

State of Connecticut
Department of Consumer Protection
Drug Control Division
www.ct.gov/dcp/drugcontrol
Email: DCP.DrugWholesalers@ct.gov

**Frequently Asked Questions for Wholesalers of Drugs, Medical Devices and/or
Cosmetics within the State of Connecticut**

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1. When is a registration required for a Wholesaler of Drugs, Medical Devices and/or Cosmetics?
 - a. This registration is required for businesses that supply controlled substances, legend drugs, over-the-counter drugs, medical devices (legend or non-legend), or cosmetics to other wholesalers, manufacturers, prescribing practitioners, hospitals, pharmacies, grocery stores, gas stations, convenience stores, etc. There are instances where companies that accept a prescription for legend and non-legend products are required to obtain this registration (Oxygen see Question 7 and for durable medical equipment (DME)/diabetic testing supplies see Question 8).

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2. My wholesaler/distributor business is not located in Connecticut, but I plan on shipping drugs, medical devices and/or cosmetics into Connecticut. Am I required to register as a Wholesaler of Drugs, Medical Devices and/or Cosmetics?
 - a. Yes, whether you are located within Connecticut or in another state, if your business plans on shipping drugs, medical devices and/or cosmetics within or into the State of Connecticut, you are required to be properly registered with a Wholesaler of Drugs, Medical Devices and/or Cosmetics registration. Please see the Frequently Asked Questions for Out of State Wholesalers of Drugs, Medical Devices and/or Cosmetics.

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3. Do I need to register each location where I do business as a Wholesaler of Drugs, Medical Devices and/or Cosmetics within the State of Connecticut?
 - a. If each of your locations distributes controlled substances then you would be required to have a separate registration for each location. If each location does not distribute controlled substances then you

would just need one location to be registered along with a list of additional locations wherein medications will be stored. Additional locations should be submitted with the application or can be added as the business adds locations by submitting the information via email to D.C.P.DrugWholesalers@ct.gov (please be sure to reference your current registration number in the email). It is possible to obtain registrations for all of your individual locations provided each location pays the annual registration fee. If you would like to register each location separately, without controlled substances, please indicate that on your application and also by submitting a letter on your company letterhead explaining said information. Please include that you understand that there is an annual registration fee for each location registered.

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4. What do I need to do in order to be a wholesaler of controlled substances in the State of Connecticut?
 - a. In order to be a Wholesaler of Drugs, Medical Devices and/or Cosmetics you need to accurately complete the application on our website and submit it with the appropriate fee. Your location(s) are subject to an inspection prior to being approved to distribute drugs, medical devices and or cosmetics from your location(s). You can also obtain the application for licensure by emailing D.C.P.DrugWholesalers@ct.gov and downloading the application from the auto-response.

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5. Will I need to be inspected prior to obtaining a Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?
 - a. Yes. The location(s) that you register will be subject to inspection prior to being approved to distribute drugs, medical devices and/or cosmetics.

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6. Is there any reporting requirement for the State of Connecticut regarding what products have been wholesaled and to whom they have been sold?
 - a. Not at this time however records need to be made available for inspection/review at reasonable times in a reasonable manner.

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7. What are the record keeping requirements for a Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?
 - a. A Wholesaler of Drugs, Medical Devices and/or Cosmetics is required to maintain inventories and records of all transactions regarding the receipt and distribution or other disposition of drugs, medical devices and/or cosmetics.

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8. What registration do I need if I distribute liquid oxygen or concentrators?
 - a. In the State of Connecticut, Oxygen is considered a prescription drug and therefore a company that distributes oxygen to patients, health care facilities, hospitals, pharmacies, etc., would be required to maintain a Wholesaler of Drugs, Medical Devices, and/or Cosmetics registration. (Note: If you trans fill oxygen from one storage tank to another you would also be required to maintain a Manufacturer of Drugs, Medical Devices, and/or Cosmetics registration.)

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9. What registration do I need if I distribute durable medical equipment (DME) and/or diabetic testing supplies to consumers within the State of Connecticut based on a medical order or prescription?
 - a. You are required to maintain a Wholesaler of Drugs, Medical Devices and/or Cosmetics registration unless you are licensed as a pharmacy in the State of Connecticut.

