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TO: Medication Administration Program Administrators and Registered Sites

FROM: David E. Johnson, Director, Drug Control Program

DATE: July 7, 2020

SUBJECT: MAP Policy No. 01-2 *Criteria for Site Registration with DPH*

Effective immediately, the Medication Administration Program (MAP) Massachusetts Controlled Substance Registration (MCSR) certificate will no longer be printed and delivered by mail. A MAP site's official MCSR will be rendered as a PDF and delivered by email to the Service Provider's Operational Manager or designee.

MAP Policy No. 01-2 (5) states: "The original MCSR must be kept at the site with a copy of the MCSR kept at the Service Provider's administrative office, or vice versa."

This policy is hereby amended to state the following: "A printed or electronic copy of the MCSR must be available and readily accessible in the medication storage area at the MAP registered site and at the Service Provider's administrative office."

The new MAP Policy is shown below, as edited to reflect this change.

**MEDICATION ADMINISTRATION PROGRAM
 POLICY MANUAL**

Policy No. & Issue	01-2 Criteria for Site Registration with DPH		
Policy Source	April 1997 MAP Advisory	Supervisor's Training Manual	
Issued Date:	04/97	5/15/98	Last Revision Date: 01/01/15

5 A printed or electronic copy of the MCSR must be available and readily accessible in the medication storage area at the MAP registered site and at the Service Provider's administrative office.