



The Commonwealth of Massachusetts  
 Executive Office of Health and Human Services  
 Department of Public Health  
 Division of Health Professions Licensure

Board of Registration in Pharmacy  
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<http://www.mass.gov/dph/boards/pharmacy>

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 COMMISSIONER

**TO:** All Pharmacies and Pharmacists  
**FROM:** David Sencabaugh, Executive Director, Board of Registration in Pharmacy  
**DATE:** May 2, 2014  
**RE:** Mandated Reporting Requirements

The regulations require pharmacies to report certain events and circumstances to the Board within specified timeframes. The reporting requirements are summarized as follows:

Regulation	Event / Circumstance to be Reported	Deadline for Report	Address to Submit Report
247 CMR 6.15(2)	Any non-routine notices	Within 7 business days of receipt	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 6.15(3)	Any adverse change in status of accreditation	Within 7 business days of an action taken by the accrediting agency	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 6.15(6)	All adverse events relating to preparation of medications	Within 7 business days of identification of the error	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 10.03(1)(y)	Discipline resulting from the practice of any licensee	7 days of the disciplinary action	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 10.03(1)(z)	Any final action (i.e., surrender of license, resignation)	7 days of the final action	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 10.03(1)(aa)	Any pending criminal charge or conviction of any licensee	30 days of the charge or conviction	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 6.15(7)	Abnormal results, identification of environmental contaminants, or improper potency, inconsistent with United States Pharmacopeia (USP) General Chapter 797 standards	Within 7 business days of abnormal results	<a href="mailto:Abnormalresults@state.ma.us">Abnormalresults@state.ma.us</a>
247 CMR 6.02(10)	Loss of controlled substances	Within 7 business days of discovery of the loss	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 6.14 and 15.05	Dispensing errors resulting in death or serious injury	Within 15 business days discovery	<a href="mailto:DHPL-OPP.ADMIN@massmail.state.ma.us">DHPL-OPP.ADMIN@massmail.state.ma.us</a>
247 CMR 6.15(5)	Sterile Compounding Bi-annual Reporting	January 15 and July 15 of each calendar year	<a href="mailto:Kelly.A.Barnes01@state.ma.us">Kelly.A.Barnes01@state.ma.us</a>

Failure to comply with the reporting requirements or cooperate fully with the Board during any Board investigation of such reports will be grounds for disciplinary action by the Board.

Any questions related to the reporting requirements should be directed to:  
**pharmacy.admin@massmail.state.ma.us**

All reporting forms required above can be found on the Board website at:  
<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/pharmacy/mandated-reporting-forms-.html>

Please ensure that you review these forms periodically to make sure that you are using the most up to date form. The Board has recently revised several of the required reporting forms. Specifically, the Board would like to direct your attention to the Loss of Controlled Substances Reporting form, which needs to be submitted to the Board in addition to the DEA Form 106.

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