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10. How long does it take to obtain a registration for a Wholesaler of Drugs, Medical Devices and/or Cosmetics?

- a. In general, the process takes approximately thirty (30) days but much of that depends on the condition of your facility. Once you have sent in your application, you can track it on our website www.elicense.ct.gov. It is important to make sure that you provide a contact phone number that is accurate so that the Drug Control Agent assigned your inspection can contact you to schedule the inspection.

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11. What do I need to do if I want to change the address on my Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?

- a. You are required to notify the Department of Consumer Protection, Drug Control Division within 30 days regarding a change of address. To change the address of your Wholesaler of Drugs, Medical Devices and/or Cosmetics registration you should send an email to DCP.DrugWholesalers@ct.gov and include your registration number and explain that you would like to change locations in the email. You should also provide the old address, new address and a contact phone number so that a Drug Control Agent can contact you regarding inspection of your new location. You can also call 860-713-6065 to request the change of address however email is the preferred method of communication. Please keep in mind that you cannot store product at the new location until an inspection has been completed and the address on your license has been changed.

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12. What should I do if I want change the types of products that I distribute in the State of Connecticut?

- a. You are required to notify the Department of Consumer Protection, Drug Control Division within 30 days regarding a change in the types of products distributed. Send an email to

DCP.DrugWholesalers@ct.gov detailing the change and please include your license number in the email. If you are adding controlled substances, your facility will be required to have an inspection prior to the changes being approved. (Please note that if you intend to add controlled substances you will also be required to contact the Drug Enforcement Agency (DEA) as well.)

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13. Is there a fee to change the types of products that I distribute in the State of Connecticut?
- a. Yes, if you are adding controlled substances to the list of products that you wholesale. For all other products, there is currently no fee associated.

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14. What should I do if I have a change of ownership for my Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?
- a. You are required to notify the Department of Consumer Protection, Drug Control Division within 30 days of a change of ownership. An inspection is required for any change of ownership of a Wholesaler of Drugs, Medical Devices and/or Cosmetics registration.

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15. Is there a fee for a submitting change of ownership documentation?
- a. Not at this time.

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16. What should I do if there is a change in the organizational structure for my Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?
- a. You are required to notify the Department of Consumer Protection, Drug Control Division within 30 days of a change in organizational structure. Submit an email to DCP.DrugWholesalers@ct.gov detailing the change and the effective date. In the email please be

sure to include your license number and a new list of officers of the company if applicable.

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17. Is there a fee for submitting a change in the organization structure for my Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?

a. Not at his time.

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18. What should I do if there is a change in principal officers of my company and I have a Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?

a. Send an email to DCP.DrugWholesalers@ct.gov with the information detailing the changes.

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19. How often should I expect to be inspected as Wholesaler of Drugs, Medical Devices and/or cosmetics?

a. There is no specific inspection schedule for a Wholesaler of Drugs, Medical Devices, and/or Cosmetics in the State of Connecticut. However, Connecticut law requires that Inventories, records and facilities shall be made available for inspection during normal business hours. Inventories and records must be maintained for a period of 3 years following disposition of the drugs.

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20. What should I do if another state is requesting a copy of my most recent inspection?

a. Contact the Department of Consumer Protection, Drug Control Division via email at DCP.DrugWholesalers@ct.gov and request a copy of your most recent inspection. Please be sure to provide your registration number in the email to help us expedite our response to you. If the State is requesting a more current inspection, please

contact our office at the same email address above and request an inspection.

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21. Do I need to register as a Wholesaler of Drugs, Medical Devices and/or Cosmetics with the State of Connecticut if I am a broker or facilitate the distribution of Drugs, Medical Devices or Cosmetics by drop shipment?

- a. Yes you would need to register as a Wholesaler of Drugs, Medical Devices, and/or Cosmetics.

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22. How do I renew my Wholesaler of Drugs, Medical Devices and/or Cosmetics registration?

- a. Approximately 30-45 days prior to the expiration, you will be mailed a renewal document. The document will provide you with instructions, a user name and password to renew online or you can mail in the document with the appropriate fee.

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