Sun Belt Medical/Emergi-Source. Forms 222 are issued by your local DEA office. If your Medical Director or authorized purchasing agent does not have any of these forms, call your local DEA office to order the forms.

Please use the following steps when ordering CLASS II Narcotics (Morphine, Demerol, Fentanyl):

- 1) Name of Supplier: Sun Belt Medical/Emergi-Source
- 2) Street Address: 20 Capital Drive
- 3) City and State: Hilton Head Island, SC 29926
- 4) Date: Date the form is completed
- *5) Number of Packages-if product is sold in boxes, indicate the number of boxes needed. If product is sold individually, indicate the units needed.
- 6) Size of package: if sold in boxes, indicate units per box. If sold individually, indicate the packaging size per unit.
- 7) Description of Product.
- 8) Last Line Completed: write the number of the last line completed. (Only one line should be completed for each type ordered.)
- 9) Signature: The Medical Director, agent or person authorized by power of attorney must sign the form.

Helpful Hints:

- Forms 222 are for Class II narcotics only. Class IV narcotics can be phoned or faxed in with other pharmaceuticals.
- If an error is made on your form 222, please void the form and begin again with a new form. Any form that has been altered will be returned.
- Sun Belt Medical/Emergi-Source will fill in the Supplier's DEA Registration Number, NDC and shipping information on the forms 222.
- The form 222 is a triplicate form. Retain copy 3 for your records and forward copies 1&2 to Sun Belt Medical/Emergi-Source
- If a purchase order number is needed on the packing slip, please include a note with your form 222 when mailing to Sun Belt Medical/Emergi-Source.
- Narcotics are non-returnable. Please be very specific with description and quantity needed when placing an order.
- All narcotics will ship to the address printed on the forms 222 and Federal DEA license.

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e-CFR Data is current as of October 1, 2010

Title 21 Code of Federal Regulations, Part 1305, Subpart B—DEA FORM 222

§ 1305.11 Procedure for obtaining DEA Forms 222.

(a) DEA Forms 222 are issued in mailing envelopes containing either seven or fourteen forms, each form containing an original, duplicate, and triplicate copy (respectively, Copy 1, Copy 2, and Copy 3). A limit, which is based on the business activity of the registrant, will be imposed on the number of DEA Forms 222, which will be furnished on any requisition unless additional forms are specifically requested and a reasonable need for such additional forms is shown.

(b) Any person applying for a registration that would entitle him or her to obtain a DEA Form 222 may requisition the forms by so indicating on the application form; a DEA Form 222 will be supplied upon the registration of the applicant. Any person holding a registration entitling him or her to obtain a DEA Form 222 may requisition the forms for the first time by contacting any Division Office or the Registration Section of the Administration. Any person already holding a DEA Form 222 may requisition additional forms on DEA Form 222a, which is mailed to a registrant approximately 30 days after each shipment of DEA Forms 222 to that registrant, or by contacting any Division Office or the Registration Section of the Administration. All requisition forms (DEA Form 222a) must be submitted to the DEA Registration Section.

(c) Each requisition must show the name, address, and registration number of the registrant and the number of books of DEA Forms 222 desired. Each requisition must be signed and dated by the same person who signed the most recent application for registration or for reregistration, or by any person authorized to obtain and execute DEA Forms 222 by a power of attorney under §1305.05.

(d) DEA Forms 222 will be serially numbered and issued with the name, address, and registration number of the registrant, the authorized activity, and schedules of the registrant. This information cannot be altered or changed by the registrant; any errors must be corrected by the Registration Section of the Administration by returning the forms with notification of the error.

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§ 1305.12 Procedure for executing DEA Forms 222.

(a) A purchaser must prepare and execute a DEA Form 222 simultaneously in triplicate by means of interleaved carbon sheets that are part of the DEA Form 222. DEA Form 222 must be prepared by use of a typewriter, pen, or indelible pencil.

