



C2 Packing Instructions

Thank you for using MedFlats® to return and dispose of your pharmaceutical products. You have made a smart choice for your business and a responsible decision for the environment.

According to our records, you have recently registered a Medflat to return Controlled Substances (C2s). Please review the packing instructions and the C2 Preparation Instructions on the following page to ensure your return is compliant with all DEA regulations.

- Ensure to line your Medflat with the plastic liner bag included.
- Press firmly on all the adhesive strips (both bottom and top) to ensure a strong seal.
- Wrap glass bottles with bubble wrap to prevent breakage / leaking and seal in a plastic bag.
- Fill excess space using bubble wrap, packing peanuts, or newspaper to ensure safe shipment.
- Tape all seams and closures of the MedFlats® box or envelope.
- **Included a photocopy of your completed DEA Form - 222 and return inventory report in your flat before sealing and sending.**

ADDITIONAL INFORMATION REGARDING PROPER SHIPMENT OF MEDFLATS® IS AVAILABLE ONLINE AT [MEDFLATS.COM/SUPPORT.ASPX](https://www.medflats.com/support.aspx) OR YOU CAN CONTACT US AT 800.257.3527.

CONTACT

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 800.257.3527, ext. 249

Do

- Do follow applicable state laws and federal regulations regarding the return and/or disposal of pharmaceuticals.
- Contact PharmaLink, Inc. with any questions regarding your C2 return: 800.257.3527.

Don't

- Do not return C3-5, RX or OTC drugs with your C2 return or combine with another return.
- Do not deposit used sharps or medical waste into any MedFlats® box or envelope.
- Do not overfill. Maximum return weights are as follows: Large: 12 lbs. | Medium: 8 lbs. | Small: 13 oz.
- Do not return patient prescribed medications.
- Do not return C2 items not listed on the DEA Form - 222



Preparing your DEA Form - 222

IMPORTANT: This form is **TIME SENSITIVE** and **WILL EXPIRE 60 DAYS** from the date issued. If more than 10 NDC's have been submitted, multiple forms will be required to complete your C2 return.

1. COMPLETING THE DEA FORM - 222

INDICATE the total number of packages to be shipped and the **DATE YOU INTEND TO SHIP** your C2 inventory.

1 Enter your **DEA** number.

Enter the **date you will ship** your C2 return.

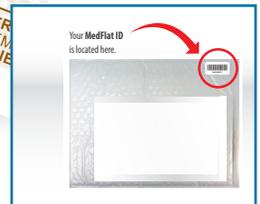


Enter how many **packages** will be shipped for the corresponding product(s). *Please notify our Compliance Department if the quantities change.

2. ENTERING ORDER FORM NO. & PRINTING A CARRIER LABEL

Login to the Customer Portal and **EDIT** the open inventory with the status indicating **"Awaiting Form - 222"**. Enter your **DEA Form - 222 No.**, found in the bottom-left portion of the form under the heading **No. of this Order Form**, and click **SUBMIT**. You will be prompted to validate your **MedFlat ID** Number. A carrier label will automatically generate in a new tab.

2 **No. of this Order Form.** Enter this number on the MedFlats® customer portal.



*If your MedFlat already has a carrier label, enter your **MedFlat ID** and **tracking number** before selecting **SUBMIT**.

3. DEA FORM - 222 & COPIES

Keep the **top copy (brown ink) along with your return paperwork** for your records, forward the **middle copy (green ink)** to your local DEA field office. Make a **copy** of the **DEA Form - 222⁽¹⁾** and your **MedFlat Customer Return Inventory⁽²⁾**, then include both forms with your flat before sealing and sending.

3 Keep the **Brown DEA Form - 222** copy along with your **return paperwork** for your future records.

Please send your **Green DEA Form - 222** copy to your **local DEA Field office**.

Include a **copy** of your **DEA Form - 222** & the **MedFlat Customer Return Inventory**.

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To find your local DEA office, visit <http://www.deadiversion.usdoj.gov/> & click on the "Find your local DEA office" link.

