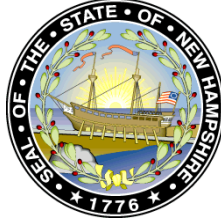


**STATE OF NEW HAMPSHIRE
BOARD OF PHARMACY**

57 Regional Drive
Concord, NH 03301-8518



Pharmacy Application

Enclosed is an application for PERMIT TO CONDUCT A PHARMACY IN NEW HAMPSHIRE. The application must be completed and filed at the Board office along with the appropriate fee, as indicated on the face of the application, at least **30 days prior** to anticipated date of conducting business under the new license.

Upon receipt of the completed application, the Board will schedule the pharmacist-in-charge and a representative of the corporation for a conference at the next regularly scheduled Board meeting. The Board meets on the 3rd Wednesday of every month.

Once the Board completes its review and approves the application, an inspection of the premises will be conducted by a compliance investigator. To accommodate this inspection, please refer to the PRIMARY INSPECTION CHECK LIST and SAMPLE ALARM NOTICE on the following pages and be sure that you comply with **all** requirements.

It is your responsibility to contact the Drug Enforcement Administration in order to obtain a DEA Registration Number. This process should be initiated immediately.

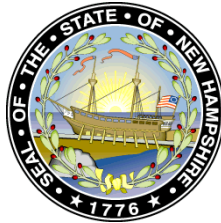
**Drug Enforcement Administration
JFK Federal Building, Room E-400
15 New Sudbury Street
Boston, MA 02203-0131**

**Registration Unit
Tel #: (617) 557-2200**

If you have questions do not hesitate to contact the Board office for clarification.

**STATE OF NEW HAMPSHIRE
BOARD OF PHARMACY**

57 Regional Drive
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PRIMARY INSPECTION CHECKLIST

(Items that will be inspected by the Board's Compliance Officer during their initial visit)

- Drug storage bays and compounding area complete
- Plumbing complete (toilet)
- Hot & cold running water
- Refrigerator
- Selected drug references and the current edition of the *NH Pharmacy Law Book*
- Temporary prescription labels
- General security adequate
- Documentation of installed and functioning alarm system *
- Phone installed and telephone number available
- Prescription department secure from public access
- Pharmacy hours
- List of personnel that have access/keys to pharmacy area

IN ADDITION – IF LICENSING PHARMACY DEPARTMENT ONLY

- Name of business (store) in which the pharmacy department is located
- Business (store) hours
- "Pharmacy" section security adequate (see alarm requirement [*] above)
- "Mail Slot" adequate if going to be used
- "PHARMACIST NOT ON DUTY" sign