(b) Only one item may be entered on each numbered line. An item must consist of one or more commercial or bulk containers of the same finished or bulk form and quantity of the same substance. The number of lines completed must be noted on that form at the bottom of the form, in the space provided. DEA Forms 222 for carfentanil, etorphine hydrochloride, and diprenorphine must contain only these substances.

(c) The name and address of the supplier from whom the controlled substances are being ordered must be entered on the form. Only one supplier may be listed on any form.

(d) Each DEA Form 222 must be signed and dated by a person authorized to sign an application for registration or a person granted power of attorney to sign a Form 222 under §1305.05. The name of the purchaser, if different from the individual signing the DEA Form 222, must also be inserted in the signature space.

(e) Unexecuted DEA Forms 222 may be kept and may be executed at a location other than the registered location printed on the form, provided that all unexecuted forms are delivered promptly to the registered location upon an inspection of the location by any officer authorized to make inspections, or to enforce, any Federal, State, or local law regarding controlled substances.

§ 1305.13 Procedure for filling DEA Forms 222.

(a) A purchaser must submit Copy 1 and Copy 2 of the DEA Form 222 to the supplier and retain Copy 3 in the purchaser's files.

(b) A supplier may fill the order, if possible and if the supplier desires to do so, and must record on Copies 1 and 2 the number of commercial or bulk containers furnished on each item and the date on which the containers are shipped to the purchaser. If an order cannot be filled in its entirety, it may be filled in part and the balance supplied by additional shipments within 60 days following the date of the DEA Form 222. No DEA Form 222 is valid more than 60 days after its execution by the purchaser, except as specified in paragraph (f) of this section.

(c) The controlled substances must be shipped only to the purchaser and the location printed by the Administration on the DEA Form 222, except as specified in paragraph (f) of this section.

(d) The supplier must retain Copy 1 of the DEA Form 222 for his or her files and forward Copy 2 to the Special Agent in Charge of the Drug Enforcement Administration in the area

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in which the supplier is located. Copy 2 must be forwarded at the close of the month during which the order is filled. If an order is filled by partial shipments, Copy 2 must be forwarded at the close of the month during which the final shipment is made or the 60-day validity period expires.

(e) The purchaser must record on Copy 3 of the DEA Form 222 the number of commercial or bulk containers furnished on each item and the dates on which the containers are received by the purchaser.

(f) DEA Forms 222 submitted by registered procurement officers of the Defense Supply Center of the Defense Logistics Agency for delivery to armed services establishments within the United States may be shipped to locations other than the location printed on the DEA Form 222, and in partial shipments at different times not to exceed six months from the date of the order, as designated by the procurement officer when submitting the order.

§ 1305.14 Procedure for endorsing DEA Forms 222.

(a) A DEA Form 222, made out to any supplier who cannot fill all or a part of the order within the time limitation set forth in §1305.13, may be endorsed to another supplier for filling. The endorsement must be made only by the supplier to whom the DEA Form 222 was first made, must state (in the spaces provided on the reverse sides of Copies 1 and 2 of the DEA Form 222) the name and address of the second supplier, and must be signed by a person authorized to obtain and execute DEA Forms 222 on behalf of the first supplier. The first supplier may not fill any part of an order on an endorsed form. The second supplier may fill the order, if possible and if the supplier desires to do so, in accordance with §1305.13(b), (c), and (d), including shipping all substances directly to the purchaser.

(b) Distributions made on endorsed DEA Forms 222 must be reported by the second supplier in the same manner as all other distributions except that where the name of the supplier is requested on the reporting form, the second supplier must record the name, address, and registration number of the first supplier.

§ 1305.15 Unaccepted and defective DEA Forms 222.

(a) A DEA Form 222 must not be filled if either of the following apply:

(1) The order is not complete, legible, or properly prepared, executed, or endorsed.

(2) The order shows any alteration, erasure, or change of any description.

(b) If a DEA Form 222 cannot be filled for any reason under this section, the supplier must return Copies 1 and 2 to the purchaser with a statement as to the reason (e.g. , illegible or altered).

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(c) A supplier may for any reason refuse to accept any order and if a supplier refuses to accept the order, a statement that the order is not accepted is sufficient for purposes of this paragraph.

