



## DEA-222 Form & Shipping Instructions

### Completing the DEA-222 Form:

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#### 1. Verify Accuracy of the DEA-222 Form:

- Verify the DEA-222 Form matches what was requested on the "Schedule II Return Request Form."
- NDC's might be reported differently, but if the description and strength of the drug are identical, it is a valid entry.

#### 2. Fill Out "Part 4":

- Fill out "Number Shipped" and "Date Shipped" columns.

#### 3. Create a photocopy of the DEA-222 Form:

- Include the photocopy of the finalized DEA-222 Form within the shipment.
- **Do not** send the original DEA-222 Form to PRS.

#### 4. Documentation/Records:

- Keep the **original** DEA-222 Form for your records for up to three years.

#### 5. Ship within 45 Days of Issuance:

- The DEA-222 Form and items must be received by PRS within 60 days of issuance.
- Be sure to ship within 45 days of issuance date.

### Schedule II Shipping Instructions:

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#### 1. Only ship the items listed on the DEA-222 Form:

- Only send the CII items listed on the "Schedule II Return Request" Form.
- Do not ship Class III-V's or non-control items with your Class II shipment.

#### 2. Prepare the shipment:

- Place the CII items inside the tamper-evident bag provided.
- Place the sealed tamper evident bag inside a box.
- Send all the items listed on the DEA-222 Form in one box.

#### 3. Use the provided FedEx label:

- Affix the provided labels (Federal Express & Arrows) on the box. Complete the "From" section on the FedEx label.
- The RMA# will be filled out with your Account#.
- Call FedEx (800-463-3339) to schedule pick up. Ensure packages are not left unsecured.
- Retain the "**Shipper Receipt**" on the PRP FedEx label for shipment tracking.
- FedEx Ground will arrive the following day to pick up your package.

#### 4. For Assistance, Contact Us:

- If you have any questions or need assistance, please don't hesitate to contact us at 800-215-5878. Our representatives are here to help!