

# GUIDELINES FOR APPROVAL OF DRUG WHOLESALE PERMITS:

## **Full Service Wholesaler / Non-Prescription Wholesaler – In-State (Arizona)**

### **(Non-Resident Applications – See Below)**

1. Applications shall only be approved at a scheduled Board meeting and the completed application shall be in the Board office at least 15 days prior to the Board meeting date for proper investigation and processing.
2. **The wholesaler shall list the drugs to be wholesaled.**
3. Full Service Drug Wholesaler permits allow the permittee to stock prescription only and non-prescription (OTC) medications; Non-Prescription Drug Wholesaler permits allow the permittee to stock ONLY non-prescription (OTC) medications.
4. Plans shall be submitted demonstrating that the size and security of the facility is adequate and commensurate with the proposed operation. A temporary permit cannot be issued to a drug wholesaler.
5. A non-prescription drug wholesaler is required to name a manager, not necessarily a pharmacist, who is experienced and knowledgeable in laws pertaining to drug distribution. A full service wholesaler shall name a designated representative with 3 years experience who meets the requirements of A.R.S. § 32-1982 and a resume shall be provided with the application. In both cases the person named as manager or designated representative for the drug wholesale facility shall be present for orientation at the Board meeting when the application for permit is reviewed by the Board for approval.
6. **A full service wholesaler shall provide evidence, at the time of application and renewal, of a \$100,000.00 bond (line of credit) as required by A.R.S. § 32-1982(D). If a full service wholesaler can provide evidence that it possesses the required bond in another state, the requirement for a bond in Arizona may be waived.**
7. A drug wholesaler shall not order any drugs or open for business until final inspection and written approval of a Compliance Officer is issued. Opening inspections should be scheduled one week in advance with the Compliance Officer.
8. No permit shall be issued unless permitted by local zoning requirements.
9. No drug wholesale permittee shall manufacture package or repackage label or relabel or make any alterations of any drug product or container.
10. Prescription only drug products shall be sold or distributed only to duly licensed pharmacies or medical practitioners. Non-prescription drug products shall be sold or distributed only to the above persons and to non-prescription retailers holding a current permit issued by the Arizona State Board of Pharmacy (if such outlet is located in Arizona). Sales and distribution records shall be maintained showing name address and permit number of all customers and shall be available to the Compliance Officer(s) of the Board.

11. **Applications will be held pending the completion of the fingerprinting requirement for the designated representative as stated under A.R.S. § 32-1982(c). The fingerprinting information and procedure will be sent to the designated representative once the application has been received by the Arizona State Board of Pharmacy and the application has been approved for processing. [Non-Prescription Wholesaler applicants do not have to submit fingerprints]**
12. Applicants for a Drug Wholesale Permit shall have and be familiar with the Arizona Revised Statutes and Rules governing the practice of pharmacy and the operation of a Drug Wholesaler.
13. Federal laws require that all personnel employed in the drug wholesale industry shall be qualified by education and/or experience to assume responsibility for compliance with state licensing requirements.
14. Permittees are responsible for notifying the Board office of changes involving ownership, address, phone number, name of business, designated representative or manager including their phone number. **DRUG WHOLESALER PERMITS ARE NON-TRANSFERRABLE.**
15. PLEASE CONTACT BOARD OFFICE FOR FEE INFORMATION: Ms. Tiffany Poetsch, Office Manager (602) 771-2730 or [TPoetsch@AZPharmacy.Gov](mailto:TPoetsch@AZPharmacy.Gov)

**Durable Medical Goods & Equipment:** If you item(s) meet one or more of the following, you will need a full service wholesale permit to sell in the state. You will be required to complete the same application process as a wholesaler (bond, fingerprints, etc...)

1. If your items states on the packaging/container/box 'For Rx' or 'For Prescription Use Only'.
2. Is only available by prescription (cannot purchased over-the-counter).
3. Contains prescription drugs within the device.

### **Full Service Wholesaler / Non-Prescription Wholesaler – Non-Resident**

1. **The wholesaler shall list the drugs to be wholesaled.**
2. **Supply Board with a copy of their state license/permit.**
3. Full Service Drug Wholesaler permits allow the permittee to stock prescription only and non-prescription (OTC) medications; Non-Prescription Drug Wholesaler permits allow the permittee to stock ONLY non-prescription (OTC) medications.
4. A non-prescription drug wholesaler is required to name a manager, not necessarily a pharmacist, who is experienced and knowledgeable in laws pertaining to drug distribution. A full service wholesaler shall name a designated representative with 3 years experience who meets the requirements of A.R.S. § 32-1982 and a resume shall be provided with the application. In both cases the person named as manager or designated representative for the drug wholesale facility shall be present for orientation at the Board meeting when the application for permit is reviewed by the Board for approval.

5. **A full service wholesaler shall provide evidence, at the time of application and renewal, of a \$100,000.00 bond (line of credit) as required by A.R.S. § 32-1982(D). If a full service wholesaler can provide evidence that it possesses the required bond in another state, the requirement for a bond in Arizona may be waived.**
6. No drug wholesale permittee shall manufacture package or repackage label or relabel or make any alterations of any drug product or container.
7. Prescription only drug products shall be sold or distributed only to duly licensed pharmacies or medical practitioners. Non-prescription drug products shall be sold or distributed only to the above persons and to non-prescription retailers holding a current permit issued by the Arizona State Board of Pharmacy (if such outlet is located in Arizona). Sales and distribution records shall be maintained showing name address and permit number of all customers and shall be available to the Compliance Officer(s) of the Board.
8. **Applications will be held pending the completion of the fingerprinting requirement for the designated representative as stated under A.R.S. § 32-1982(c). The fingerprinting information and procedure will be sent to the designated representative once the application has been received by the Arizona State Board of Pharmacy and the application has been approved for processing. [Non-Prescription Wholesaler applicants do not have to submit fingerprints]**
9. Applicants for a Drug Wholesale Permit shall have and be familiar with the Arizona Revised Statutes and Rules governing the practice of pharmacy and the operation of a Drug Wholesaler.
10. Federal laws require that all personnel employed in the drug wholesale industry shall be qualified by education and/or experience to assume responsibility for compliance with state licensing requirements.
11. Permittees are responsible for notifying the Board office of changes involving ownership, address, phone number, name of business, designated representative or manager including their phone number. **DRUG WHOLESALE PERMITS ARE NON-TRANSFERRABLE.**
12. PLEASE CONTACT BOARD OFFICE FOR FEE INFORMATION: Ms. Tiffany Poetsch, Office Manager (602) 771-2730 or [TPoetsch@AZPharmacy.Gov](mailto:TPoetsch@AZPharmacy.Gov)

**Durable Medical Goods & Equipment:** If you item(s) meet one or more of the following, you will need a full service wholesale permit to sell in the state. You will be required to complete the same application process as a wholesaler (bond, fingerprints, etc...)

1. If your items states on the packaging/container/box 'For Rx' or 'For Prescription Use Only'.
2. Is only available by prescription (cannot purchased over-the-counter).
3. Contains prescription drugs within the device.