



RE: Off-Site Storage for Records of Accountability

Dear Licensee,

In accordance with Ohio Administrative Codes 4729-5-27, 4729-9-14, 4729-9-16 and 4729-9-22, the Ohio State Board of Pharmacy is requesting you complete the following form to maintain records of accountability for dangerous drugs at an off-site storage facility. Please submit this form electronically by visiting: www.pharmacy.ohio.gov/records. Upload instructions can be found at the end of this form.

Licensee Requesting to Store Records Off Site:

Location Name:	TDDD/WDDD License No:
Street Address:	Name of Responsible Person (RP):
City:	RP License No:
Zip Code:	RP Contact Phone:
RP E-Mail Address	

What is the name and address of the off-site storage facility where the licensee intends to store records of accountability?

Name of off-site storage facility:	
Street Address:	
City:	Zip Code:



Off-site storage of records of accountability will only be authorized for records older than twelve (12) months.

Authorized Exemptions:

If the licensee feels they cannot comply with the **on-site** storage of the past **twelve (12) months** of records, they shall provide a detailed explanation of their proposed intentions. The State of Ohio Board of Pharmacy's review, for the off-site storage process as stated here (*Example explanation: John Doe Nursing Home Provider, DDD number 021234567, request transferring records of accountability to its listed off-site storage facility for records older than thirty (30) days. John Doe Nursing Home Provider will maintain a current off-site storage transfer policy, and maintain complete and accurate records documenting all transfers of these records to the authorized off-site storage facility.*)

Provide a detailed exemption request here (or attach a separate sheet of paper to this request):

A licensee will be notified by e-mail within 14 days whether or not their request was approved.

If permission is granted, such permission is automatically terminated if any of the facts within this request change. *Examples of changes would include; the changing of off-site storage facilities, a change in policy, a change period of time records are maintained at the licensee's physical address, etc.*

If you have any questions or concerns, please contact the State of Ohio Board of Pharmacy at 614.466.4143.

Upload Instructions:

Step 1: www.pharmacy.ohio.gov/records

Step 2: Enter the WDDD/TDDD license number of the facility requesting to store records off-site.

Step 3: Enter an e-mail address or multiple addresses. The status of your request will be sent to the address(es) provided.

Step 4: Upload your request in a .PDF format (one file only).