(d) When a purchaser receives an unaccepted order, Copies 1 and 2 of the DEA Form 222 and the statement must be attached to Copy 3 and retained in the files of the purchaser in accordance with §1305.17. A defective DEA Form 222 may not be corrected; it must be replaced by a new DEA Form 222 for the order to be filled.

§ 1305.16 Lost and stolen DEA Forms 222.

(a) If a purchaser ascertains that an unfilled DEA Form 222 has been lost, he or she must execute another in triplicate and attach a statement containing the serial number and date of the lost form, and stating that the goods covered by the first DEA Form 222 were not received through loss of that DEA Form 222. Copy 3 of the second form and a copy of the statement must be retained with Copy 3 of the DEA Form 222 first executed. A copy of the statement must be attached to Copies 1 and 2 of the second DEA Form 222 sent to the supplier. If the first DEA Form 222 is subsequently received by the supplier to whom it was directed, the supplier must mark upon the face "Not accepted" and return Copies 1 and 2 to the purchaser, who must attach it to Copy 3 and the statement.

(b) Whenever any used or unused DEA Forms 222 are stolen or lost (other than in the course of transmission) by any purchaser or supplier, the purchaser or supplier must immediately upon discovery of the theft or loss, report the theft or loss to the Special Agent in Charge of the Drug Enforcement Administration in the Divisional Office responsible for the area in which the registrant is located, stating the serial number of each form stolen or lost.

(c) If the theft or loss includes any original DEA Forms 222 received from purchasers and the supplier is unable to state the serial numbers of the DEA Forms 222, the supplier must report the date or approximate date of receipt and the names and addresses of the purchasers.

(d) If an entire book of DEA Forms 222 is lost or stolen, and the purchaser is unable to state the serial numbers of the DEA Forms 222 in the book, the purchaser must report, in lieu of the numbers of the forms contained in the book, the date or approximate date of issuance.

(e) If any unused DEA Form 222 reported stolen or lost is subsequently recovered or found, the Special Agent in Charge of the Drug Enforcement Administration in the Divisional Office responsible for the area in which the registrant is located must immediately be notified.

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§ 1305.17 Preservation of DEA Forms 222.

(a) The purchaser must retain Copy 3 of each executed DEA Form 222 and all copies of unaccepted or defective forms with each statement attached.

(b) The supplier must retain Copy 1 of each DEA Form 222 that it has filled.

(c) DEA Forms 222 must be maintained separately from all other records of the registrant. DEA Forms 222 are required to be kept available for inspection for a period of two years. If a purchaser has several registered locations, the purchaser must retain Copy 3 of the executed DEA Form 222 and any attached statements or other related documents (not including unexecuted DEA Forms 222, which may be kept elsewhere under §1305.12(e)), at the registered location printed on the DEA Form 222.

(d) The supplier of carfentanil, etorphine hydrochloride, and diprenorphine must maintain DEA Forms 222 for these substances separately from all other DEA Forms 222 and records required to be maintained by the registrant.

§ 1305.18 Return of unused DEA Forms 222.

If the registration of any purchaser terminates (because the purchaser dies, ceases legal existence, discontinues business or professional practice, or changes the name or address as shown on the purchaser's registration) or is suspended or revoked under §1301.36 of this chapter for all Schedule I and II controlled substances for which the purchaser is registered, the purchaser must return all unused DEA Forms 222 to the nearest office of the Administration.

§ 1305.19 Cancellation and voiding of DEA Forms 222.

(a) A purchaser may cancel part or all of an order on a DEA Form 222 by notifying the supplier in writing of the cancellation. The supplier must indicate the cancellation on Copies 1 and 2 of the DEA Form 222 by drawing a line through the canceled items and printing "canceled" in the space provided for number of items shipped.

(b) A supplier may void part or all of an order on a DEA Form 222 by notifying the purchaser in writing of the voiding. The supplier must indicate the voiding in the manner prescribed for cancellation in paragraph (a) of this section.